501 GL332: Uploading Spreadsheet ACTUAL and Budget Journals

General Ledger (GL) Spreadsheet Journals Overview

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.

Budget Spreadsheet Journals Overview

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.

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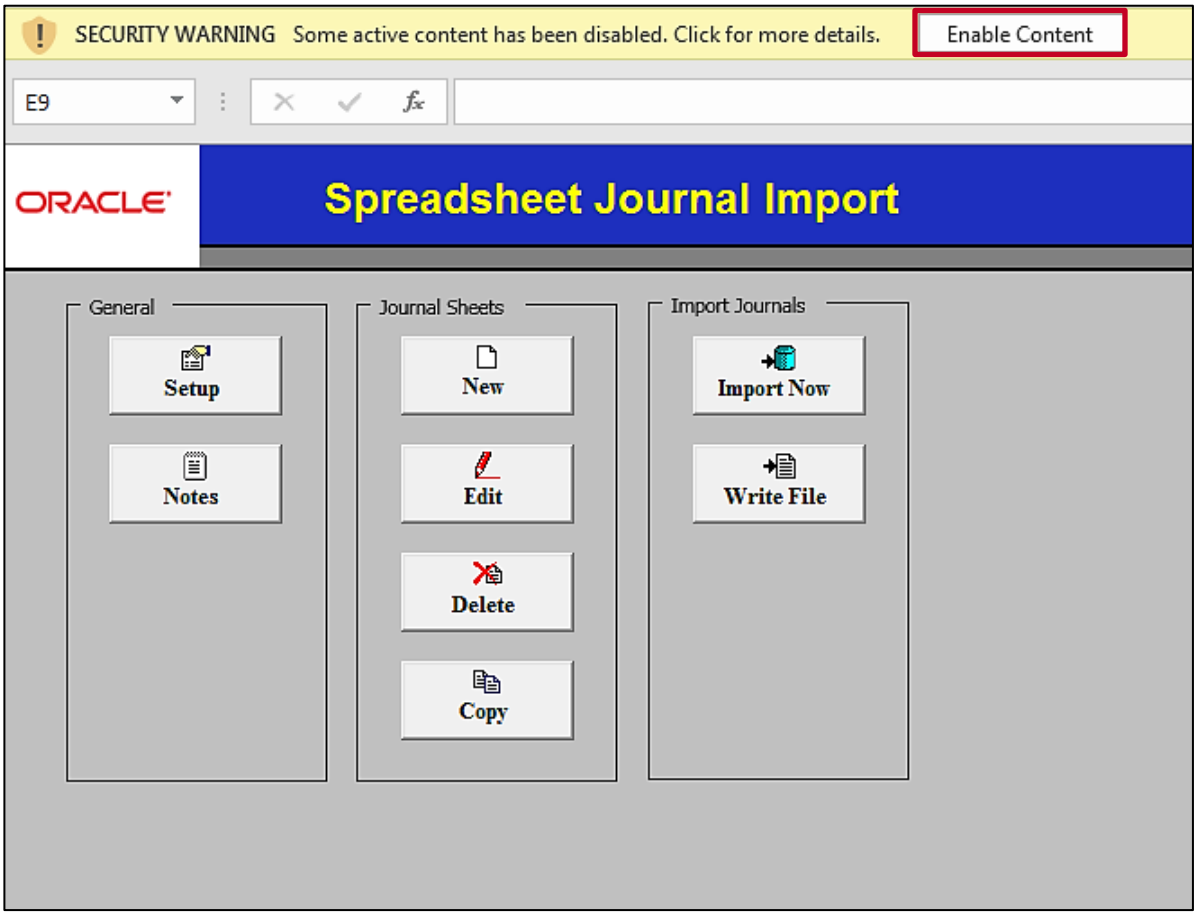
Creating and Uploading a GL Spreadsheet Journal

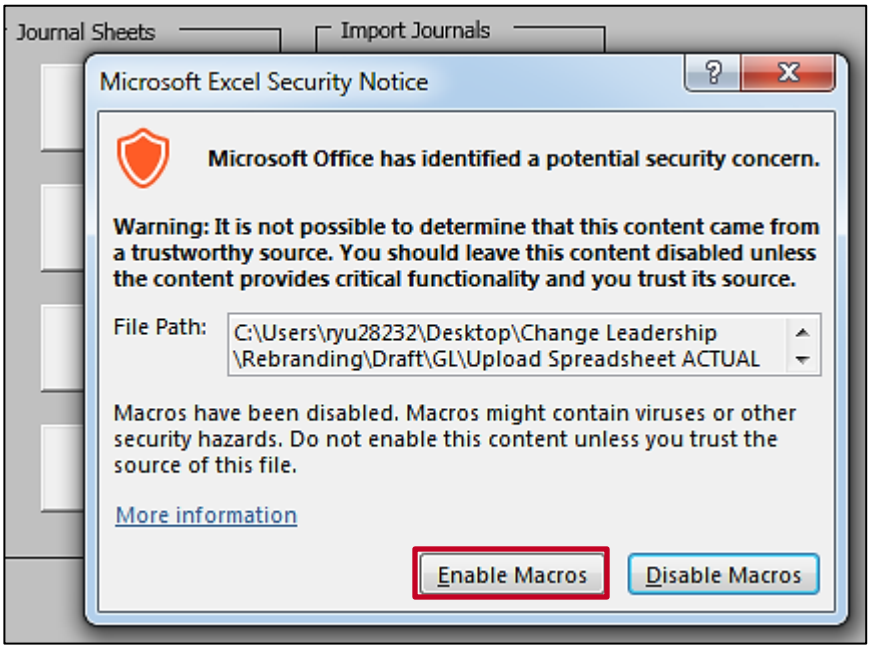
1. Download the two required files to your workstation: **GL Journal Spreadsheet Upload Excel Template** (**JRNL1.xls**) and **GL Journal Spreadsheet Upload XLA Macro File** (**JRNLMCRO.xls**). These files are available on the Cardinal website, in **Forms** under **Resources**. These two files must be saved to the same directory on your workstation. When downloading the **GL Journal Spreadsheet Upload Excel Template**, rename the file **JRNL1.xls**. When downloading the **GL Journal Spreadsheet Upload XLA Macro File**, rename the file **JRNLMCRO** and save it with an extension of **.xla**. When complete, the filename should read **JRNLMCRO.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.

