

**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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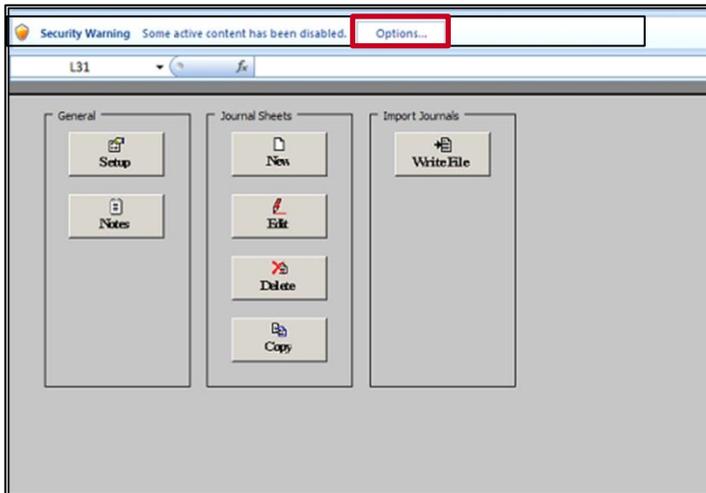
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**To Create and Upload a Budget Spreadsheet Journal**

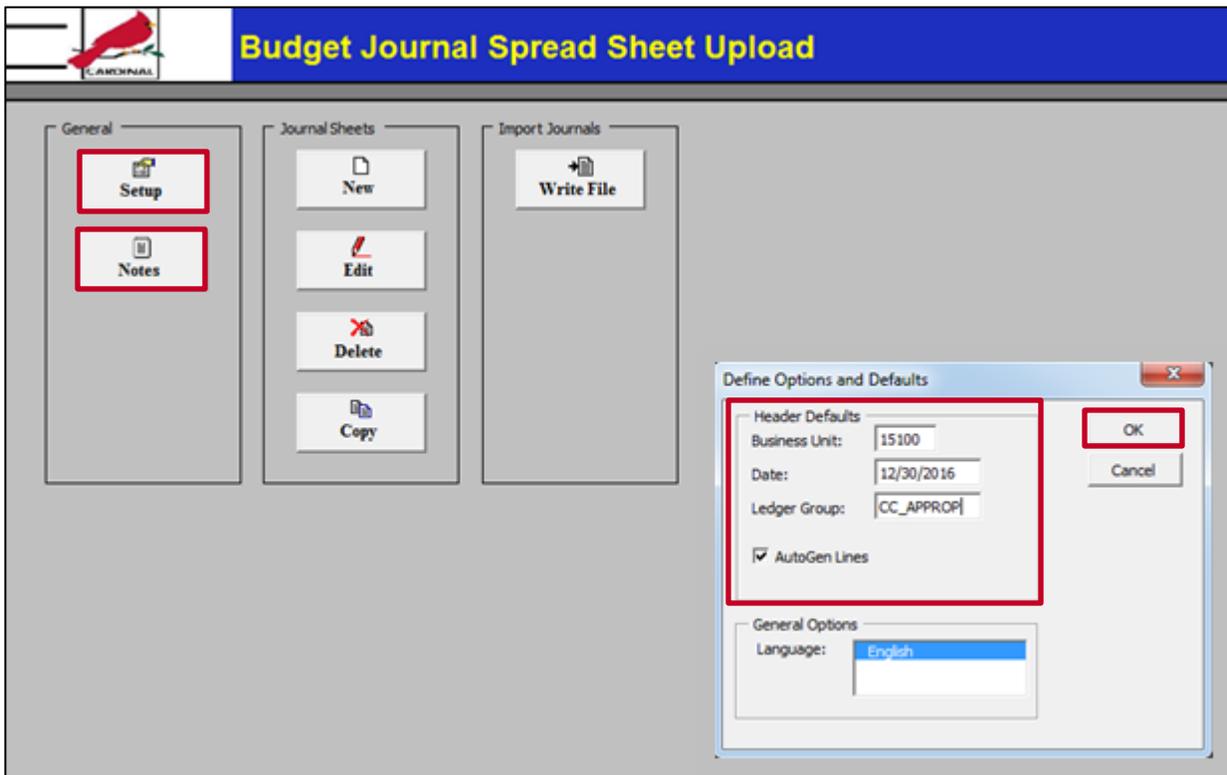
1. Download the two required files, entitled **Budget Journal Spreadsheet Upload Excel Template** and **Budget Journal Spreadsheet Upload XLA Macro File**, located on the Cardinal website in **Forms** under **Resources**. These two files must be saved to the same folder on your workstation. When downloading 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.



