

Uploading Budget Spreadsheet Journals Overview

When entering budget journals with many lines, using the budget journal spreadsheet upload functionality in Cardinal can simplify the process for entering the data and save time.

To upload a budget journal spreadsheet, you first enter the journal information in an Excel spreadsheet. The user initiates the Excel macro to write the budget journal data to a .txt file that is then uploaded into Cardinal.

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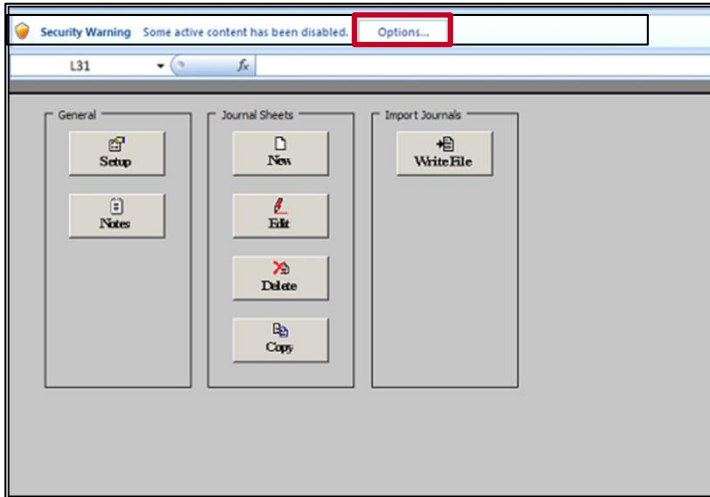
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To Create and Upload a Budget Spreadsheet Journal

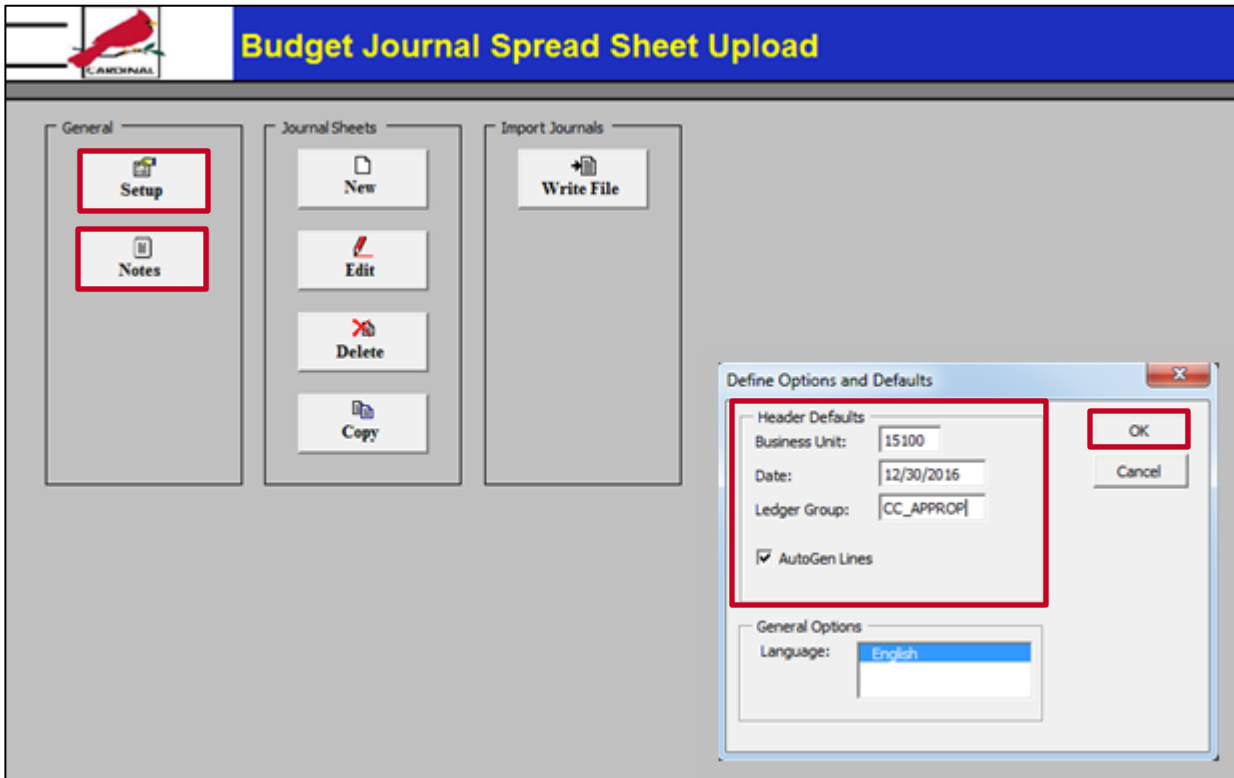
1. Download the two required files, entitled **Budget Journal Spreadsheet Upload Excel Template** and **Budget Journal Spreadsheet Upload XLA Macro File**, located on the Cardinal website in **Forms** under **Resources**. These two files must be saved to the same folder on your workstation. When downloading the **Budget Journal Spreadsheet Upload XLA Macro File**, change the file name to **BudMcro3** and the extension from **.xls** to **.xla**. When complete, the file name should read **BudMcro3.xla**

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, then minimize, the macro file. Open the **V_BUDJRNL4.xls** file. Upon opening this file, a security banner will display.



