

Mass Upload Process Overview

Agencies can load large volumes of data using an Excel-based Mass Upload tool. There are several Mass Upload tools, some of which require DOA to perform the upload, while others can be performed by Agencies.

From a Cardinal system standpoint, the Mass Upload process is the same, regardless of the upload. This Job Aid covers the process to complete the following Mass Uploads:

Mass Upload Description	Upload Prepared by	Upload Loaded by
Budget Journal Spreadsheet Upload Excel Template	Agency	Agency
Funding Source Spreadsheet Upload Excel Template (VDOT Only)	Agency (VDOT)	Agency (VDOT)
GL Journal Spreadsheet Upload Excel Template	Agency	Agency
GL Journal Spreadsheet Upload Excel Template for ATA Journal Source	Agency	DOA

Note: Agency-to-Agency (ATA) Mass Uploads should be prepared by the Agency using the process detailed below and then sent to DOA for processing.

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Cross Functional Job Aid

Performing a Mass Upload (FIN)

Revision History

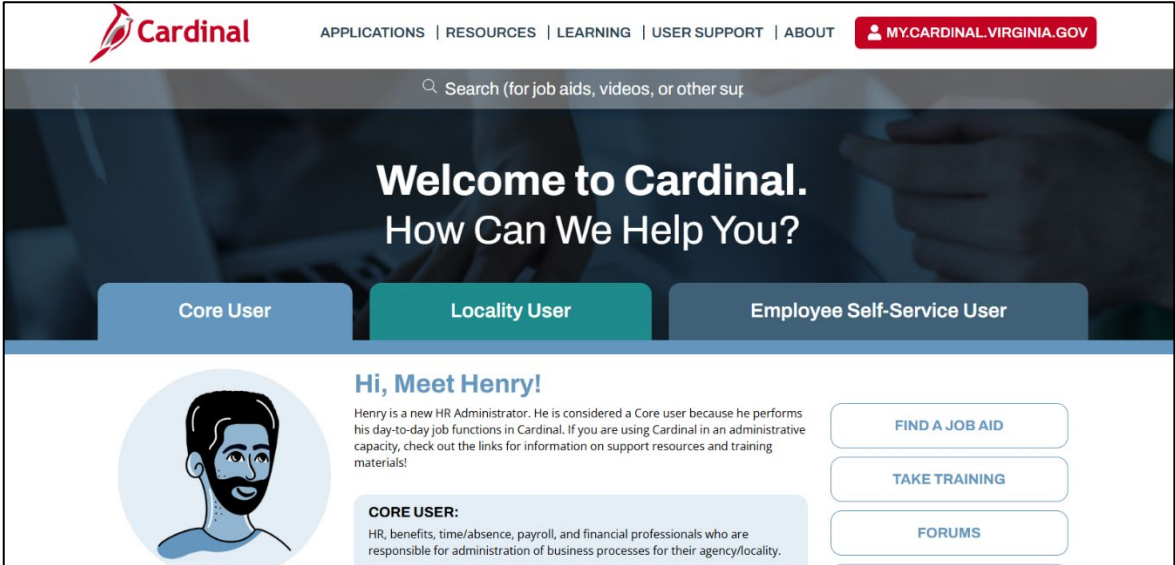
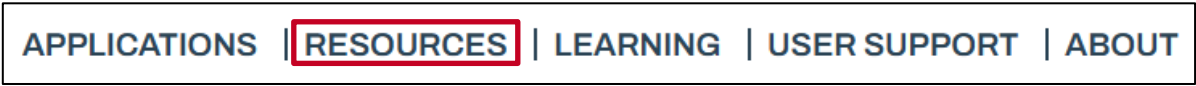
Revision Date	Summary of Changes
9/1/2026	Baseline.

Agency Mass Uploads Loaded into Cardinal by the Agency

All files are located on the Cardinal website in **Mass Upload Templates** under **Resources**.

Mass Upload Description	Template Name	Navigation to Upload File
Budget Journal Spreadsheet (Excel)	Budget Journal Spreadsheet Upload Excel Template	Commitment Control > Budget Journals > Upload Spreadsheet Budget Jnl
Funding Source – VDOT (Excel)	Funding Source Spreadsheet Upload Excel Template (VDOT Only)	Commitment Control > Define Control Budgets > Import Funds Source Allocations
GL Journal Spreadsheet (Excel)	GL Journal Spreadsheet Upload Excel Template	General Ledger > Journals > Import Journals > Import Spreadsheet Journals

Preparing a File

Step	Action
1.	Navigate to the Cardinal website by clicking the following link: https://www.cardinalproject.virginia.gov/ The Cardinal website displays: 
2.	Click on the Resources tab. 

Step	Action
3.	Select Mass Upload Templates. Resources Overview Forms Security Reports Catalogs Agency Interface Layouts Mass Upload Templates Legislative Salary Increase Tool

The **Cardinal Mass Upload Templates** page displays.

Cardinal Mass Upload Templates

Find a Template

Start typing here...

User Group

Application

Module

- Any -

- Any -

- Any -

Filter

Search Results

Budget Journal Spreadsheet Upload Excel Template

MAY 6, 2026

↓

Budget Journal Spreadsheet Upload XLA Macro File (After download, rename as BudMcro3.xla)

MAY 6, 2026

↓

Funding Source Spreadsheet Upload Excel Template (VDOT Only)

