

I. General Ledger (GL) Spreadsheet Journals

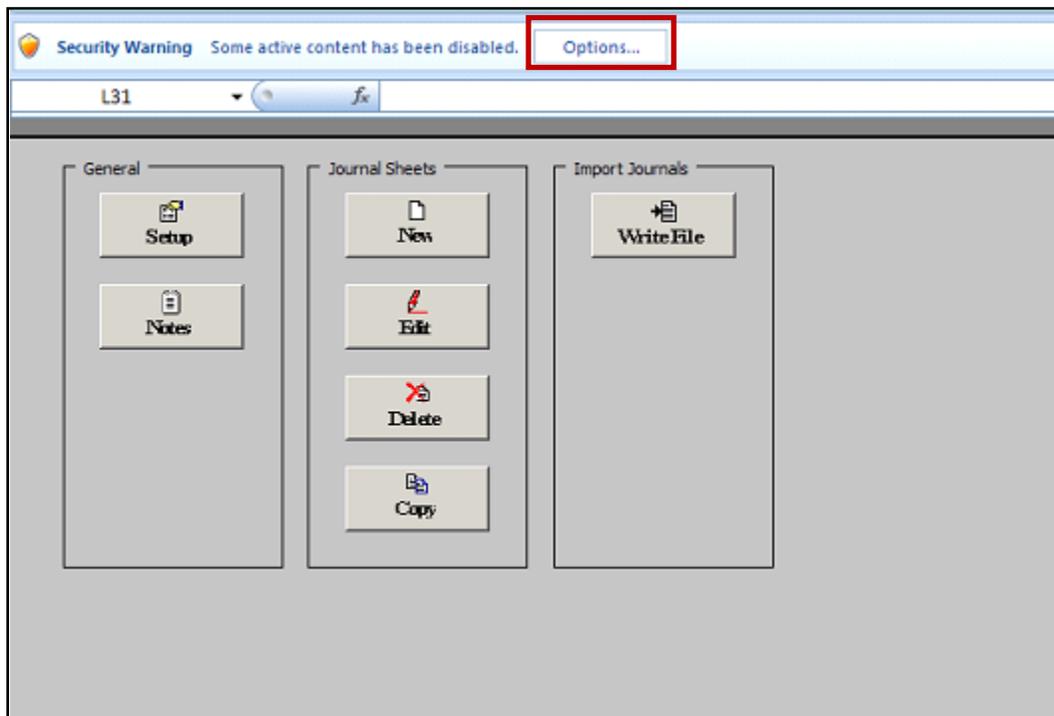
Cardinal allows you to create GL Journals via the Import Spreadsheet Journal feature. This feature is generally intended for large journals which contain many lines. This feature saves time and effort by creating the journal in an Excel macro, then simply attaching the .txt output to a Run Control used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

To Import a GL Spreadsheet Journal:

- 1 Download the two required files to your workstation: JRNL1.xls and JRNLMCRO.xla. These files are available on the Cardinal Project website (<http://www.cardinalproject.virginia.gov/>), under Toolbox > Forms > General Ledger. These two files must be saved to the same directory on your workstation. When downloading the JRNLMCRO file make sure that it has an extension of .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.

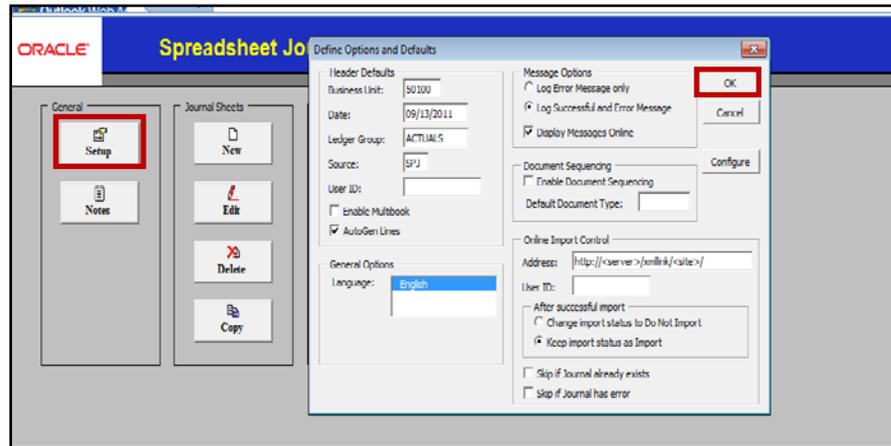
- 2 Open the **JRNL1.xls** file. Upon opening this **folder**, a security banner will display within the file. Click on the options box on the line that says, "Security Warning – Some active content has been disabled" at the top of the screen.



- 3 Select "Enable this content," then click **OK**.
- 4 A second box will be displayed. Click on "Enable Macros."

Uploading Spreadsheet Journals

- 5 On the main menu, under the **General** section, click the **Setup** button to access the Define Options and Defaults dialog box. Options set here will default to journal sheets and journals created within this workbook. Once you've filled out the appropriate fields, click **OK**.



Note: The important fields to fill out are **Business Unit (50100 for VDOT)**, **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), **Ledger Group** (e.g., **ACTUALS**. Enter the value in capital letters.), **Source** (this will default to **SPJ** since this is a spreadsheet journal). 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.

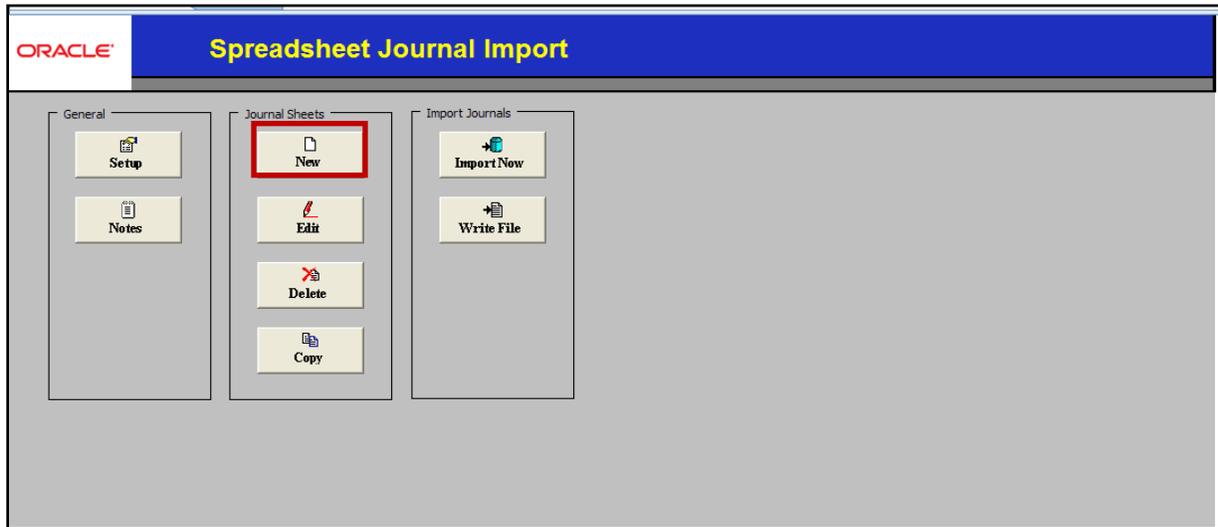
Use the **Message Options** section to indicate whether you wish to see success and error messages or error messages only. You can also choose to view error messages online rather than using the text file on your workstation.

Always accept the defaults in the **Online Import Control** section. Do not change these values or options.

You will receive a message: "This is not a secured web address. Use it anyway?" Click the **Yes** button.

(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.)

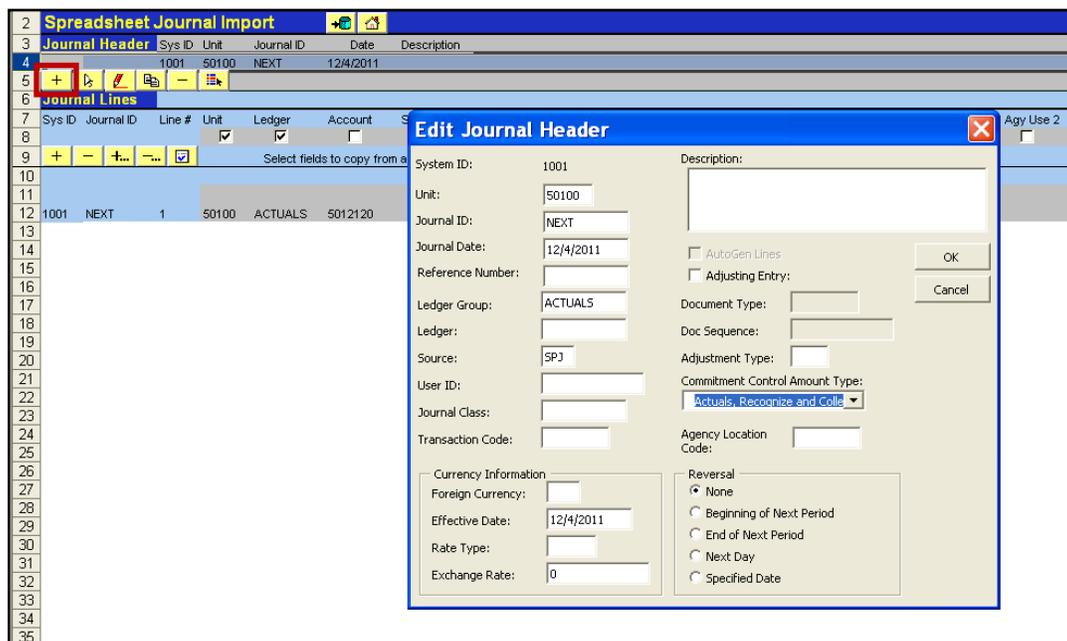
- 6 Click the **New** button under **Journal Sheets** on the Main Menu to insert a new journal worksheet. A workbook can contain as many journal sheets as needed. Each sheet will be a separate journal. (The Edit button under Journal Sheets on the Main Menu edits an existing journal worksheet; the delete 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.)