3. Click the **Options** button at the top of the screen beside the **Security Warning** message.
 - Select **Enable Contents** or **Enable Editing** (depending on the Excel version).
4. If a pop-up box displays, select **Enable this content** and click the **OK** button.
5. If a second box displays, click the **Enable Macros** button.
6. The **Budget Journal Spread Sheet Upload** home page (main menu) displays.



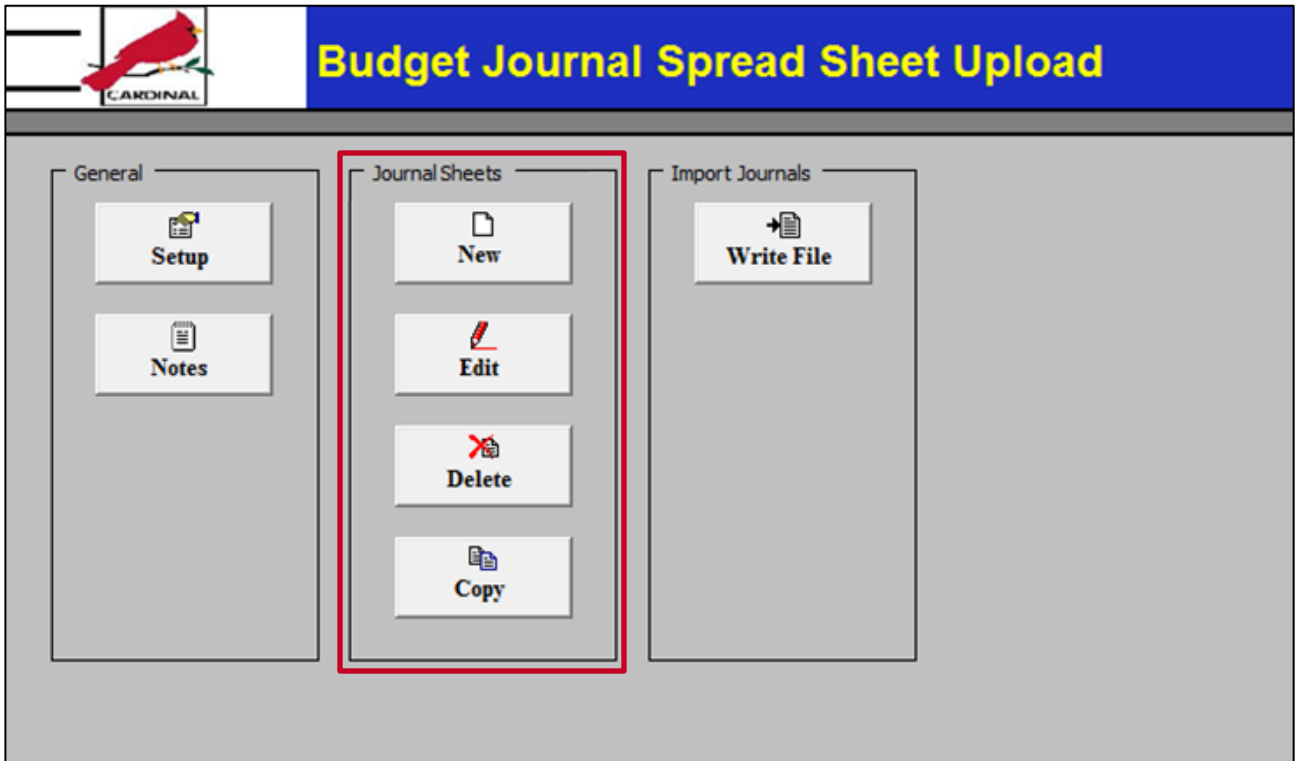
7. Under the **General** section on the page, click the **Setup** button to access the **Define Options and Defaults** dialog box. Options set here will automatically populate budget journal sheets and budget journals created within this workbook.

Enter the following values:

- **Business Unit**
- **Date:** Enter the appropriate date for each journal header individually. It is critical to enter a budget journal date that coincides with the budget period entered on the budget journal line.
- **Ledger Group:** Enter the value (e.g., **CC_APPROP**) in CAPITAL letters.

The second button under **General** on the **Budget Journal Spread Sheet Upload** home page is the **Notes** button. This button can be used to access another worksheet in the workbook that can be used as a scratch pad for instructions, calculations, and comments.