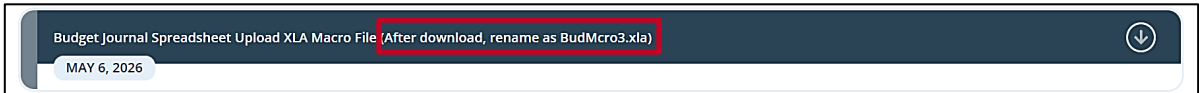
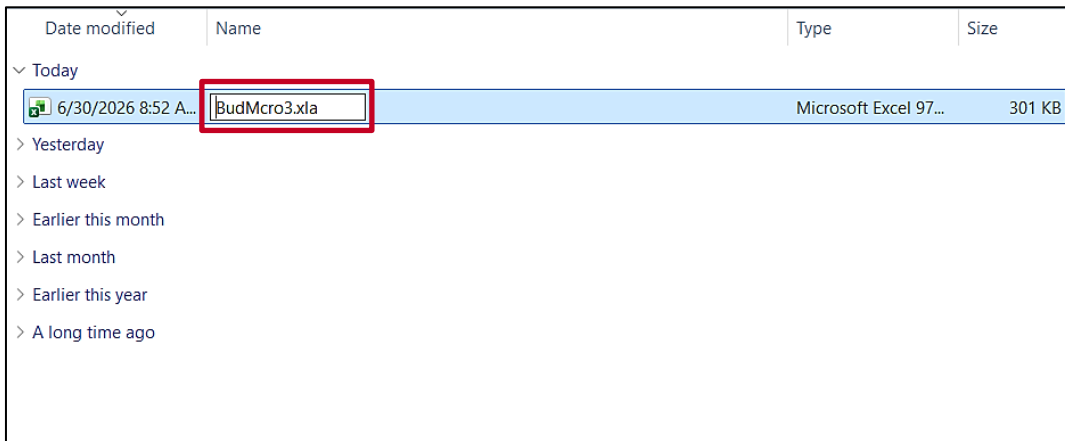
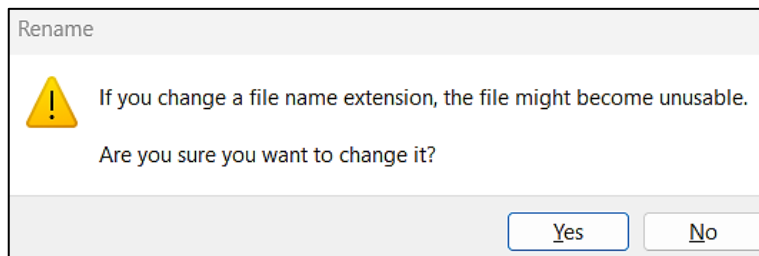
MAY 6, 2026

↓

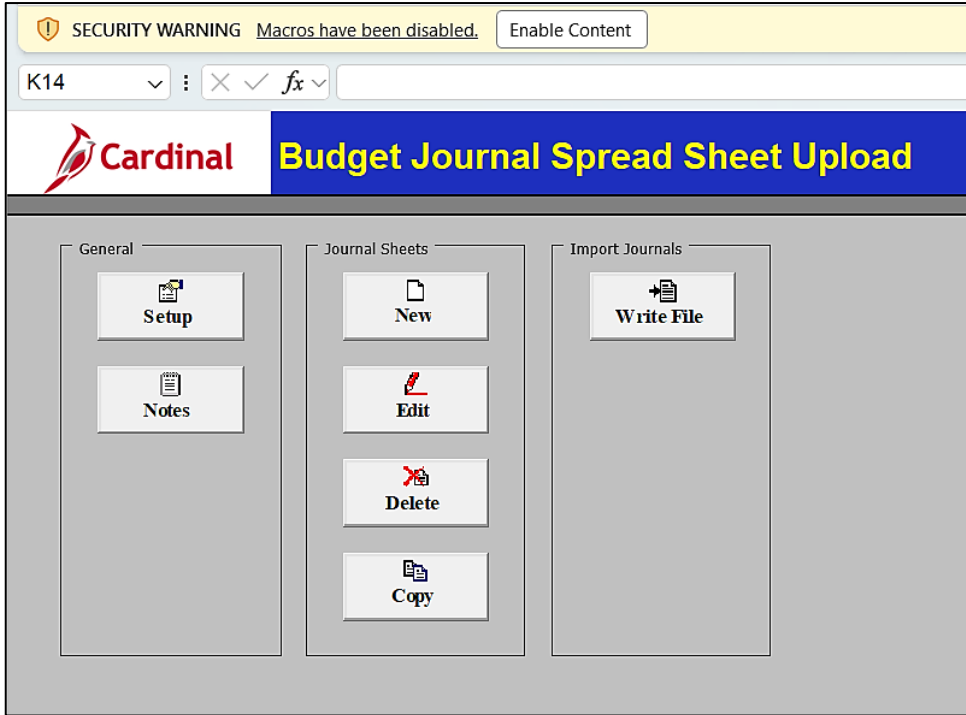
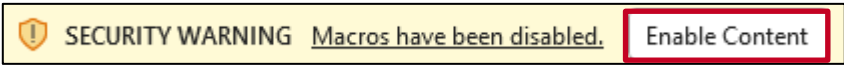
Funding Source Spreadsheet Upload XLA Macro File (VDOT Only) (After download, rename as vfsallcmcro.xla)

