

General Ledger (GL) Spreadsheet Journals Overview

Cardinal allows you to create GL Journals via the Import Spreadsheet Journal feature. This feature is generally intended for large journals which contain many lines. This feature saves time and effort by creating the journal in an Excel macro, then simply attaching the .txt output to a Run Control used to upload the file into Cardinal.

Budget Spreadsheet Journals Overview

Cardinal allows you to create Budget Journals via the Upload Spreadsheet Journal feature. This feature is generally intended for large journals which contain many lines. This feature saves time and effort by creating the journal in an Excel macro, then simply attaching the .xml output to a Run Control used to upload the file into Cardinal.

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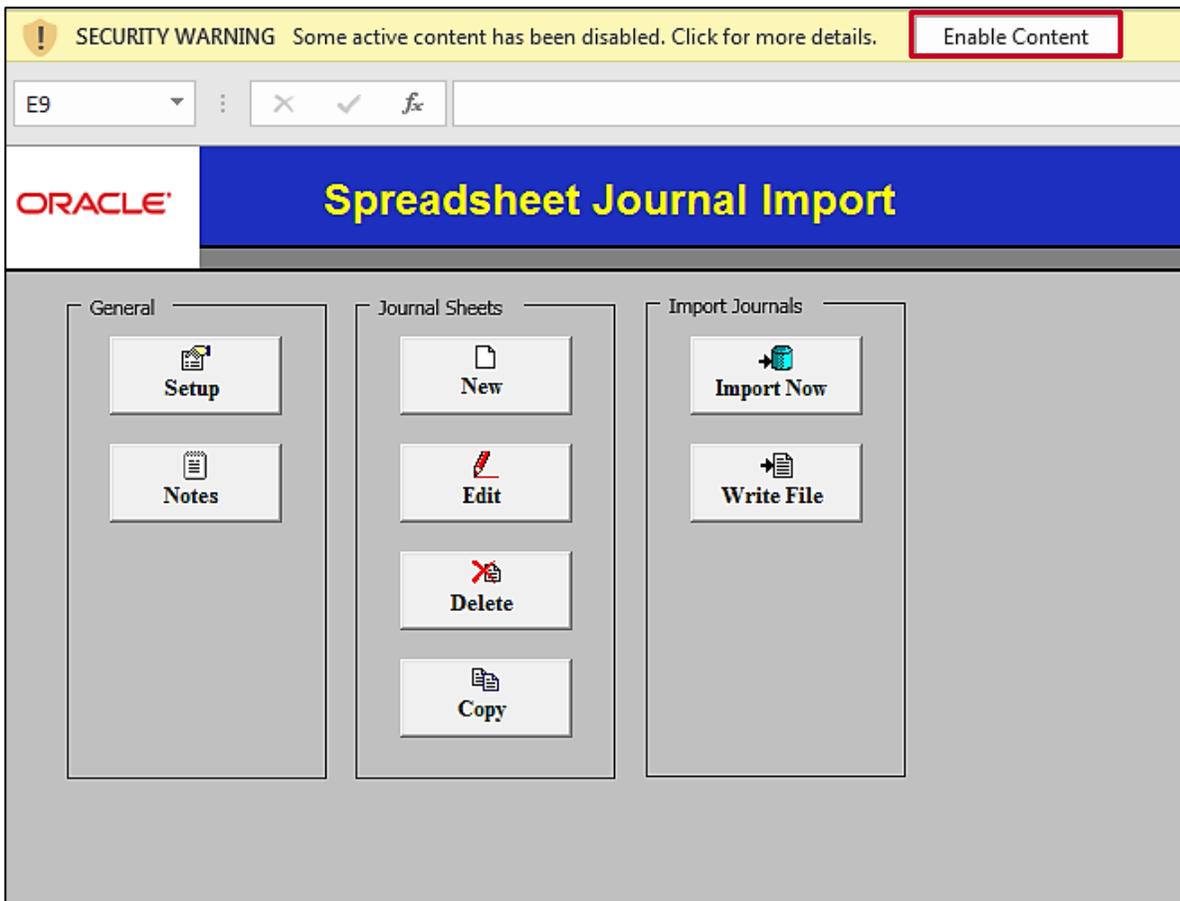
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Creating and Uploading a GL Spreadsheet Journal

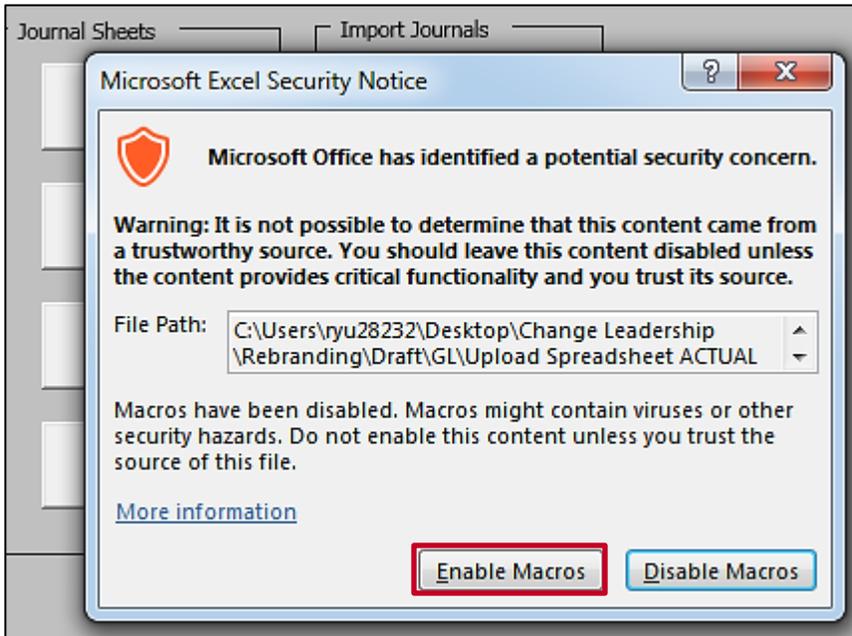
1. Download the two required files to your workstation: **GL Journal Spreadsheet Upload Excel Template (JRNL1.xls)** and **GL Journal Spreadsheet Upload XLA Macro File (JRNLMCRO.xls)**. These files are available on the Cardinal website, in **Forms** under **Resources**. These two files must be saved to the same directory on your workstation. When downloading the **GL Journal Spreadsheet Upload Excel Template**, rename the file **JRNL1.xls**. When downloading the **GL Journal Spreadsheet Upload XLA Macro File**, rename the file **JRNLMCRO** and save it with an extension of **.xla**. When complete, the filename should read **JRNLMCRO.xla**.

Note: You can create multiple journal workbooks by saving a clean **JRNL1.xls** file as **JRNL2.xls**, etc. However, the macro sheet file name and extension, **JRNLMCRO.xla**, must not be changed or renamed.

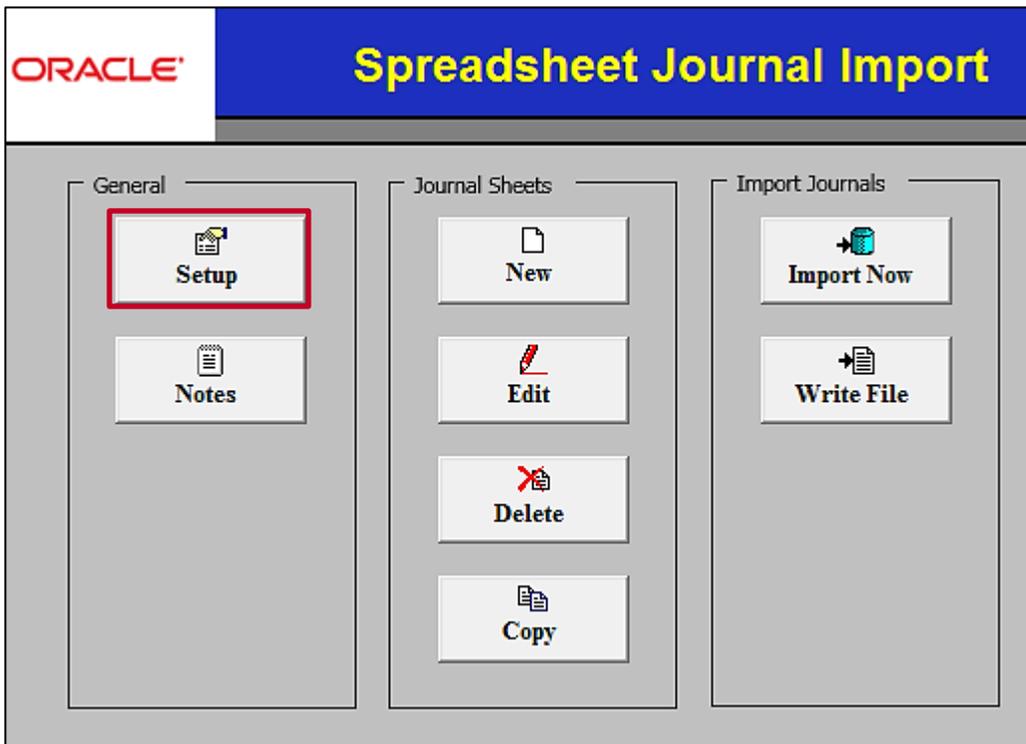
2. Open the **JRNL1.xls** file.



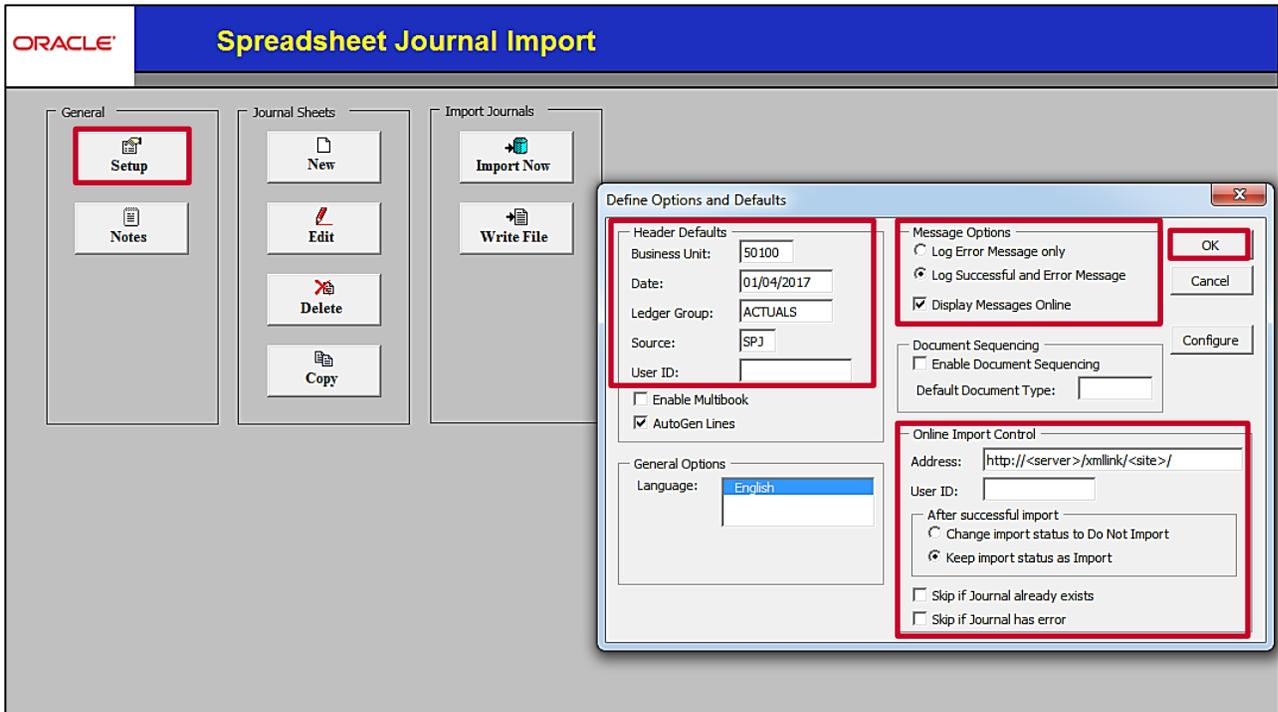
3. Upon opening the file, a security banner displays within the file.
4. Click the **Enable Content** box on the line that says, **Security Warning – Some active content has been disabled** at the top of the screen.

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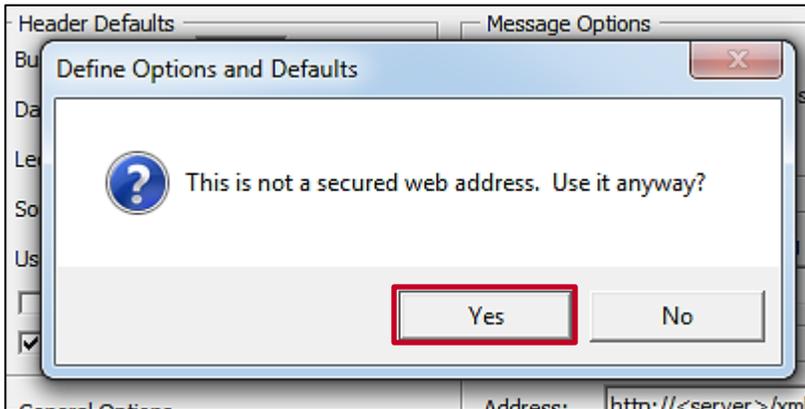
5. A **Microsoft Excel Security Notice** pop-up window displays.
6. Click the **Enable Macros** button.



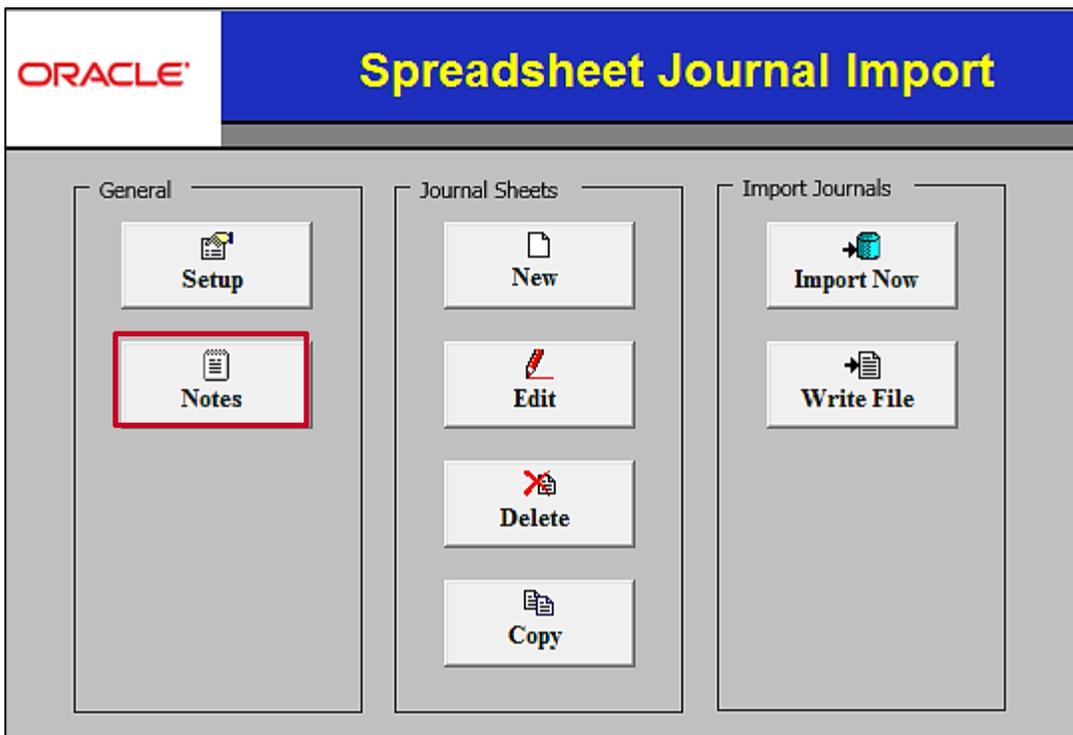
7. On the **Spreadsheet Journal Import** main menu, under the **General** section, click the **Setup** button to access the **Define Options and Defaults** dialog box.