- 7 In the dialog box that appears, enter a **New Journal Sheet Name**. Then click **OK**.

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

- 8 The Spreadsheet Journal Import spreadsheet is displayed. Under the **Journal Header**, click the **plus** sign. The values entered from the **Setup** page (Step 5) default onto the Journal Header.



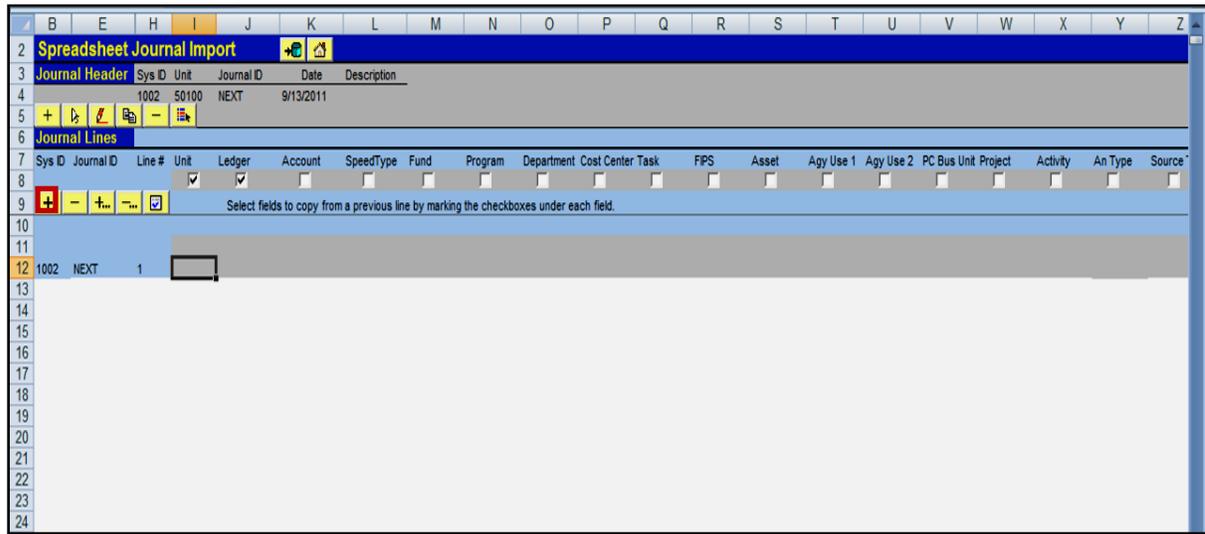
- 9 Enter a **Journal Description** and also select the **Commitment Control Amount Type** of **Actuals, Recognize and Collect** from the dropdown list. Then click **OK**.

Note: The Journal ID will default to **NEXT**. This is similar to an online journal where the defaulted journal ID is NEXT.

Uploading Spreadsheet Journals

(In addition to the “+” sign under the Journal Header, there is a **Select Journal** button used to open an existing journal; there is an **Edit Journal Header** button used to make changes to the journal header; there is a **Copy Journal** button used to copy a journal header and lines; and there is a **Delete Journal** button used to delete a journal entry.)

- 10** Under **Journal Lines**, click the **plus sign**. A line should appear to enter in the first journal line string.



The screenshot shows the 'Spreadsheet Journal Import' window. The 'Journal Header' section contains the following data:

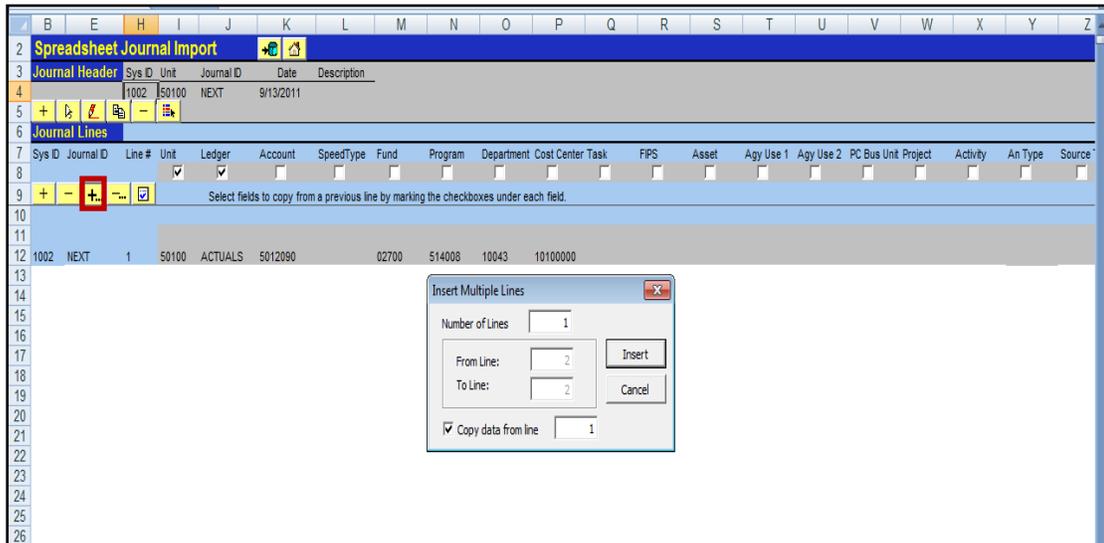
Journal ID	Sys ID	Unit	Date	Description
NEXT	1002	50100	9/13/2011	

The 'Journal Lines' section has a plus sign button highlighted. Below it, a table structure is visible with columns for Sys ID, Journal ID, Line #, Unit, Ledger, Account, SpeedType, Fund, Program, Department, Cost Center, Task, FPS, Asset, Agy Use 1, Agy Use 2, PC Bus Unit, Project, Activity, An Type, and Source. A note below the table reads: 'Select fields to copy from a previous line by marking the checkboxes under each field.'

- 11** On the journal line, notice that the Journal Spreadsheet macro automatically populates the **System ID** field for each journal line. This System ID is used for tracking error messages back to their source. The macro also automatically populates the **Journal Id** cell and sets it to **NEXT** based on your entry in the Header and automatically increments the **Line #** cell as new lines are added. Enter in **Unit** (Business Unit) as **50100** and **Ledger** (e.g., **ACTUALS** in capital letters). Next, 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.

- 12** Under Journal Lines, click the **plus sign** that is followed by three periods, if you need to add multiple lines or the **minus sign** followed by three periods if you need to delete multiple lines; enter the number of lines you wish to insert/delete in the dialogue box. The **minus sign** under Journal Lines is used to remove a single line from the journal; position your cursor on the line you wish to delete before clicking this button. 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.

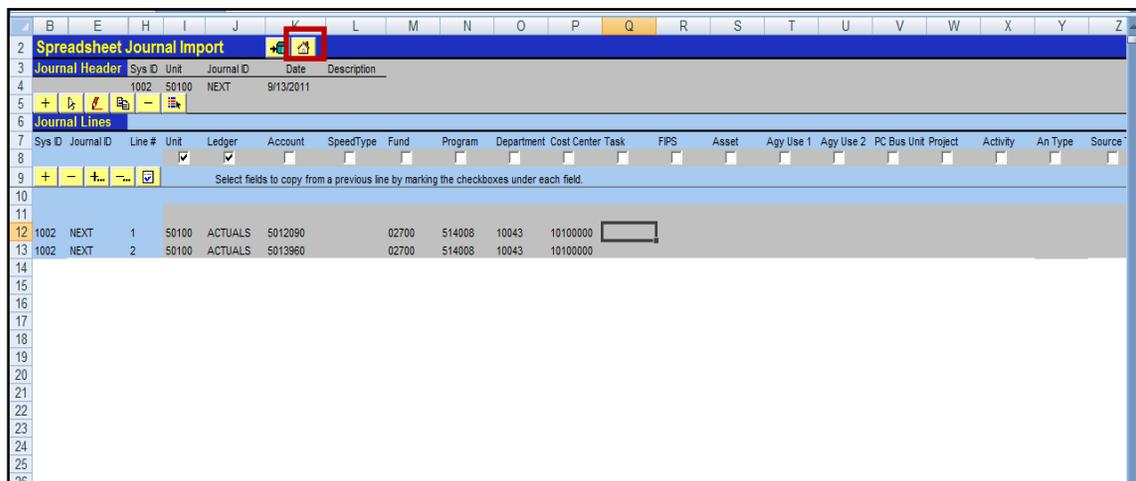


Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file.

- 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 “+” sign followed by three periods.