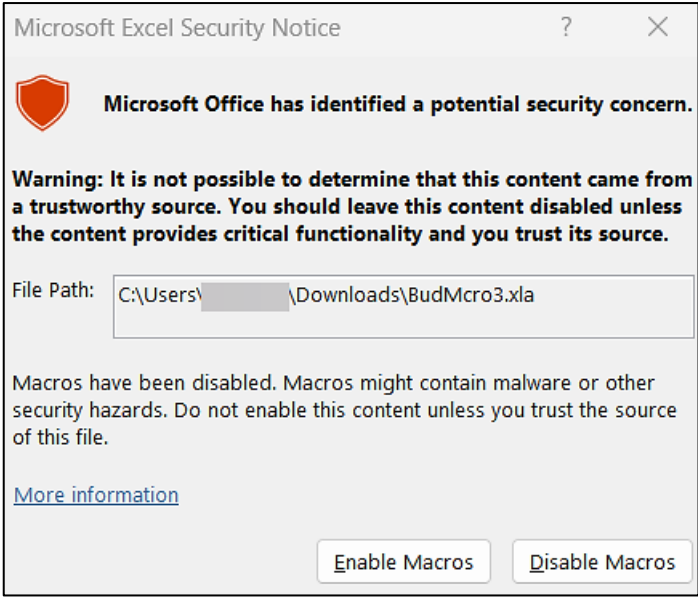
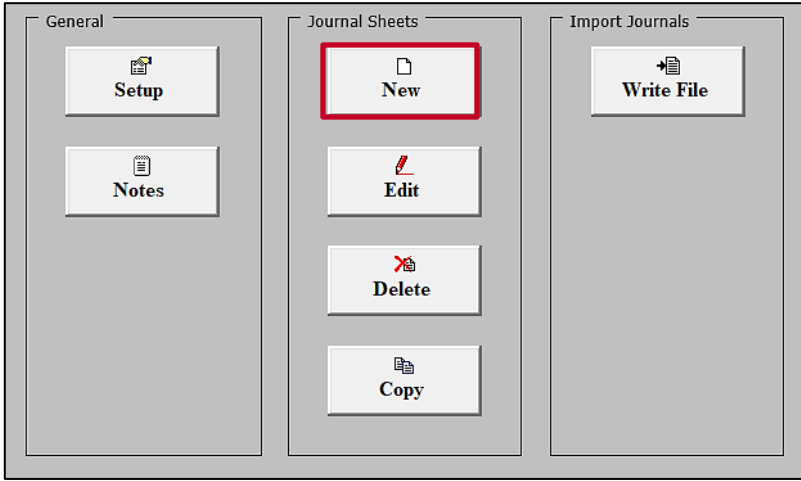
MAY 6, 2026

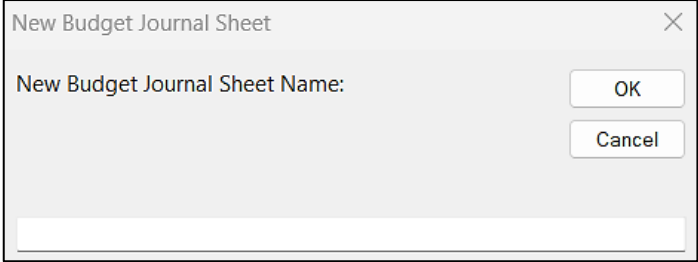
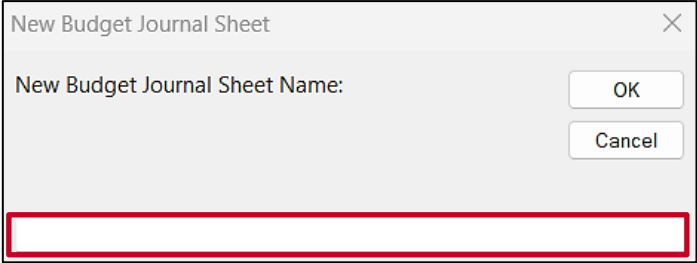
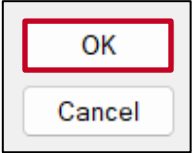
↓

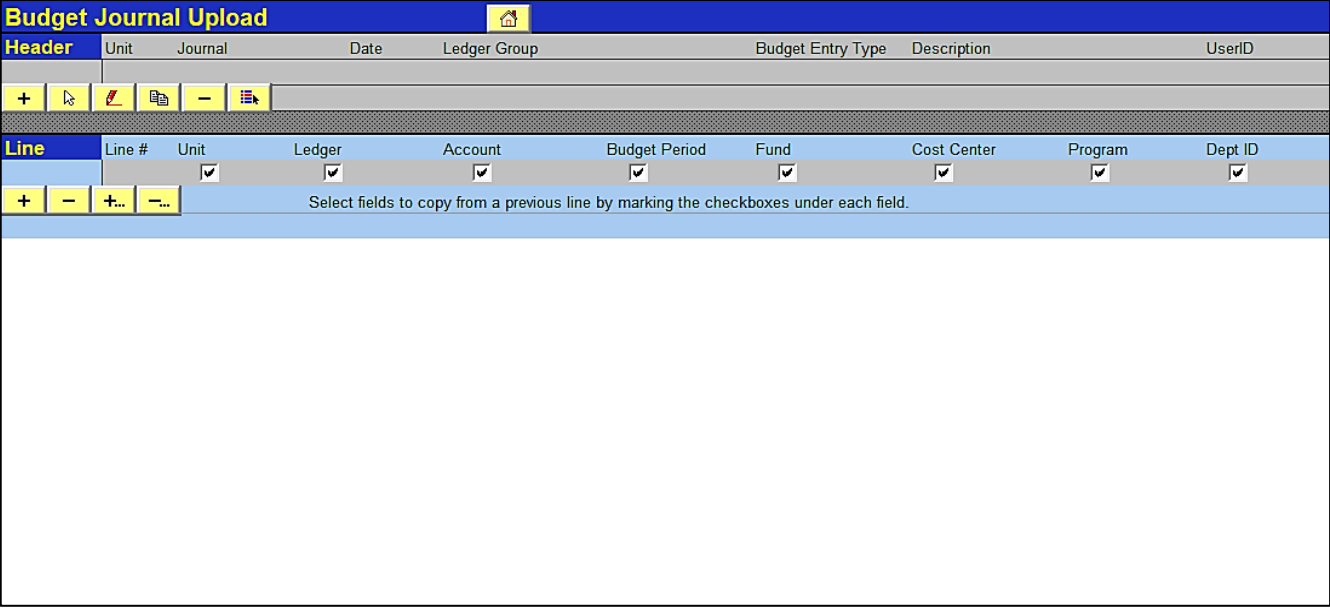
Step	Action
4.	Locate and download the applicable XLA Macro file. Scenario: The name of the file is Budget Journal Spreadsheet Upload XLA Macro File. Note: Do not open this file, only rename it.
5.	Rename the file according to the directions in parentheses to the right of the file name on the Cardinal website.   Note: In File Explorer, change the file type from .xls to .xla by renaming the file in the “File name Extensions” mode under View.
A pop-up message displays. 	
6.	Click the Yes button. 
7.	Return to the Cardinal Mass Upload Templates page of the Cardinal website.