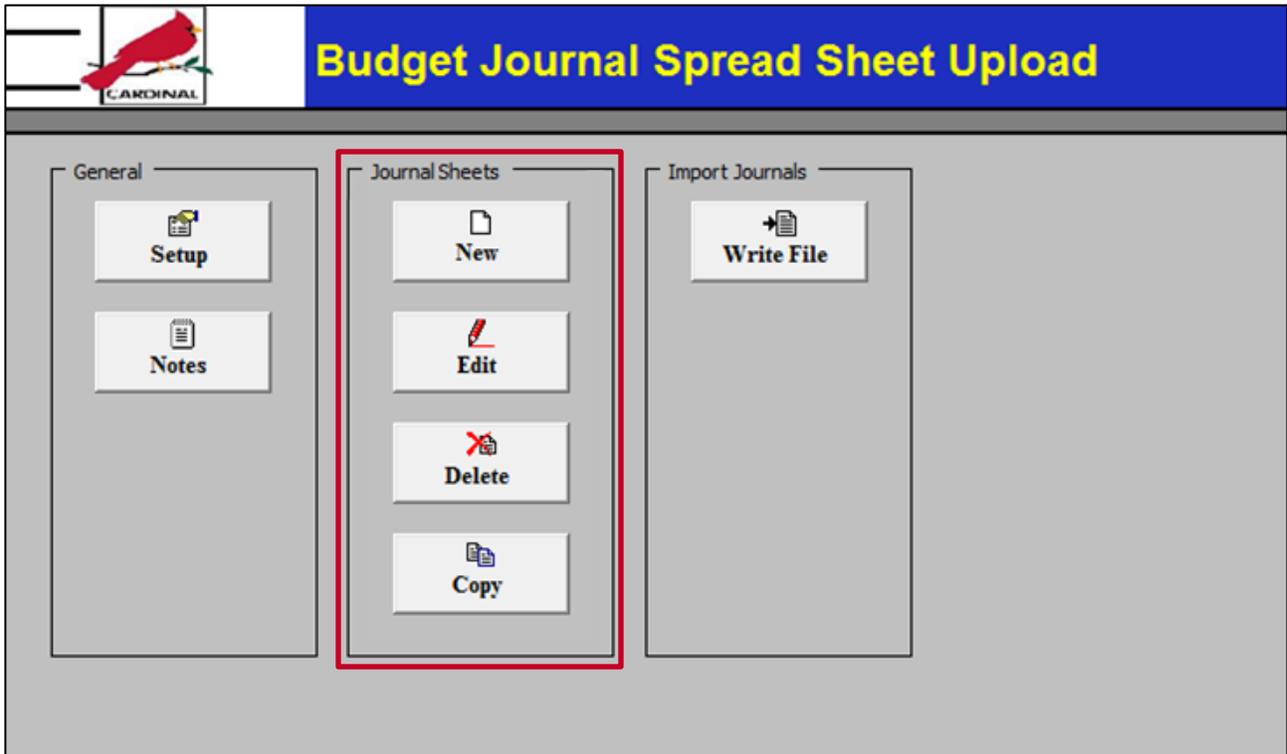
7. Under the **General** section on the page, click the **Setup** button to access the **Define Options and Defaults** dialog box. Options set here will automatically populate budget journal sheets and budget journals created within this workbook.

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.

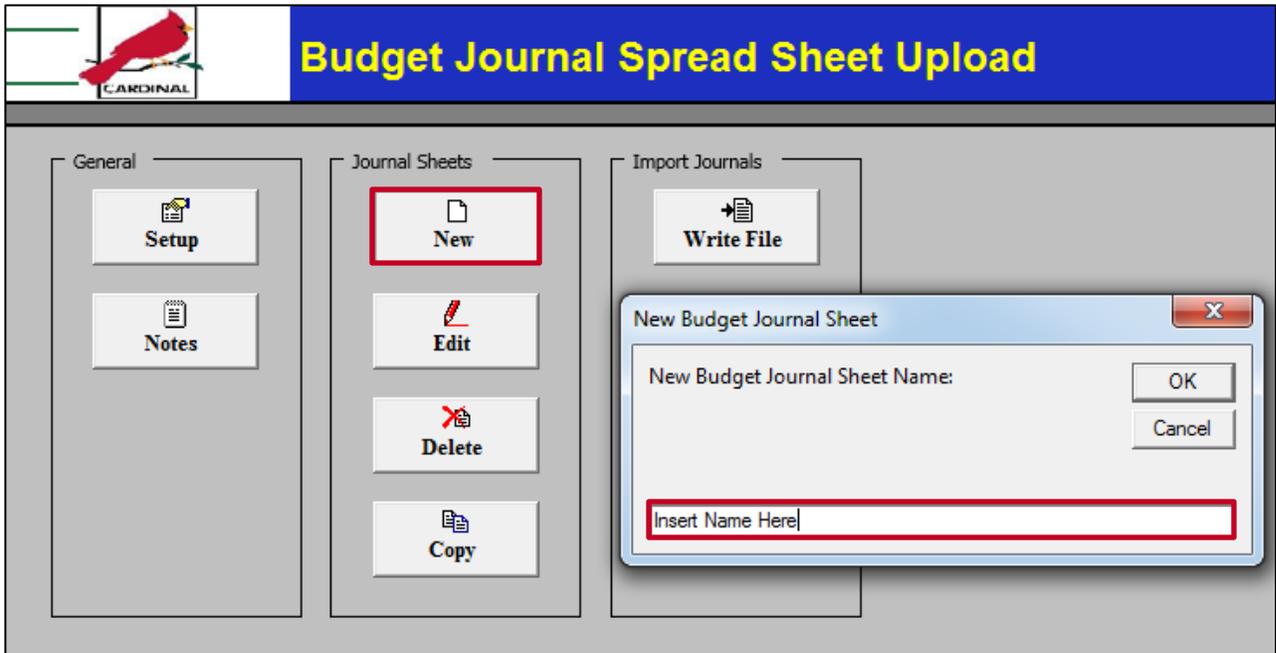
After completing the fields, click the **OK** button.