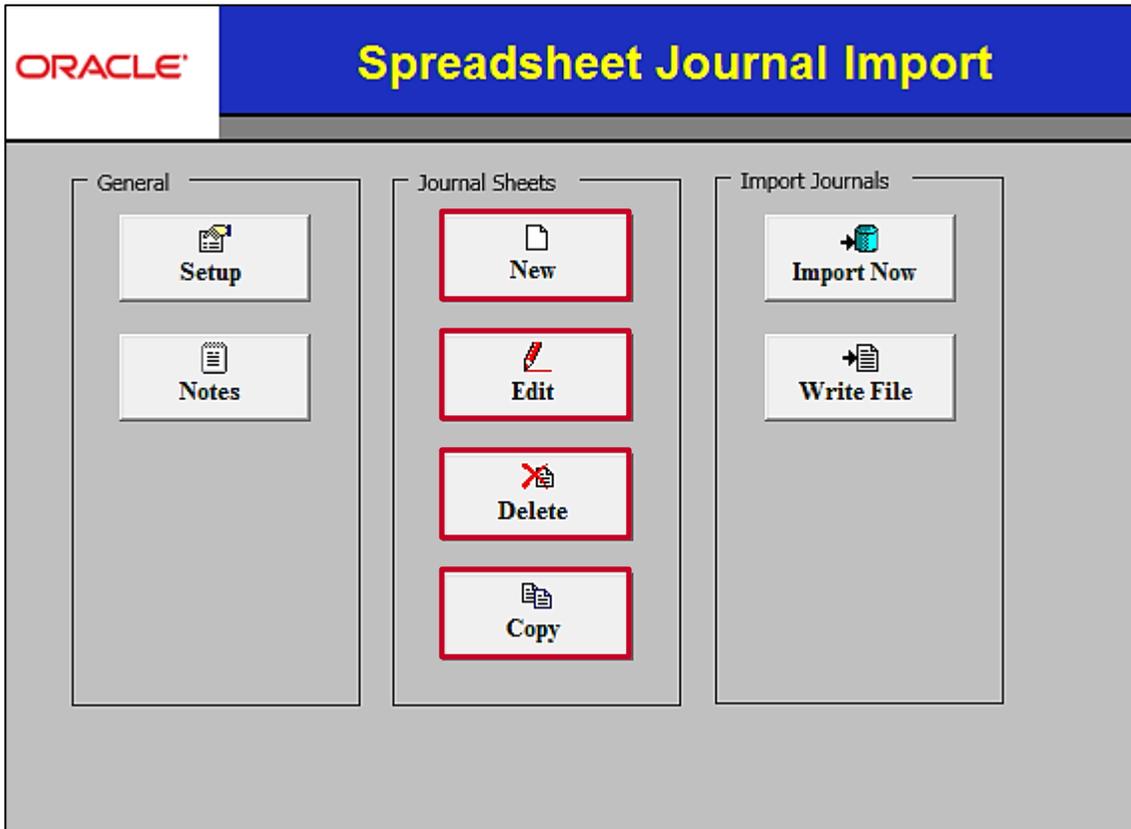
8. Options set here default to journal sheets and journals created within this workbook. Enter the following values:
 - a. **Business Unit:** 50100 for VDOT
 - b. **Date:** this will be the journal date or you may leave the **Date** field blank and enter the appropriate date for each journal header individually.
 - c. **Ledger Group:** **ACTUALS**, enter the value in capital letters.
 - d. **Source:** this will default to **SPJ** since this is a spreadsheet journal.
 - e. **User ID:** can be filled in but the system will override this value with the **User ID** value that actually uploads the spreadsheet journal into Cardinal.
 - f. **Message Options:** Use this section to indicate whether you wish to see success and error messages or error messages only. You can also choose to view error messages online rather than using the text file on your workstation.
 - g. **Online Import Control:** Always accept the defaults. Do not change these values or options.
9. Click the **OK** button.

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10. The **Define Options and Defaults** pop-up window displays with the message: **This is not a secured web address. Use it anyway?**
11. Click the **Yes** button.

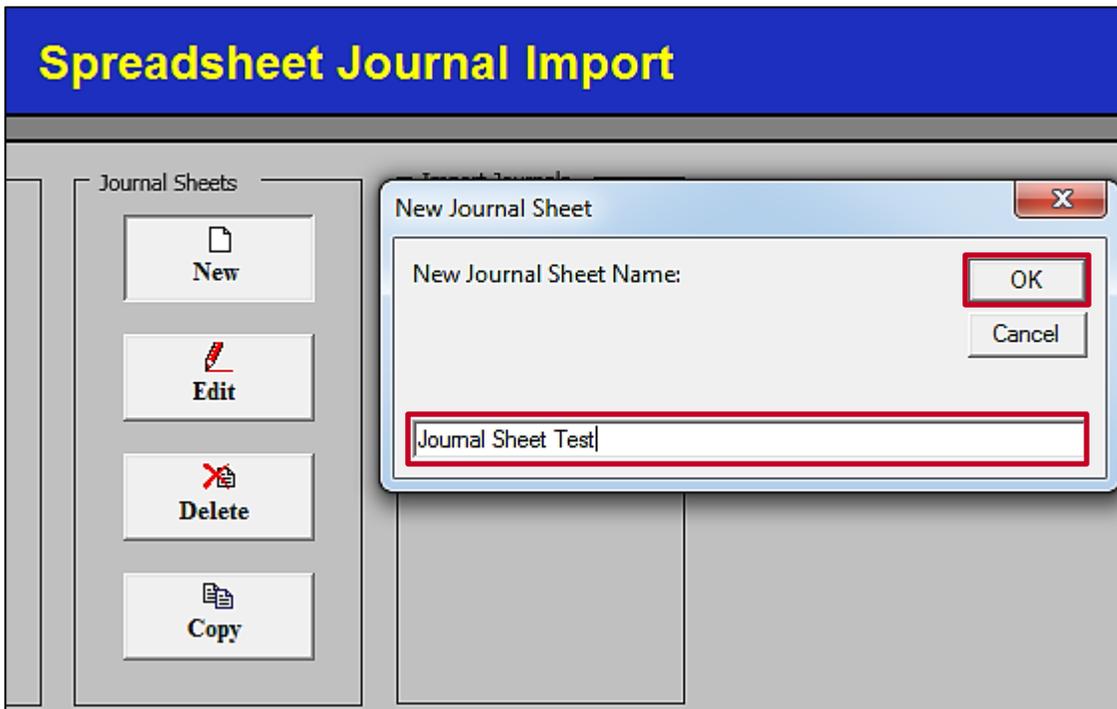


12. The **Spreadsheet Journal Import** main page displays.
13. The second button under **General** on the main menu is the **Notes** button. This button can be used to access another worksheet in the workbook that can be used as a scratch pad. Use the scratch pad for instructions, calculations, and comments.



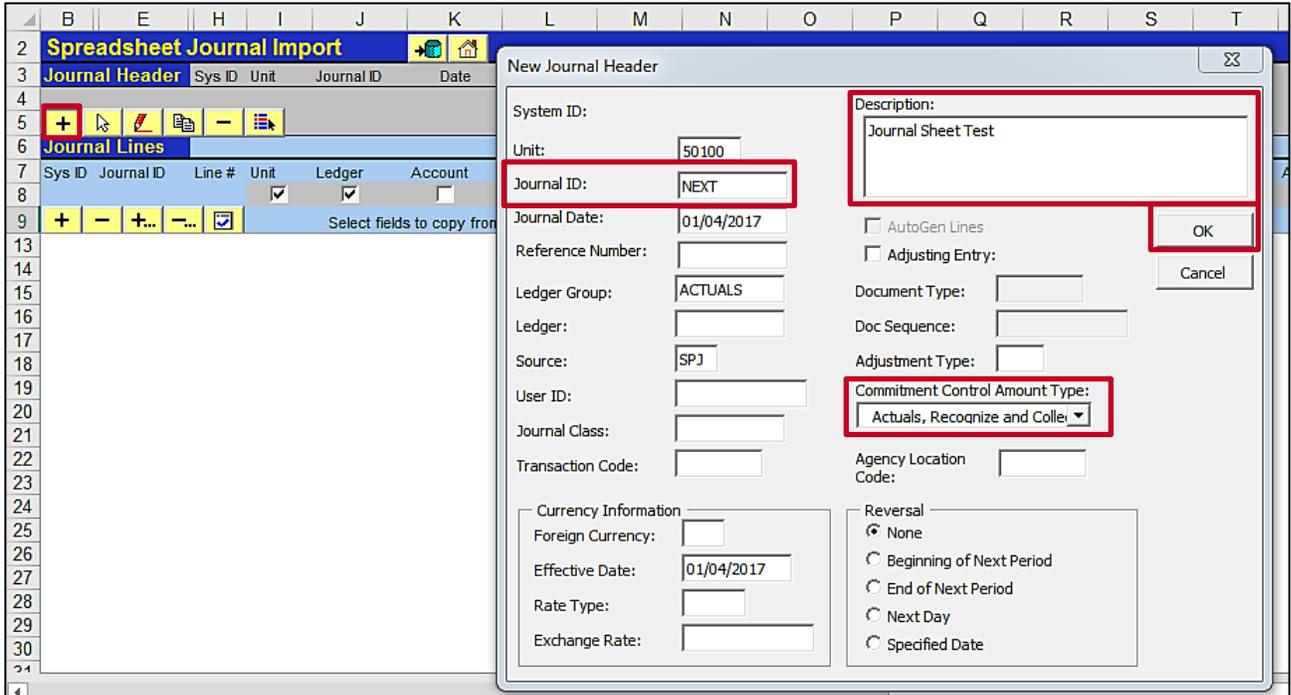
14. Click the **New** button under **Journal Sheets** on the main menu to insert a new journal worksheet.

Note: A workbook can contain as many journal sheets as needed. Each sheet will be a separate journal. The **Edit** button under **Journal Sheets** on the main menu edits an existing journal worksheet; the **Delete** button deletes one or more journal sheets in the workbook; and the **Copy** button copies one journal sheet to a new journal sheet saved under a new name.

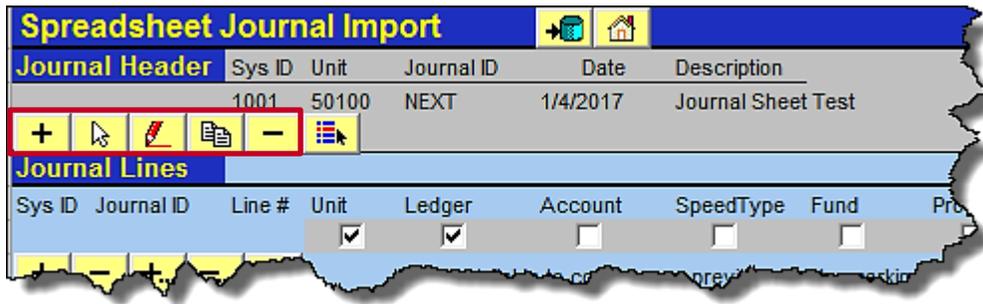


15. The **New Journal Sheet** pop-up window displays.
16. Enter a **New Journal Sheet Name**.
17. Click the **OK** button.

Note: The journal sheet name does not correspond to, nor will it transfer to, anything within Cardinal during the upload.



18. The **Spreadsheet Journal Import** spreadsheet displays.
19. Under the **Journal Header**, click the  button to add a **Journal Header**.
20. The **New Journal Header** pop-up window displays.
21. The values entered from the **Setup** page ([Step 8](#)) default onto the **Journal Header**.
22. The **Journal ID** defaults to **NEXT**. This is similar to an online journal where the defaulted **Journal ID** is **NEXT**. When uploaded Cardinal will assign the next available journal id.
23. Enter a **Journal Description**.
24. Select the **Commitment Control Amount Type** of **Actuals, Recognize and Collect** from the drop-down list.
25. Click the **OK** button.

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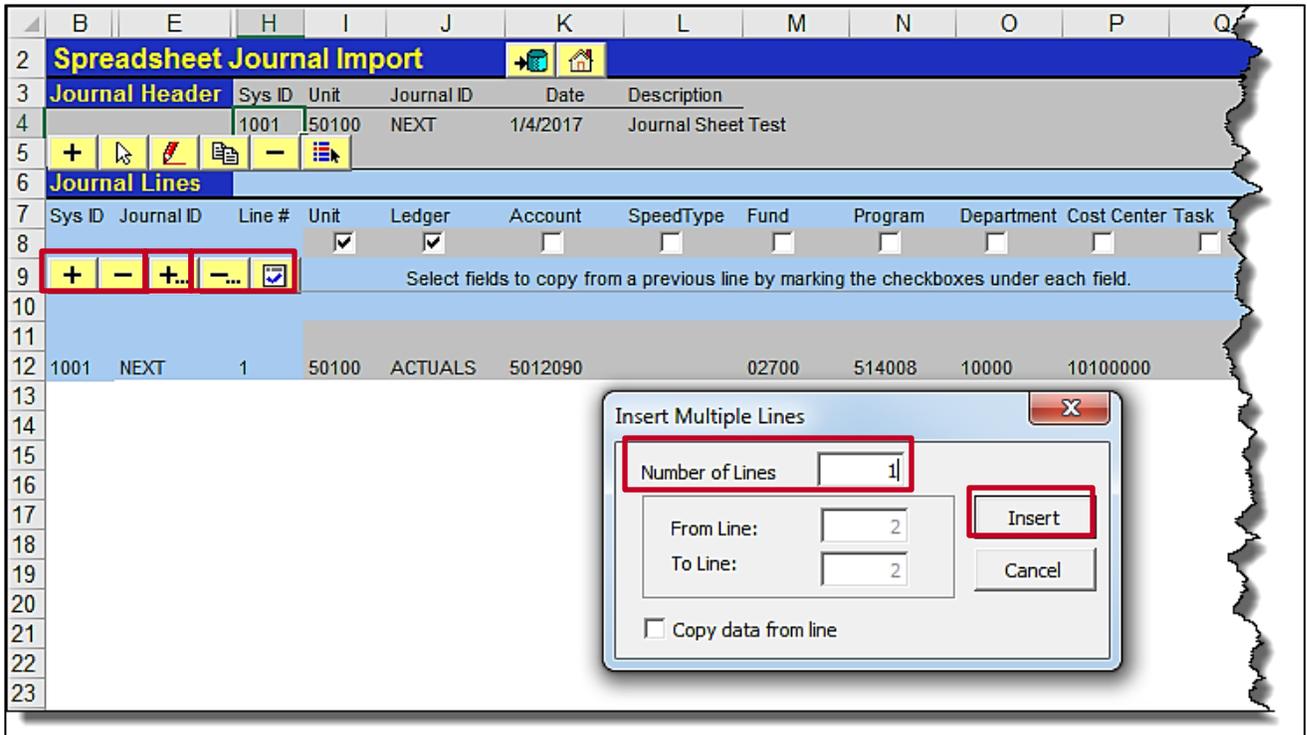
26. In addition to the **Add Journal Header** button , the following buttons are available under the **Journal Header**:
- The **Select Journal** button  is used to open an existing journal.
 - The **Edit Journal Header** button  is used to make changes to the journal header.
 - The **Copy Journal** button  is used to copy a journal header and lines.
 - The **Delete Journal** button  is used to delete a journal entry.

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Spreadsheet Journal Import												
Journal Header		Sys ID	Unit	Journal ID	Date	Description						
		1001	50100	NEXT	1/4/2017	Journal Sheet Test						
Journal Lines												
Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+		-		+...		-...		Select fields to copy from a previous line by marking the checkboxes under each field.				
1001	NEXT	1	50100	ACTUALS	5012090		02700	514008	10000	10100000		

27. Under **Journal Lines**, click the  button. A line displays to enter in the first journal line string.
28. On the journal line, notice the Journal Spreadsheet macro automatically populates:
 - a. The **System ID** field for each journal line. This **System ID** is used for tracking error messages back to their source.
 - b. The **Journal ID** cell and sets it to **NEXT** based on your entry in the **Header**.
 - c. The **Line #** cell and automatically increments as new lines are added.
29. Enter the **Unit** (Business Unit): **50100**
30. Enter the **Ledger**: (e.g., **ACTUALS** in capital letters).
31. Enter all the applicable ChartField values. You may use the scrollbar to scroll right.