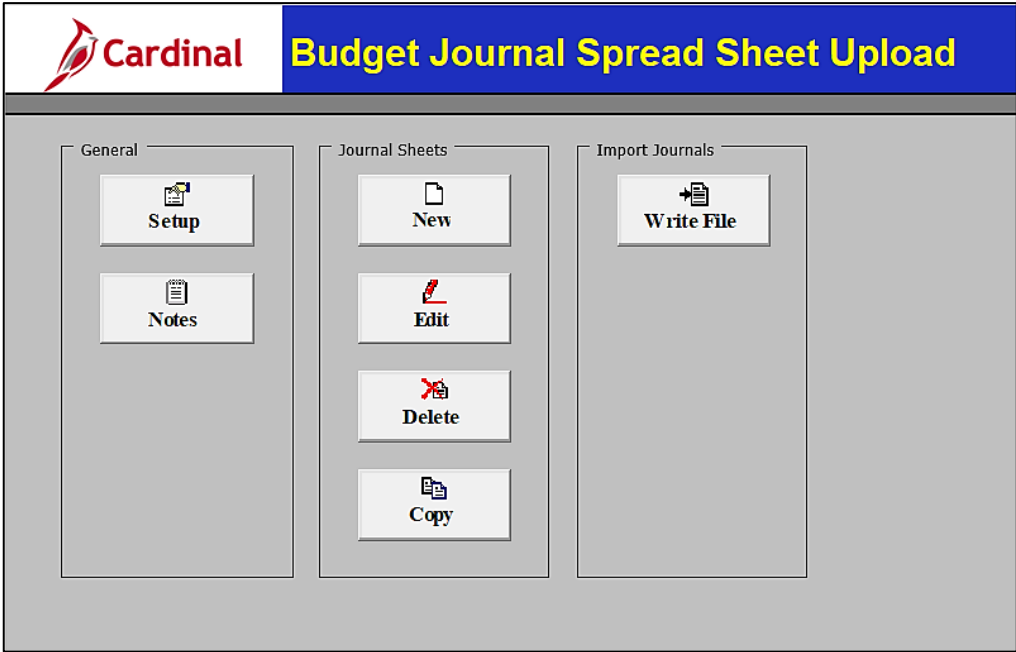
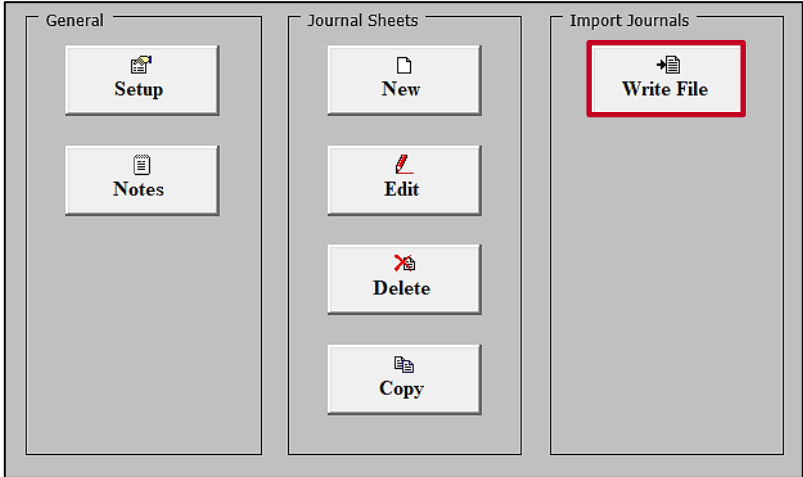
Step	Action
	The Cardinal Mass Upload Templates page displays. Cardinal Mass Upload Templates Find a Template Start typing here... User Group Application Module - Any - - Any - - Any - Filter Search Results Budget Journal Spreadsheet Upload Excel Template MAY 6, 2026 Download Budget Journal Spreadsheet Upload XLA Macro File (After download, rename as BudMcro3.xla) MAY 6, 2026 Download Funding Source Spreadsheet Upload Excel Template (VDOT Only) MAY 6, 2026 Download Funding Source Spreadsheet Upload XLA Macro File (VDOT Only) (After download, rename as vfsallcmcro.xla) MAY 6, 2026 Download
8.	Locate, download, and open the applicable Excel Template file. Scenario: The name of the file is Budget Journal Spreadsheet Upload Excel Template.

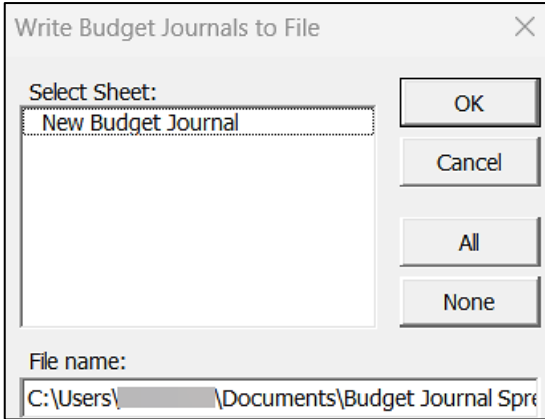
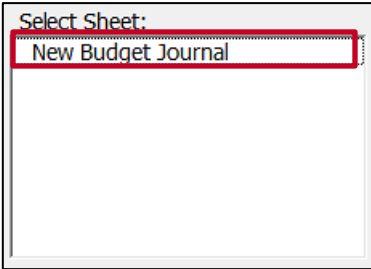
Step	Action
	The Budget Journal Spread Sheet Upload file opens in Excel. 
9.	When the Excel file opens, click the Enable Content button in the Security Warning message. 