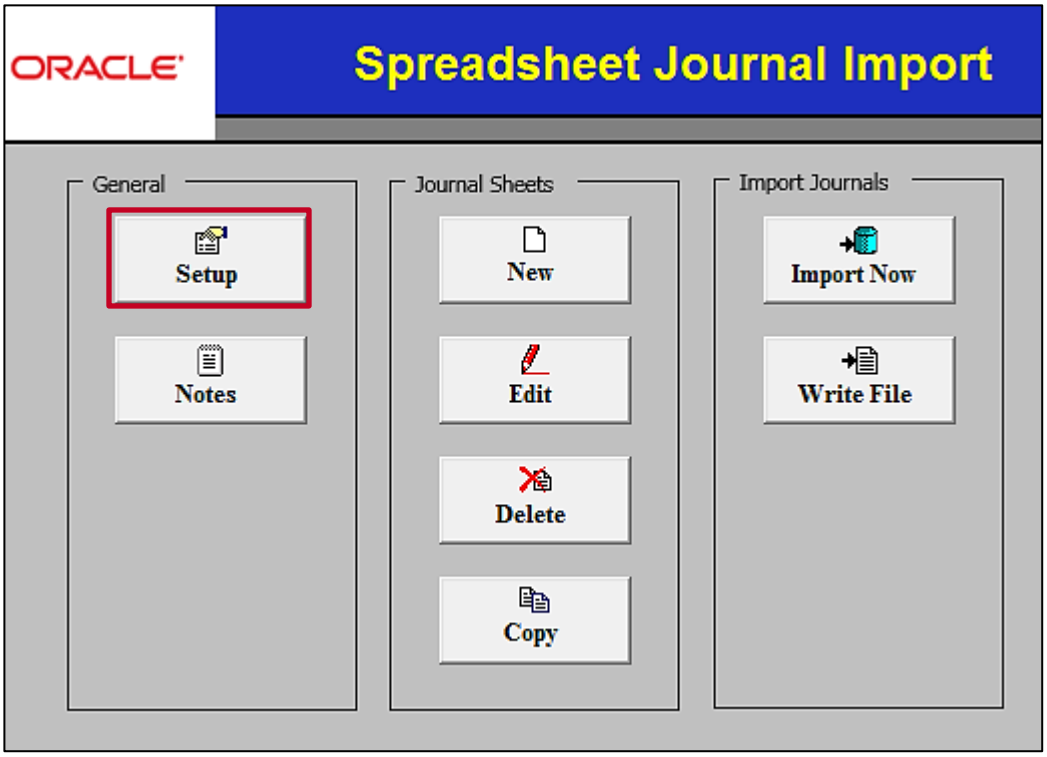


3. Upon opening the file, a security banner displays within the file.
4. Click the **Enable Content** box on the line that says, **Security Warning – Some active content has been disabled** at the top of the screen.