Note: If you are entering a project ChartField value, you must enter the **PC Bus Unit** ChartField and the value **GLJ** in the **ANALYSIS_TYPE** field on the relevant project ChartField line.

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32. Under **Journal Lines**, click the  button if you need to add multiple lines.
33. Enter the number of lines you wish to insert in the dialogue box.
 - a. Check the **Copy data from line** check-box and specify line number to copy an entire entry.
34. Click the **Insert** button.
35. In addition to the  button to add multiple lines, the following buttons are available under the **Journal Lines**:
 - a. The Add a line button  is used to add a single line to the journal.
 - b. The Delete a line button  is used to remove a single line from the journal; position your cursor on the line you wish to delete before clicking this button.
 - c. The Delete multiple lines button  is used if you need to delete multiple lines.
 - d. The **Check Amounts** button  is used to verify that you have entered amounts with the correct number of decimal points. If you check the box directly under the ChartField name, the value entered on the preceding line will copy to the subsequent line.

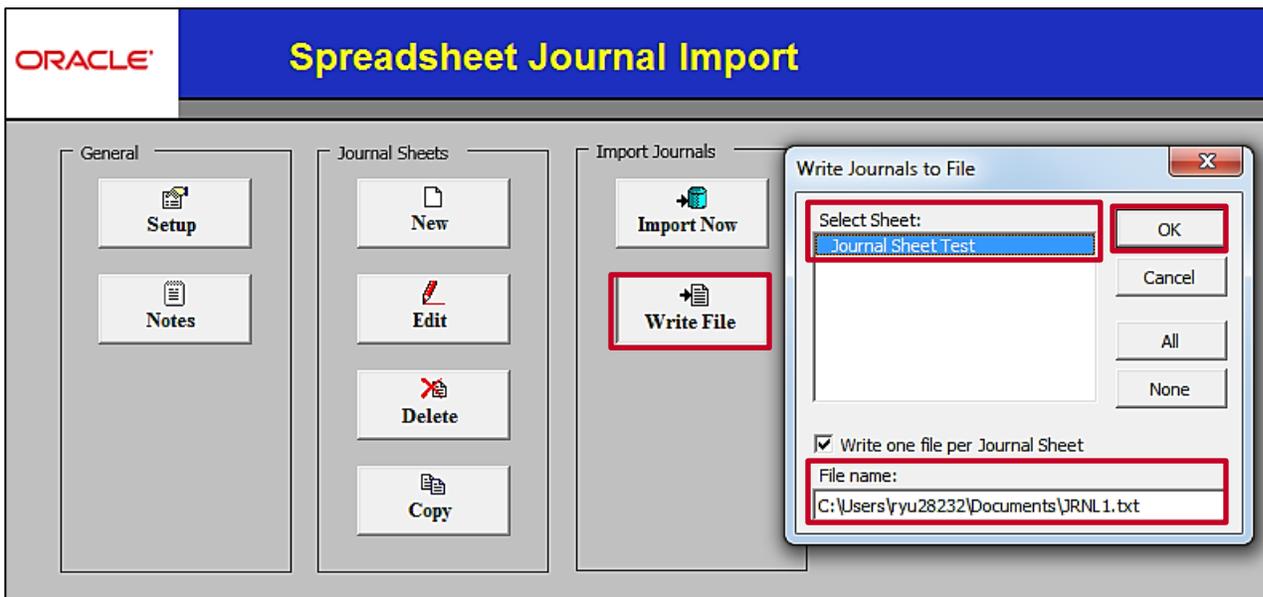
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36. Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file.
- Ensure the order of the ChartFields copied is in the same order of the ChartFields displayed in this EXCEL file.
 - Ensure all ChartFields copied are formatted as text except Amount which should be a number with two decimal points.
 - Before you copy, insert the correct number of multiple lines using the Add multiple lines button .
37. After you have successfully entered all the lines for the journal, select **File – Save** to save the file.

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Spreadsheet Journal Import																				
Journal Header		Sys ID	Unit	Journal ID	Date	Description														
		1001	50100	NEXT	1/4/2017															
Journal Lines																				
Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy Use 1	Agy Use 2	PC Bus Unit	Project	Activity	An Type	
Select fields to copy from a previous line by marking the checkboxes under each field.																				
1001	NEXT	1	50100	ACTUALS	5012090		02700	514008	10000	10100000										
1001	NEXT	2	50100	ACTUALS	5012090		02700	514008	10000	10100000										

38. Click the **Home** icon .

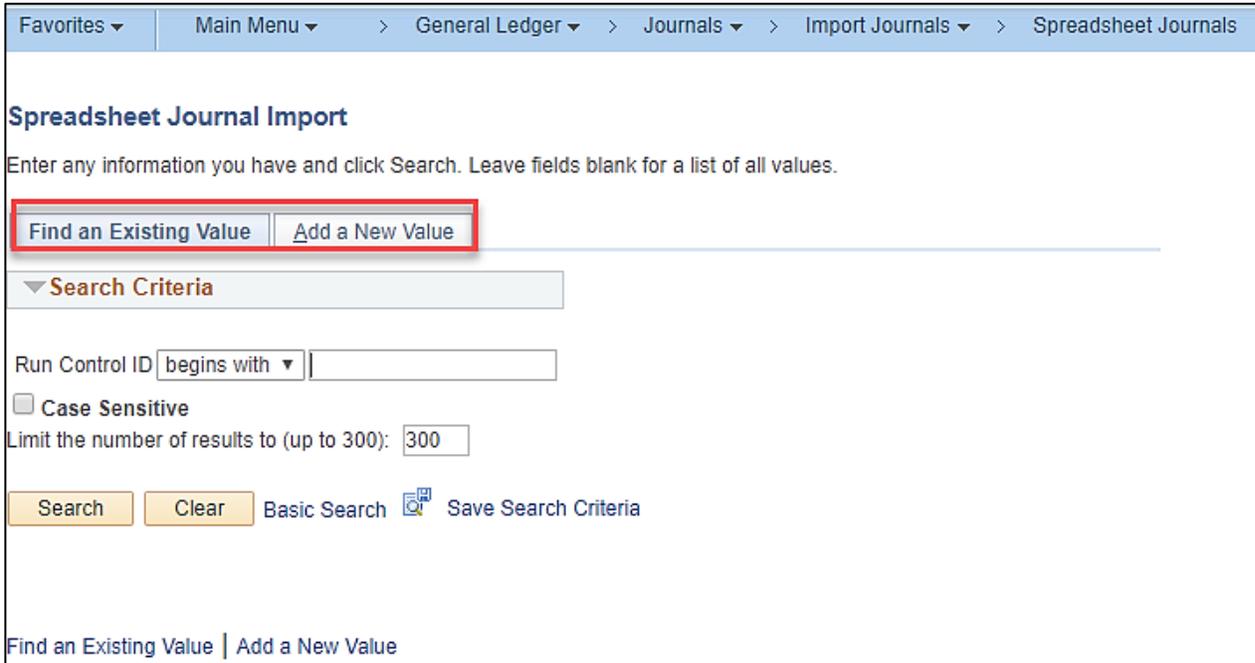


39. The **Spreadsheet Journal Import** main menu displays.
40. Click the **Write File** button under **Import Journals**.
41. In the **Select Sheet** field, select the sheet name created; ensure the sheet is selected before proceeding. When the sheet is selected, the background color will be blue.
42. In the File name: section, note the location to where the file is written. You can also rename the file from **JRNL1** to a logical name to easily sort many files.
43. Check the **Write one file per Journal Sheet** check-box to create one file per journal sheet.
44. Click the **OK** Button.
45. Do NOT use the **Import Now** button under **Import Journals**.

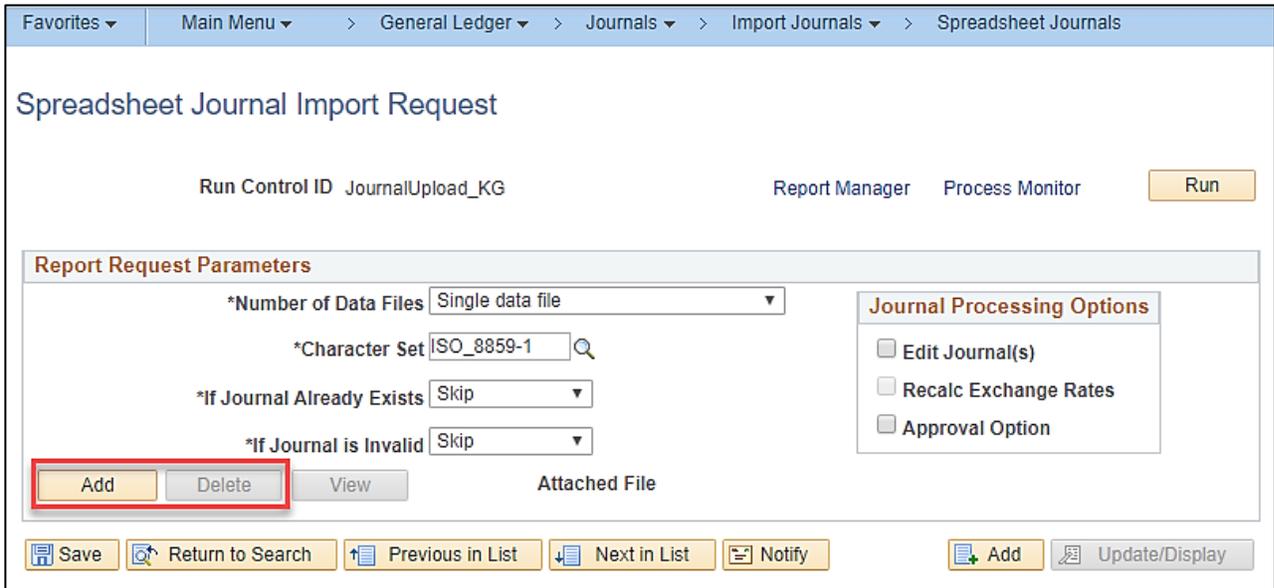
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46. Log into Cardinal and navigate to the **Spreadsheet Journal Import** search page using the following path:

Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals



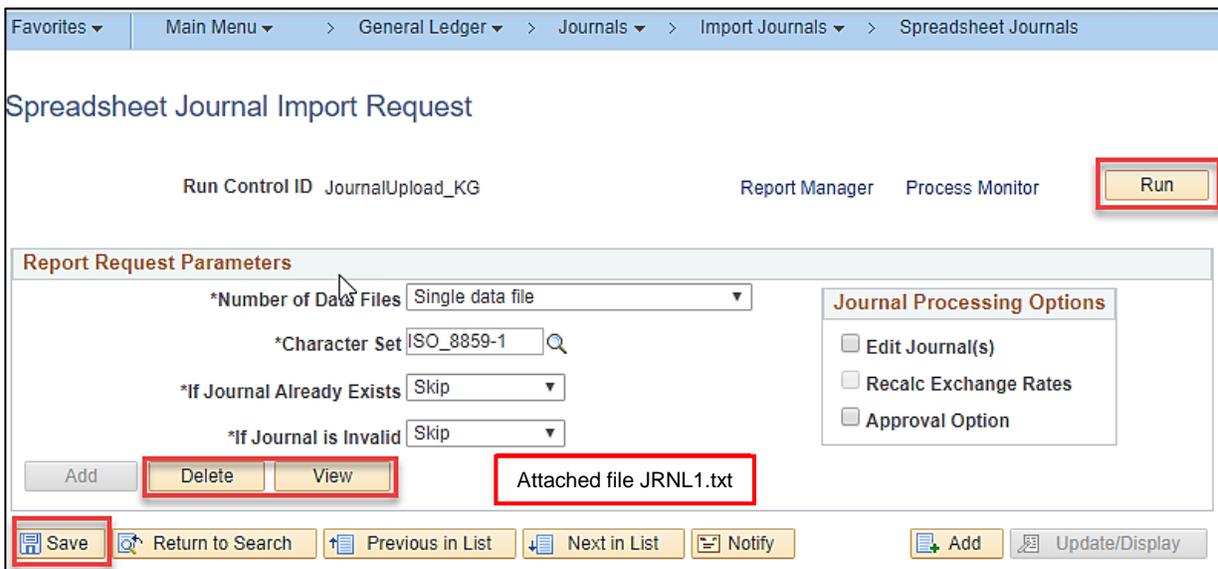
47. The **Spreadsheet Journal Import** search page displays.
48. **Add a New Value** or **Find an Existing Value**.



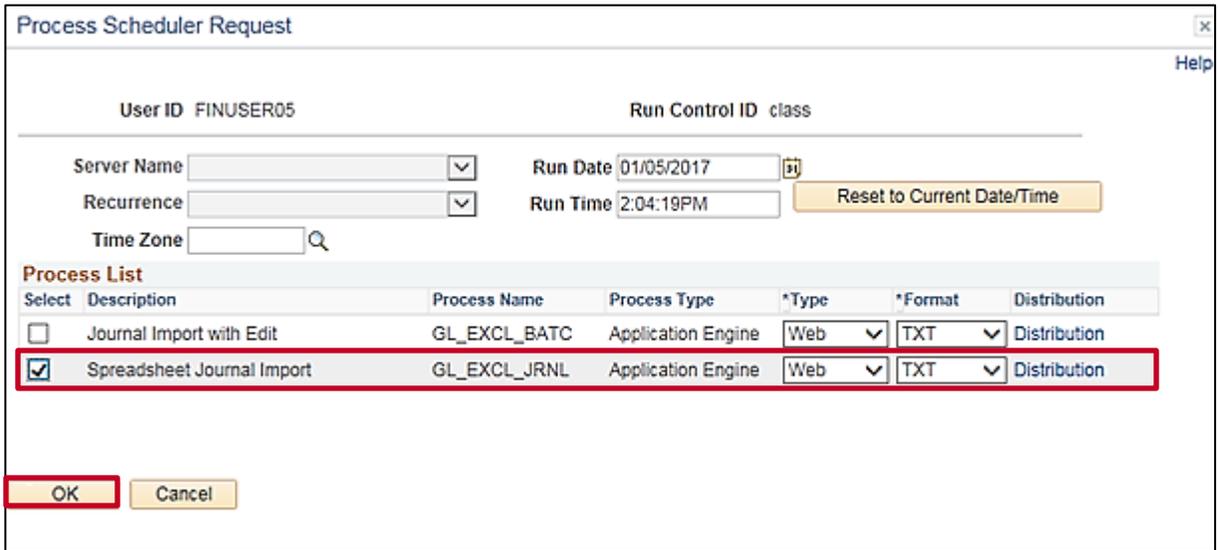
49. The **Spreadsheet Journal Import Request** page displays.
50. In the **Report Request Parameters** section, leave all the defaults as they are.
 - a. If you are using an existing **Run Control ID**, delete the file that was attached previously by clicking the **Delete** button to the left of the file.
51. Click the **Add** button (next to the delete button) to attach your new file.



52. The **File Attachment** pop-up window displays.
53. Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file. Click the **Upload** button. Locate the path displayed and select the **.txt** file you wish to upload.
54. Click the **Open** button.
55. Click the **Upload** button.



56. The name of the file you selected for upload displays in the **Attached File** field.
57. The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment.
58. Click the **Save** button.
59. Click the **Run** button.