13 After you’ve successfully entered all the lines for the journal, select **File – Save** to save the file.

14 Click the **Home** icon, displayed as a house.

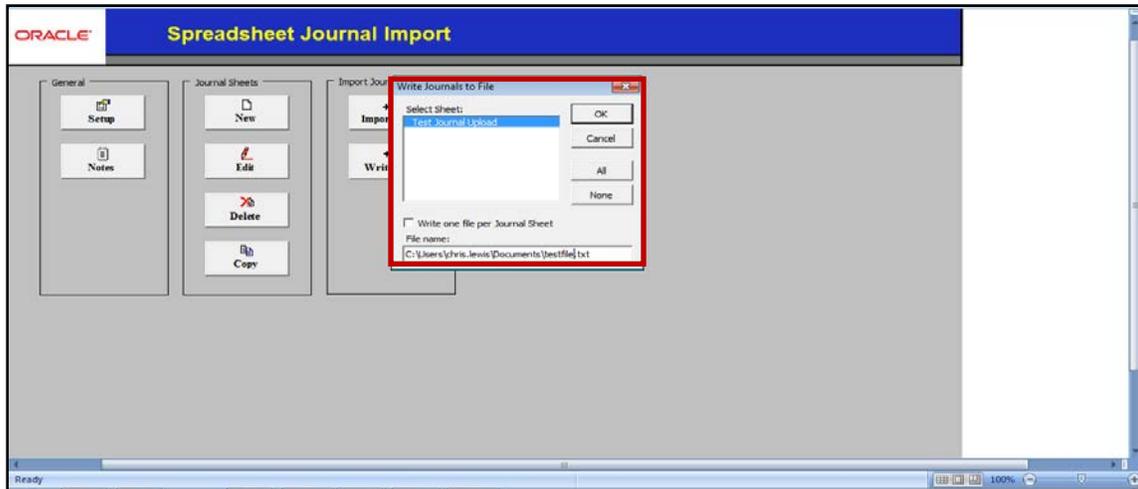


15 The Main Menu appears. Select the **Write File** button under Import Journals.

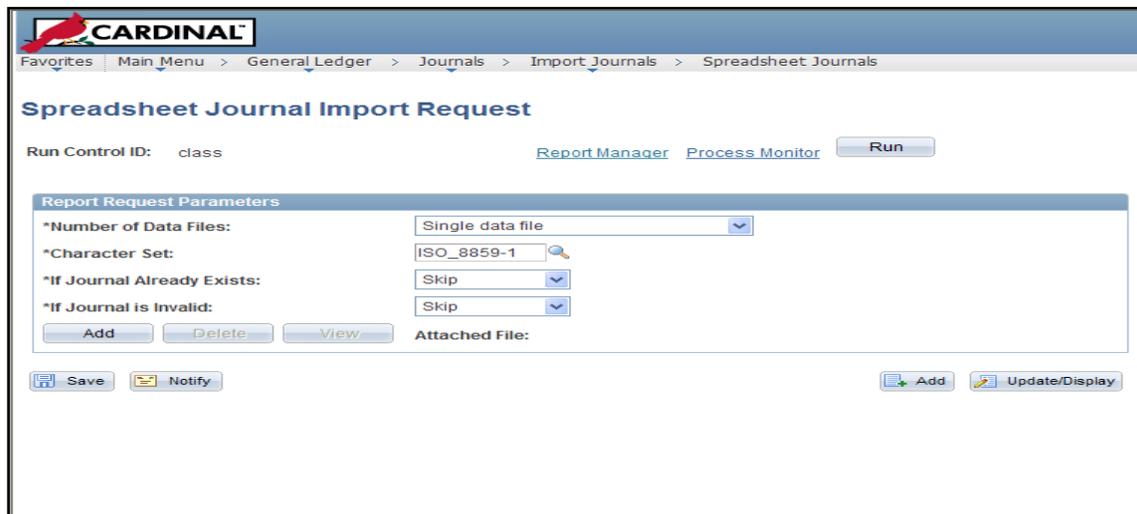
16 **Select** the sheet name created; ensure the sheet is selected before proceeding. When the sheet is selected, the background color will be blue. Then note the location to where the file is written at the bottom of the box. You can also rename the file from JRNL1 to a logical name to easily sort many

Uploading Spreadsheet Journals

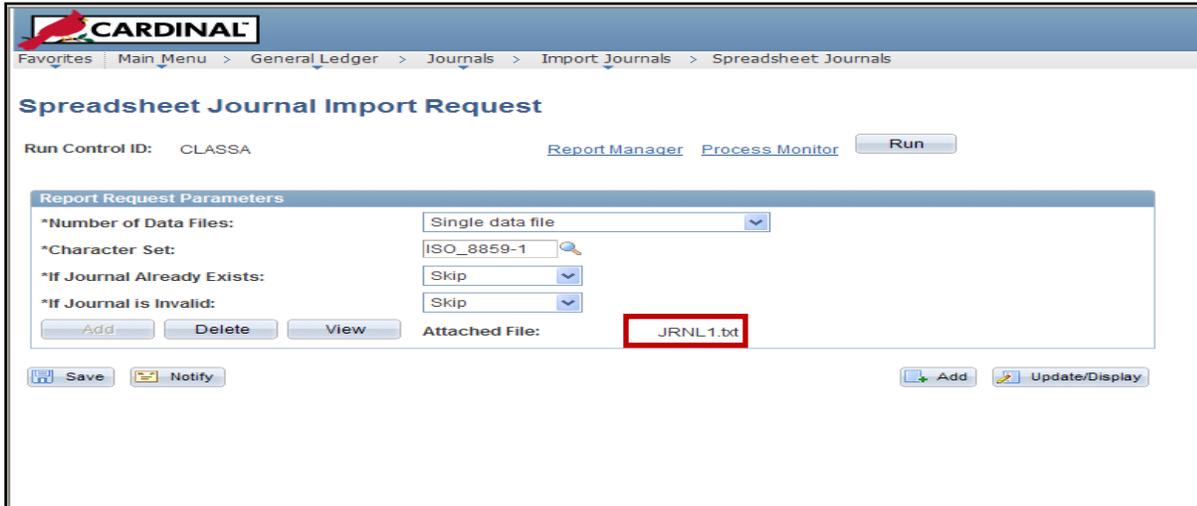
files. Check the **Write one file per Journal Sheet** checkbox to create one file per journal sheet. Then click **OK**. (Do NOT use the button “**Import Now**” under Import Journals.)



- 17 Log into Cardinal and navigate to **General Ledger > Journals > Import Journals > Spreadsheet Journals**
- 18 Add or Find an Existing Run Control ID.



- 19 On the **Spreadsheet Journal Import Request** page, leave all the defaults as is. If you are using an existing Run Control ID, delete the file that was attached previously 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. Locate the path displayed in Step 16 and **select** the **txt** 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. (The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment.)



Spreadsheet Journal Import Request

Run Control ID: CLASSA [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Number of Data Files: Single data file

*Character Set: ISO_8859-1

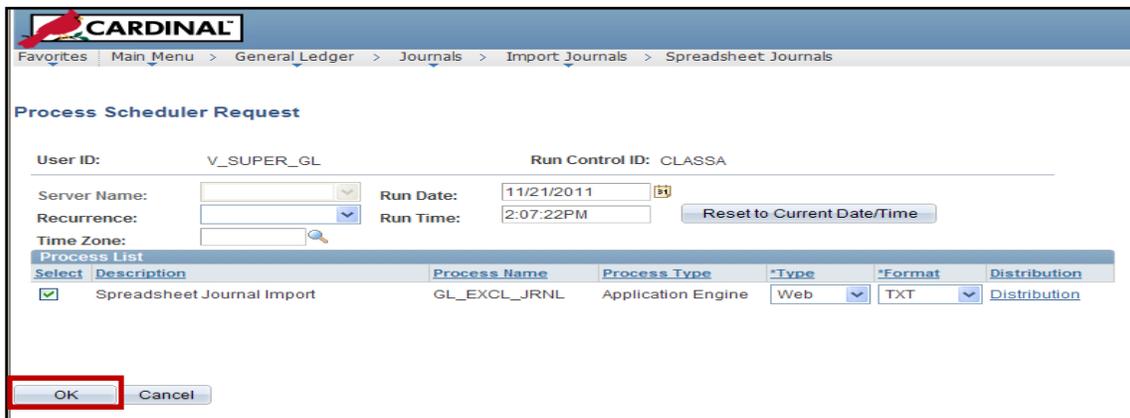
*If Journal Already Exists: Skip

*If Journal is Invalid: Skip

Attached File: **JRNL1.txt**

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- 20 Click **Save**, then click **Run**. Verify the Spreadsheet Journal Import process is selected, and then click **OK**.