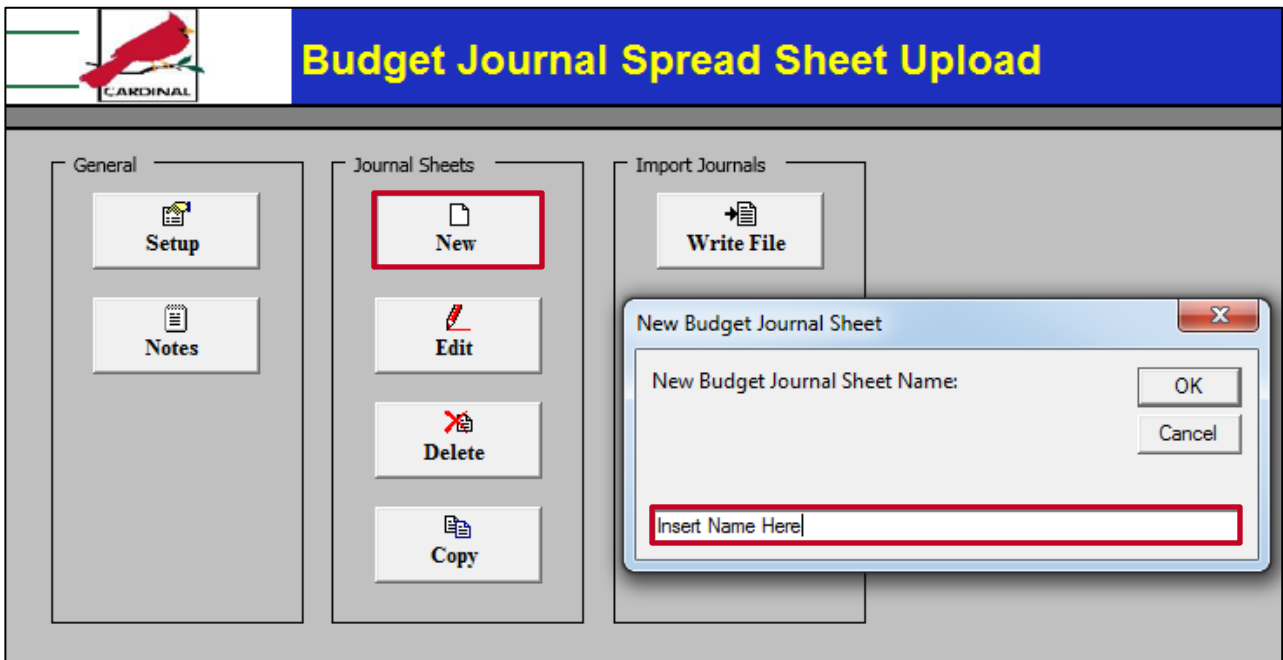
After completing the fields, click the **OK** button.



A workbook can contain as many journal sheets as needed. Each sheet will be a separate journal. There are four buttons under the **Journal Sheets**:

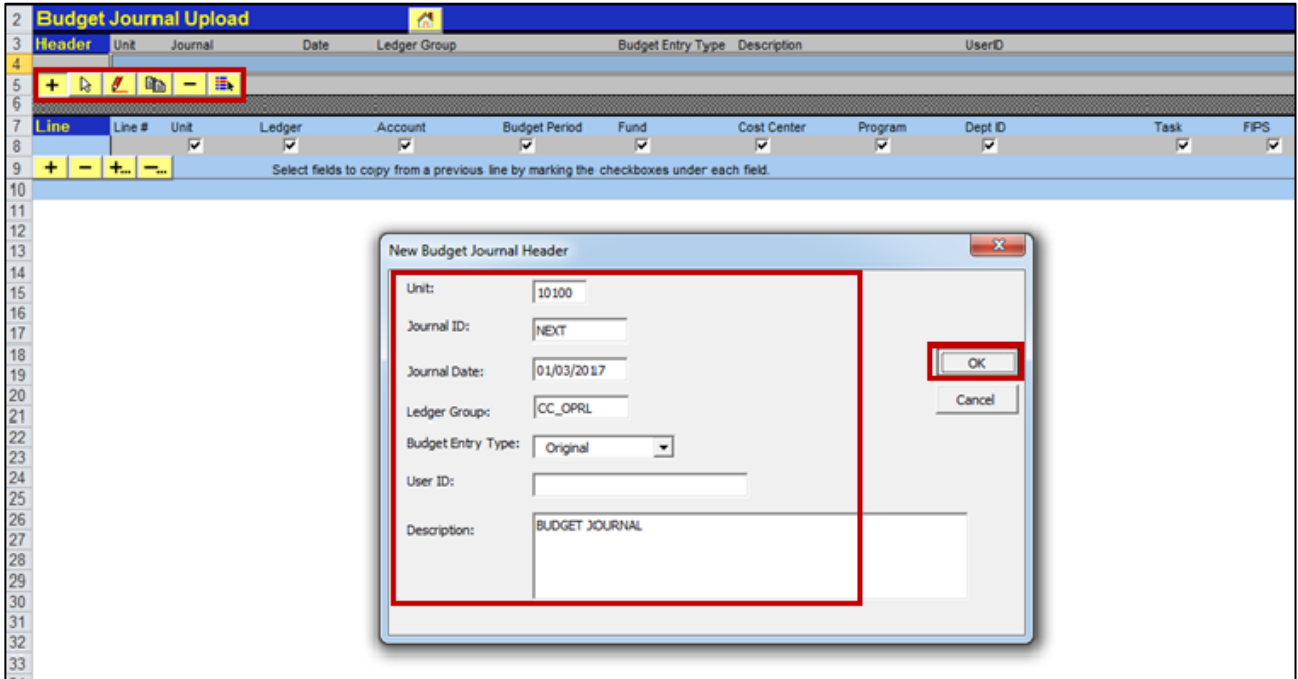
- **New**: inserts a new journal sheet
- **Edit**: edits an existing journal worksheet
- **Delete**: deletes one or more journal sheets in the workbook
- **Copy**: copies one journal sheet to a new journal sheet saved under a new name

8. Click the **New** button to insert a new Journal Sheet.



9. In the dialog box, enter a **New Budget Journal Sheet Name** and click the **OK** button.

The Journal Sheet Name does not correspond to, nor will it transfer to, anything within Cardinal during the upload.