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Process Scheduler Request

User ID FINUSER05 Run Control ID class

Server Name [dropdown] Run Date 01/05/2017 [calendar icon]

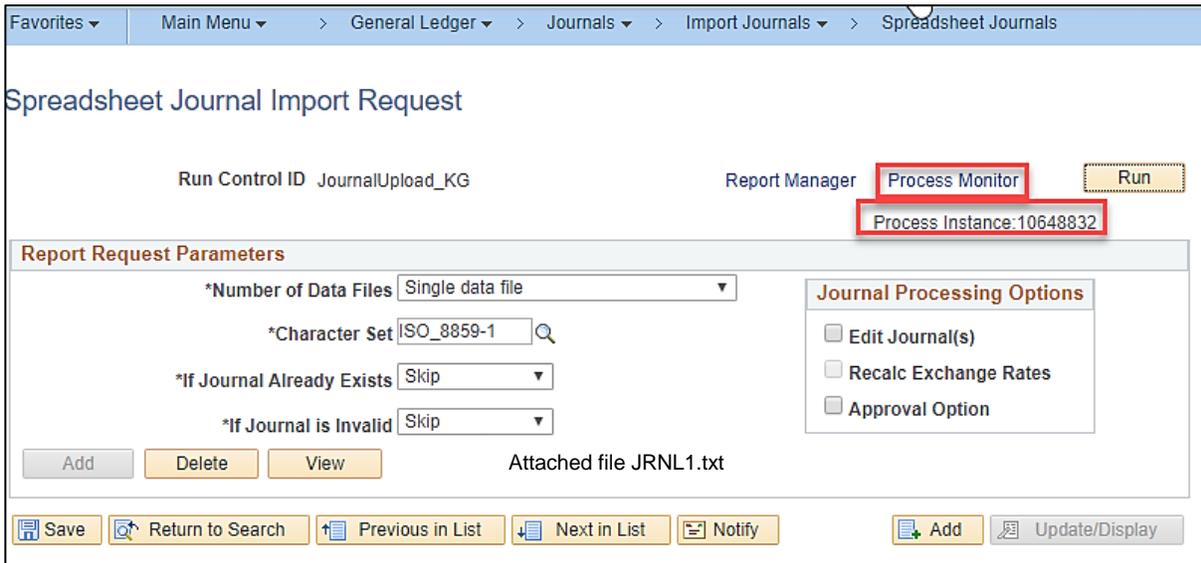
Recurrence [dropdown] Run Time 2:04:19PM [Reset to Current Date/Time]

Time Zone [dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution

OK Cancel

60. The **Process Scheduler Request** page displays.
61. Verify the **Spreadsheet Journal Import** process is selected.
62. Click the **OK** button.



Spreadsheet Journal Import Request

Run Control ID JournalUpload_KG Report Manager **Process Monitor** Run

Process Instance:10648832

Report Request Parameters

*Number of Data Files Single data file

*Character Set ISO_8859-1

*If Journal Already Exists Skip

*If Journal is Invalid Skip

Add Delete View Attached file JRNL1.txt

Journal Processing Options

Edit Journal(s)

Recalc Exchange Rates

Approval Option

Save Return to Search Previous in List Next in List Notify Add Update/Display

63. The **Spreadsheet Journal Import Request** page displays with a **Process Instance** number displayed under the **Run** button. Document this number.
64. Click the **Process Monitor** link.

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Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾ > Import Journals ▾ > Spreadsheet Journals > Process Monitor

Process List

View Process Request For

User ID: PPS1_KAREN.1 🔍 | Type: ▾ | Last: ▾ | 100 Days ▾ | Refresh

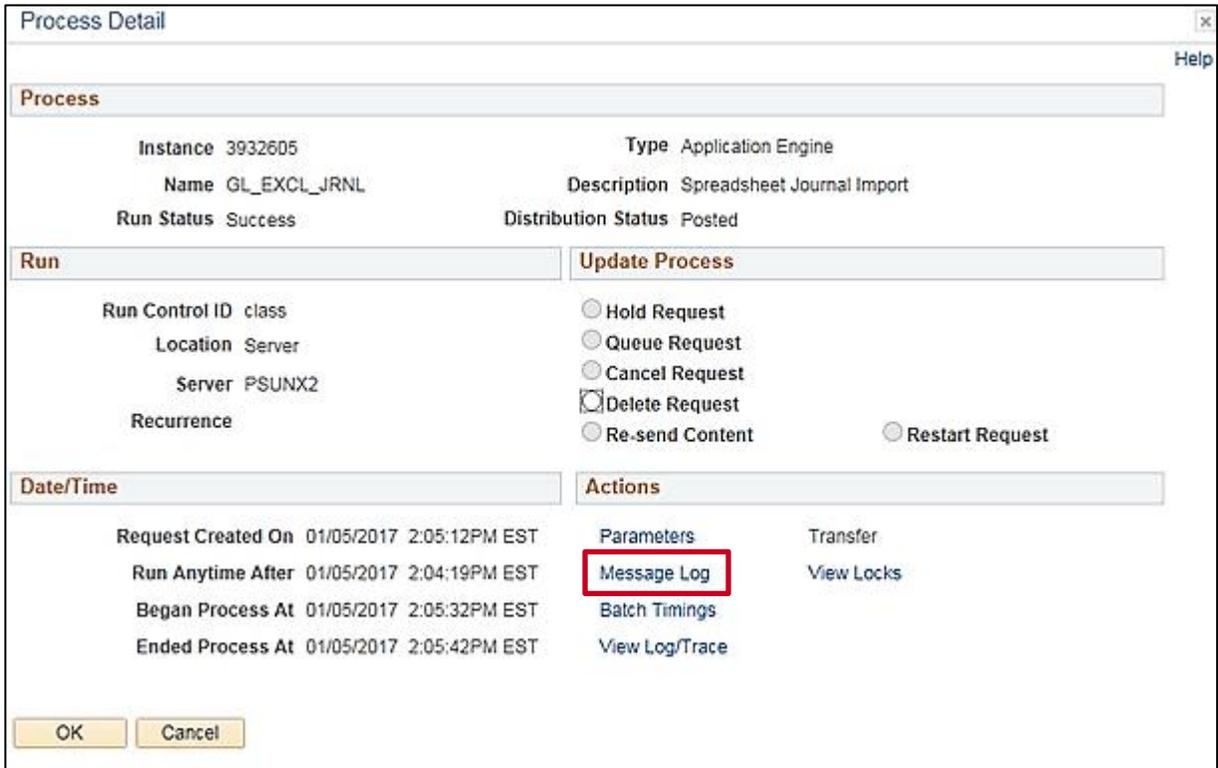
Server: ▾ | Name: 🔍 | Instance From: ▾ | Instance To: ▾ | Report Manager

Run Status: ▾ | Distribution Status: ▾ | Save On Refresh

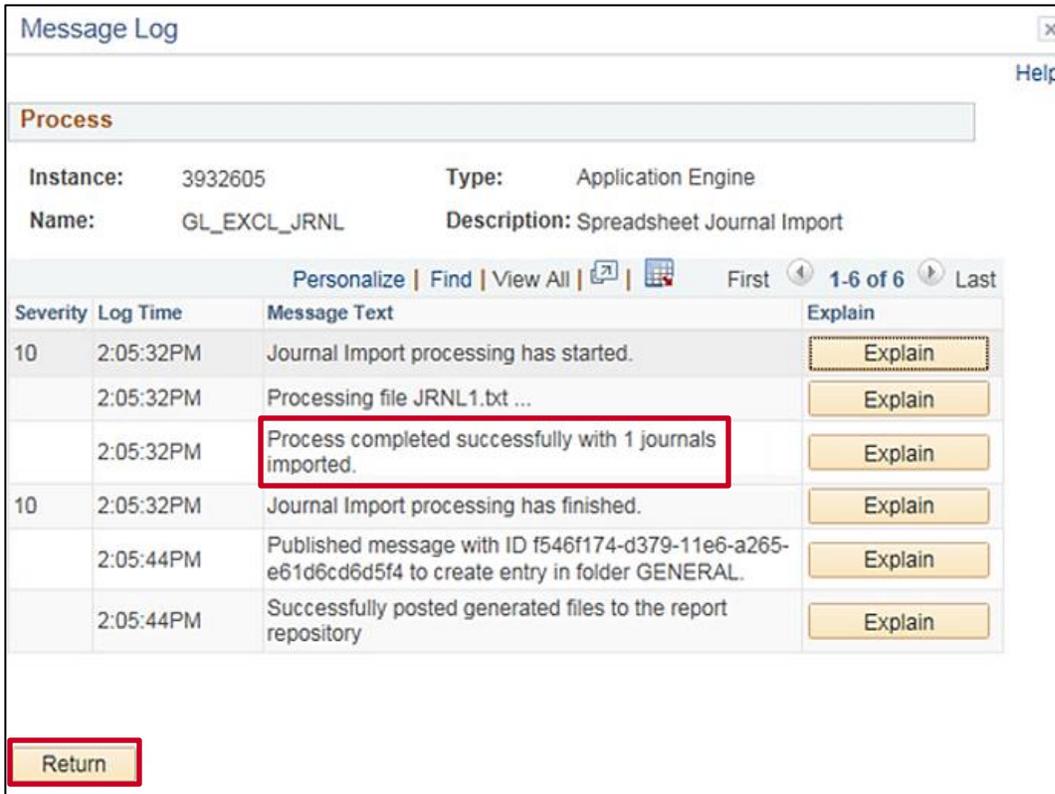
Process List Personalize | Find | View All | [?] | [] | First 1-50 of 61 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648832		Application Engine	GL_EXCL_JRNL	PPS1_KAREN.GHOLSON	11/04/2019 4:22:45PM EST	Success	Posted	Details
<input type="checkbox"/>	10648831		Application Engine	GL_JEDIT_0	PPS1_KAREN.GHOLSON	11/04/2019 3:50:14PM EST	Warning	Posted	Details

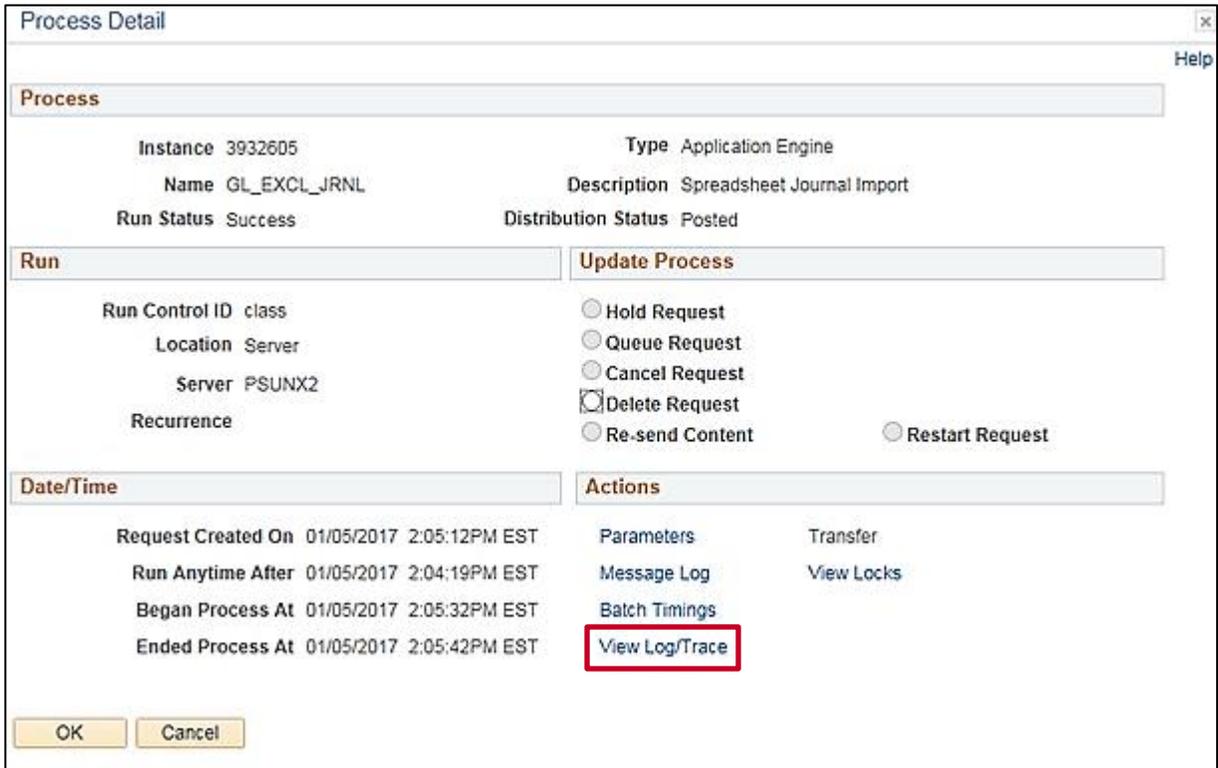
65. The **Process Monitor** page displays.
66. Click the **Refresh** button until the process shows a **Run Status** of **Success** and a **Distribution Status** of **Posted**.
67. Click the **Details** link on the process line.

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68. The **Process Detail** pop-up window displays.
69. Click the **Message Log** link.



70. The **Message Log** pop-up window displays.
71. Verify you see a message of **Process completed successfully with 1 journals imported**.
72. Click the **Return** button on the **Message Log** pop-up window.

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Process	
Instance	3932605
Name	GL_EXCL_JRNL
Run Status	Success
Type	Application Engine
Description	Spreadsheet Journal Import
Distribution Status	Posted

Run	Update Process
Run Control ID	class
Location	Server
Server	PSUNX2
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="checkbox"/> Delete Request <input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	01/05/2017 2:05:12PM EST
Run Anytime After	01/05/2017 2:04:19PM EST
Began Process At	01/05/2017 2:05:32PM EST
Ended Process At	01/05/2017 2:05:42PM EST
	Parameters Transfer Message Log View Locks Batch Timings View Log/Trace

OK Cancel

73. The **Process Detail** pop-up window displays.
74. Click the **View Log/Trace** link.

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View Log/Trace x

Help

Report

Report ID 23167929 Process Instance 3932605 [Message Log](#)

Name GL_EXCL_JRNL Process Type Application Engine

Run Status Success

Spreadsheet Journal Import

Distribution Details

Distribution Node fn92trn Expiration Date 02/04/2017

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_3932605.log	441	01/05/2017 2:05:42.055715PM EST
AE_GL_EXCL_JRNL_3932605_0105140532.AET	206	01/05/2017 2:05:42.055715PM EST
GL_EXCL_JRNL_3932605.LOG	408	01/05/2017 2:05:42.055715PM EST

Distribute To

Distribution ID Type *Distribution ID

User FINUSER05

[Return](#)

75. The **View Log/Trace** pop-up window displays.
76. Click the **GL_EXCL_JRNL_(process instance).LOG** file.

GL_EXCL_JRNL_3932605.LOG - Notepad

File Edit Format View Help

```

Spreadsheet Journal Import (GL_EXCL_JRNL)
2017-01-05 14.05.32.000000
-----
Processing file JRNL1.TXT ...
Process completed successfully with 1 journals imported.
Imported these journals: system ID (unit, Journal ID, date) Reference, Description 1001 (50100, 0000346990, 2017-01-04) ,
updated these journals: system ID (unit, Journal ID, date) Reference, Description
    
```

77. Scroll to the right. Note the **Journal ID** number that was created.
78. Close the **GL_EXCL_JRNL_(process instance).LOG** file.