Process Scheduler Request

User ID: V_SUPER_GL Run Control ID: CLASSA

Server Name: Run Date: 11/21/2011

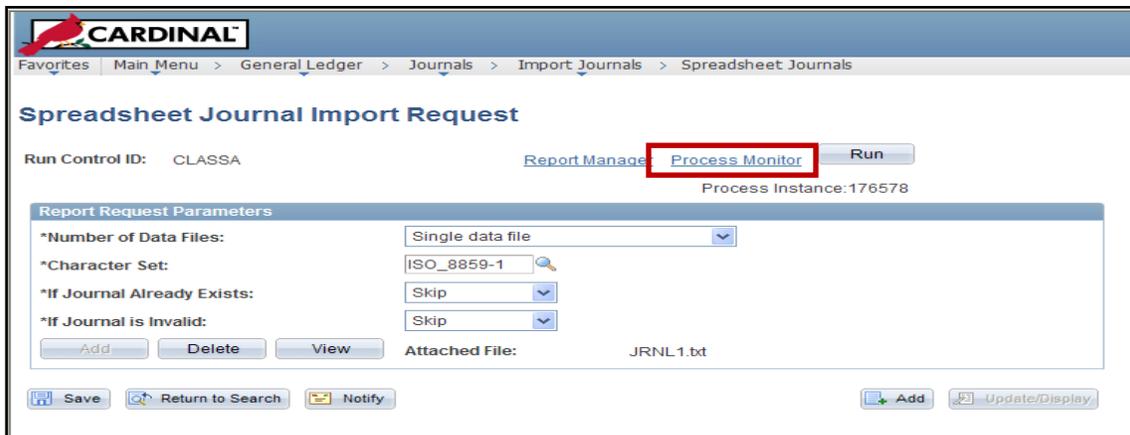
Recurrence: Run Time: 2:07:22PM [Reset to Current Date/Time](#)

Time Zone:

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

[OK](#) [Cancel](#)

- 21 You will be returned to the **Spreadsheet Journal Import Request** page with a **Process Instance number** displayed under the **Run** button. Document this number.



Spreadsheet Journal Import Request

Run Control ID: CLASSA [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 176578

Report Request Parameters

*Number of Data Files: Single data file

*Character Set: ISO_8859-1

*If Journal Already Exists: Skip

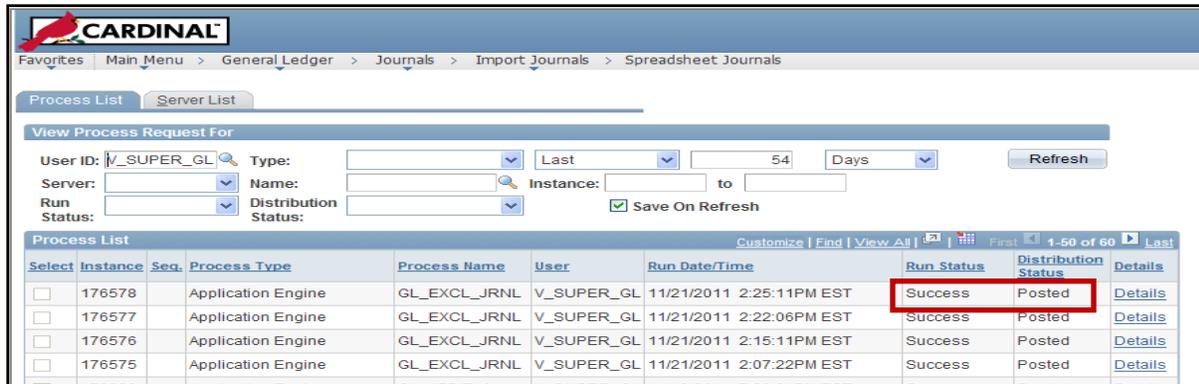
*If Journal is Invalid: Skip

Attached File: JRNL1.txt

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

- 22 Click on the **Process Monitor** link.

- 23 Click refresh until the process runs to **Success** under **Run Status** and **Posted** under the **Distribution Status**.



View Process Request For

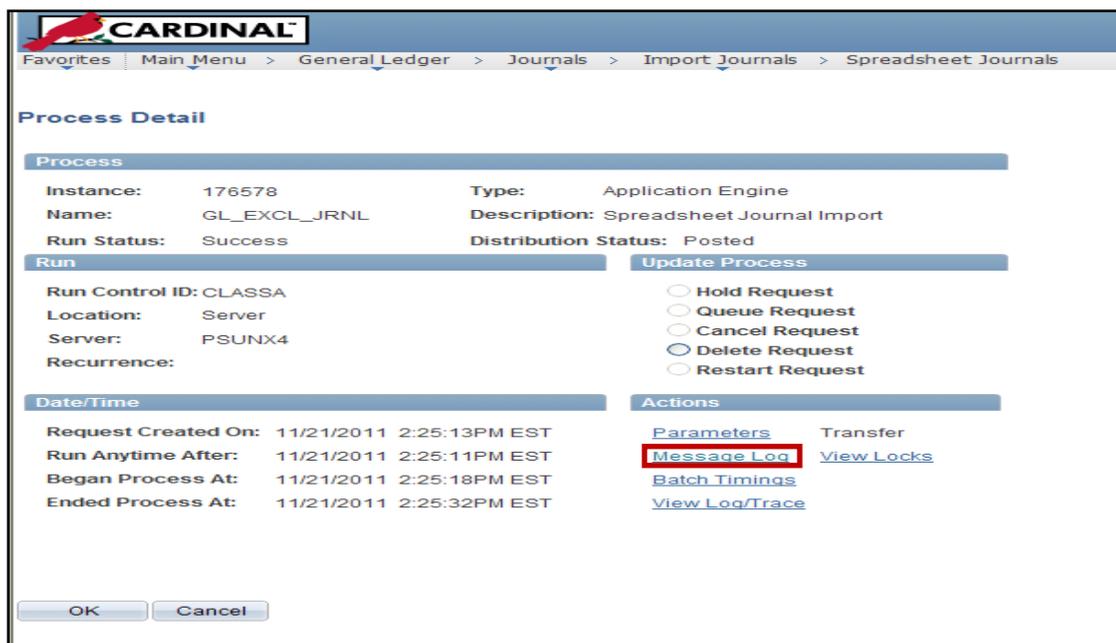
User ID: V_SUPER_GL Type: Last 54 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	176578		Application Engine	GL_EXCL_JRNL	V_SUPER_GL	11/21/2011 2:25:11PM EST	Success	Posted	Details
<input type="checkbox"/>	176577		Application Engine	GL_EXCL_JRNL	V_SUPER_GL	11/21/2011 2:22:06PM EST	Success	Posted	Details
<input type="checkbox"/>	176576		Application Engine	GL_EXCL_JRNL	V_SUPER_GL	11/21/2011 2:15:11PM EST	Success	Posted	Details
<input type="checkbox"/>	176575		Application Engine	GL_EXCL_JRNL	V_SUPER_GL	11/21/2011 2:07:22PM EST	Success	Posted	Details

- 24 Click the Details link on the process line; then click the Message Log and verify the Process completed successfully with 1 journal imported.