The screenshot shows the 'Budget Journal Upload' spreadsheet with a 'Header' row and a 'Line' row. A red box highlights the six buttons in the 'Header' row: a plus sign, a white arrow, a red pencil, two sheets of paper, a dash, and a colored line. The 'New Budget Journal Header' dialog box is open, showing fields for Unit (10100), Journal ID (NEXT), Journal Date (01/03/2017), Ledger Group (CC_OPRL), Budget Entry Type (Original), User ID, and Description (BUDGET JOURNAL). The 'OK' button is highlighted with a red box.

10. The **Budget Journal Upload** spreadsheet displays with the **New Budget Journal Header** window. Under the Journal **Header** there are six buttons:

- (+) (plus sign): adds a new budget journal header.
- **Select Journal** (white arrow): opens an existing budget journal.
- **Edit Journal Header** (red pencil): makes changes to the budget journal header.
- **Copy Journal** (two sheets of paper): copies a budget journal header and lines.
- **Delete Journal** (dash): deletes a budget journal entry.
- **Change Import Status** (colored lines): marks a journal status as **Import** or **Do Not Import**

Enter the following values:

- For **Journal ID**, enter **NEXT**
- **Journal ID** will be assigned by Cardinal when the journal is uploaded.
- Enter the **Budget Entry Type**, and **Journal Description**.
- You can fill in the **User ID**, but the system will override this value with the ID of the user who actually uploads the spreadsheet journal into Cardinal.

Then click the **OK** button.

Budget Journal Upload													
3	Header												
4	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID						
5	50100	NEXT	11/21/2011	CC APPROP	ORIGINAL	BUDGET JOURNAL							
6	+ ↓ ↑ + ↓ ↑												
7	Line												
8	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset	Agency
9	+	-	+	-	Select fields to copy from a previous line by marking the checkboxes under each field								

11. The values entered on the **New Budget Journal Header** populate the Journal **Header**.

Budget Journal Upload													
Header													
4	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID						
5	50100	NEXT	11/21/2011	CC APPROP	ORIGINAL	BUDGET JOURNAL							
6	+ ↓ ↑ + ↓ ↑												
7	Line												
8	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset	Agency
9	+	-	+	-	Select fields to copy from a previous line by marking the checkboxes under each field								
10	+ ↓ ↑ + ↓ ↑												
11	+ ↓ ↑ + ↓ ↑												

12. Under Journal **Line**, click the (+). A new journal line appears in the next row.

On each journal line, the macro automatically populates the **Journal ID** cell and sets it to **NEXT** and automatically increments the **Line #** cell as new lines are added.

13. Enter the **Unit** (i.e., Business Unit) and **Ledger** (e.g., **C_OPR_B** in CAPITAL letters). Examples of Agency Ledger Groups and Agency Detail Budget Ledgers include:

Agency Ledger Group

CC_LOWLVL

CC_OPRL

CC_PROJ

CC_REVEST

Agency Detail Budget Ledger

C_LWLVL_B

C_OPR_B

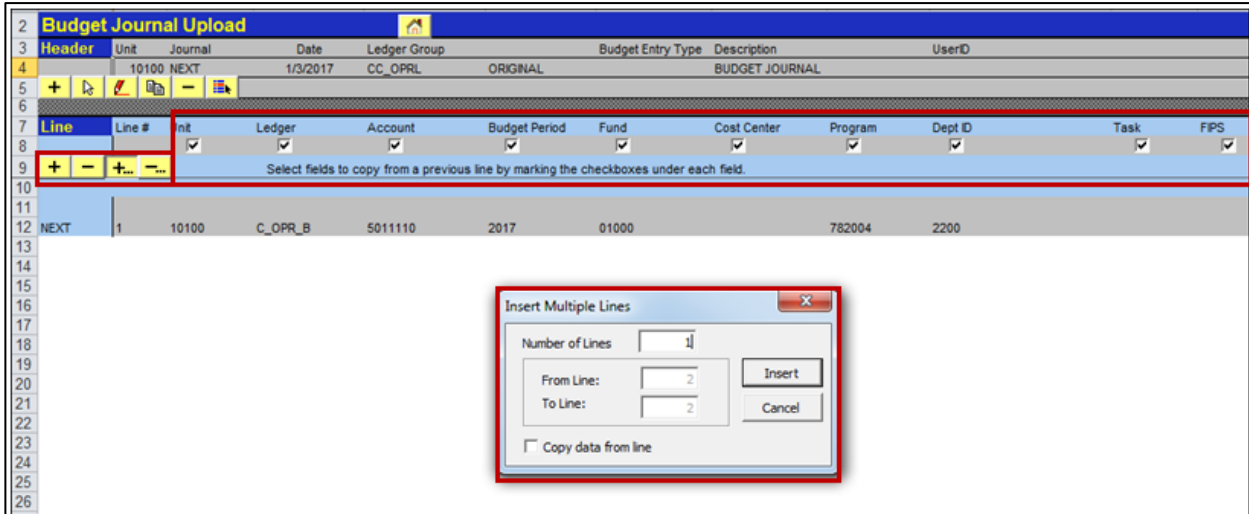
C_PRJ_B

C_REVEST_B

14. Next, enter all the applicable ChartField values and **Amount**. There are also two optional fields at the end of each line. One is the **Ref** and the other is the **Description**. 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). 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 can use the scrollbar to scroll right.