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View Log/Trace
✕

[Help](#)

Report

Report ID	23167929	Process Instance	3932605	Message Log
Name	GL_EXCL_JRNL	Process Type	Application Engine	

Run Status: Success

Spreadsheet Journal Import

Distribution Details

Distribution Node	fn92trn	Expiration Date	02/04/2017
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File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_3932605.log	441	01/05/2017 2:05:42.055715PM EST
AE_GL_EXCL_JRNL_3932605_0105140532.AET	206	01/05/2017 2:05:42.055715PM EST
GL_EXCL_JRNL_3932605.LOG	408	01/05/2017 2:05:42.055715PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	FINUSER05

Return

79. Click the **Return** button.

Process Detail
✕

[Help](#)

Process

Instance	3932605	Type	Application Engine
Name	GL_EXCL_JRNL	Description	Spreadsheet Journal Import
Run Status	Success	Distribution Status	Posted

Run

Update Process

Run Control ID	class	<input type="radio"/> Hold Request	
Location	Server	<input type="radio"/> Queue Request	
Server	PSUNX2	<input type="radio"/> Cancel Request	
Recurrence		<input checked="" type="checkbox"/> Delete Request	
		<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request

Date/Time

Actions

Request Created On	01/05/2017 2:05:12PM EST	Parameters	Transfer
Run Anytime After	01/05/2017 2:04:19PM EST	Message Log	View Locks
Began Process At	01/05/2017 2:05:32PM EST	Batch Timings	
Ended Process At	01/05/2017 2:05:42PM EST	View Log/Trace	

OK
Cancel

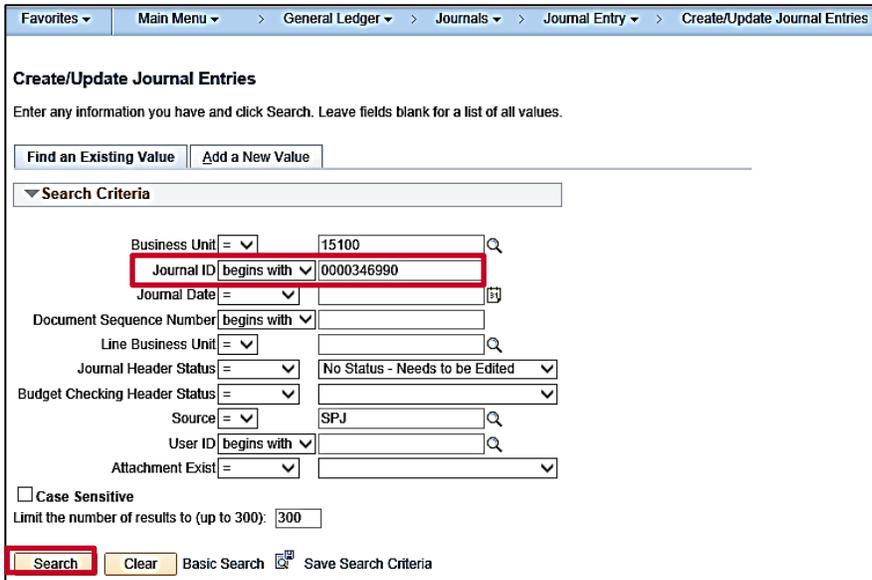
80. The **Process Detail** pop-up window displays.

81. Click the **OK** button.

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82. Navigate to the **Create/Update Journal Entries** search page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries



83. Click the **Find an Existing Value** tab and enter the **Journal ID** number noted in [Step 78](#).

84. Click the **Search** button.

Reviewing and Correcting Errors

Spreadsheet journal validation is limited and it is not intended to be as broad as the validation provided with journal entry using the **Create/Update Journal Entries** page.

For batch import, error messages are provided in a separate log file and are not part of the message log. However, the message log provides a reference to the log file and incorporates the **Reference ID** field value in all the messages logged.

After importing a journal from a spreadsheet, you must run the **Edit Journal** process on the journal before you can make corrections using the **Create/Update Journal Entries** pages.

Journal entries loaded into Cardinal using the spreadsheet journal import must be edited. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. If you open journals immediately after importing them, a warning message tells you that they must be edited first. It is only after the batch edit that imported journals display final entries for such things as separate debit / credit reversals.

The most common errors are listed below.

- Journal header validation errors. Example: the header does not contain a valid Business Unit, Ledger Group, and Source.
- Journal line validation errors. Example: a journal line contains an invalid ChartField value.
- Skipped journal headers. Example: the Journal ID and date already exist. (Skip Journal would need to be selected on the run control.)
- Skipped invalid journals.
- Specified SpeedType value does not exist.

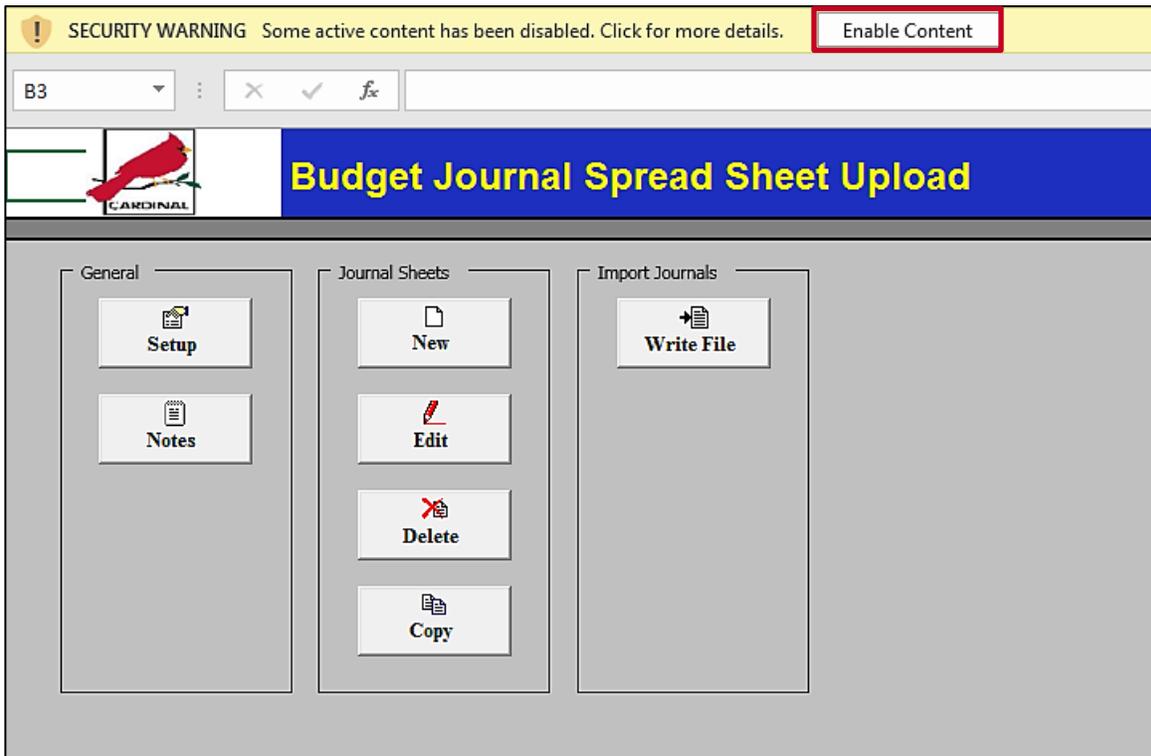
After errors are corrected, re-upload the file into Cardinal General Ledger.

Creating and Uploading a Budget Spreadsheet Journal

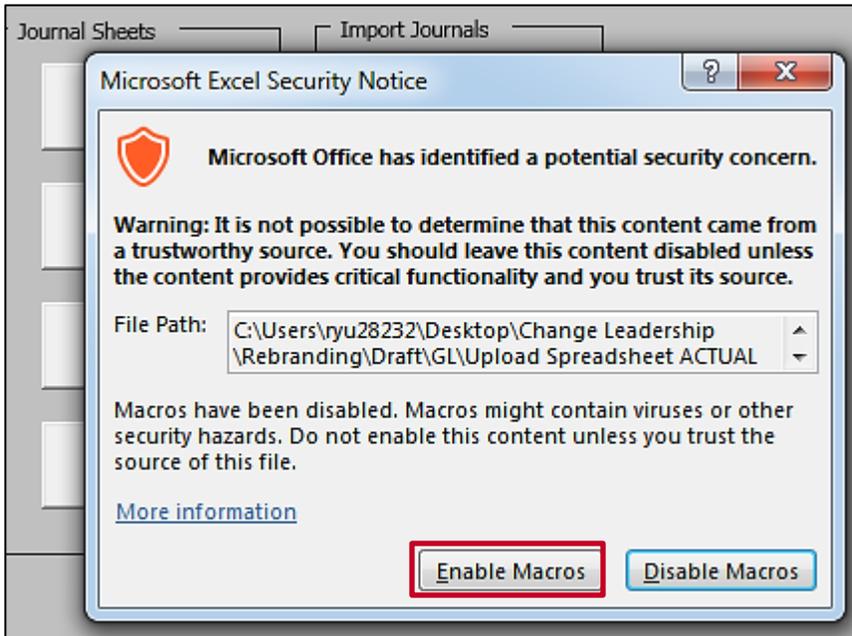
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Note: You can create multiple journal workbooks by saving a clean V_BUDJRNL4.xls file as V_BUDJRNL5.xls, etc. However, the macro sheet file name and extension, **BudMcro3.xla**, must not be changed or renamed.

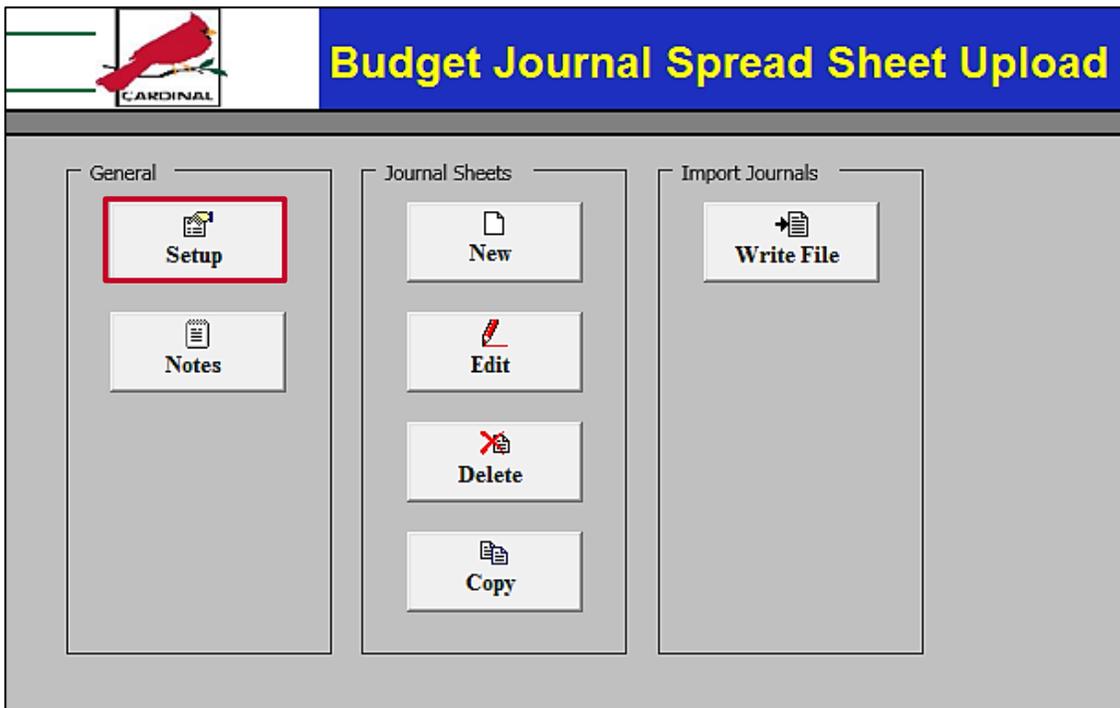
2. Open the **V_BUDJRNL4.xls** file.



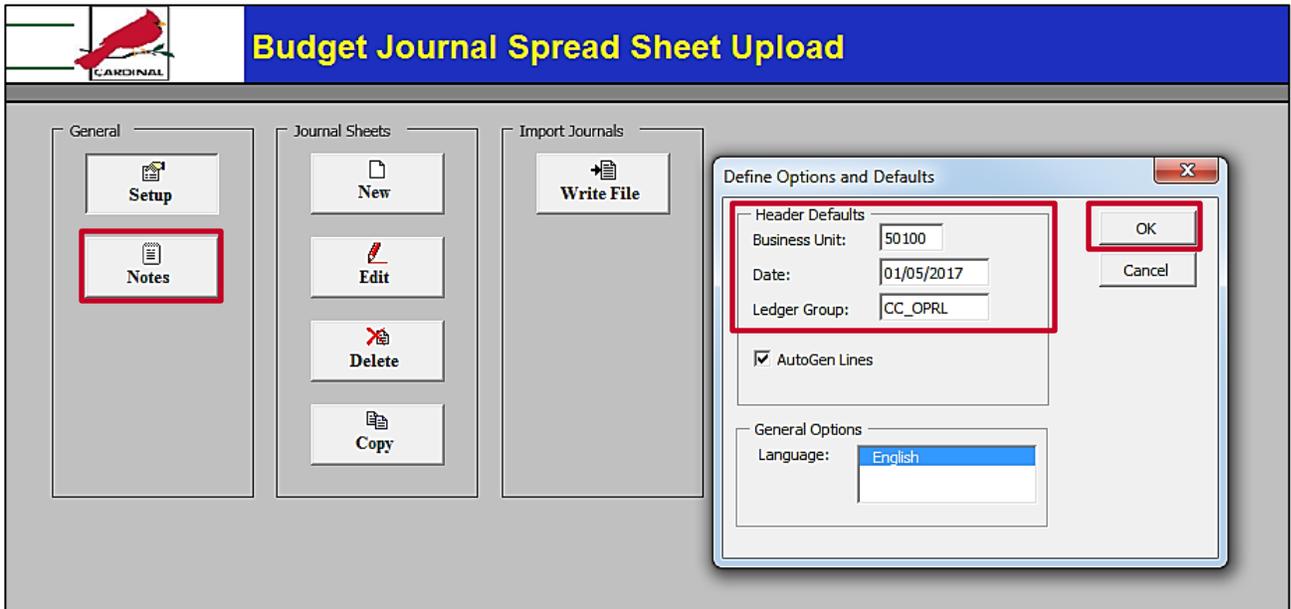
3. Upon opening the file, a security banner displays within the file.
4. Click the **Enable Content** button on the line that says, **Security Warning – Some active content has been disabled** at the top of the screen.

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5. A **Microsoft Excel Security Notice** pop-up window displays.
6. Click the **Enable Macros** button.



7. On the **Budget Journal Spread Sheet Upload** main menu, Under the **General** section on the page, click the **Setup** button to access the **Define Options and Defaults** dialog box.



8. Options set here default to budget journal sheets and budget journals created within this workbook. Enter the following values:

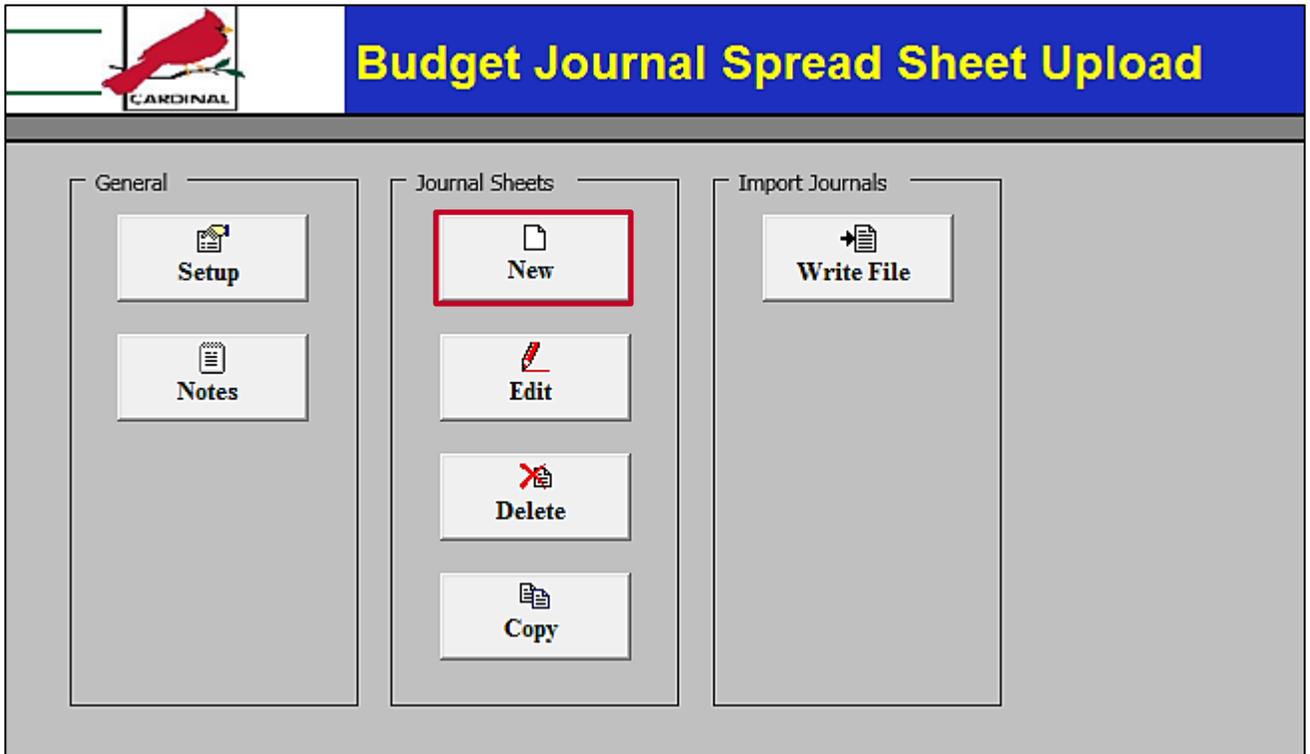
- a. **Business Unit: 50100** for VDOT
- b. **Date:** this will be the journal date or you may leave the Date field blank and enter the appropriate date for each journal header individually.