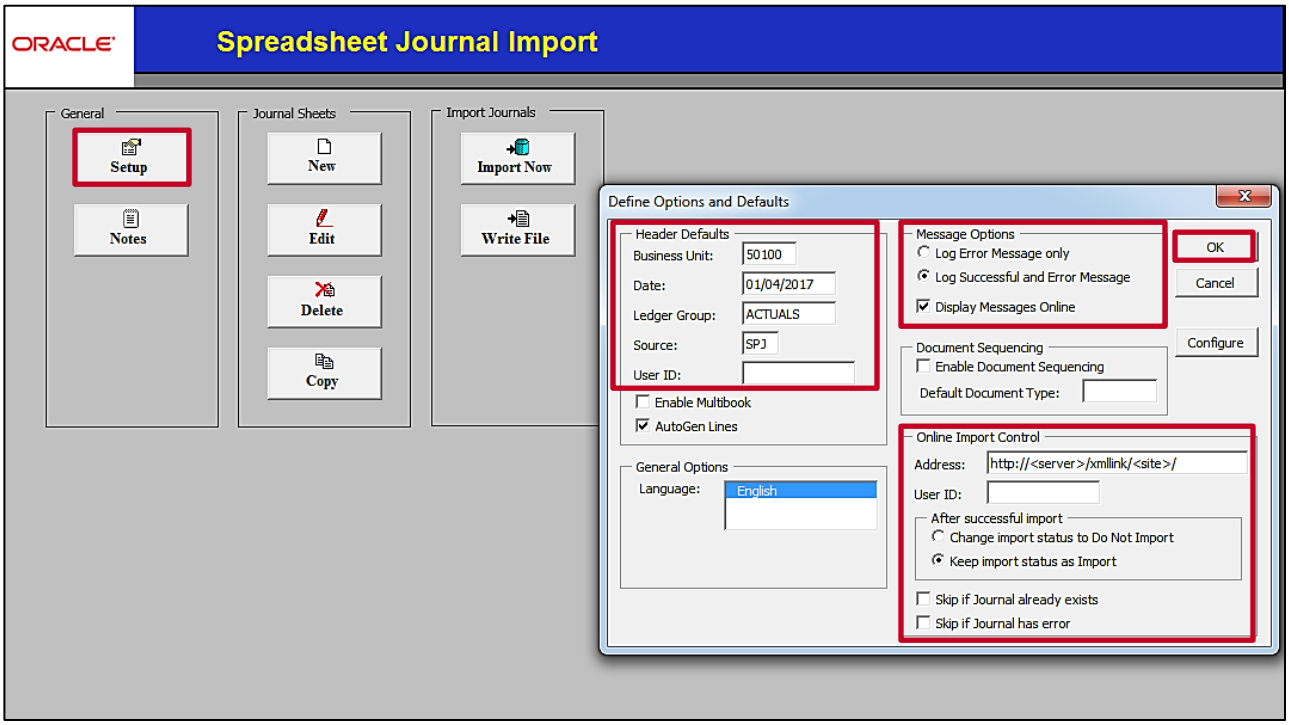


5. A **Microsoft Excel Security Notice** pop-up window displays.

6. Click the **Enable Macros** button.



7. On the **Spreadsheet Journal Import** main menu, under the **General** section, click the **Setup** button to access the **Define Options and Defaults** dialog box.



8. Options set here default to journal sheets and journals created within this workbook. Enter the following values:

a. **Business Unit**: **50100** for VDOT

b. **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.

c. **Ledger Group**: **ACTUALS**, enter the value in capital letters.

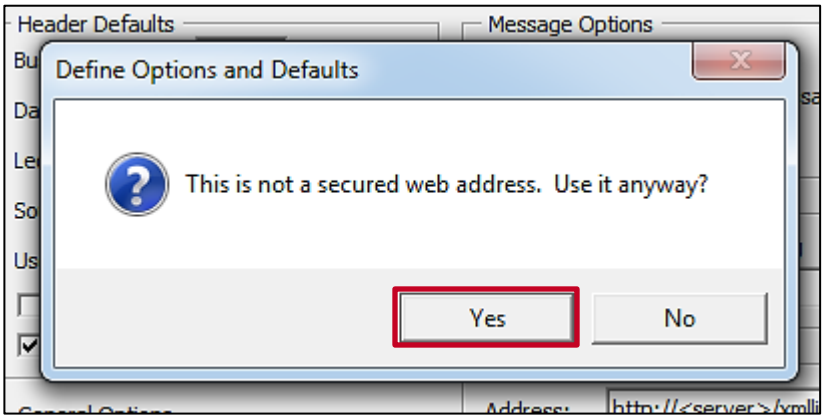
d. **Source**: this will default to **SPJ** since this is a spreadsheet journal.

e. **User ID**: can be filled in but the system will override this value with the **User ID** value that actually uploads the spreadsheet journal into Cardinal.

f. **Message Options**: Use this 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.

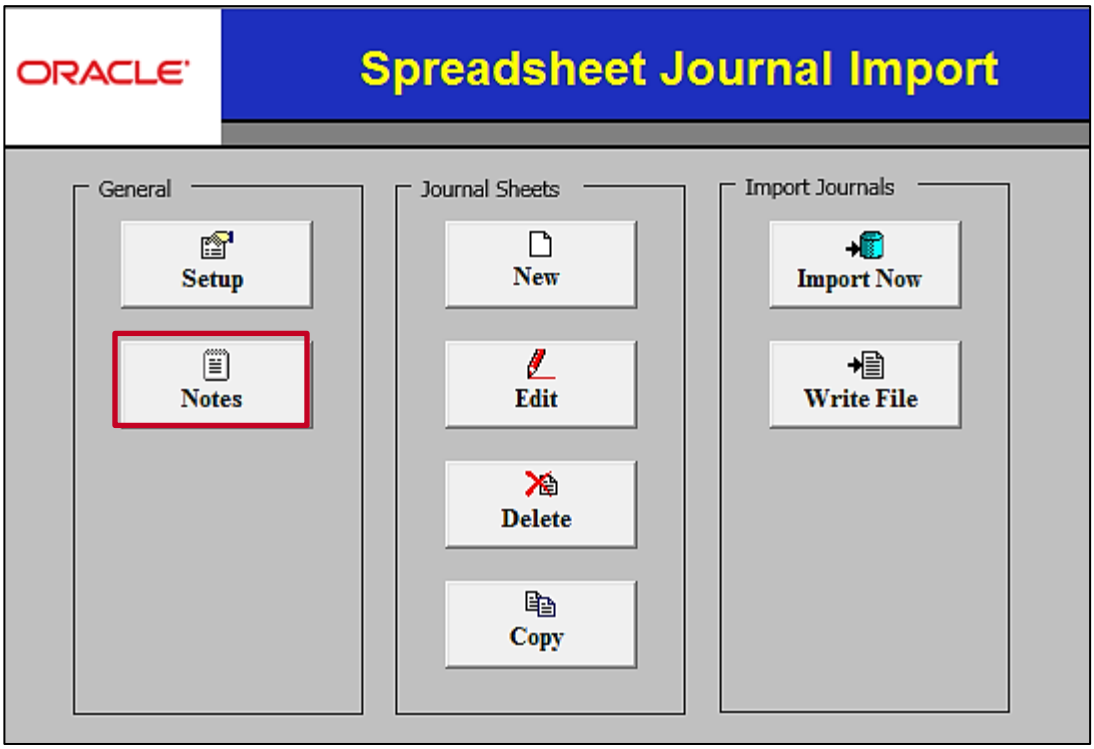
g. **Online Import Control**: Always accept the defaults. Do not change these values or options.