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15. For agencies that post to the **CC_APPROP** ledger group, there is a column labeled **Class** that must be complete. The only **Class** currently used for **CC_APPROP** journals is **TRANSFER**. All other **CC_APPROP** journals must come through the **Department of Planning and Budget**.



The screenshot shows the 'Budget Journal Upload' window. It contains a table with the following columns: Unit, Journal, Date, Ledger Group, Budget Entry Type, Description, and UserID. The first row shows '10100 NEXT' for Unit and Journal, '1/3/2017' for Date, 'CC_OPRL' for Ledger Group, 'ORIGINAL' for Budget Entry Type, and 'BUDGET JOURNAL' for Description. Below this, there is a section for 'Line' with columns: Line #, Unit, Ledger, Account, Budget Period, Fund, Cost Center, Program, Dept ID, Task, and FIPS. A red box highlights the 'Line' column and the 'Insert Multiple Lines' dialog box. The dialog box has fields for 'Number of Lines' (set to 1), 'From Line' (set to 2), and 'To Line' (set to 2). It also has 'Insert' and 'Cancel' buttons, and a checkbox for 'Copy data from line'.

Under the Journal **Line** there are 4 buttons:

- Click the (+) to insert a single budget journal line.
- Click the (-) to remove a single budget journal line.
- Click the (+...) button to add multiple lines or the (-...) to delete multiple lines. Then enter the number of lines you wish to insert/delete in the dialog box.
- Check the box directly under the **Unit**, **Ledger**, and **ChartField** name(s) to copy the values on the preceding line to the subsequent line.

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 (+...) icon.

16. After you successfully enter all the lines for the journal, select **File > Save** from the Excel menu, to save the file.

SW GL334: Uploading Budget Spreadsheet Journals

2	Budget Journal Upload											
3	Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID				
4		10100	NEXT	1/3/2017	CC_OPRL	ORIGINAL	BUDGET JOURNAL					
5												
6												
7	Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FPS
8			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
9	Select fields to copy from a previous line by marking the checkboxes under each field.											
10												
11												
12	NEXT	1	10100	C_OPR_B	5011110	2017	01000	782004	2200			
13												
14												
15												

17. Click the **Home** (House) icon to return to the **Budget Journal Spread Sheet Upload** home page.



Budget Journal Spread Sheet Upload

General

Setup

Notes

Journal Sheets

New

Edit

Delete

Copy

Import Journals

Write File

Write Budget Journals to File

Select Sheet:

budget journal test

OK

Cancel

All

None

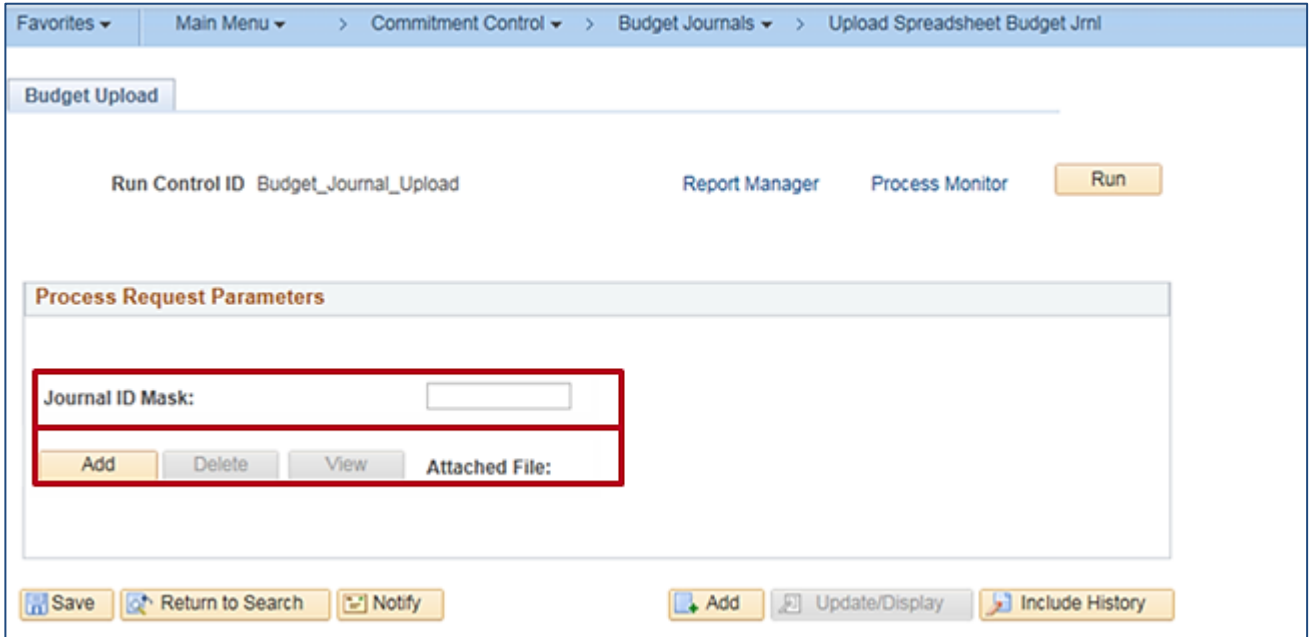
File name:

C:\Users\patricia.reddington@doa.virginia.gov\Docu

- From the **Budget Journal Spread Sheet Upload** home page, click the **Write File** button under Import Journals.
- Select the sheet name created; ensure the sheet is selected before proceeding (when the sheet is selected it will be highlighted in blue).