Step	Action
	A Microsoft Excel Security Notice message displays in a pop-up window. 
10.	Click the Enable Macros button. 
11.	Click the New button to add a new Budget Journal Sheet. 

Step	Action
	The New Budget Journal Sheet message displays in a pop-up window. 
12.	Enter a name for the Budget Journal Sheet in the provided field. 
13.	Click the OK button. 

Step	Action
	The newly created Budget Journal Upload Sheet displays. 
14.	Enter the applicable data.
	In the Header section, use the provided buttons to enter data.  New Budget Journal Header: create new journal header by entering Business Unit, Journal ID, Journal Date, Ledger Group, and Budget Entry Type  Select Journal: select a journal header to edit  Edit Journal Header: edit a selected journal header  Copy Journal: copy a selected journal header  Delete Journal: delete a selected journal header  Change Import Status: change the import status of a selected journal header
	In the Line section, use the provided buttons to enter data.  Insert Journal Line: add a journal line to the selected journal header  Delete Journal Line: delete a selected journal line from the selected journal header  Insert Multiple Lines: add a specified number of lines to the selected journal header  Delete Block of Lines: delete a specified set of lines from the selected journal header

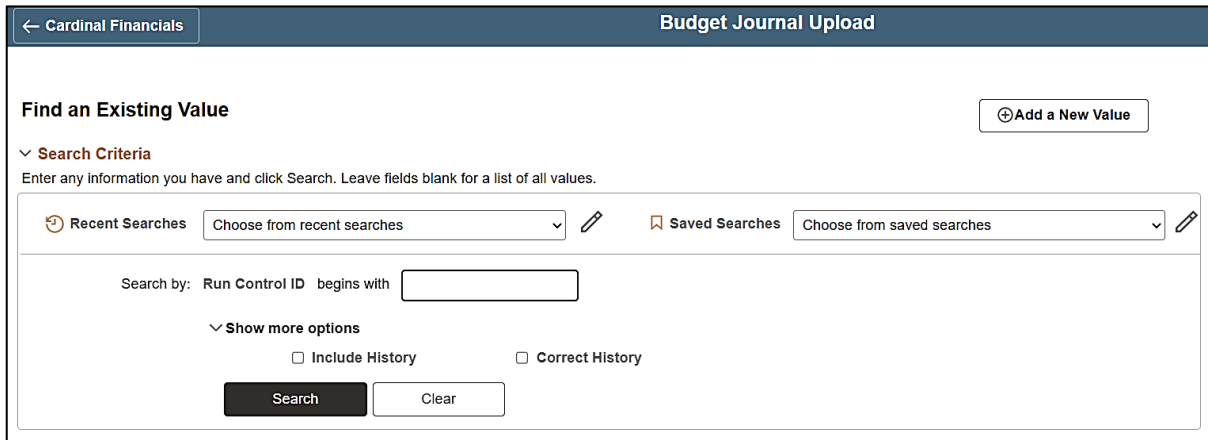
Step	Action
	Click the Home button to return to the homepage of the Mass Upload Template. 
The homepage of the Budget Journal Spread Sheet Upload redispays. 	
15.	Click the Write File button to create an XML file to be uploaded to Cardinal. 

Step	Action
	The Write Budget Journal to File pop-up window displays. 
16.	Click the sheet that is to be uploaded. 
17.	After selecting the correct location and renaming the file as applicable, click the OK button.  Note: The created .xml file will default to your Documents folder.
	If this file is an Agency-to-Agency Mass Upload, send the prepared file to DOA for processing, rather than following the steps below for uploading a file.