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**:

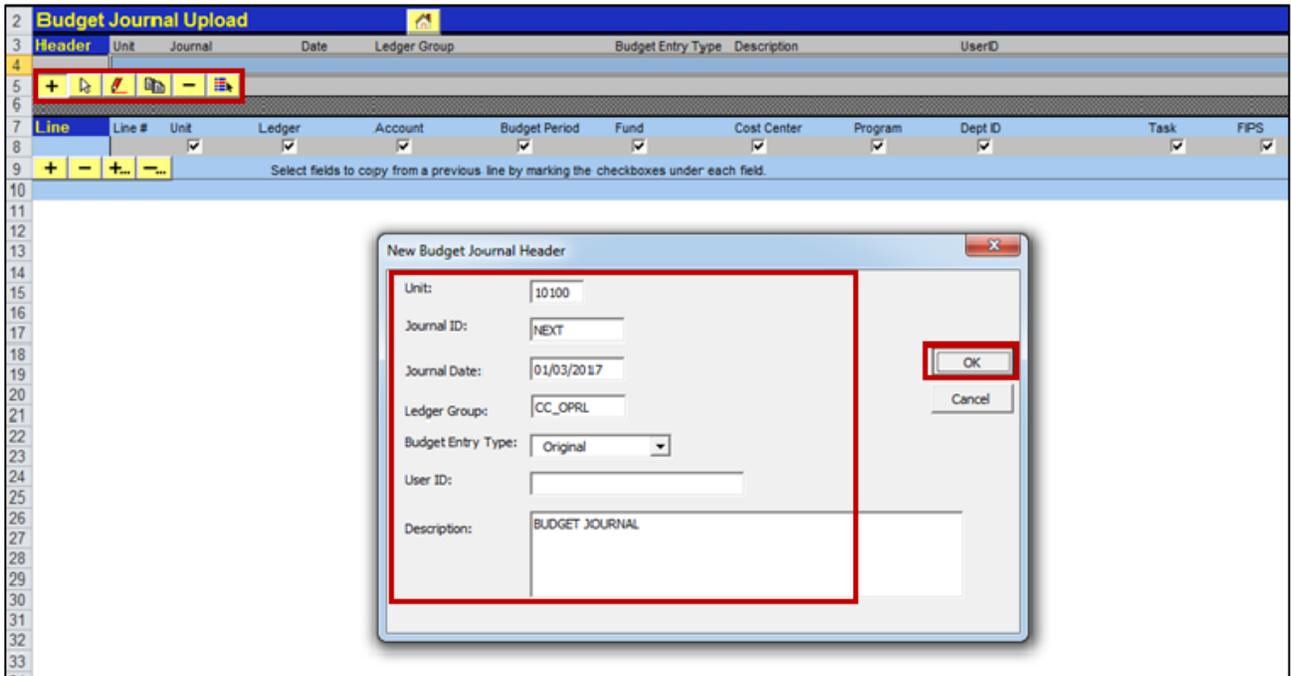
- **New**: inserts a new journal sheet
- **Edit**: edits an existing journal worksheet
- **Delete**: deletes one or more journal sheets in the workbook
- **Copy**: copies one journal sheet to a new journal sheet saved under a new name

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.