Process Detail

Process

Instance: 176578 Type: Application Engine

Name: GL_EXCL_JRNL Description: Spreadsheet Journal Import

Run Status: Success Distribution Status: Posted

Run

Run Control ID: CLASSA

Location: Server

Server: PSUNX4

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 11/21/2011 2:25:13PM EST

Run Anytime After: 11/21/2011 2:25:11PM EST

Began Process At: 11/21/2011 2:25:18PM EST

Ended Process At: 11/21/2011 2:25:32PM EST

Actions

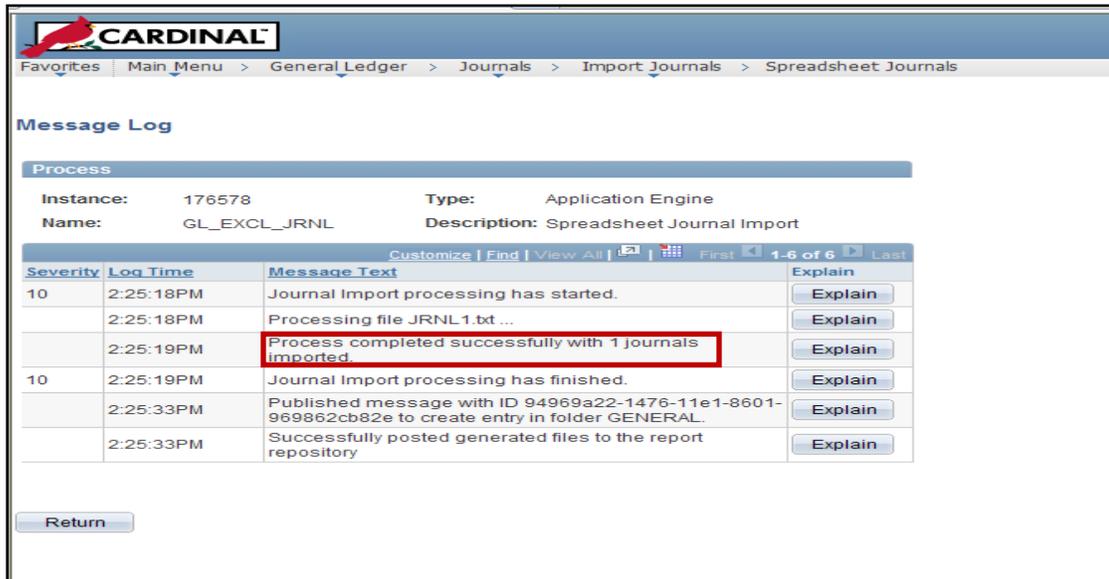
[Parameters](#) Transfer

[Message Log](#) View Locks

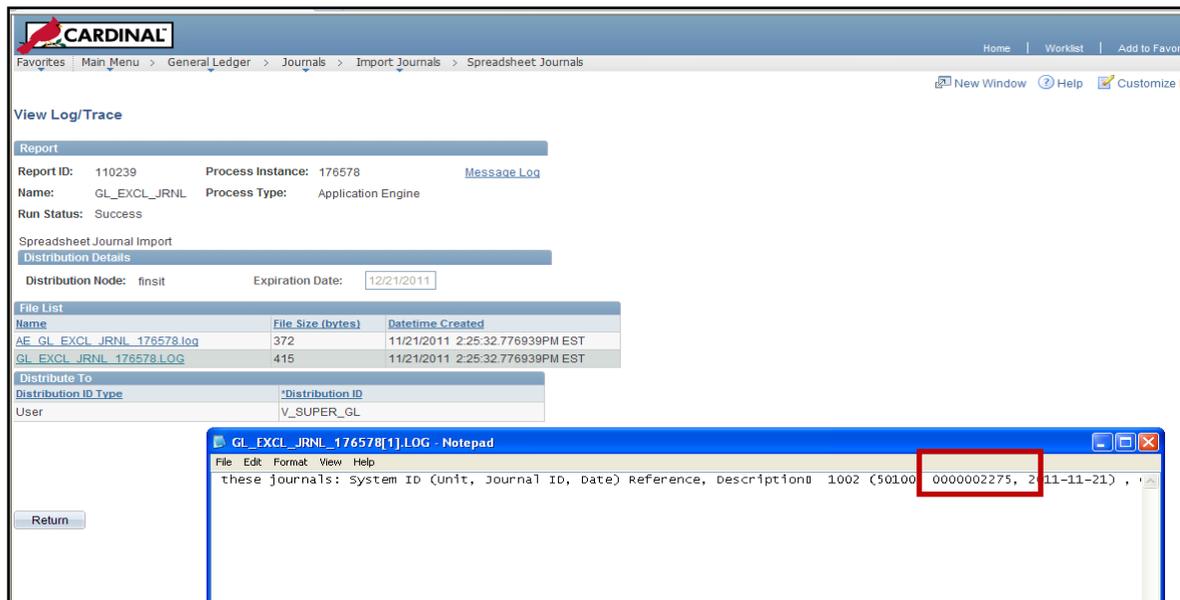
[Batch Timings](#)

[View Log/Trace](#)

OK Cancel



- 25 Click the **Return** button on the Message Log page and click the **View Log/Trace** link on the Process Detail page. Click on the GL_EXCL_JRNL_ (process instance).LOG file. Scroll to the right. Note the Journal ID number that was created.



- 26 Close the .LOG file.
- 27 Click the **Return** button.
- 28 From the Main Menu, navigate to **General Ledger>Journals>Journal Entry>Create/Update Journal Entries**.
- 29 Click the **Find an Existing Value** tab and enter the Journal ID number noted in Step 24. Click **Search**.

30 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 **Journal Entry** 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 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 Journal Edit process on the journal before you can make corrections using the **Create Journal Entries** pages.

Journal entries loaded into Cardinal using spreadsheet journals 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, you can then re-upload the file into Cardinal General Ledger.

Uploading a Spreadsheet Journal UPK

For an example of Uploading a Spreadsheet Journal, please view the [Uploading a Spreadsheet Journal UPK](#).

II. Budget Spreadsheet Journals

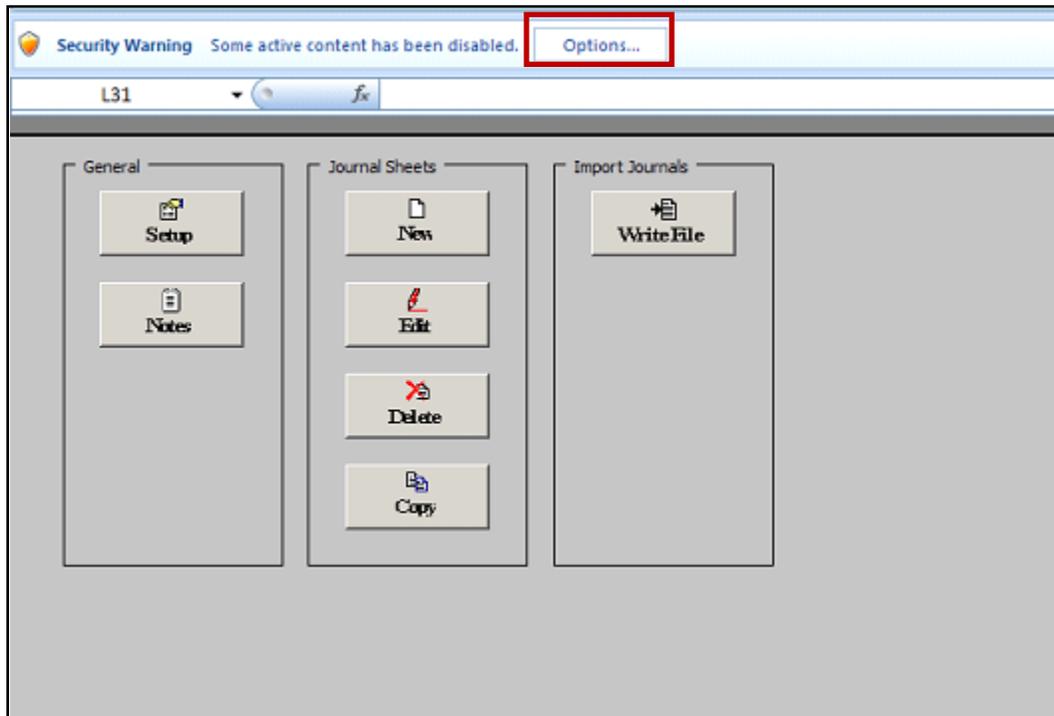
Cardinal allows you to create Budget Journals via the Upload Spreadsheet Journal feature. This feature is generally intended for large journals which contain many lines. This feature saves time and effort by creating the journal in an Excel macro, then simply attaching the .xml output to a Run Control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

To Create and Upload a Budget Spreadsheet Journal:

- 1 Download the two required files to your workstation: V_BUDJRN4.xls and BudMcro3.xla. These files are available on the Cardinal Project website (<http://www.cardinalproject.virginia.gov/forms.shtml>), under Toolbox > Forms > General Ledger. These two files must be saved to the same directory on your workstation. When downloading the JRNLMCRO file make sure that it has an extension of .xla.

Note: You can create multiple journal workbooks by saving a clean V_BUDJRN4.xls file as V_BUDJRN4.xls, etc. However, the macro sheet file name and extension, BudMcro3.xla, must not be changed or renamed.

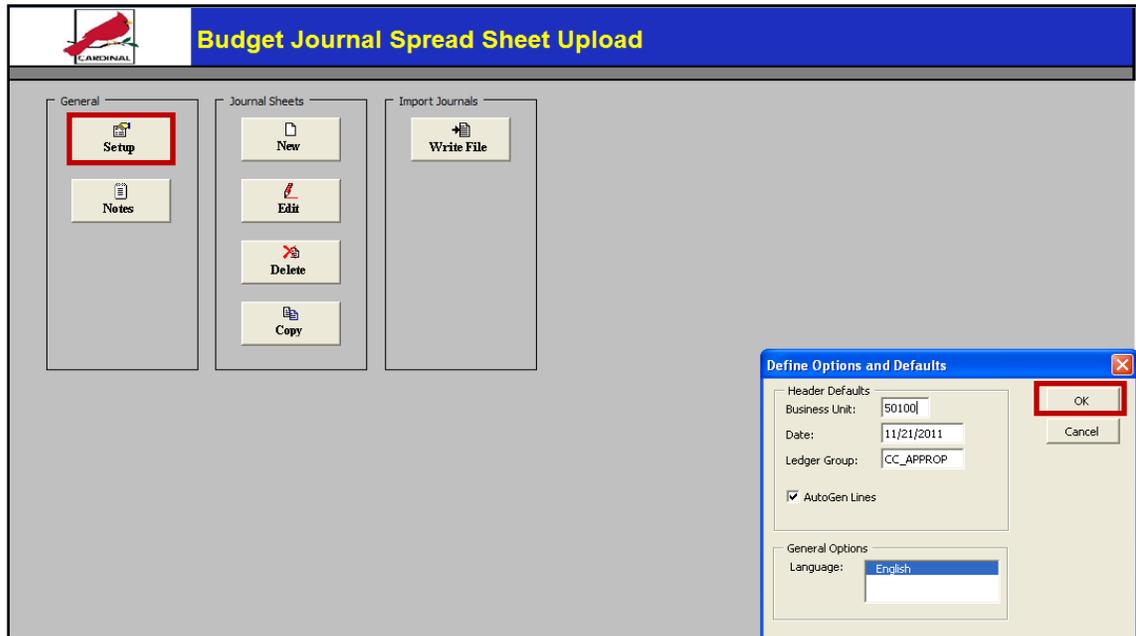
- 2 Open the **V_BUDJRN4.xls** file. Upon opening this folder, a security banner will display within the file. Click on the options box on the line that says, "Security Warning – Some active content has been disabled" at the top of the screen.