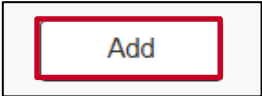
Uploading a File

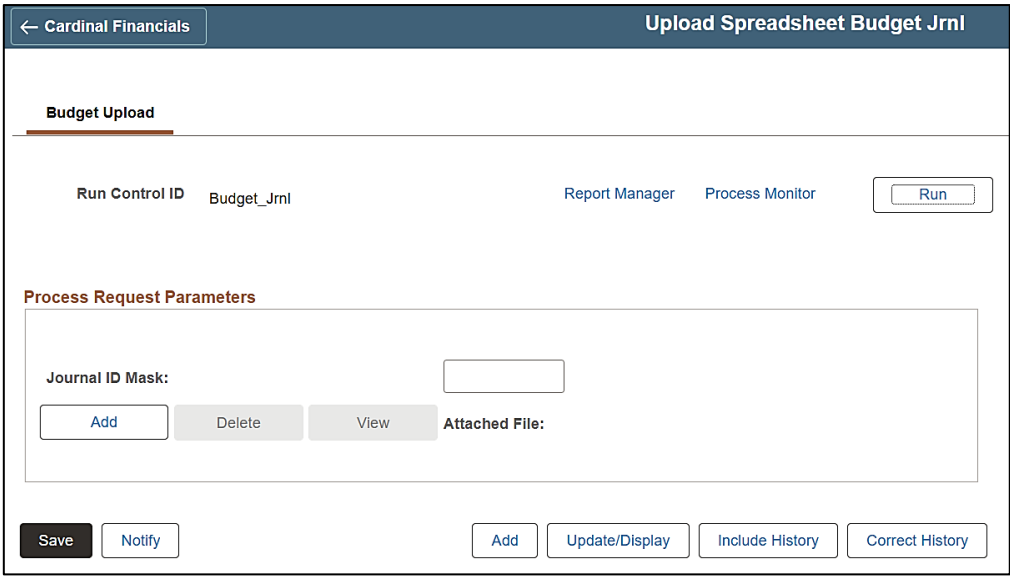
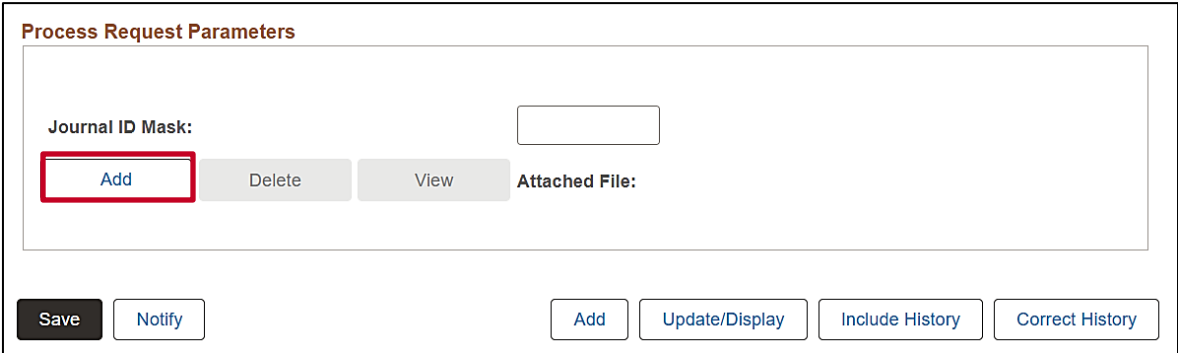
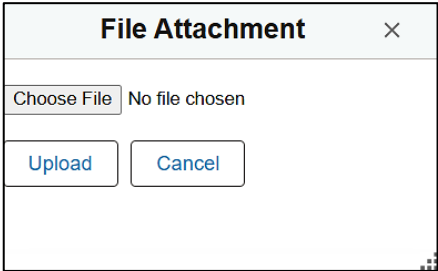
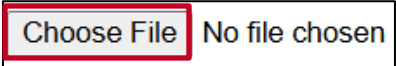
Step	Action
1.	Navigate to the appropriate Mass Upload page within Cardinal. Scenario: This example follows the Budget Journal Mass Upload. NavBar > Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget JrnI
	For a list of all Mass Upload navigation paths, see the Agency Mass Uploads Loaded into Cardinal by the Agency section of this Job Aid.

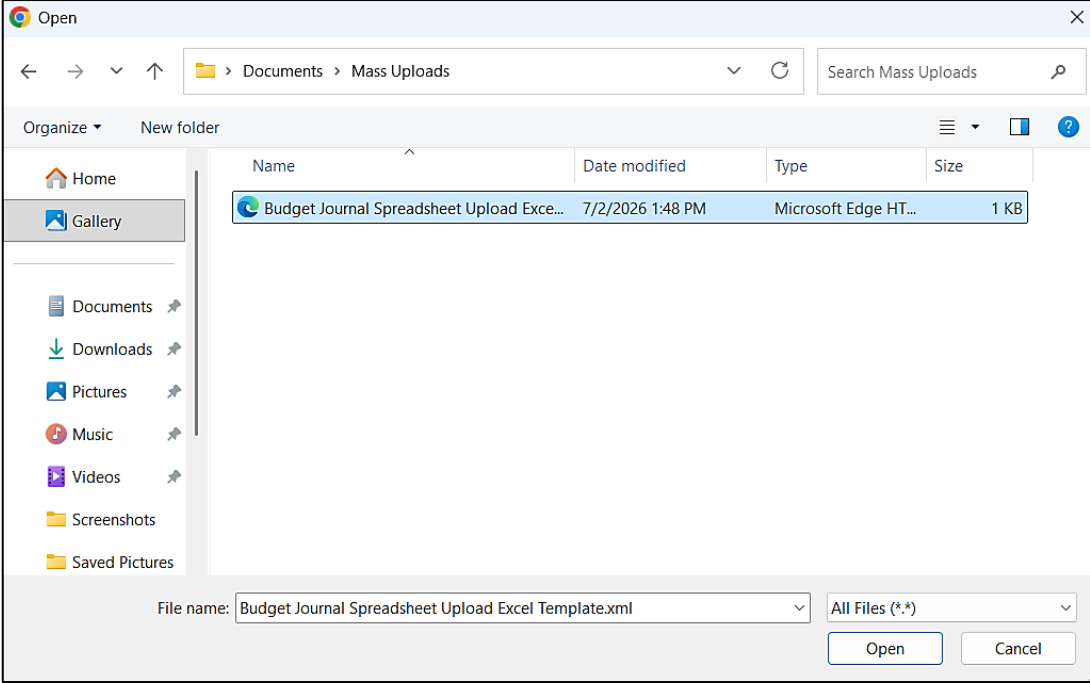
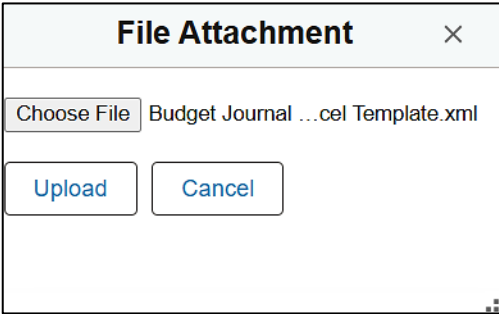
The **Budget Journal Upload Find an Existing Value Search** page displays.