Note: It is CRITICAL when entering a budget journal date that the date coincide with the budget period that is entered on the budget journal line. (Example: Budget Period 2017 entries must have a budget journal date between 07/01/2016 and 06/30/2017). This has a potential impact on the data returned on nVision reports.

- c. **Ledger Group: CC_OPRL**, enter the value in capital letters.

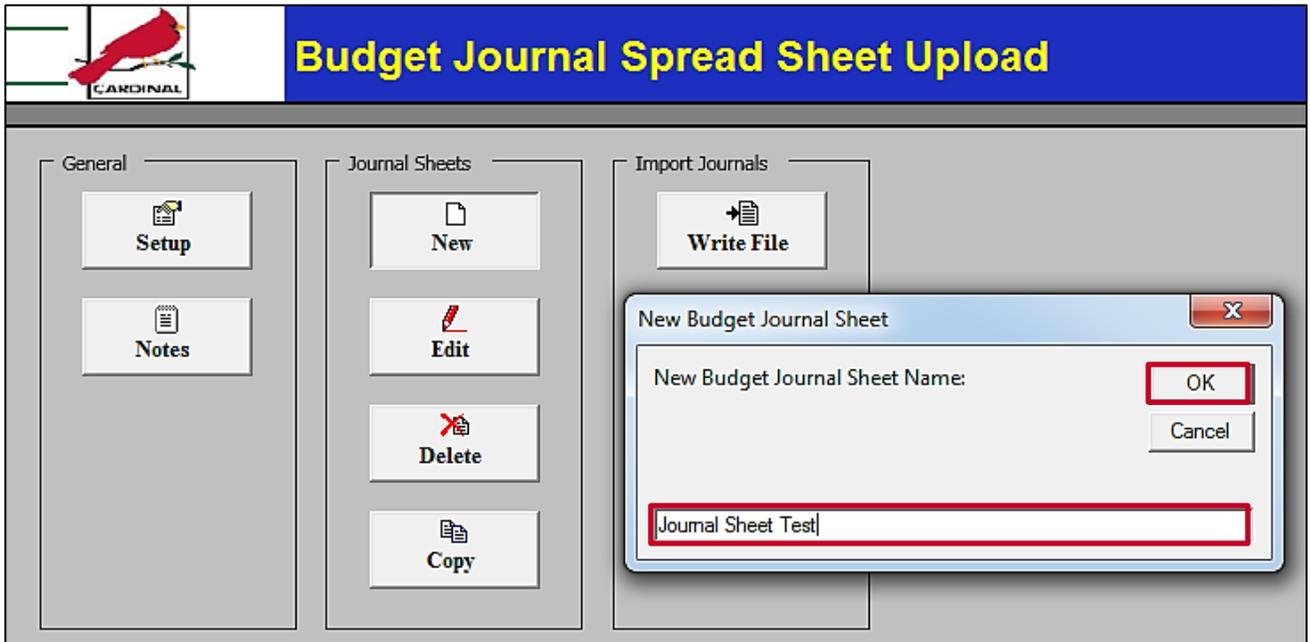
9. Click the **OK** button.

10. The second button under **General** on the main menu is the **Notes** button. This button can be used to access another worksheet in the workbook that can be used as a scratch pad. Use the scratch pad for instructions, calculations, and comments.



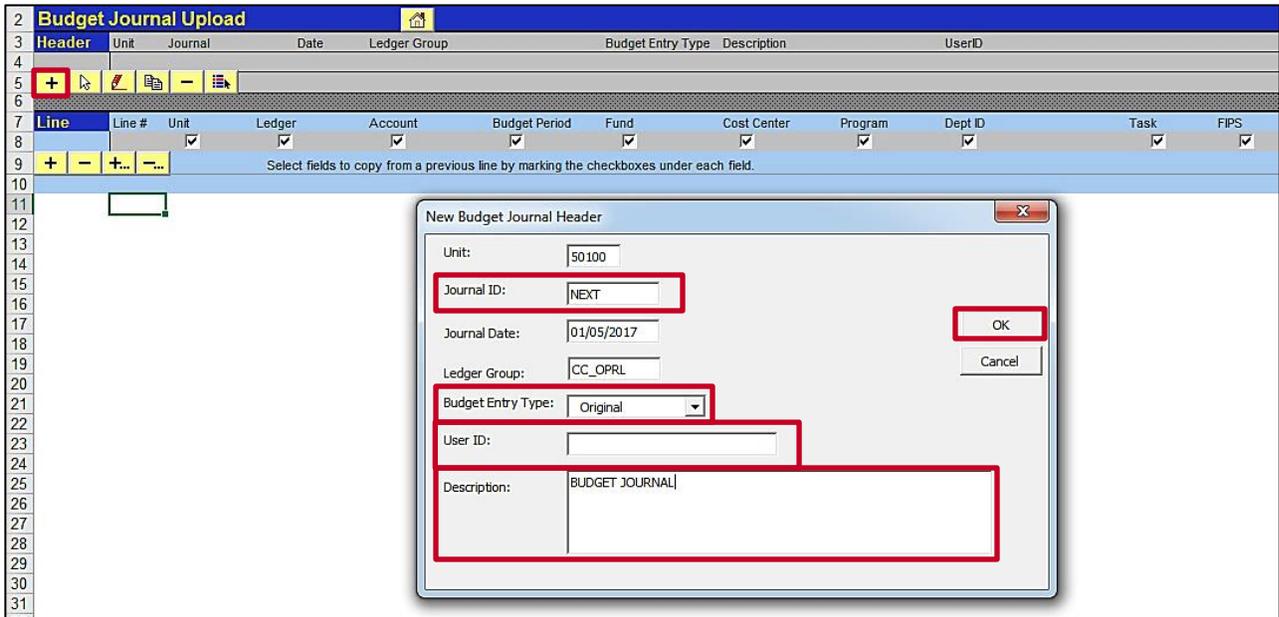
11. Click the **New** button under **Journal Sheets** on the main menu to insert a new journal worksheet.

Note: A workbook can contain as many journal sheets as needed. Each sheet will be a separate journal. (The **Edit** button under **Journal Sheets** on the main menu edits an existing journal worksheet, the **Delete** button deletes one or more journal sheets in the workbook, and the **Copy** button copies one journal sheet to a new journal sheet saved under a new name.)



12. The **New Budget Journal Sheet** pop-up window displays.
13. Enter a **New Budget Journal Sheet Name**.
14. Click the **OK** button.

Note: The journal sheet name does not correspond to, nor will it transfer to, anything within Cardinal during the upload.

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15. The **Budget Journal Upload** spreadsheet displays.
16. Under the Journal **Header**, click the  button.
17. The **New Budget Journal Header** pop-up window displays.
18. The values entered from the **Setup** page ([Step 8](#)) default onto the Journal Header.
19. Enter a **Journal ID (NEXT)**, **Budget Entry Type**, and **Description**. You can fill in the **User ID**, but the system will override this value with the **User ID** value that actually uploads the spreadsheet journal into Cardinal.
20. Click the **OK** button.

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Budget Journal Upload 						
Header	Unit	Journal	Date	Ledger Group		
	50100	NEXT	1/5/2017	CC_OPRL	ORIGINAL	
     						
Line	Line #	Unit	Ledger	Account	Budget Period	
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

21. In addition to the  button under the Journal **Header**, the following buttons are available under the Journal Header:
- The **Select Journal** button  is used to open an existing journal.
 - The **Edit Journal Header** button  is used to make changes to the journal header.
 - The **Copy Journal** button  is used to copy a journal header and lines.
 - The **Delete Journal** button  is used to delete a journal entry.

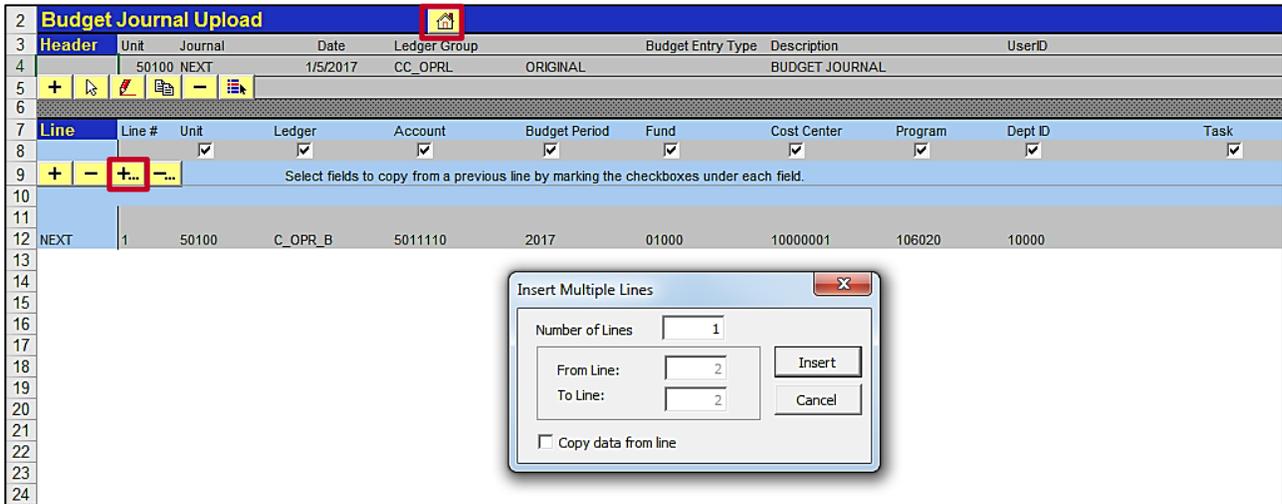
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Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID		
	50100	NEXT	1/5/2017	CC_OPRL	ORIGINAL	BUDGET JOURNAL			
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID
	1	50100	C_OPR_B	5011110	2017	01000	10000001	106020	10000

22. Under Journal **Line**, click the **+** button. A line displays to enter in the first journal line string.
23. On each journal line, the macro automatically:
 - a. Populates the **Journal ID** cell and sets it to **NEXT** based on your entry in the Header
 - b. Increments the **Line #** cell as new lines are added.
24. Enter in **Unit** (Business Unit): **50100**
25. Enter the **Ledger** (e.g., **C_OPR_B** in capital letters).
26. Enter all the applicable ChartField values.

Activity	Source Type	Rate Type	Future Use 1	Amount	Fund Source	Ref	Description	Journal Class
<input checked="" type="checkbox"/>								

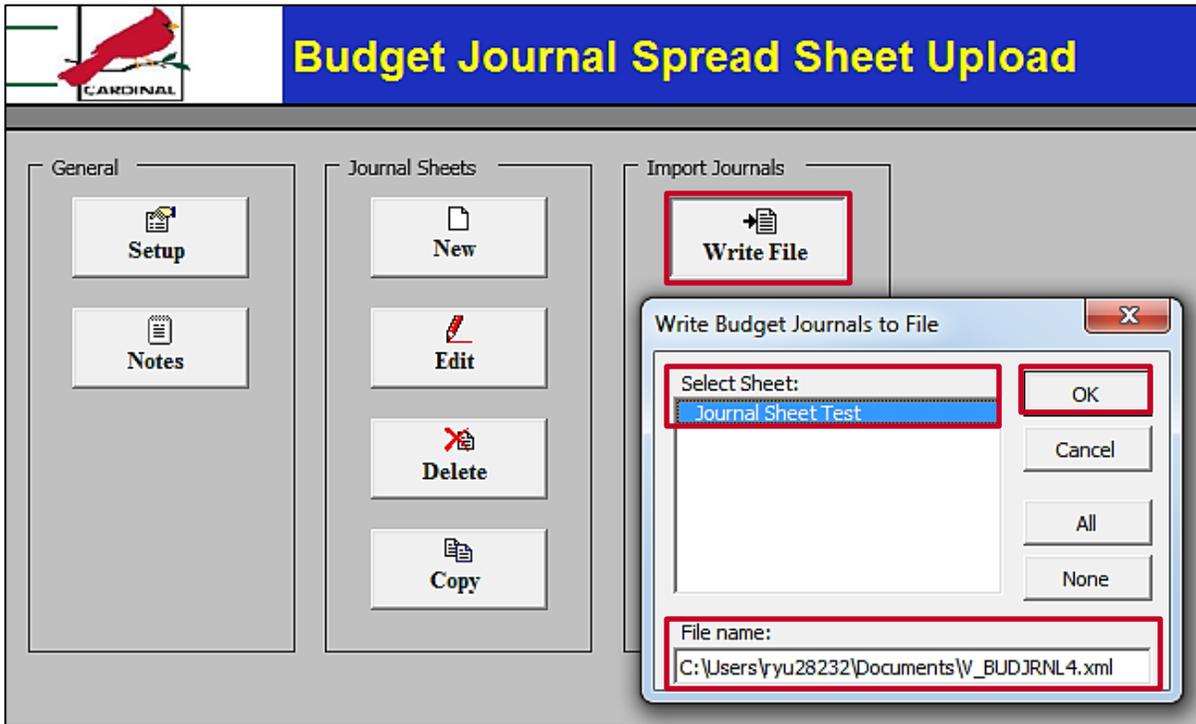
27. There are also two optional fields at the end of each line. One is the **Ref** and the other is the **Description**.
 - a. The **Ref** field allows a user to add a reference to each budget line. A reference cannot be more than 10 characters (letters and/or numbers).
 - b. The **Description** field allows a user to add a description to each budget line. It cannot be more than 30 characters (letters and/or numbers). You may use the scrollbar to scroll right.

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Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID
	50100	NEXT	1/5/2017	CC_OPRL	ORIGINAL	BUDGET JOURNAL	

Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task
	1	50100	C_OPR_B	5011110	2017	01000	10000001	106020	10000	

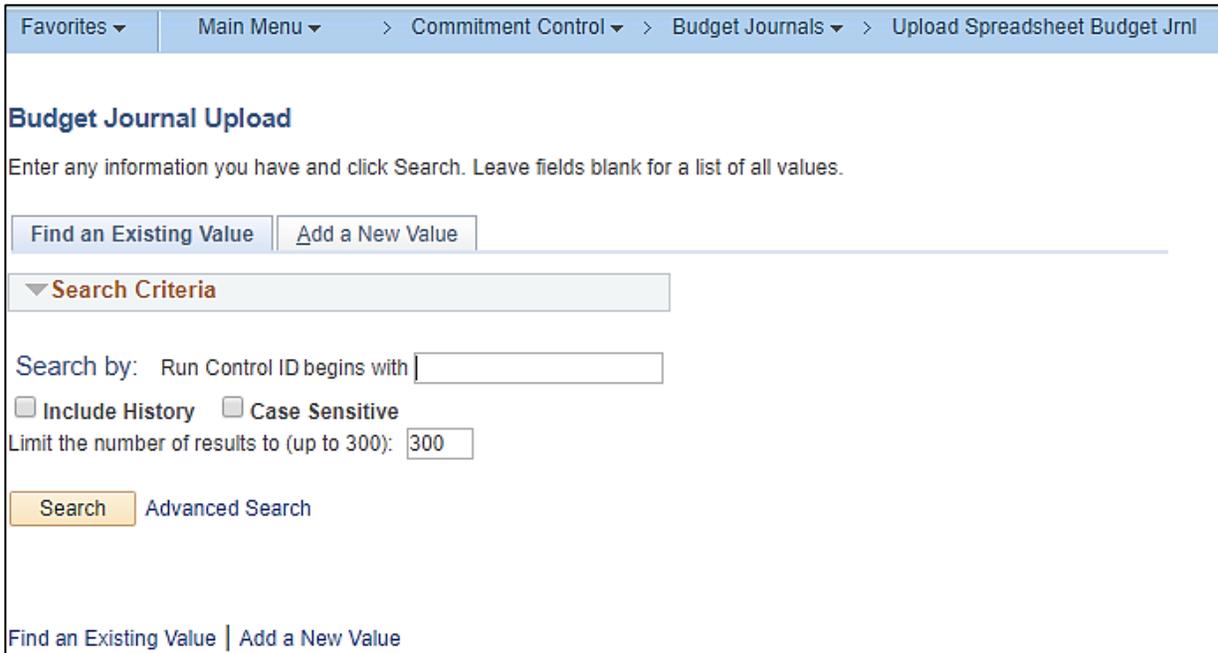
28. Under Journal **Line**, click the  button, if you need to add multiple lines or the  button if you need to delete multiple lines; enter the number of lines you wish to insert/delete in the dialogue box.
29. The  button under Journal **Line** is used to remove a single line from the journal; position your cursor on the line you wish to delete before clicking this button. If you check the box directly under the ChartField name, the value entered on the preceding line will copy to the subsequent line.
30. Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file.
 - Ensure the order of the ChartFields copied is in the same order of the ChartFields displayed in this EXCEL file.
 - Ensure all ChartFields copied are formatted as text except **Amount** which should be number with two decimal points.
 - Before you copy, insert the correct number of multiple lines using the  button.
31. After you have successfully entered all the lines for the journal, select **File – Save** to save the file.
32. Click the **Home** button .