9. Click the **OK** button.



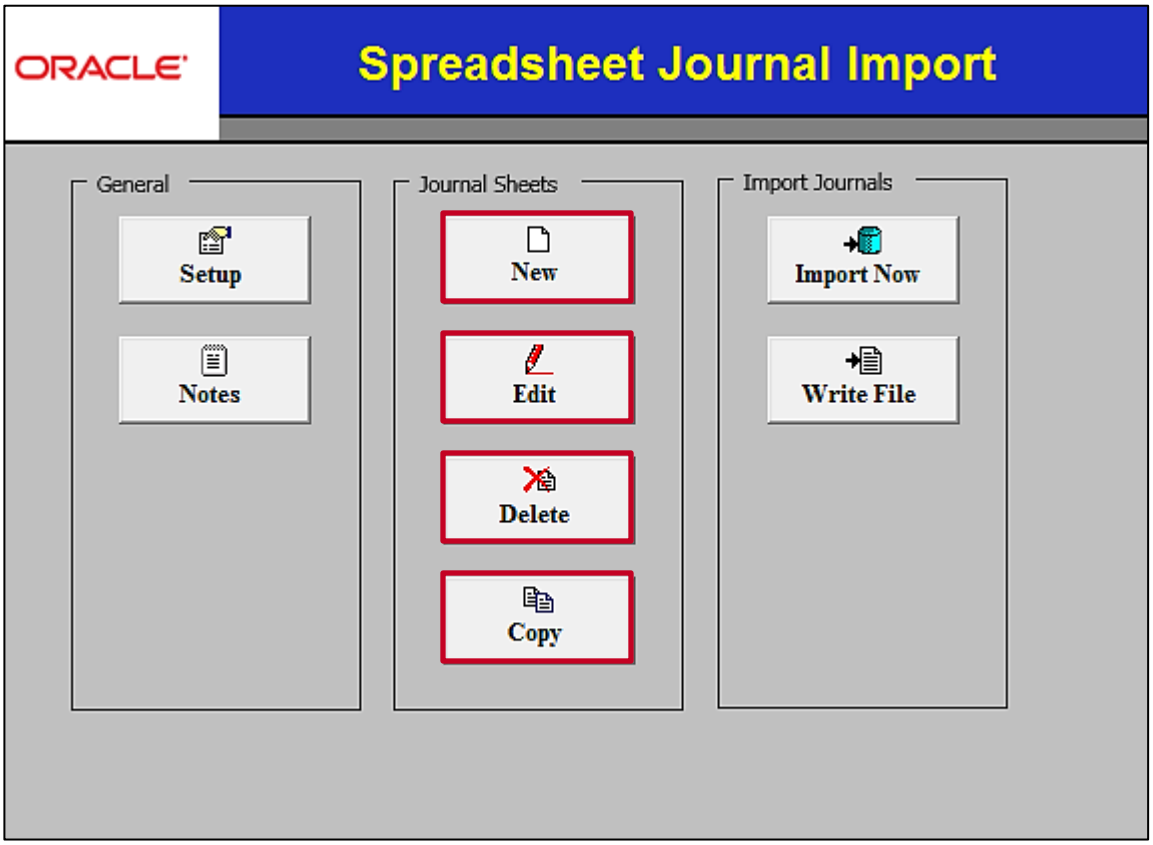
10. The **Define Options and Defaults** pop-up window displays with the message: **This is not a secured web address. Use it anyway?**

11. Click the **Yes** button.



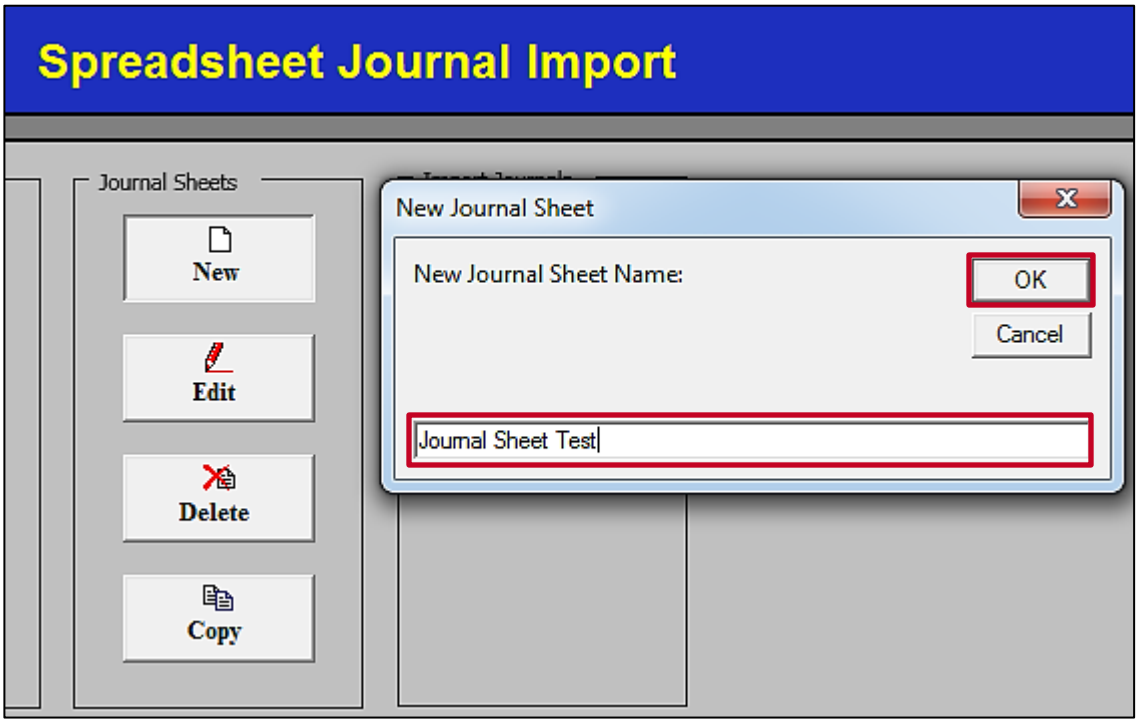
12. The **Spreadsheet Journal Import** main page displays.