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													
Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID						
	50100	NEXT	11/21/2011	CC APPROP	ORIGINAL	BUDGET JOURNAL							
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset	Agency

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

Budget Journal Upload													
Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID						
	50100	NEXT	11/21/2011	CC APPROP	ORIGINAL	BUDGET JOURNAL							
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset	Agency

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

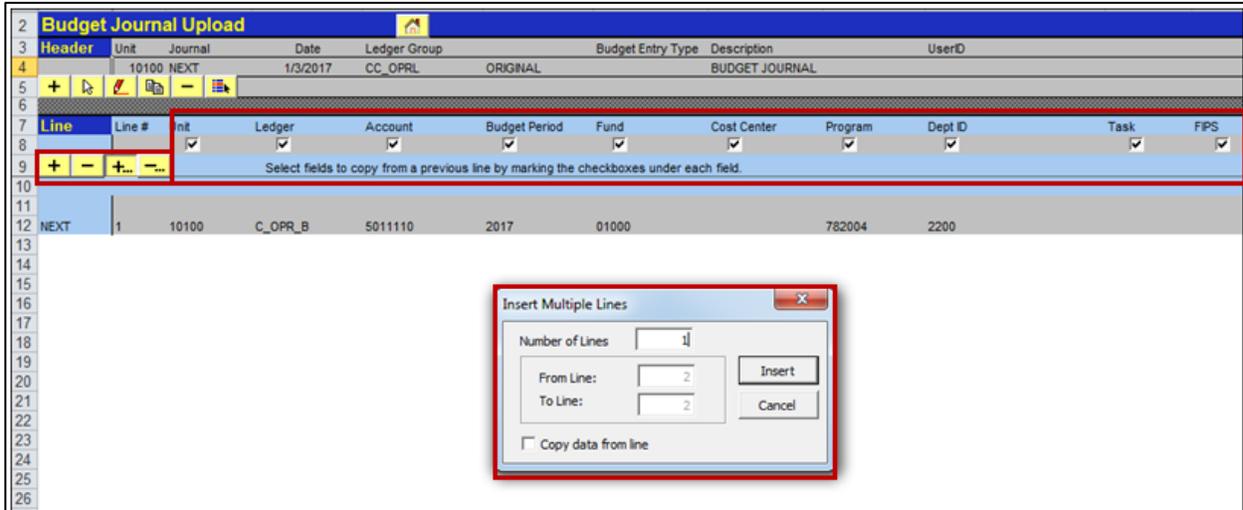
**Agency Detail Budget Ledger**

- 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**.



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.

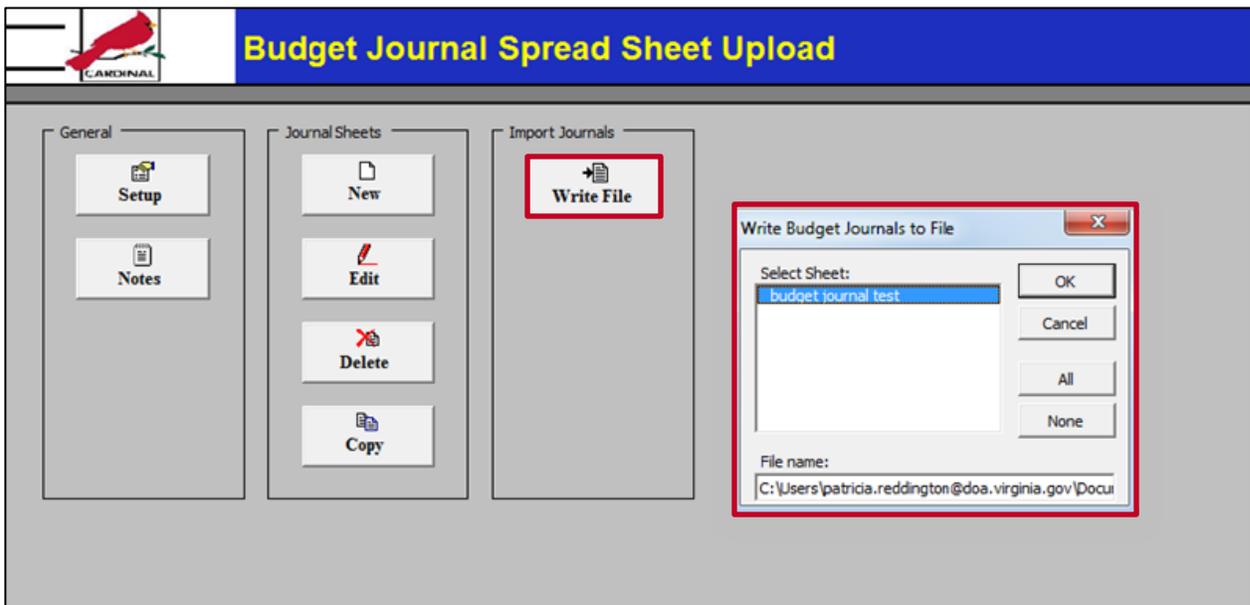
Data from another Excel spreadsheet can be copied and pasted into this Excel file.

- 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.