Note the location to where the file is written in the **File name** field at the bottom of the box. More than one sheet can be selected. You can also rename the file from **V_BUDJRNL3.xml** to a logical name to easily sort many files (but you must keep the **.xml** file extension). Then click the **OK** button.

20. Log into Cardinal and navigate to **Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jrnl.**
21. **Add or Find an Existing Run Control ID.** The **Budget Upload** page appears.

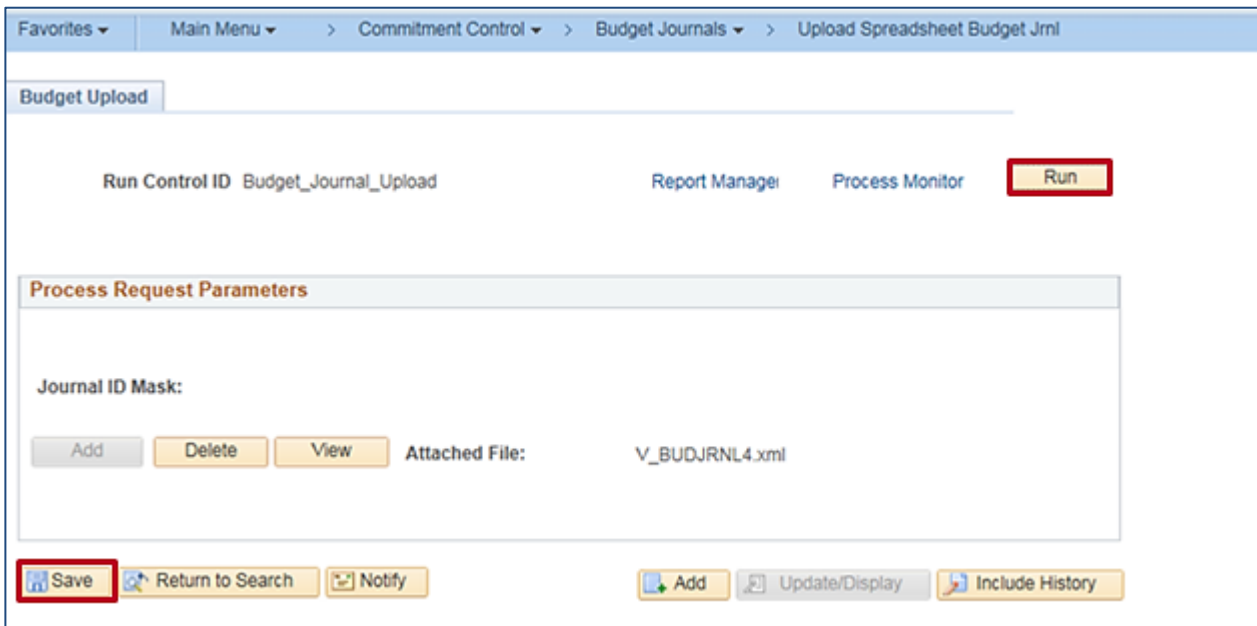


22. Enter a **Journal ID Mask** if you wish to precede the automatically numbered **Journal ID** with a journal identifier, such as **CNV** used for budget entries created at conversion. Note that this field does not need to be completed by the agencies; it is primarily used by DOA.
23. If using an existing **Run Control ID**, delete the existing attached file by clicking the **Delete** button. Then, click the **Add** button to attach your new file. The **File Attachment** dialog box is displayed. Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the file to be uploaded. Locate the path displayed in [Step 19](#) and select the **.xml** file you wish to upload.

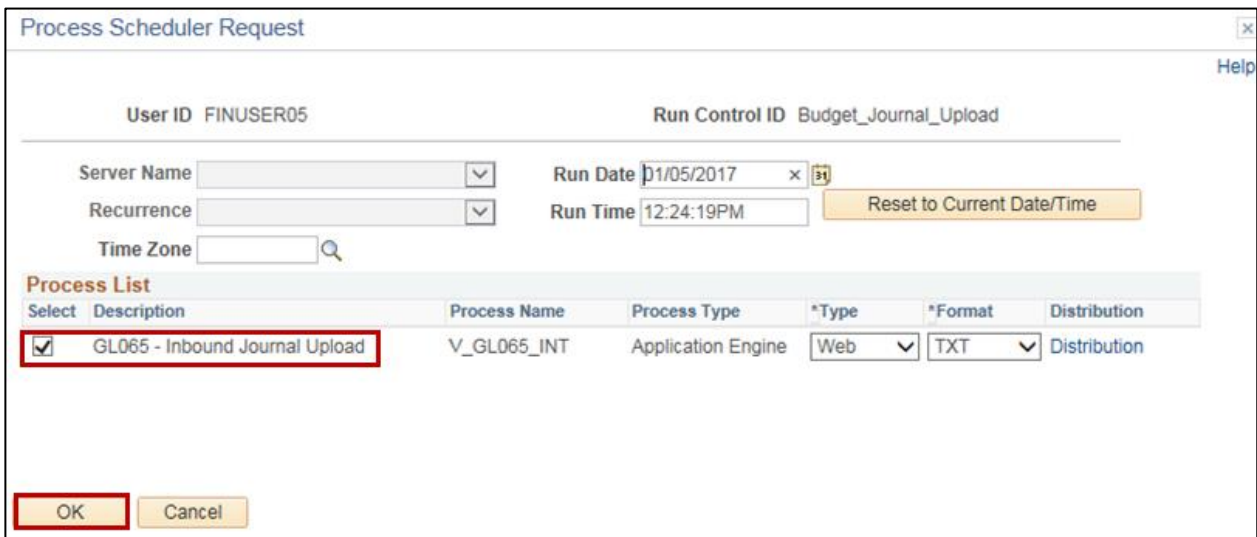
Click the **Open** button.