13. 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.



14. Click the **New** button under **Journal Sheets** on the main menu to insert a new journal worksheet.

Note: 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.

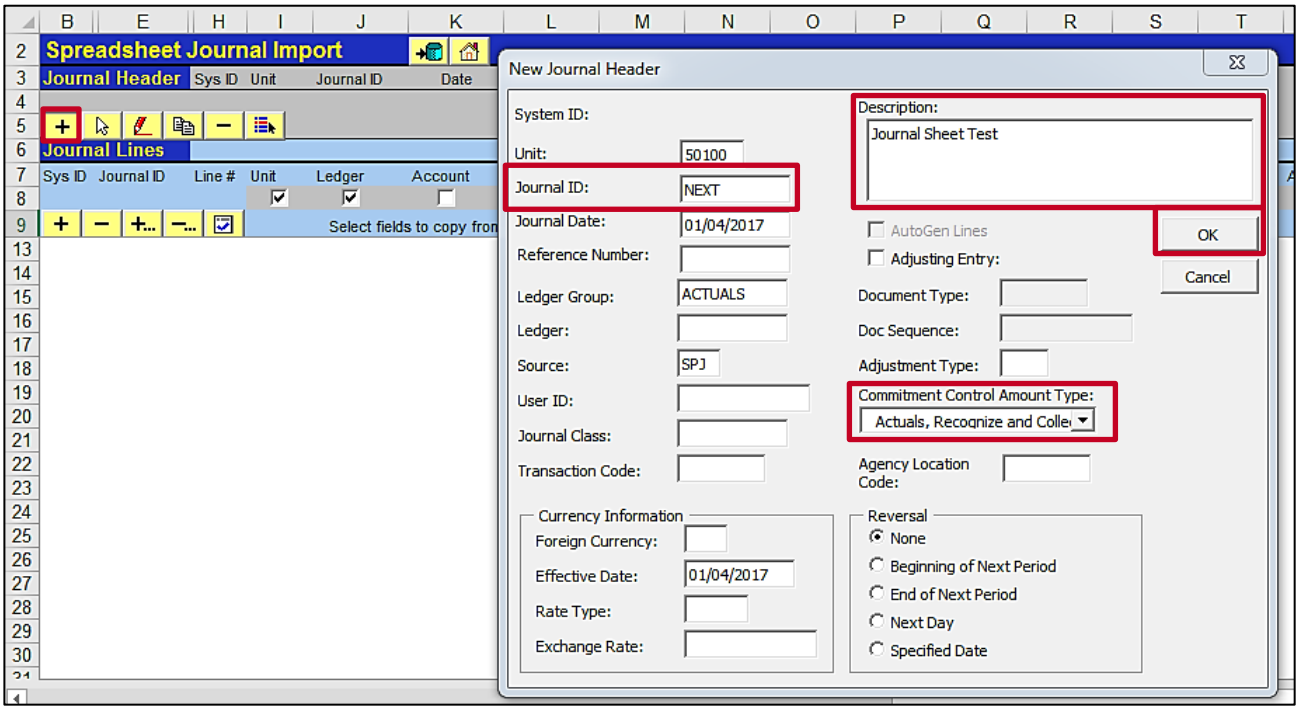


15. The **New Journal Sheet** pop-up window displays.

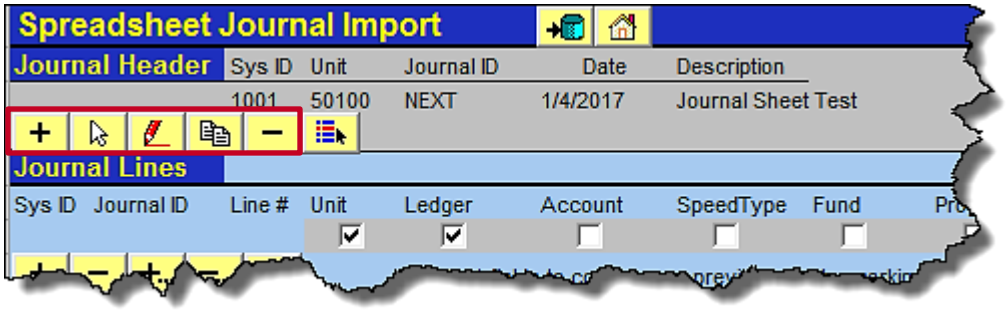
16. Enter a **New Journal Sheet Name**.

17. Click the **OK** button.

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



18. The **Spreadsheet Journal Import** spreadsheet displays.
19. Under the Journal **Header**, click the + button to add a **Journal Header**.
20. The **New Journal Header** pop-up window displays.
21. The values entered from the **Setup** page (Step 8) default onto the **Journal Header**.
22. The **Journal ID** defaults to **NEXT**. This is similar to an online journal where the defaulted **Journal ID** is **NEXT**.
23. Enter a Journal **Description**.
24. Select the **Commitment Control Amount Type** of **Actuals, Recognize and Collect** from the drop-down list.
25. Click the **OK** button.