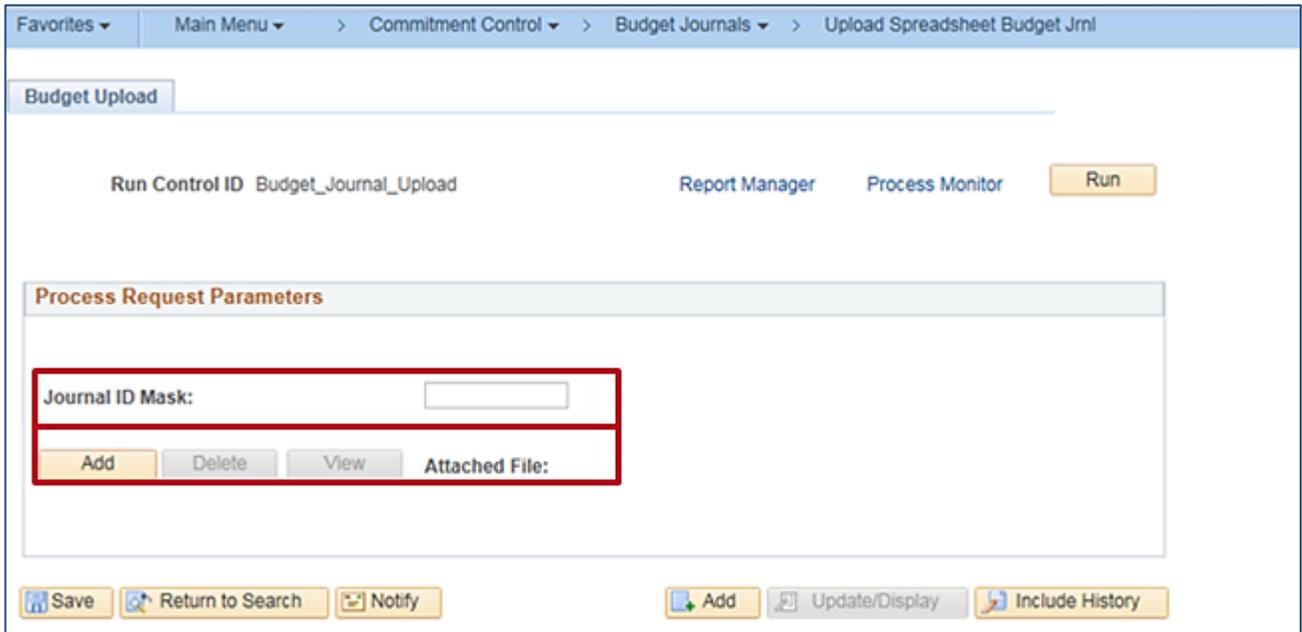
16. After you successfully enter all the lines for the journal, select **File > Save** from the Excel menu, to save the file.

Budget Journal Upload											
Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID				
	10100	NEXT	1/3/2017	CC_OPRL	ORIGINAL	BUDGET JOURNAL					
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FPS
	1	10100	C_OPR_B	5011110	2017	01000	782004	2200			

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



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

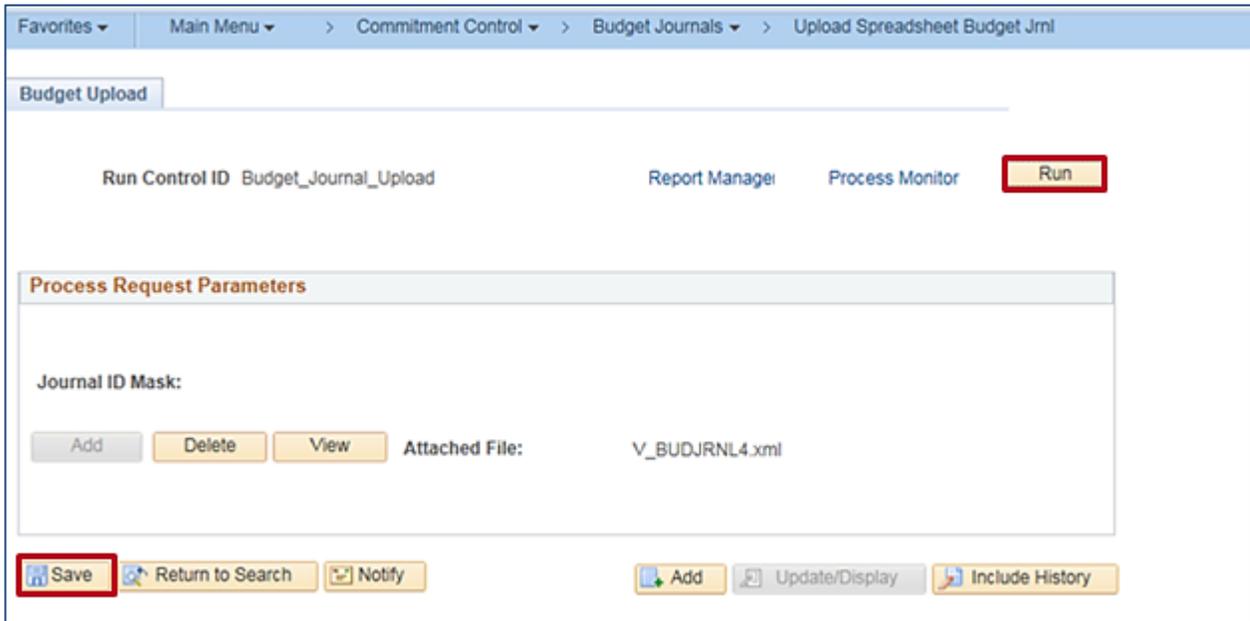


22. Enter a **Journal ID Mask** if you wish to precede the automatically numbered **Journal ID** with a journal identifier, such as **CNV** used for budget entries created at conversion. Note that this field does not need to be completed by the agencies; it is primarily used by DOA.
23. If using an existing **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.