Click the **Upload** button.

The name of the file you selected for upload is now displayed in the **Attached File** field on the **Budget Upload** run control page. (The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment).

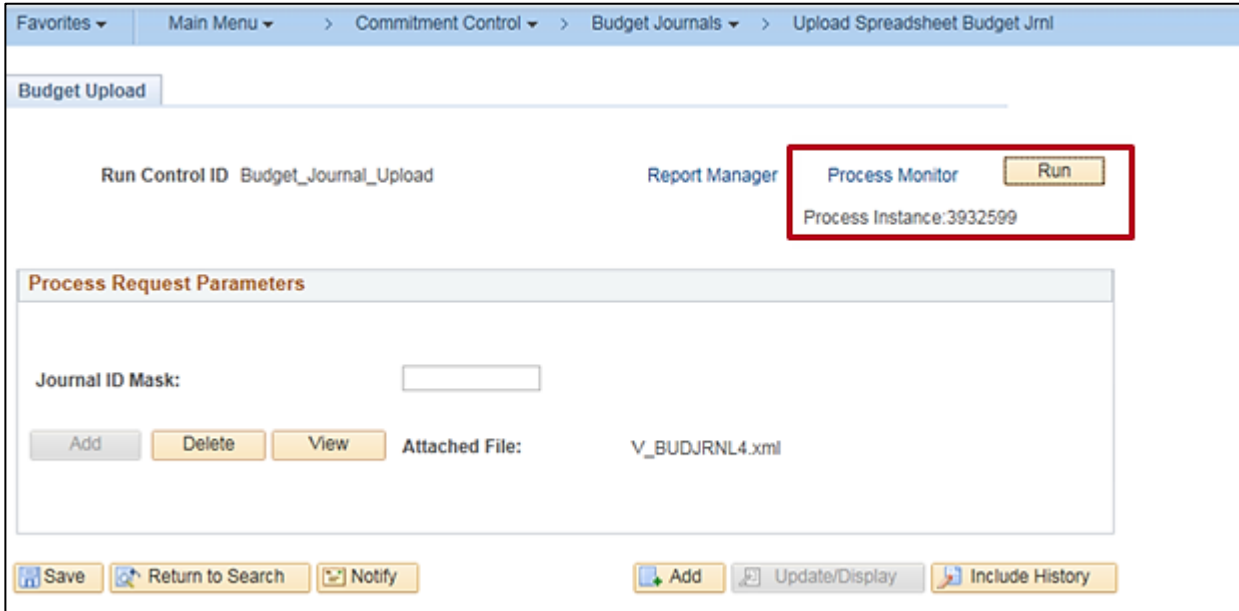


24. Click the **Save** button and then the **Run** button.

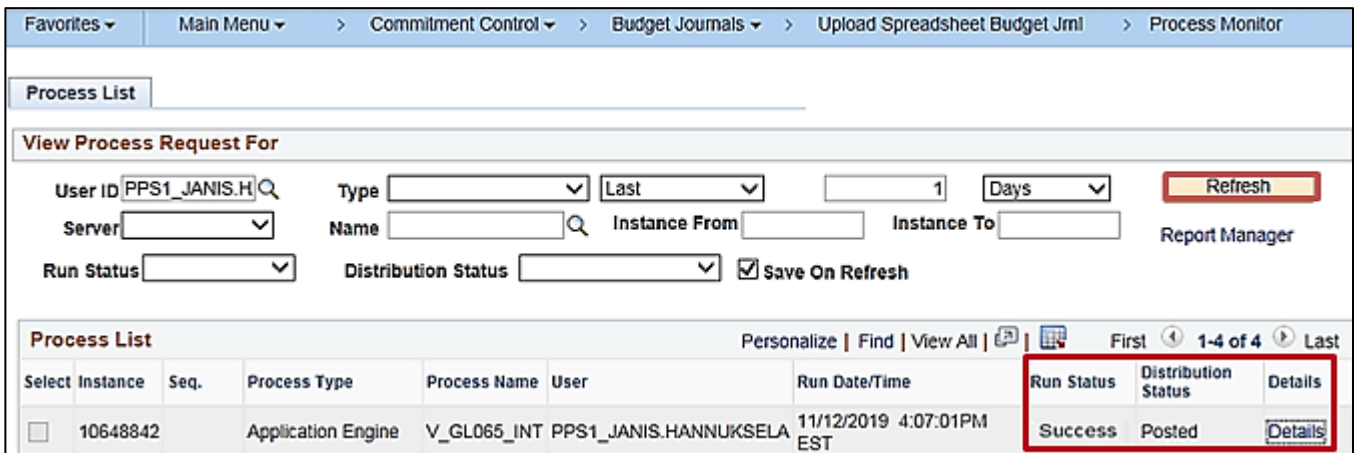


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	GL065 - Inbound Journal Upload	V_GL065_INT	Application Engine	Web	TXT	Distribution

25. Verify the **Inbound Journal Upload** process is selected, and click the **OK** button.



26. You will be returned to the **Budget Upload** page with a **Process Instance** number displayed under the **Run** button. Document this number.
27. Click the **Process Monitor** link.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	10648842		Application Engine	V_GL065_INT	PPS1_JANIS.HANNUKSELA	11/12/2019 4:07:01PM EST	Success	Posted	Details

28. Click the **Refresh** button until the process shows a **Run Status** of **Success** and a **Distribution Status** of **Posted**.
29. Click the **Details** link on the process line.