- 3 Select "**Enable this content,**" then click **OK.**
- 4 A second box will be displayed. Click on "**Enable Macros.**"
- 5 The Budget Journal Spread Sheet Upload page is displayed. Under the **General** section on the page, click the **Setup** button to access the Define Options and Defaults dialog box. Options set here

Uploading Spreadsheet Journals

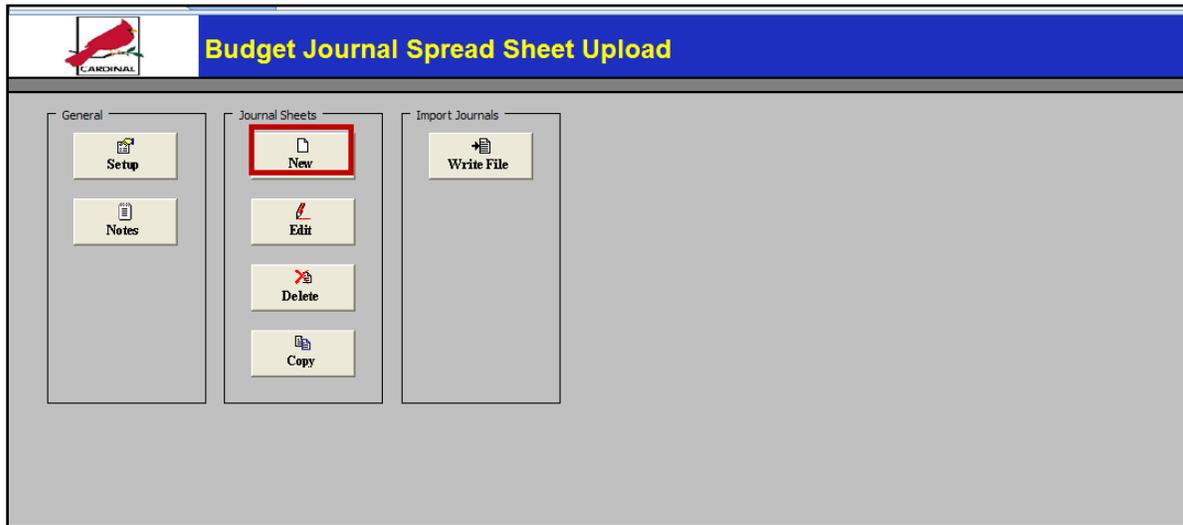
will default to budget journal sheets and budget journals created within this workbook. Once you've filled out the appropriate fields, click **OK**.



Note: The important fields to fill out are **Business Unit** (**50100** for VDOT), **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), **Ledger Group** (e.g., **CC_APPROP**. Enter the value in capital letters). It is **CRITICAL** when entering a budget journal date that coincides with the budget period that is entered on the budget journal line. (Example: Budget Period 2012 entries must have a budget journal date between 07/01/2011 and 06/30/2012). This has a potential impact on the data returned on nVision reports.

(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.)

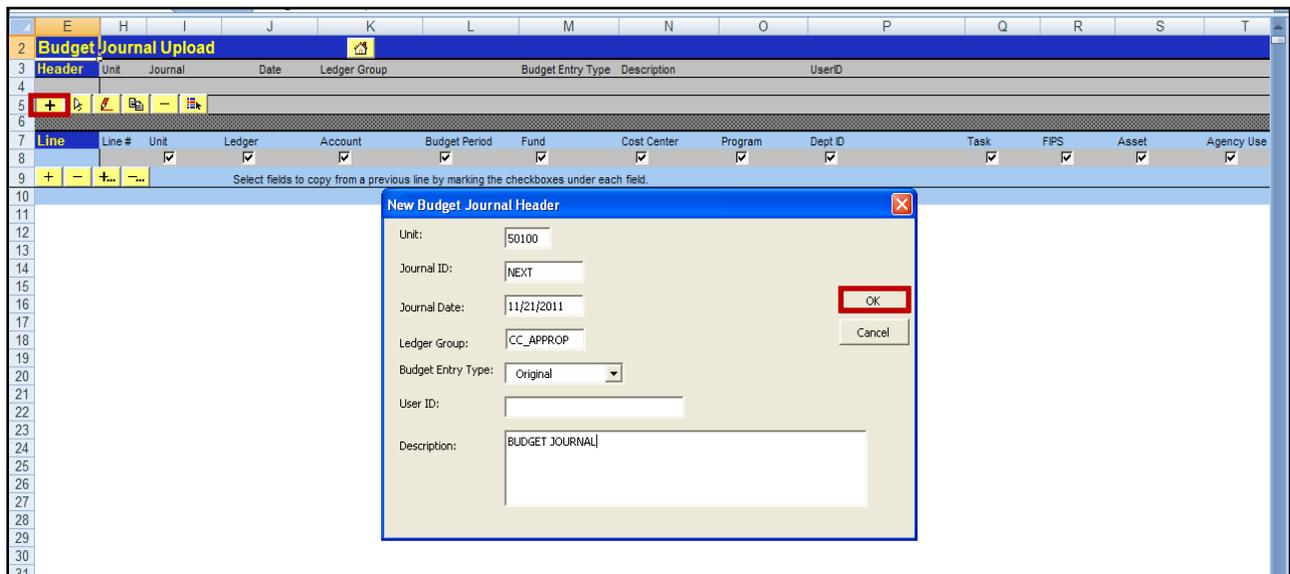
- 6 Click the **New** button under **Journal Sheets** on the Main Menu to insert a new journal worksheet. A workbook can contain as many journal sheets as needed. Each sheet will be a separate journal. (The Edit button under Journal Sheets on the Main Menu edits an existing journal worksheet; the Delete 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.)



- 7 In the dialog box, enter a **New Budget Journal Sheet Name**. Then click **OK**.

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

- 8 The Budget Journal Upload spreadsheet is displayed. Under the **Journal Header**, click the **plus** sign. The values entered from the **Setup** page (Step 5) default onto the Journal Header.



Enter a **Journal ID (NEXT)**, **Budget Entry Type**, and **Journal 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.

Then click **OK**.



General Ledger Job Aid

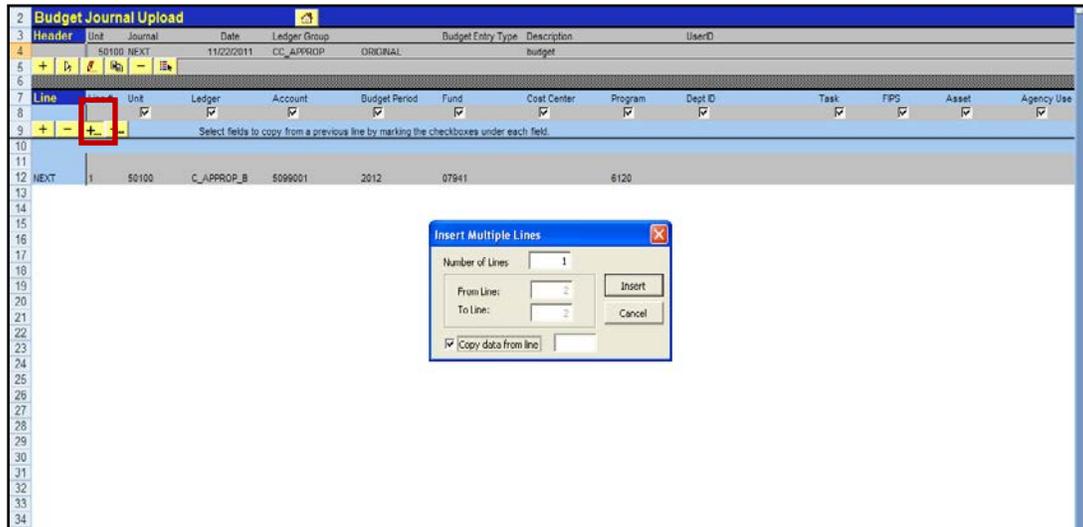
Uploading Spreadsheet Journals

(In addition to the plus sign (+) under the Journal Header, there is a **Select Journal** button used to open an existing journal; there is an **Edit Journal Header** button used to make changes to the journal header; there is a **Copy Journal** button used to copy a journal header and lines; and there is a **Delete Journal** button used to delete a journal entry.)

- 9 Under **Journal Lines**, click the **plus sign (+)**. A line should appear to enter in the first journal line string.

Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID					
+	50100	NEXT	11/22/2011	CC_APPROP	ORIGINAL	budget						
Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept. ID	Task	FIPS	Asset	Agency Use
+												
1	50100	C_APPROP_B	5099001	2012	07941		6120					

- 10 On each journal line, the macro automatically populates the **Journal Id** cell and sets it to **NEXT** based on your entry in the Header and automatically increments the **Line #** cell as new lines are added. Enter in **Unit** (Business Unit) as **50100** and **Ledger** (e.g., **C_APPROP_B** in capital letters). Next, enter all the applicable ChartField values. 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 may use the scrollbar to scroll right.
- 11 Under Journal Line, click the **plus sign** that is followed by three periods, if you need to add multiple lines or the **minus sign** followed by three periods if you need to delete multiple lines; enter the number of lines you wish to insert/delete in the dialogue box. The **minus sign** 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.