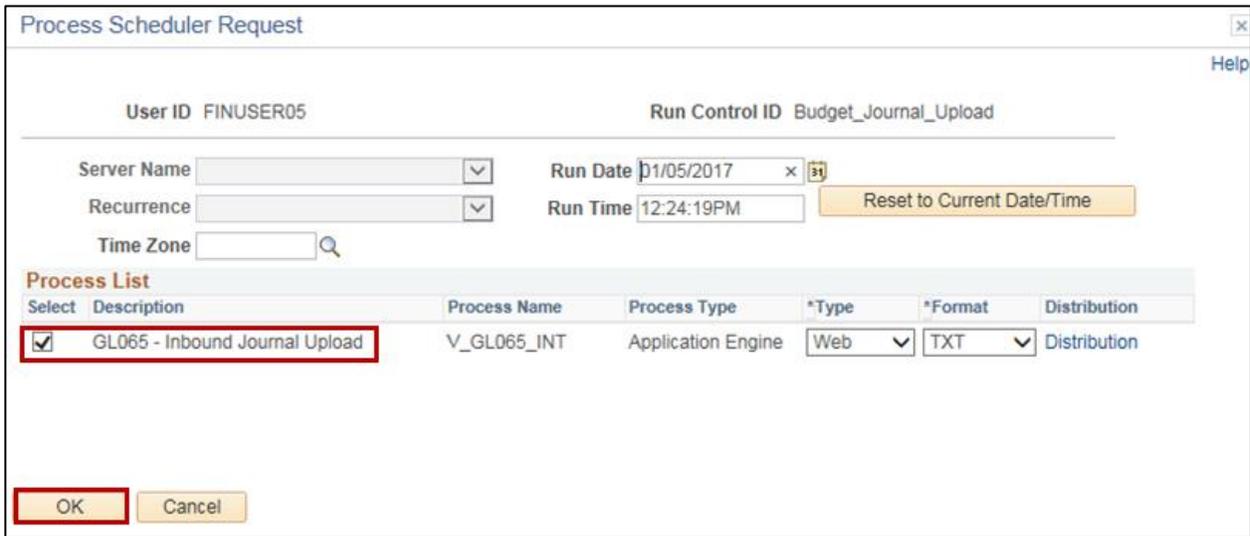
Click the **Open** button.

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).