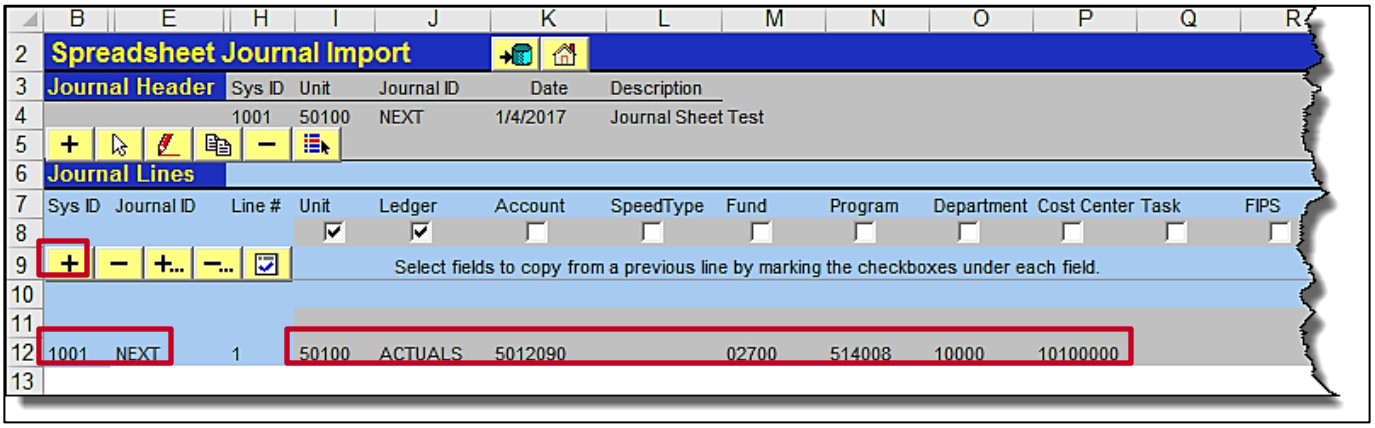
26. In addition to the **Add Journal Header** button [+], the following buttons are available under the **Journal Header**:

a. The **Select Journal** button [ ] is used to open an existing journal.

b. The **Edit Journal Header** button [ ] is used to make changes to the journal header.

c. The **Copy Journal** button [ ] is used to copy a journal header and lines.

d. The **Delete Journal** button [−] is used to delete a journal entry.



27. Under **Journal Lines**, click the + button. A line displays to enter in the first journal line string.

28. On the journal line, notice the Journal Spreadsheet macro automatically populates:

a. The **System ID** field for each journal line. This **System ID** is used for tracking error messages back to their source.

b. The **Journal ID** cell and sets it to **NEXT** based on your entry in the **Header**.

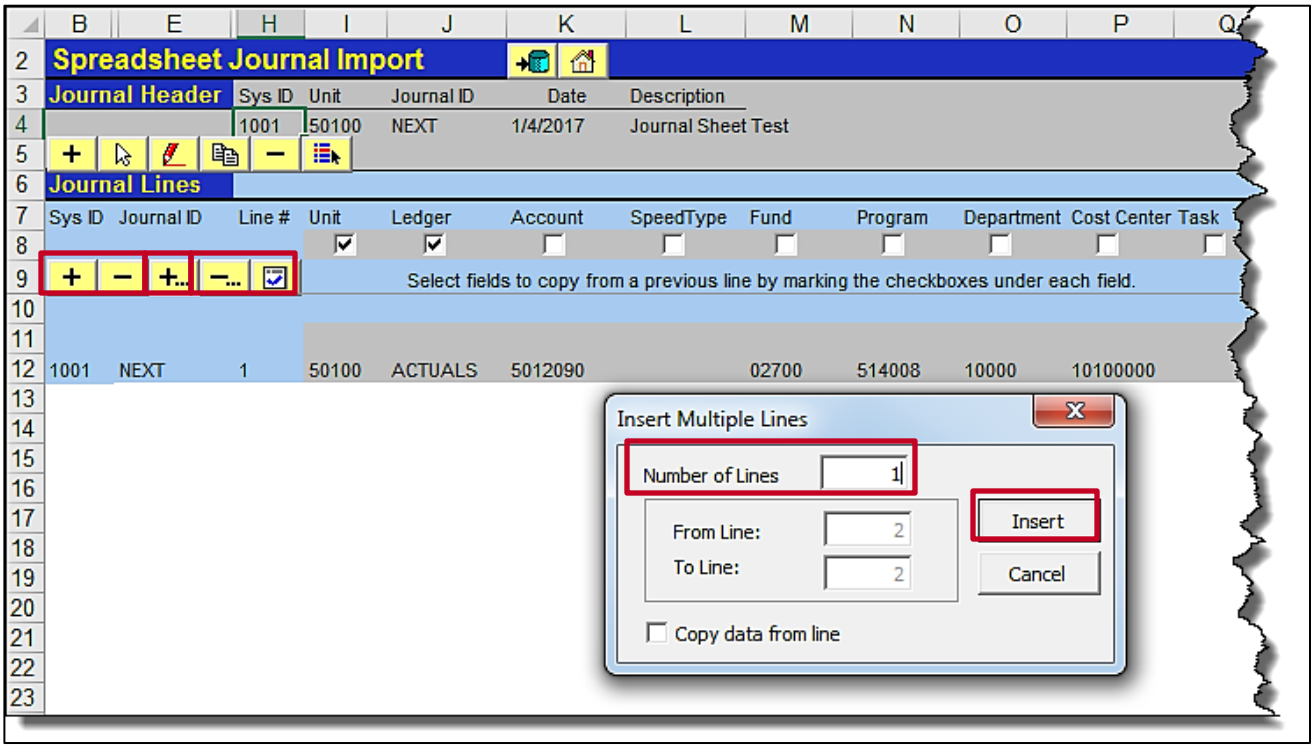
c. The **Line #** cell and automatically increments as new lines are added.