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

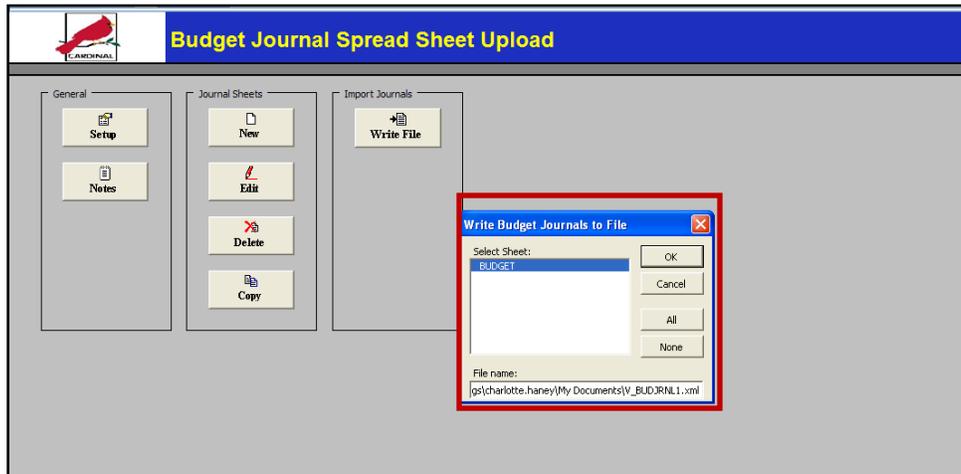
- Ensure the order of the Chartfields copied is in the same order of the Chartfields displayed in this EXCEL file.
- Ensure all Chartfields copied are formatted as text except amount which should be number with two decimal points.
- Before you copy, insert the correct number of multiple lines using the plus sign (+) followed by three periods.

12 After you've successfully entered all the lines for the journal, select **File – Save**, to save the file.

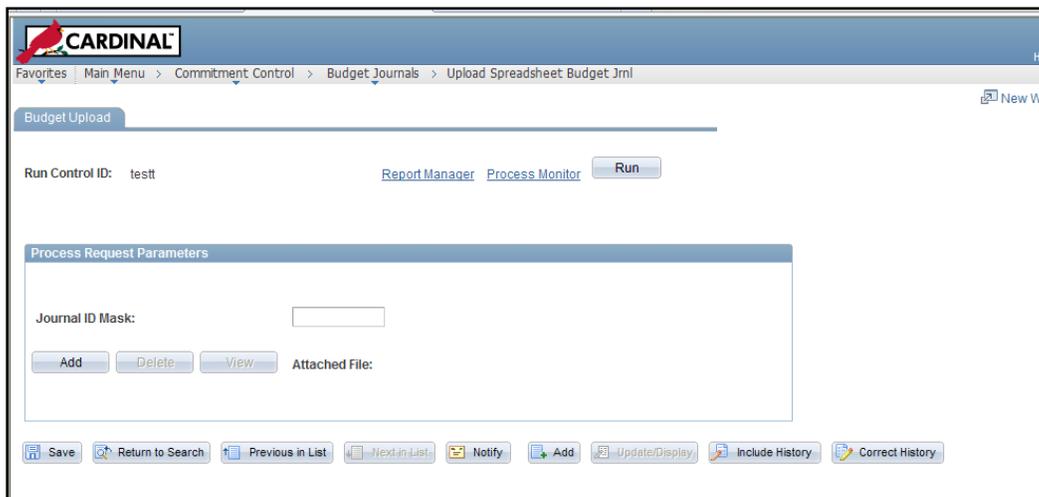
13 Click the **Home** icon, displayed as a house.

14 The Budget Journal Spreadsheet Upload Main Menu appears. Select the **Write File** button under Import Journals.

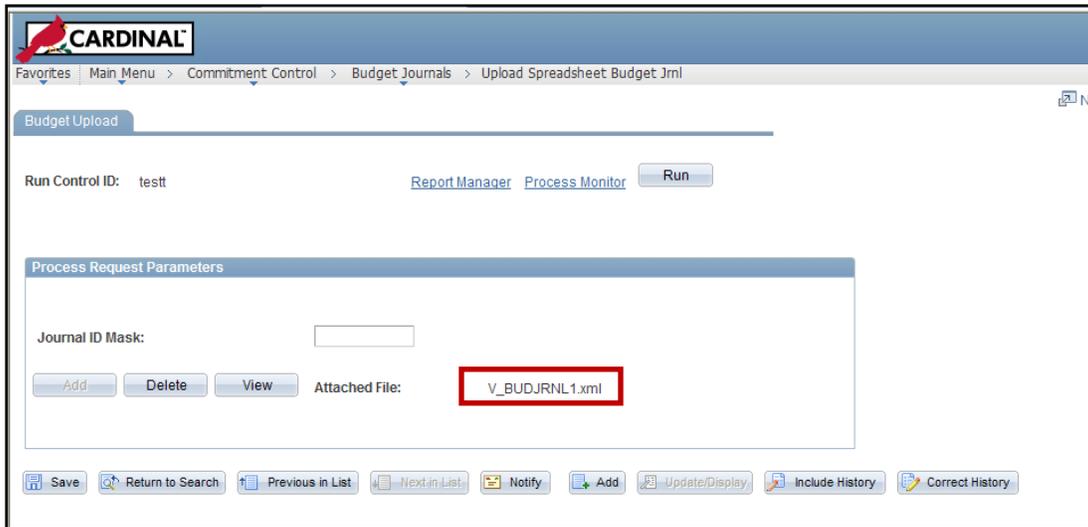
15 **Select** the sheet name created; ensure the sheet is selected before proceeding. The sheet is selected if the background color turns blue. Then note the location to where the file is written at the bottom of the box. You can also rename the file from V_BUDJRNL2.xml to a logical name to easily sort many files. Then click **OK**.



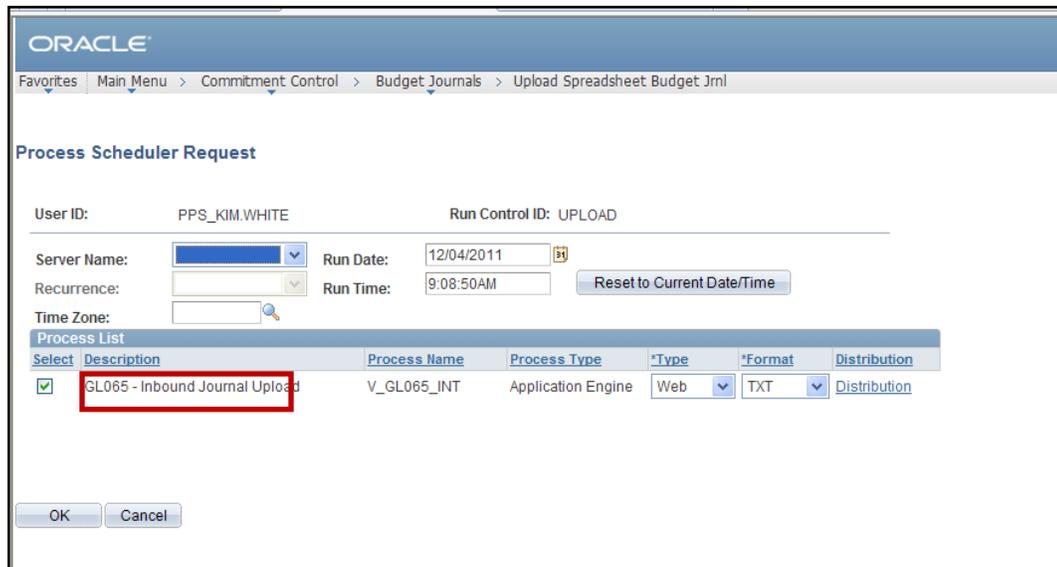
- 16 Log into Cardinal and navigate to **Commitment Control>Budget Journals>Upload Spreadsheet Budget Jrnl**.
- 17 Add or Find an Existing Run Control ID. The Budget Upload page appears.
- 18 Enter a Journal ID Mask if you wish to precede the autonumbered journal id with a journal identifier, such as 'CNV' used for budget entries created at conversion.



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. Locate the path displayed in Step 15 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.)

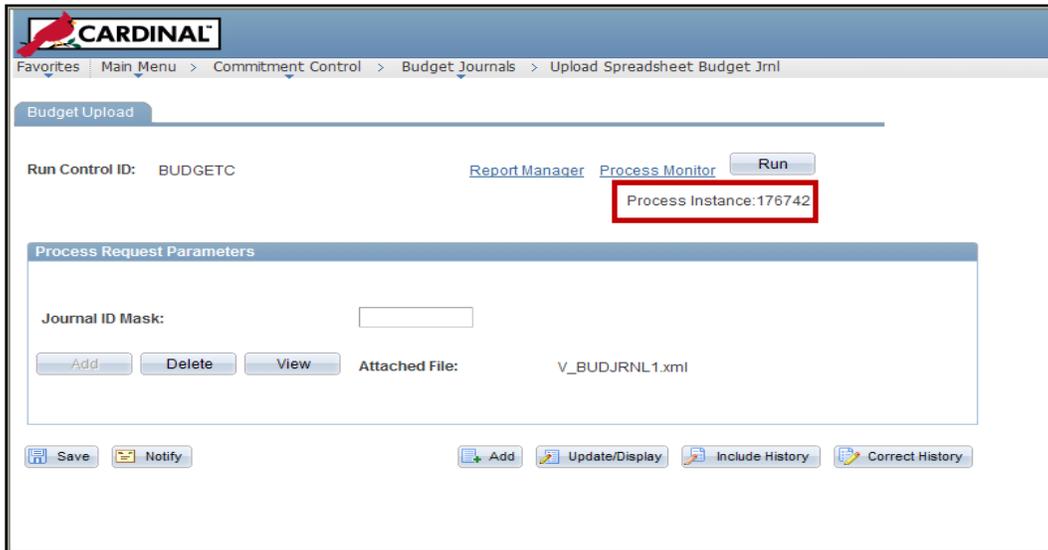


- 19 Click **Save**, then click **Run**. Verify the Spreadsheet Journal Import process is selected, and then click **OK**.