33. The **Budget Journal Spread Sheet Upload** main menu displays.
34. Select the **Write File** button under **Import Journals**.
35. The **Write Budget Journals to File** pop-up window displays.
36. In the **Select Sheet** field, select the sheet name created; ensure the sheet is selected before proceeding. The sheet is selected if the background color turns blue.
37. In the **File Name** section, note the location to where the file is written. You can also rename the file from V_BUDJRNL4.xml to a logical name to easily sort many files.
38. Click the **OK** button.

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39. Log into Cardinal and navigate to the **Budget Journal Upload** page using the following path:
Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jrnl



Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Upload Spreadsheet Budget Jrnl

Budget Journal Upload

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

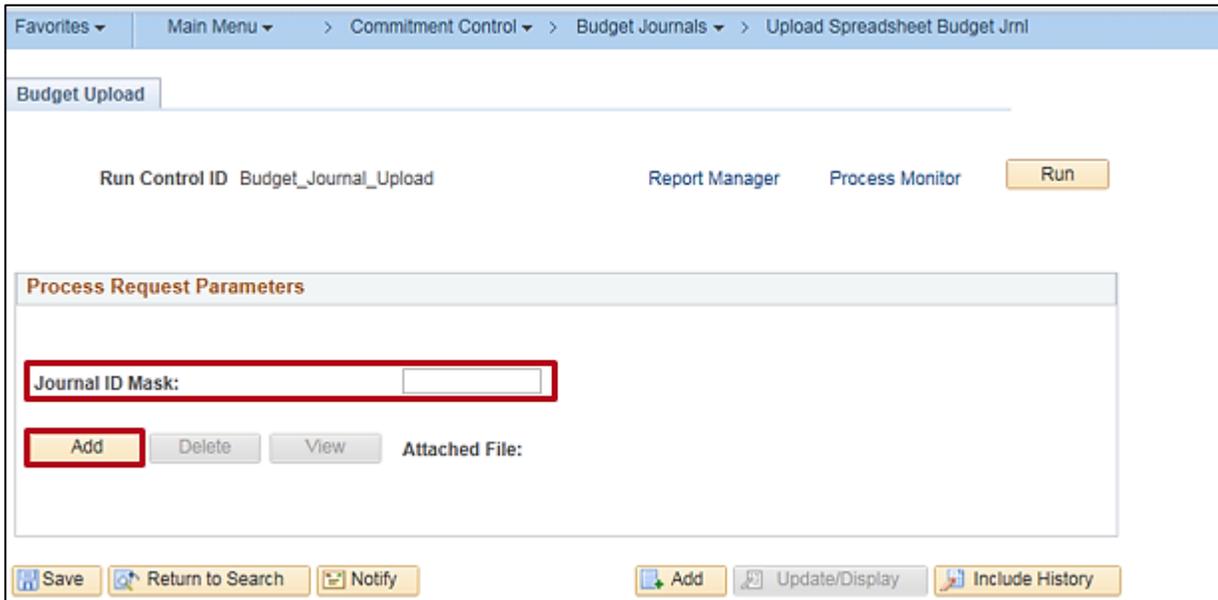
Include History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

40. The **Budget Journal Upload** search page displays.
41. **Add a New Value** or **Find an Existing Value**.

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Favorites > Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jnl

Budget Upload

Run Control ID Budget_Journal_Upload Report Manager Process Monitor Run

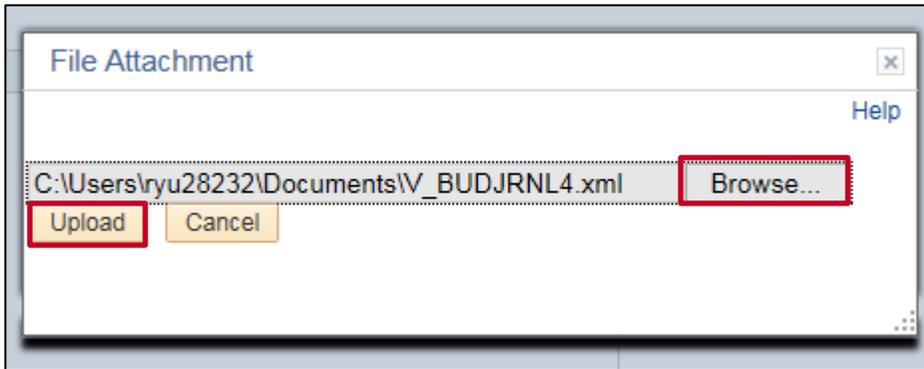
Process Request Parameters

Journal ID Mask:

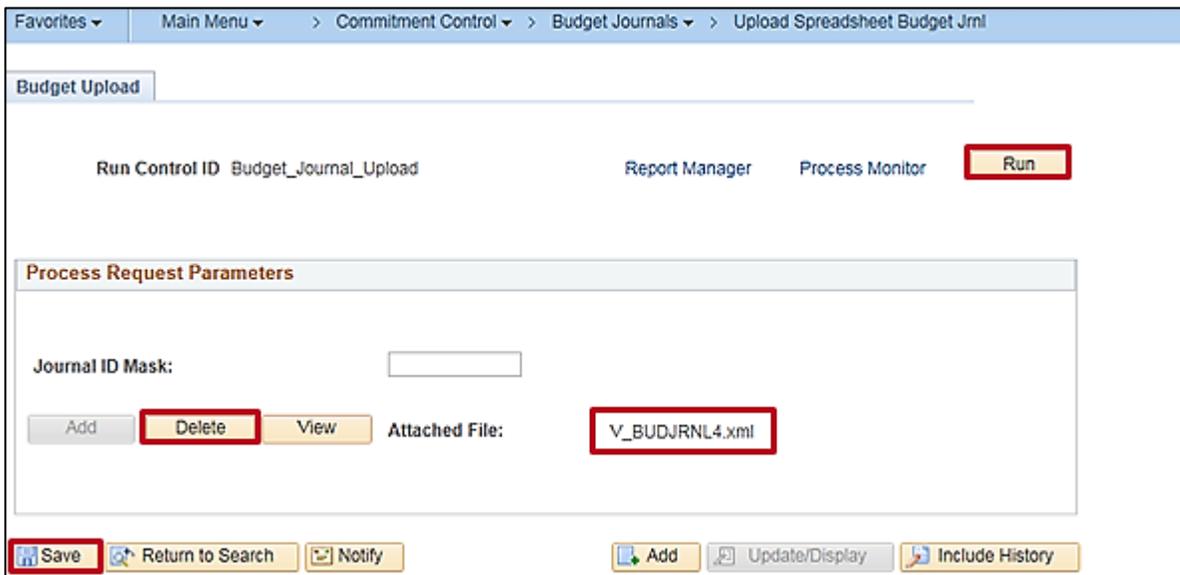
Add Delete View Attached File:

Save Return to Search Notify Add Update/Display Include History

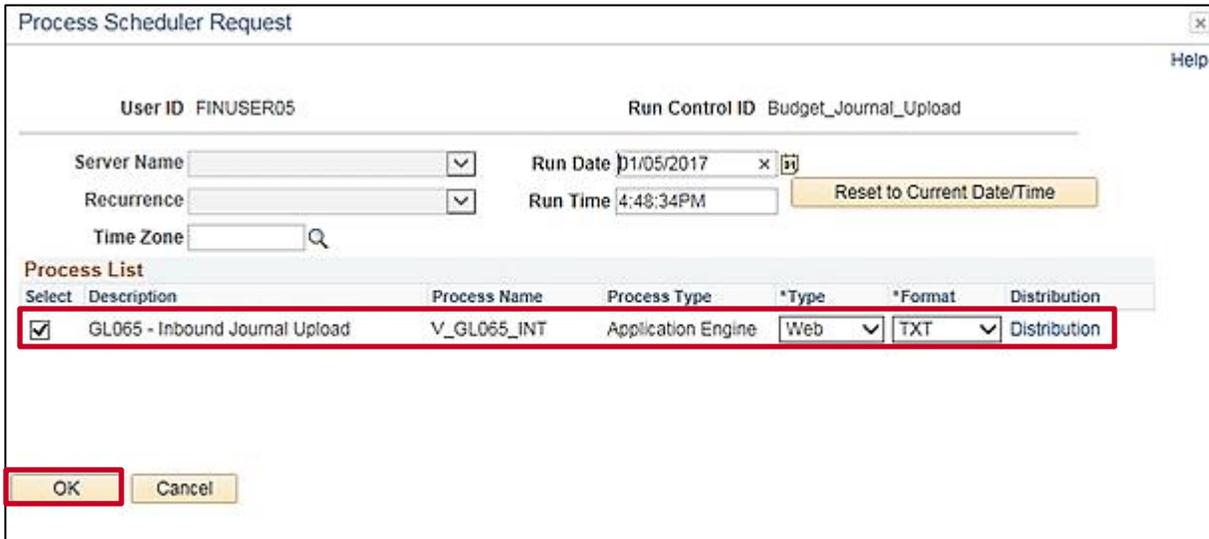
42. The **Budget Upload** page displays.
43. Enter a **Journal ID Mask** if you wish to precede the auto-numbered journal ID with a journal identifier, such as **CNV** used for budget entries created at conversion.
44. If using an existing **Run Control ID**, delete the existing attached file by clicking the **Delete** button.
45. Click the **Add** button to attach your new file.



46. The **File Attachment** pop-up window displays.
47. Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file. Click the **Upload** button..
48. Locate the path displayed in [Step 37](#) and select the **.xml** file you wish to upload.
49. Click the **Open** button.
50. Click the **Upload** button.



51. The name of the file you selected for upload is now displayed in the **Attached File** field on the **Budget Upload** run control page.
52. The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment.
53. Click the **Save** button.
54. Click the **Run** button.

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Process Scheduler Request

User ID FINUSER05 Run Control ID Budget_Journal_Upload

Server Name [dropdown] Run Date 01/05/2017 [calendar icon]

Recurrence [dropdown] Run Time 4:48:34PM [button: Reset to Current Date/Time]

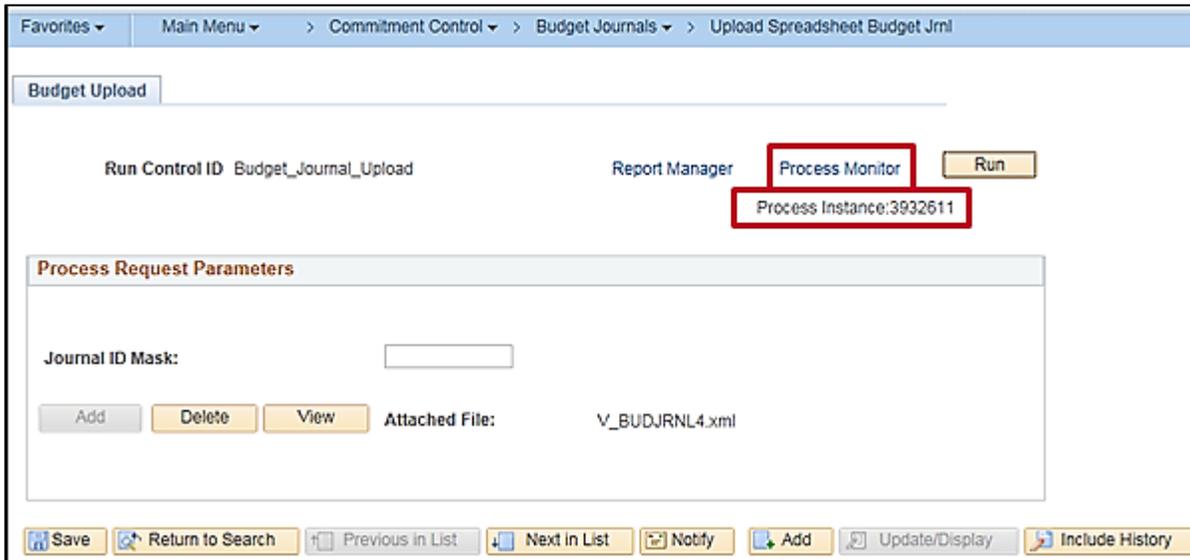
Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL065 - Inbound Journal Upload	V_GL065_INT	Application Engine	Web	TXT	Distribution

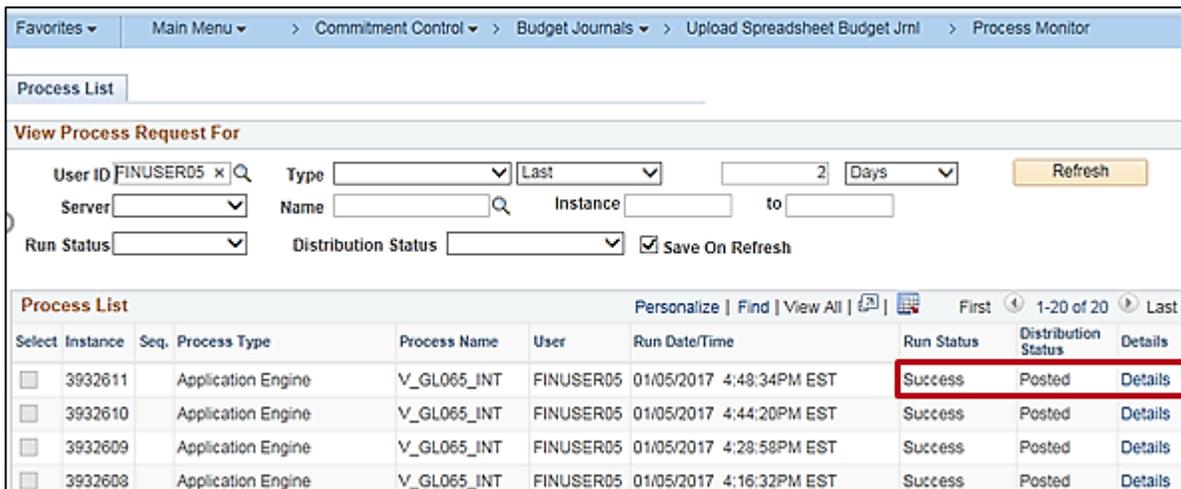
[button: OK] [button: Cancel]

55. The **Process Scheduler Request** pop-up window displays.
56. Verify the **GL065 - Inbound Journal Upload** process is selected.
57. Click the **OK** button.

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58. The **Budget Upload** Run Control page displays. The **Process Instance** number displays under the **Run** button. Document this number.