29. Enter the **Unit** (Business Unit): **50100**

30. Enter the **Ledger**: (e.g., **ACTUALS** in capital letters).

31. 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.



32. Under **Journal Lines**, click the [+...] button if you need to add multiple lines.

33. Enter the number of lines you wish to insert in the dialogue box.

a. Check the **Copy data from line** check-box and specify line number to copy an entire entry.

34. Click the **Insert** button.

35. In addition to the [+...] button to add multiple lines, the following buttons are available under the **Journal Lines**:

a. The Add a line button [+] is used to add a single line to the journal.

b. The Delete a line button [−] is used to remove a single line from the journal; position your cursor on the line you wish to delete before clicking this button.

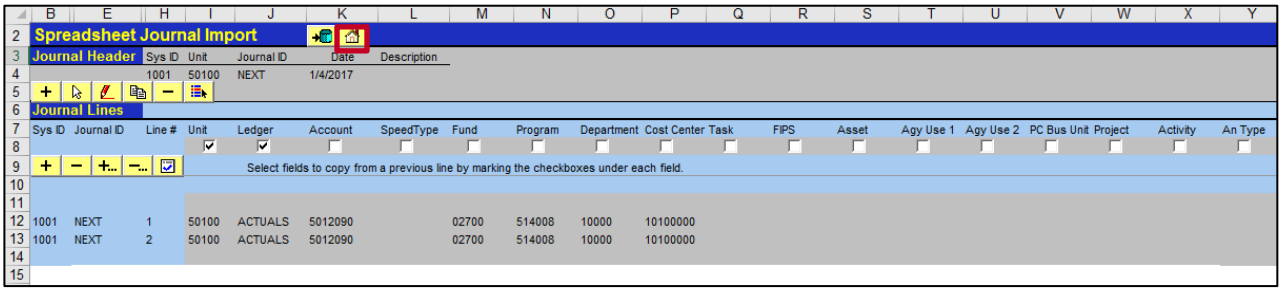
c. The Delete multiple lines button [−...] is used if you need to delete multiple lines.

d. 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.

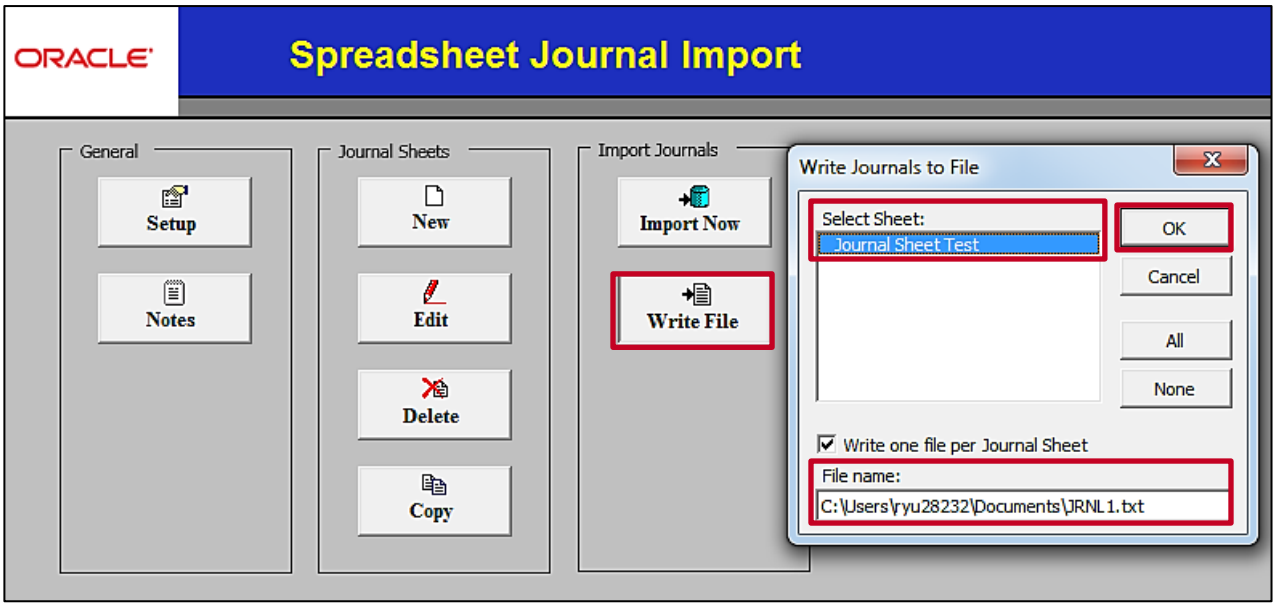
36. Data from another EXCEL spreadsheet can be copied and pasted into this EXCEL file.

- 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 a number with two decimal points.
- Before you copy, insert the correct number of multiple lines using the Add multiple lines button .

37. After you have successfully entered all the lines for the journal, select **File – Save** to save the file.



38. Click the **Home** icon .



39. The **Spreadsheet Journal Import** main menu displays.

40. Click the **Write File** button under **Import Journals**.

41. In the **Select Sheet** field, select the sheet name created; ensure the sheet is selected before proceeding. When the sheet is selected, the background color will be blue.

42. In the File name: section, note the location to where the file is written. You can also rename the file from **JRNL1** to a logical name to easily sort many files.