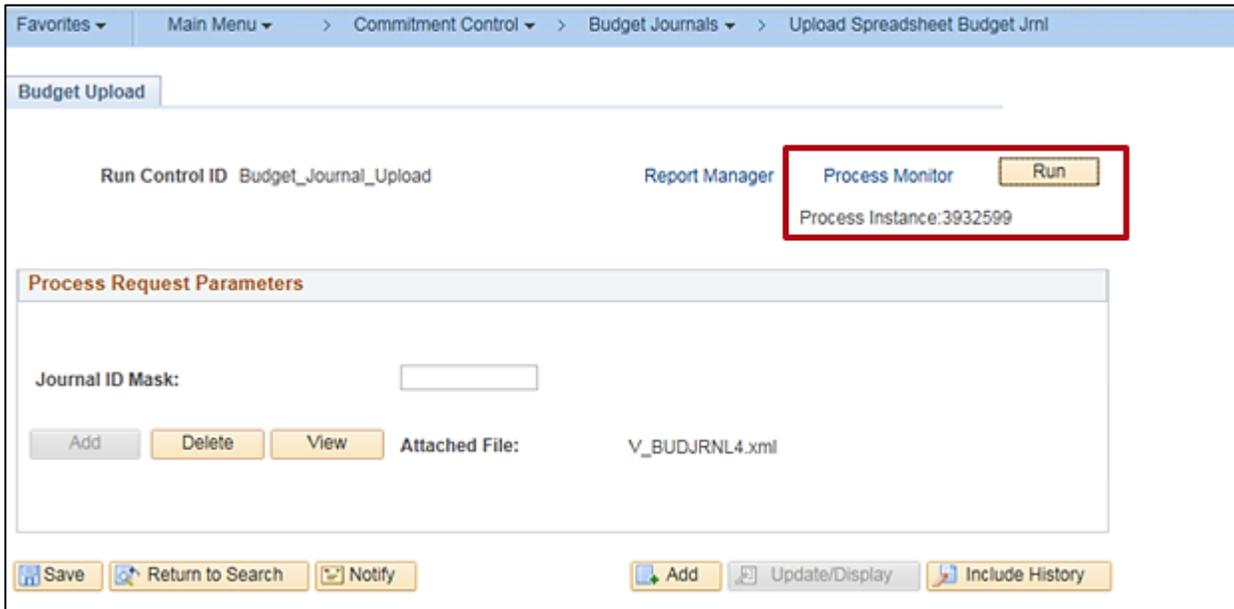


24. Click the **Save** button and then the **Run** button.

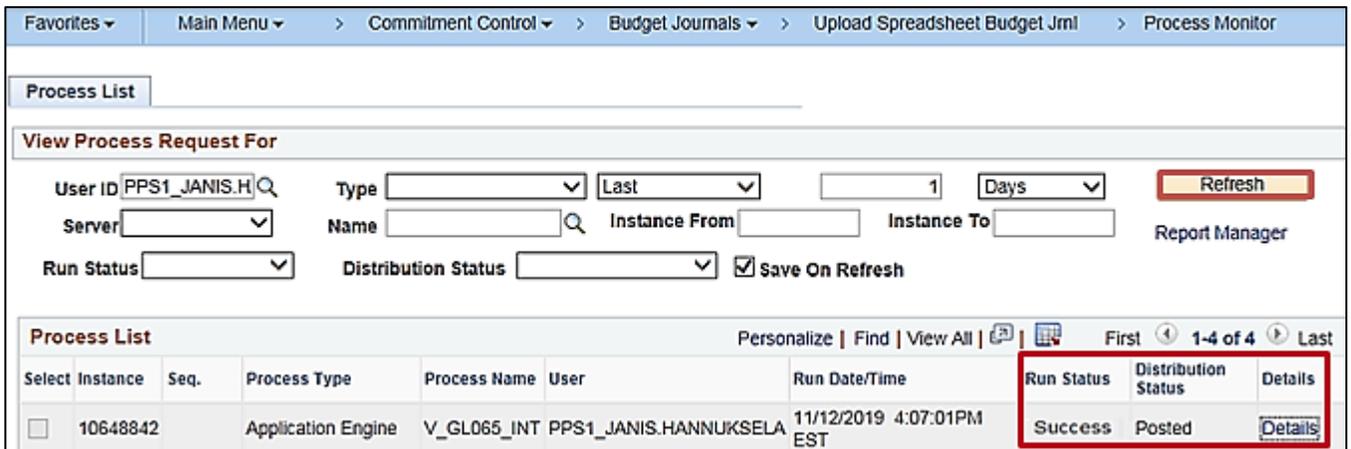


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL065 - Inbound Journal Upload	V_GL065_INT	Application Engine	Web	TXT	Distribution

