

Replacing Outdated Budget Upload Files Overview

Updates have been made to the budget journal spreadsheet upload in an effort to support user processing. The macro file now forces all amount values to be rounded two decimal places when the .xml file is generated. Additionally, a new chartfield (Journal Class) has been added to the template.

This job aid explains how to remove the existing budget journal spreadsheet upload files from a workstation and also where to find the new files on the Cardinal website.

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Removing existing files from a workstation

1. Navigate to the location of the Budget Journal Spreadsheet Upload XML Macro File (**Jrnlmcro2.xla**) and the Budget Journal Spreadsheet Upload Excel Template (**V_BUDJRNL3.xls**)

Note: File location may vary by user.

Name ^	Date modified	Type	Size
 Jrnlmcro2.xla	12/28/2015 12:12 PM	Microsoft Excel Add-In	363 KB
 V_BUDJRNL3.xls	1/5/2016 3:27 PM	Microsoft Excel 97-...	19,536 KB

2. Delete both files by right clicking on each file and selecting **Delete**. Then go into the **Recycle Bin** on Desktop and Delete the two files from there as well.

Locating the new files on the Cardinal website

3. Located on the Cardinal website in **Forms** under **Resources**, are the new upload files entitled:
 - Budget Journal Spreadsheet Upload Excel Template
 - Budget Journal Spreadsheet Upload XLA Macro File (After download, rename as **BudMcro3.xla**)

Note: These two files must be saved to the same folder on your workstation.

For more detailed information on how to download both files and also how to process an upload file, see the job aid entitled **SW GL334: Uploading Budget Spreadsheet Journals** located on the Cardinal website in **Job Aids** under **Learning**.