Process Detail
Help

Process

Instance 3932599	Type Application Engine
Name V_GL065_INT	Description GL065 - Inbound Journal Upload
Run Status Success	Distribution Status Posted

Run

Run Control ID Budget_Journal_Upload
Location Server
Server PSUNX2
Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On	01/05/2017 12:24:50PM EST
Run Anytime After	01/05/2017 12:24:19PM EST
Began Process At	01/05/2017 12:25:24PM EST
Ended Process At	01/05/2017 12:25:33PM EST

Actions

[Parameters](#)

Message Log

[Batch Timings](#)

View Log/Trace

[Transfer](#)
[View Locks](#)

OK
Cancel

30. Click the **Message Log** link and verify the **Process completed successfully with x journal(s) imported**. The **Message Log** can also be used to view if there was an error with the upload.
31. Click the **Return** button on the **Message Log** page.
32. Click the **View Log/Trace** link on the **Process Detail** page.

View Log/Trace
×

Help

Report

Report ID 23167925

Process Instance 3932599

[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_3932599.log	364	01/05/2017 12:25:33.638990PM EST
AE_V_GL065_INT_3932599_0105122524.AET	137	01/05/2017 12:25:33.638990PM EST
GL065_3932599.LOG	319	01/05/2017 12:25:33.638990PM EST

Distribute To

Distribution ID Type

*Distribution ID

User

FINUSER05

Return

GL065 Journal Import

2017-01-05 12.25.24.000000

Processing Business unit: 10100 Ledger Group: CC_OPRL

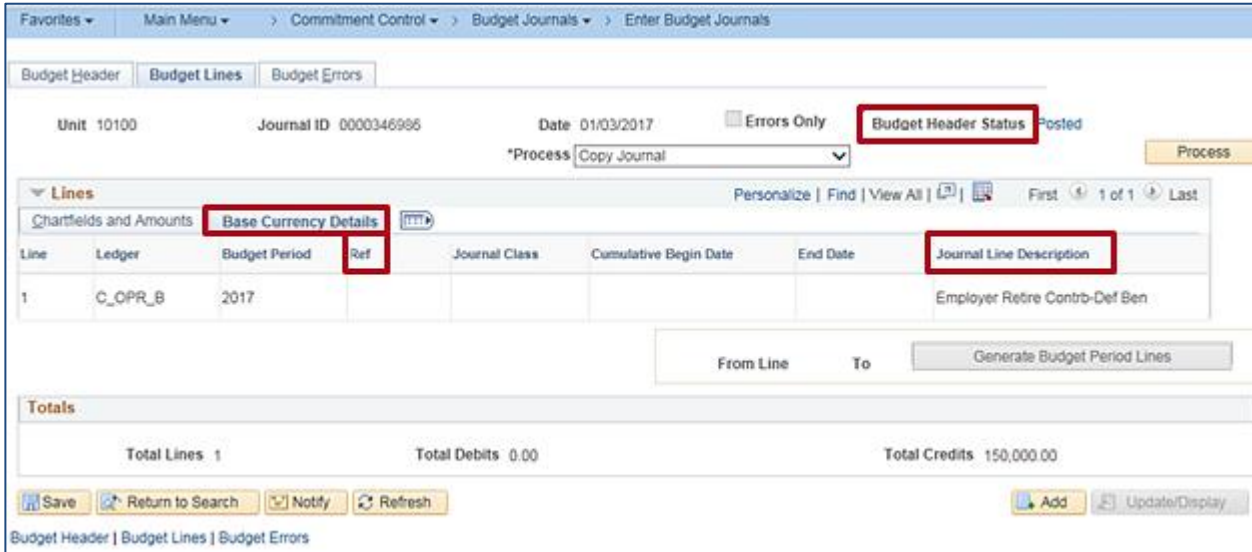
Process completed successfully with 1 journals imported.

Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description

10100, 0000346986,

2017-01-03

33. Click the **GL065 (process instance).LOG** file. A new window will open displaying the log. Note the **Business Unit** and **Journal ID** number that was created. Close the .LOG file.
34. Click the **Return** button.
35. Navigate using the following path:
Main Menu > Commitment Control > Budget Journals > Enter Budget Journals.
36. Click the **Find an Existing Value** tab and enter the **Business Unit** and **Journal ID** number noted above in step 33. Click **Search** to review the journal.



37. The journal can be posted manually (using the **Post Journal** process), or during the nightly batch posting process. Following successful journal posting, the **Budget Header Status** will change to **Posted**.

Please be aware that in order to view the **Ref** and **Journal Line Description** fields, the **Base Currency Details** tab has to be selected (see example above).

Simulation: Uploading a Budget Spreadsheet Journal

See the **Processing Budget Journals: Uploading a Spreadsheet Budget Journal** simulation, located on the Cardinal website in **Simulations** under **Training**, for a step-by-step guide through the budget spreadsheet journal upload process.