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

- 20 You will be returned to the **Budget Upload** page with a **Process Instance number** displayed under the **Run** button. Document this number.

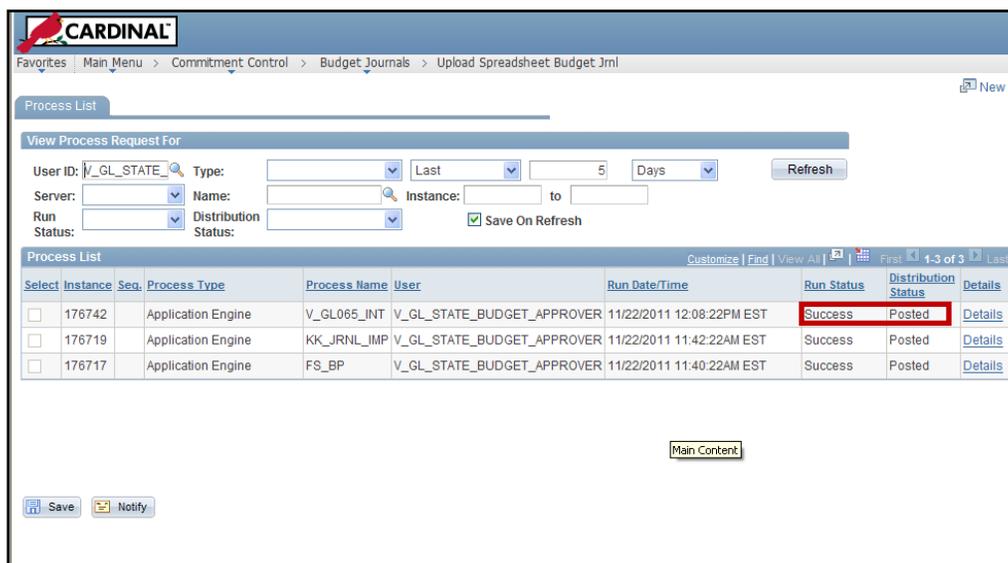


[Report Manager](#) [Process Monitor](#) [Run](#)
 Process Instance: 176742

Journal ID Mask:
 Add Delete View Attached File: V_BUDJRNL1.xml

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

- 21 Click on the **Process Monitor** link.
- 22 Click refresh until the process runs to **Success** under **Run Status** and **Posted** under the **Distribution Status**.



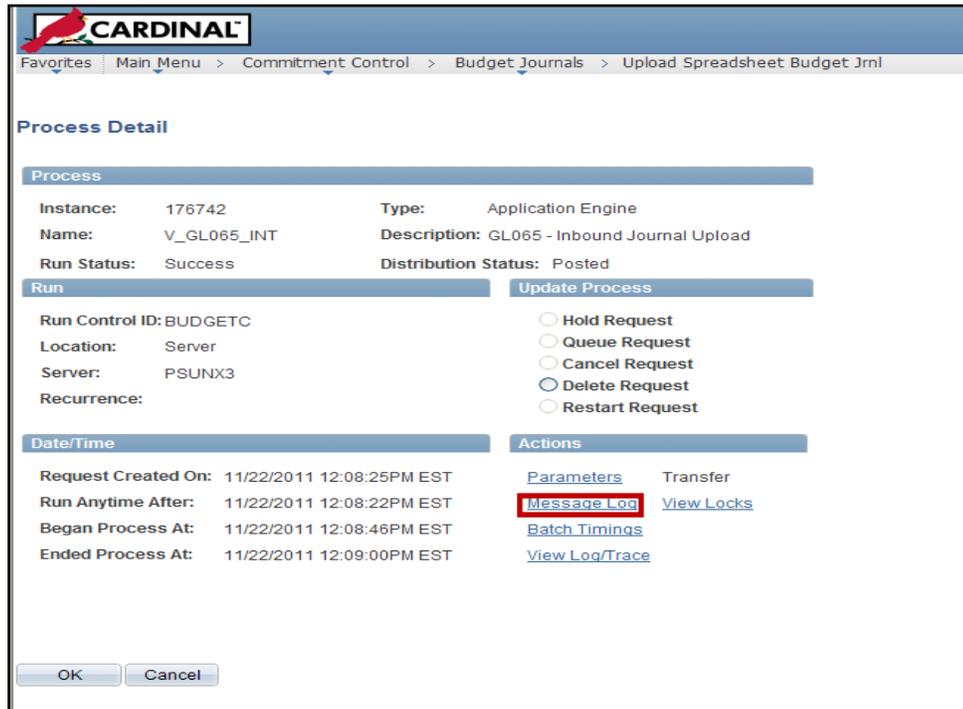
View Process Request For
 User ID: V_GL_STATE Type: Last 5 Days Refresh
 Server: Name: Instance: to
 Run Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	176742		Application Engine	V_GL065_INT	V_GL_STATE_BUDGET_APPROVER	11/22/2011 12:08:22PM EST	Success	Posted	Details
<input type="checkbox"/>	176719		Application Engine	KK_JRNL_IMP	V_GL_STATE_BUDGET_APPROVER	11/22/2011 11:42:22AM EST	Success	Posted	Details
<input type="checkbox"/>	176717		Application Engine	FS_BP	V_GL_STATE_BUDGET_APPROVER	11/22/2011 11:40:22AM EST	Success	Posted	Details

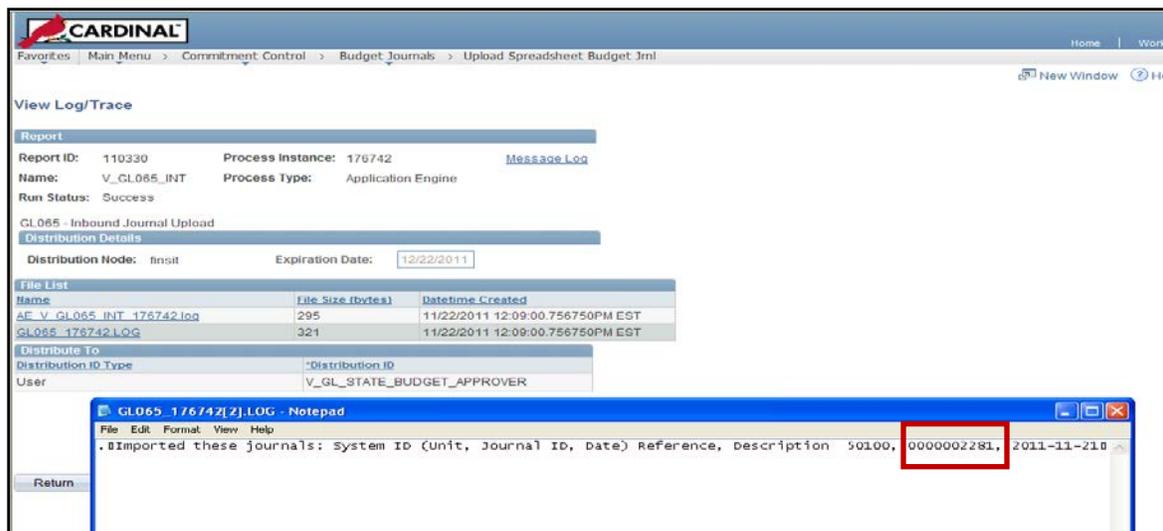
[Main Content](#)

[Save](#) [Notify](#)

- 23 Click the **Details** link on the process line; then click the **Message Log** and verify the **Process completed successfully with 1 journal imported**.



- 24 Click the **Return** button on the Message Log page and click the **View Log/Trace** link on the Process Detail page. Click on the GL065 (process instance).LOG file. Scroll to the right. Note the Journal ID number that was created.



- 25 Close the .LOG file.
- 26 Click the **Return** button.
- 27 From the Main Menu, navigate to **Commitment Control>Budget Journals>Enter Budget Journals**.
- 28 Click the **Find an Existing Value** tab and enter the Journal ID number noted in Step 24. Click **Search** to review the journal.



General Ledger Job Aid

Uploading Spreadsheet Journals

Unit: 50100 Journal ID: 0000014551 Date: 03/05/2013 Budget Header Status: Posted

*Process: Copy Journal Process

Lines

Line	Ledger	Budget Period	Ref	Journal Class	Cumulative Begin Date	End Date	Journal Line Description
1	C_PRJ_B	2013					TEST
2	C_PRJ_B	2013	TEST				Budget Roll up Account
3	C_PRJ_B	2013					Budget Roll up Account

Totals

Total Lines:	3	Total Debits:	5.00	Total Credits:	2.00
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Please be aware that in order to view the **Ref** and **Description** fields, the **Base Currency Details** tab has to be selected (see example above).