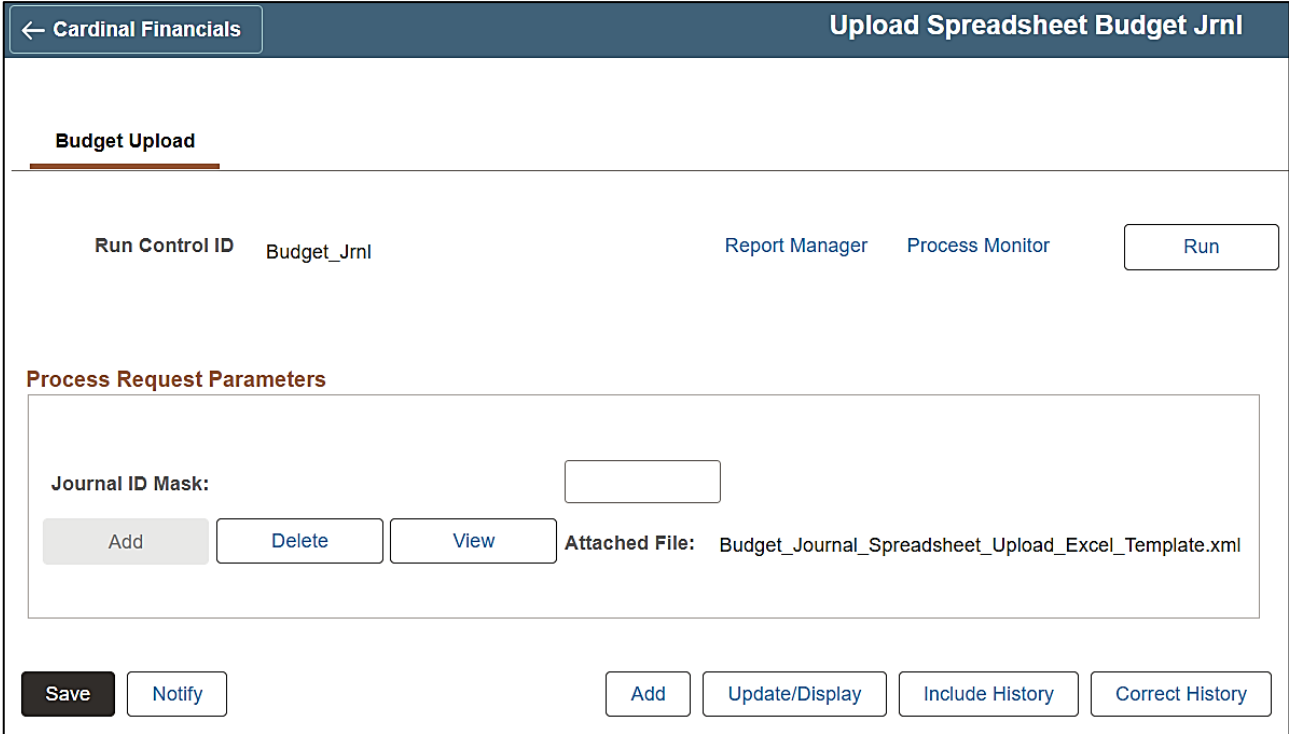


	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages located on the Cardinal website in Job Aids under Learning.
	If this is not the first time performing this upload, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided below assume this is the first time that this upload is being performed.
2.	Click the Add a New Value button. 

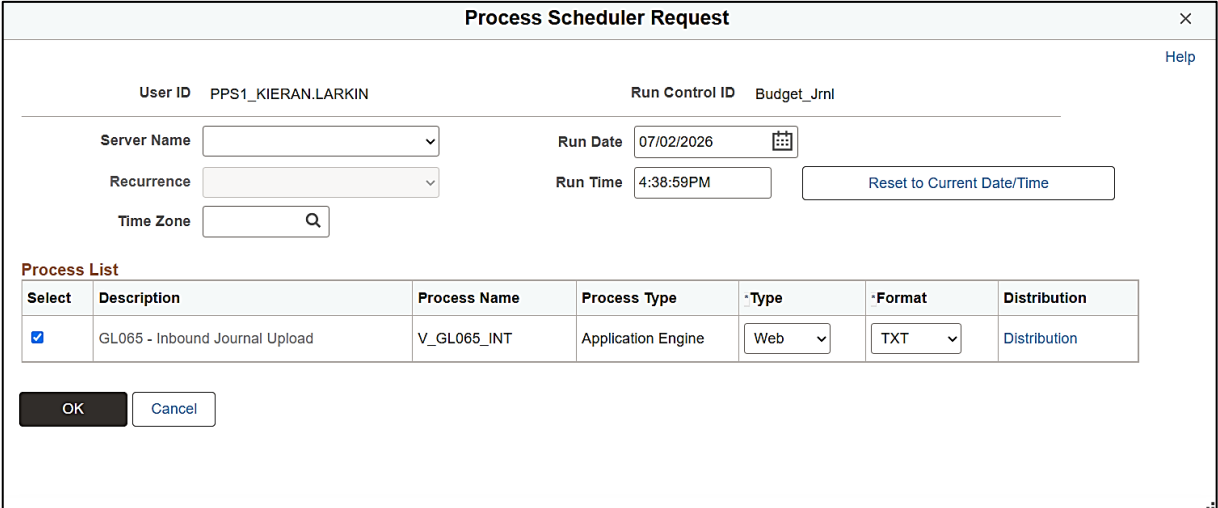
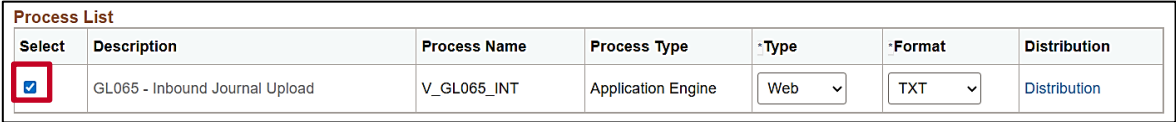
Step	Action
	The Budget Journal Upload Add a New Value page displays. 
3.	Enter a Run Control ID in the Run Control ID field based on the following guidelines: - The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted) - Up to 30 characters are allowed - No blank spaces can be used; however, an underscore can be used in lieu of spaces - Do not use wildcard symbols (%) 
	A Run Control ID only needs to be added once and can be reused once added.
4.	Click the Add button. 