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

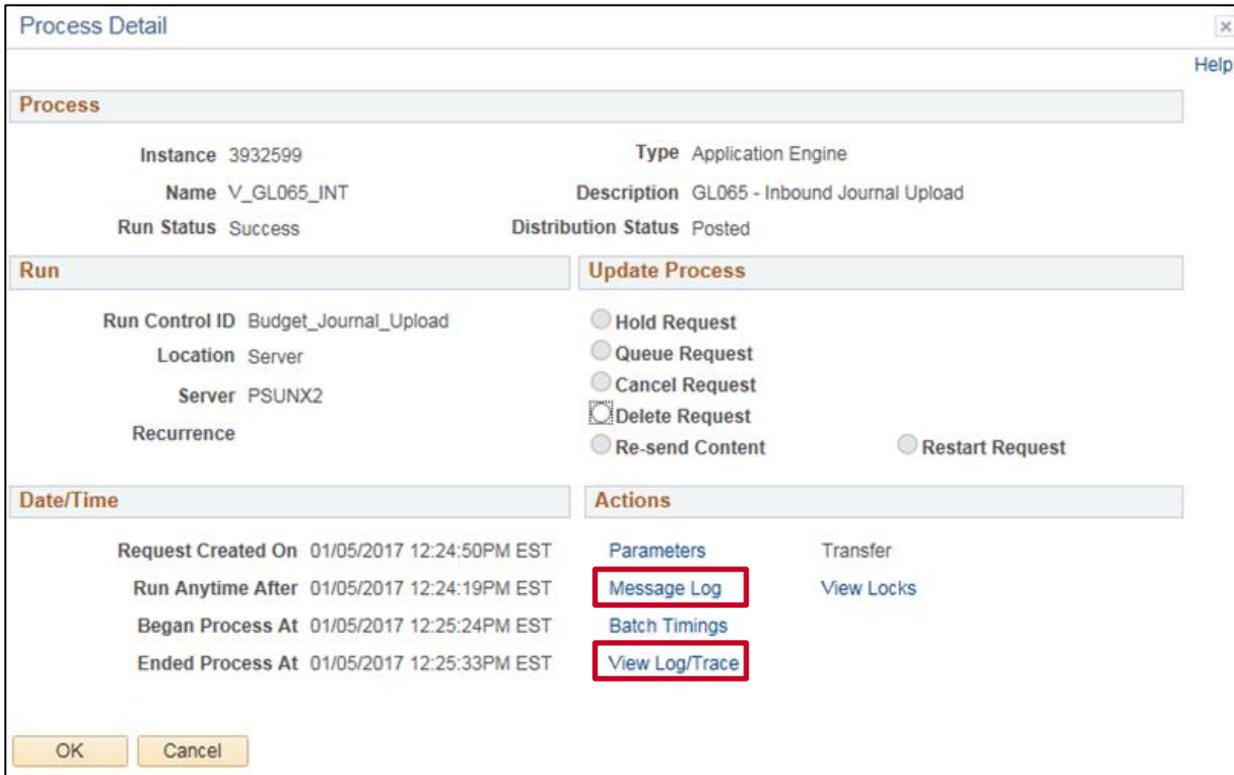


26. You will be returned to the **Budget Upload** page with a **Process Instance** number displayed under the **Run** button. Document this number.
27. Click the **Process Monitor** link.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648842		Application Engine	V_GL065_INT	PPS1_JANIS.HANNUKSELA	11/12/2019 4:07:01PM EST	Success	Posted	<a href="#">Details</a>

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.



The screenshot shows a 'Process Detail' window with the following sections:

- Process:** Instance 3932599, Name V\_GL065\_INT, Run Status Success, Type Application Engine, Description GL065 - Inbound Journal Upload, Distribution Status Posted.
- Run:** Run Control ID Budget\_Journal\_Upload, Location Server, Server PSUNX2, Recurrence (empty). Actions: 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, Transfer, Message Log, View Locks, Batch Timings, View Log/Trace.

Buttons: 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 x

Help

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**Report**

Report ID 23167925      Process Instance 3932599      [Message Log](#)

Name V\_GL065\_INT      Process Type Application Engine

Run Status Success

GL065 - Inbound Journal Upload

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**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_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
<b>GL065_3932599.LOG</b>	319	01/05/2017 12:25:33.638990PM EST

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**Distribute To**

Distribution ID Type	*Distribution ID
User	FINUSER05

**Return**

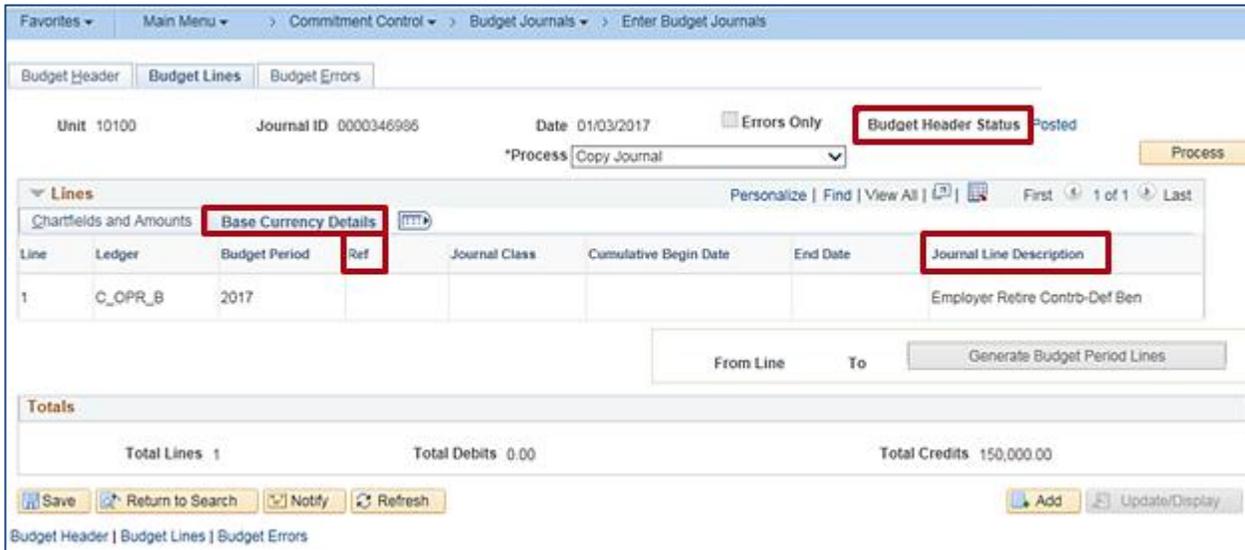
GL065 Journal Import

2017-01-05 12.25.24.000000

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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.



Line	Ledger	Budget Period	Ref	Journal Class	Cumulative Begin Date	End Date	Journal Line Description
1	C_OPR_B	2017					Employer Retire Contrib-Def Ben

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 **Learning**, for a step-by-step guide through the budget spreadsheet journal upload process.