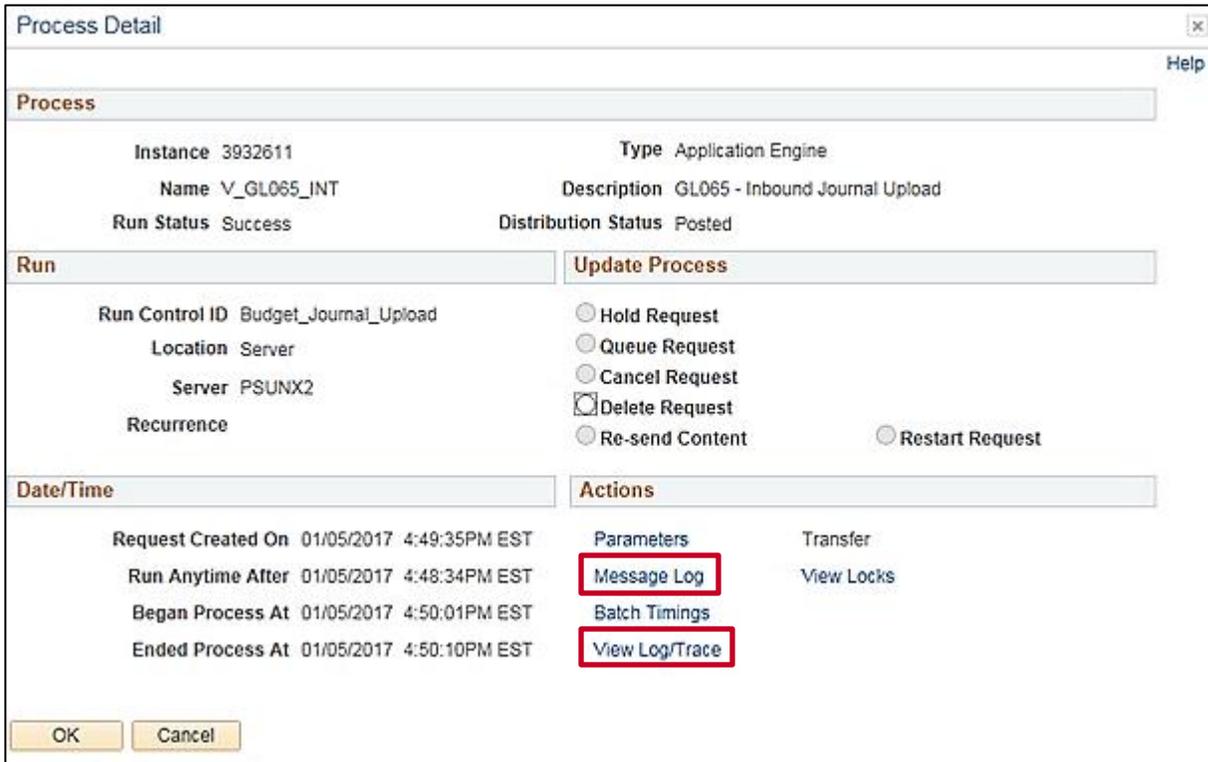
59. Click the **Process Monitor** link.



60. The **Process Monitor** page displays.

61. Click the **Refresh** button until the process shows with a **Run Status** of **Success** and a **Distribution Status** of **Posted**.

62. Click the **Details** link on the process line.

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Process Detail [x] Help

Process

Instance 3932611	Type Application Engine
Name V_GL065_INT	Description GL065 - Inbound Journal Upload
Run Status Success	Distribution Status Posted

Run **Update Process**

Run Control ID Budget_Journal_Upload	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX2	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="checkbox"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

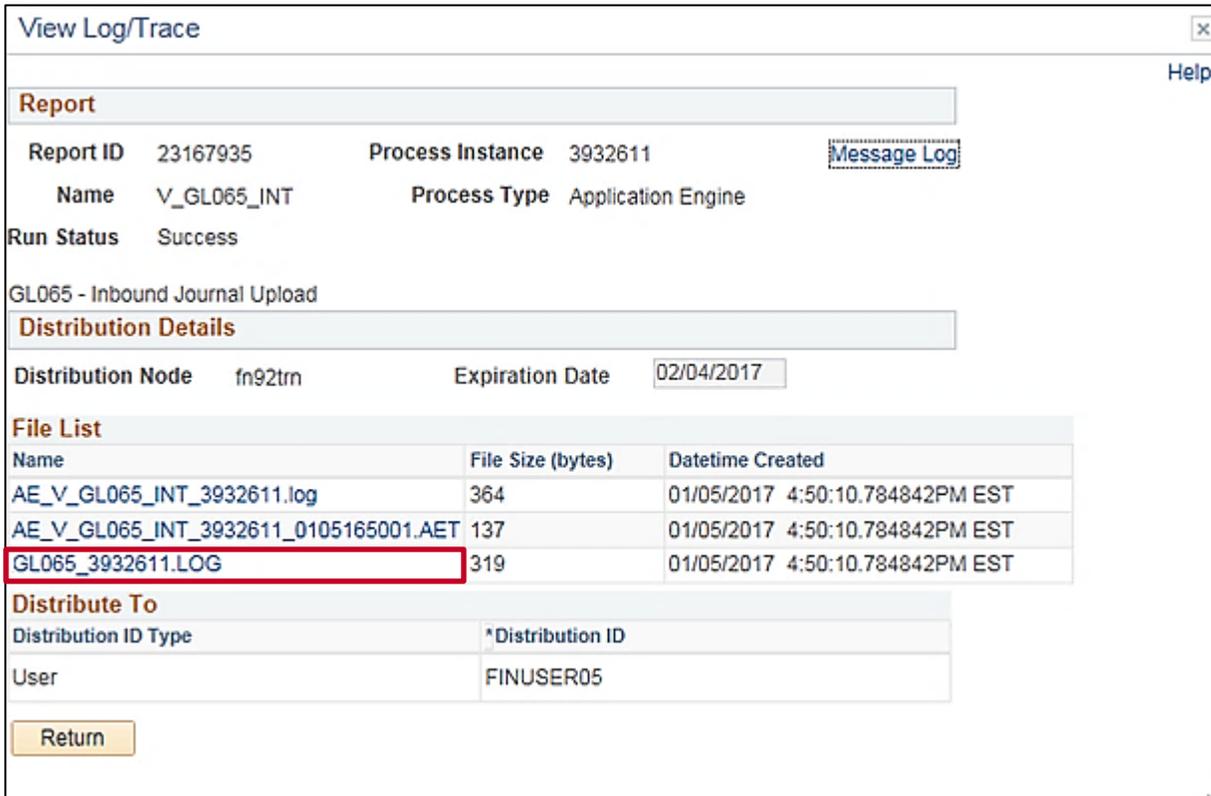
Date/Time **Actions**

Request Created On 01/05/2017 4:49:35PM EST	Parameters	Transfer
Run Anytime After 01/05/2017 4:48:34PM EST	Message Log	View Locks
Began Process At 01/05/2017 4:50:01PM EST	Batch Timings	
Ended Process At 01/05/2017 4:50:10PM EST	View Log/Trace	

OK Cancel

63. The **Process Detail** pop-up window displays.
64. Click the **Message Log** link.
65. Verify you see a message of **Process completed successfully with 1 journals imported**.
66. Click the **Return** button on the **Message Log** page.
67. Click the **View Log/Trace** link on the **Process Detail** page.

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View Log/Trace [x] Help

Report

Report ID 23167935 Process Instance 3932611 [Message Log](#)

Name V_GL065_INT Process Type Application Engine

Run Status Success

GL065 - Inbound Journal Upload

Distribution Details

Distribution Node fn92trn Expiration Date 02/04/2017

File List

Name	File Size (bytes)	Datetime Created
AE_V_GL065_INT_3932611.log	364	01/05/2017 4:50:10.784842PM EST
AE_V_GL065_INT_3932611_0105165001.AET	137	01/05/2017 4:50:10.784842PM EST
GL065_3932611.LOG	319	01/05/2017 4:50:10.784842PM EST

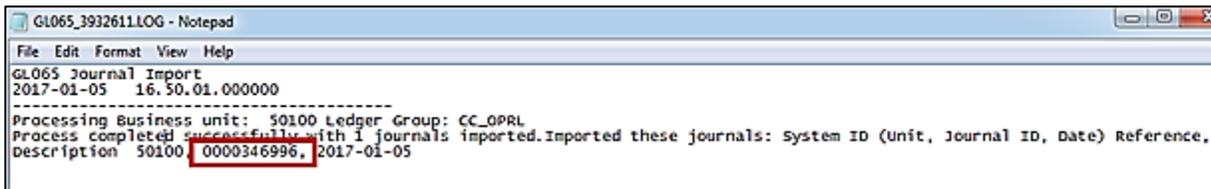
Distribute To

Distribution ID Type ^Distribution ID

User FINUSER05

[Return](#)

68. The **View Log/Trace** pop-up window displays.
69. Click the **GL065_(process instance).LOG** file.



GL065_3932611.LOG - Notepad

```
File Edit Format View Help
GL065 Journal Import
2017-01-05 16.50.01.000000
-----
Processing Business unit: 50100 Ledger Group: CC_OPRL
Process completed successfully with 1 journals imported.Imported these journals: System ID (Unit, Journal ID, Date) Reference,
Description 50100 0000346996, 2017-01-05
```

70. Scroll to the right. Note the **Journal ID** number that was created.
71. Close the **GL065_(process instance).LOG** file.

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View Log/Trace
✕

[Help](#)

Report

Report ID	23167935	Process Instance	3932611	Message Log
Name	V_GL065_INT	Process Type	Application Engine	
Run Status	Success			

GL065 - Inbound Journal Upload

Distribution Details

Distribution Node	fn92trn	Expiration Date	02/04/2017
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File List

Name	File Size (bytes)	Datetime Created
AE_V_GL065_INT_3932611.log	364	01/05/2017 4:50:10.784842PM EST
AE_V_GL065_INT_3932611_0105165001.AET	137	01/05/2017 4:50:10.784842PM EST
GL065_3932611.LOG	319	01/05/2017 4:50:10.784842PM EST

Distribute To

Distribution ID Type	^Distribution ID
User	FINUSER05

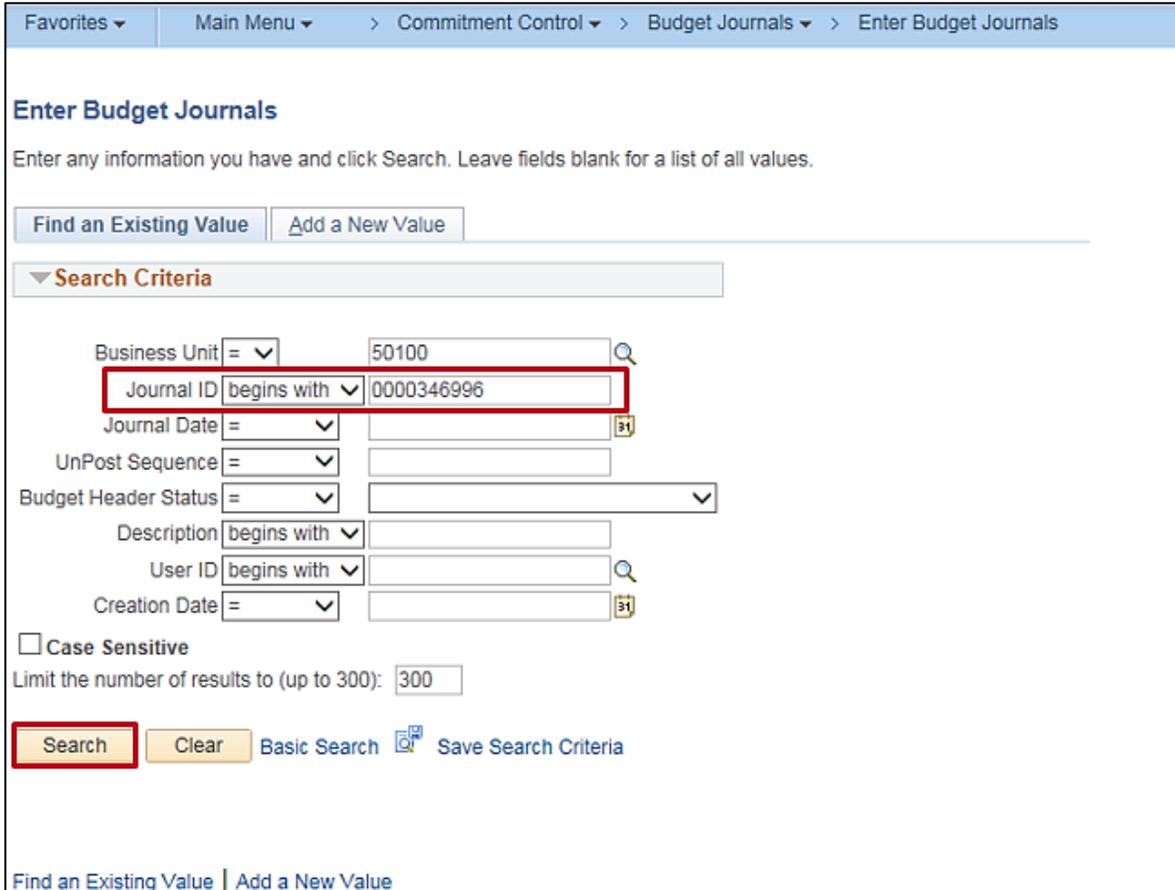
Return

72. On the **View Log/Trace** pop-up window, click the **Return** button.

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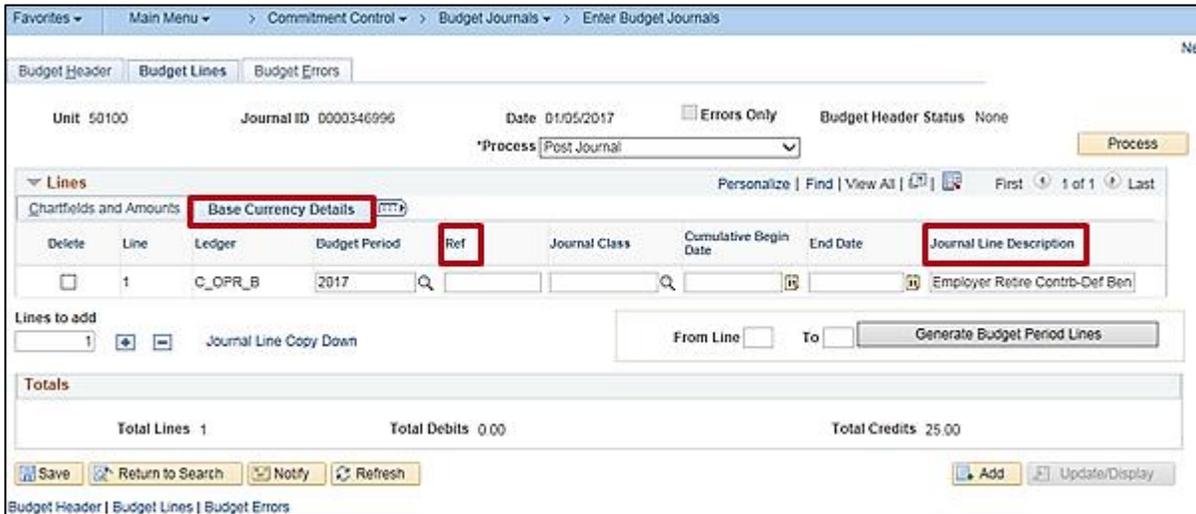
73. Navigate to the **Enter Budget Journals** page using the following path:

Main Menu > Commitment Control > Budget Journals > Enter Budget Journals



74. Click the **Find an Existing Value** tab and enter the **Journal ID** number noted in [Step 70](#).

75. Click the **Search** button to review the journal.

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Unit: 50100 Journal ID: 0000346996 Date: 01/05/2017 Errors Only: Budget Header Status: None

*Process:

▼ Lines Personalize | Find | View All | First | 1 of 1 | Last

Chartfields and Amounts **Base Currency Details**

Delete	Line	Ledger	Budget Period	Ref	Journal Class	Cumulative Begin Date	End Date	Journal Line Description
<input type="checkbox"/>	1	C_OPR_B	2017					Employer Retire Contrib-Def Ben

Lines to add: Journal Line Copy Down From Line: To:

Totals

Total Lines	1	Total Debits	0.00	Total Credits	25.00
-------------	---	--------------	------	---------------	-------

Budget Header | Budget Lines | Budget Errors

76. Please be aware that in order to view the **Ref** and **Description** fields, the **Base Currency Details** tab has to be selected, as in this example.