Step	Action
	The Upload Spreadsheet Budget Jrnl page displays. 
5.	Click the Add button in the Process Request Parameters section. 
	The File Attachment page displays in a pop-up window. 
6.	Click the Choose File button. 

Step	Action
	The Open File window displays. 
7.	Navigate to and select the appropriate Mass Upload file saved during the Preparing a File section of this Job Aid. Scenario: This example demonstrates the Budget Journal Spreadsheet Upload. Note: Upload the .xml file, not the downloaded .xlsx file.
8.	Click the Open button. 
	The File Attachment page returns. 

Step	Action
9.	Click the Upload button. 
The Upload Spreadsheet Budget Jrnl page refreshes. 	
10.	Click the Run button. 

Verifying the Upload File

Step	Action
	The Process Scheduler Request page displays in a pop-up window. 
11.	Verify that the Select checkbox is selected for the appropriate upload description. Select the checkbox if it is not already selected. 
12.	Click the OK button. 



Cross Functional Job Aid

Performing a Mass Upload (FIN)

Step	Action
	The Upload Spreadsheet Budget Jrnl page redispays. ← Process List Upload Spreadsheet Budget Jrnl Budget Upload Run Control ID Budget_Jrnl Report Manager Process Monitor Run Process Instance:25558639 Process Request Parameters Journal ID Mask: Add Delete View Attached File: Budget_Journal_Spreadsheet_Upload_Excel_Template.xml Save Return to Search Notify Add Update/Display Include History Correct History



Cross Functional Job Aid

Performing a Mass Upload (FIN)

Step	Action																								
14.	Click the Refresh button until the Run Status field updates to "Success" and the Distribution Status field updates to "Posted". Refresh Process List <table border="1"><thead><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Run Control ID</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr></thead><tbody><tr><td>☐</td><td>25558639</td><td></td><td>Budget_Jml</td><td>Application Engine</td><td>V_GL065_INT</td><td>PPS1_KIERAN LARKIN</td><td>07/02/2026 4:41:59PM EDT</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr></tbody></table>	Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	☐	25558639		Budget_Jml	Application Engine	V_GL065_INT	PPS1_KIERAN LARKIN	07/02/2026 4:41:59PM EDT	Success	Posted	Details	Actions
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions														
☐	25558639		Budget_Jml	Application Engine	V_GL065_INT	PPS1_KIERAN LARKIN	07/02/2026 4:41:59PM EDT	Success	Posted	Details	Actions														
15.	Click the Details link. <table border="1"><thead><tr><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr></thead><tbody><tr><td>Success</td><td>Posted</td><td>Details</td></tr></tbody></table>	Run Status	Distribution Status	Details	Success	Posted	Details																		
Run Status	Distribution Status	Details																							
Success	Posted	Details																							

The **Process Detail** page displays in a pop-up window.

Process Detail

Process

Instance 25558628
Name V_GL065_INT
Run Status Success

Type Application Engine
Description GL065 - Inbound Journal Upload
Distribution Status Posted

Run

Run Control ID Budget_Journal
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 06/30/2026 10:15:43AM EDT
Run Anytime After 06/30/2026 10:13:02AM EDT
Began Process At 06/30/2026 10:15:46AM EDT
Ended Process At 06/30/2026 10:15:47AM EDT

Actions
[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)
[Transfer](#)
[View Locks](#)

OK

Cancel



Cross Functional Job Aid

Performing a Mass Upload (FIN)

Step	Action									
16.	Click the View Log/Trace link. View Log/Trace									
The View Log/Trace page displays. View Log/Trace × Help Report Report ID114579649SuccessProcess Instance25558639Message Log NameV_GL065_INTProcess TypeApplication Engine Run StatusSuccess GL065 - Inbound Journal Upload Distribution Details Distribution NodefinptrnExpiration Date08/01/2026 File List <table><thead><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr></thead><tbody><tr><td>AE_V_GL065_INT_25558639.log</td><td>308</td><td>07/02/2026 4:42:07.680989PM EDT</td></tr><tr><td>GL065_25558639.LOG</td><td>321</td><td>07/02/2026 4:42:07.680989PM EDT</td></tr></tbody></table> Distribute To Distribution ID TypeDistribution ID User Return		Name	File Size (bytes)	Datetime Created	AE_V_GL065_INT_25558639.log	308	07/02/2026 4:42:07.680989PM EDT	GL065_25558639.LOG	321	07/02/2026 4:42:07.680989PM EDT
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GL065_25558639.LOG	321	07/02/2026 4:42:07.680989PM EDT								
17.	Click the link for the file with a “xxxx.log” extension. Scenario: The link is AE_V_GL065_INT_25558628.log. File List <table><thead><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr></thead><tbody><tr><td>AE_V_GL065_INT_25558639.log</td><td>308</td><td>07/02/2026 4:42:07.680989PM EDT</td></tr></tbody></table>	Name	File Size (bytes)	Datetime Created	AE_V_GL065_INT_25558639.log	308	07/02/2026 4:42:07.680989PM EDT			
Name	File Size (bytes)	Datetime Created								
AE_V_GL065_INT_25558639.log	308	07/02/2026 4:42:07.680989PM EDT								

Step	Action
	The Error Log page displays in a new browser tab. <pre> PeopleTools 8.62.09 - Application Engine Copyright (c) 1988-2026 Oracle and/or its affiliates. All Rights Reserved Process completed successfully with 1 journals imported. (5825,103) Process completed successfully with 0 journals imported. (5825,103) Application Engine program V_GL065_INT ended normally </pre>

Correcting Errors

The Agency that ran the file is notified of any errors through the Error Log.

Step	Action
1.	The Agency can create a new Mass Upload file with only the corrected lines or enter the transaction online through online data entry in Cardinal.
	To avoid duplicate transactions, the original file should not be re-run.