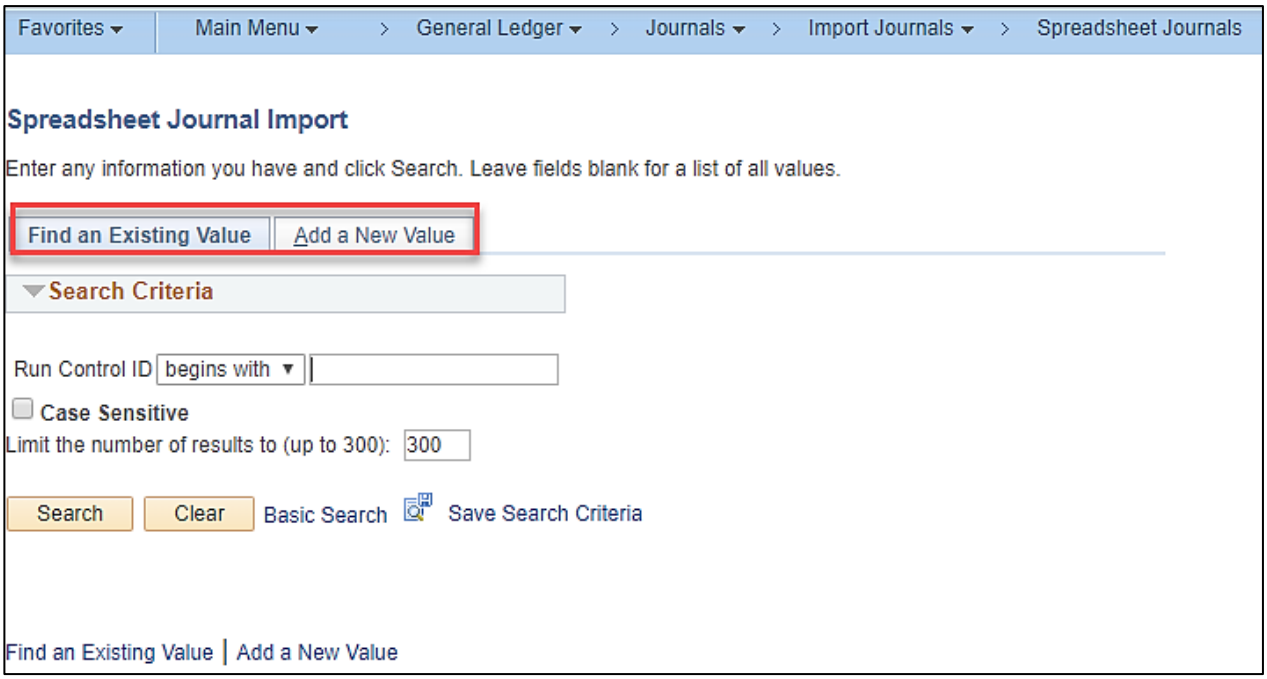
43. Check the **Write one file per Journal Sheet** check-box to create one file per journal sheet.

44. Click the **OK** Button.

45. <u>Do NOT use the **Import Now** button under **Import Journals**.</u>

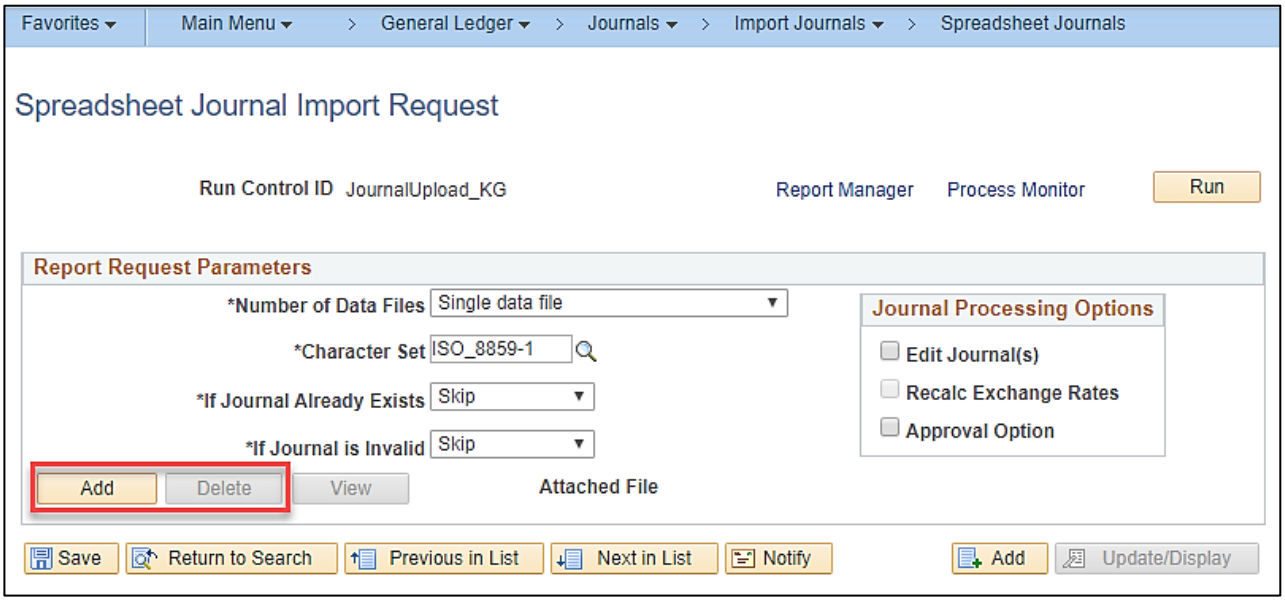
46. Log into Cardinal and navigate to the **Spreadsheet Journal Import** search page using the following path:

Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals



47. The **Spreadsheet Journal Import** search page displays.

48. **Add a New Value** or **Find an Existing Value**.



49. The **Spreadsheet Journal Import Request** page displays.

50. In the **Report Request Parameters section**, leave all the defaults as they are.

a. If you are using an existing **Run Control ID**, delete the file that was attached previously by clicking the **Delete** button to the left of the file.

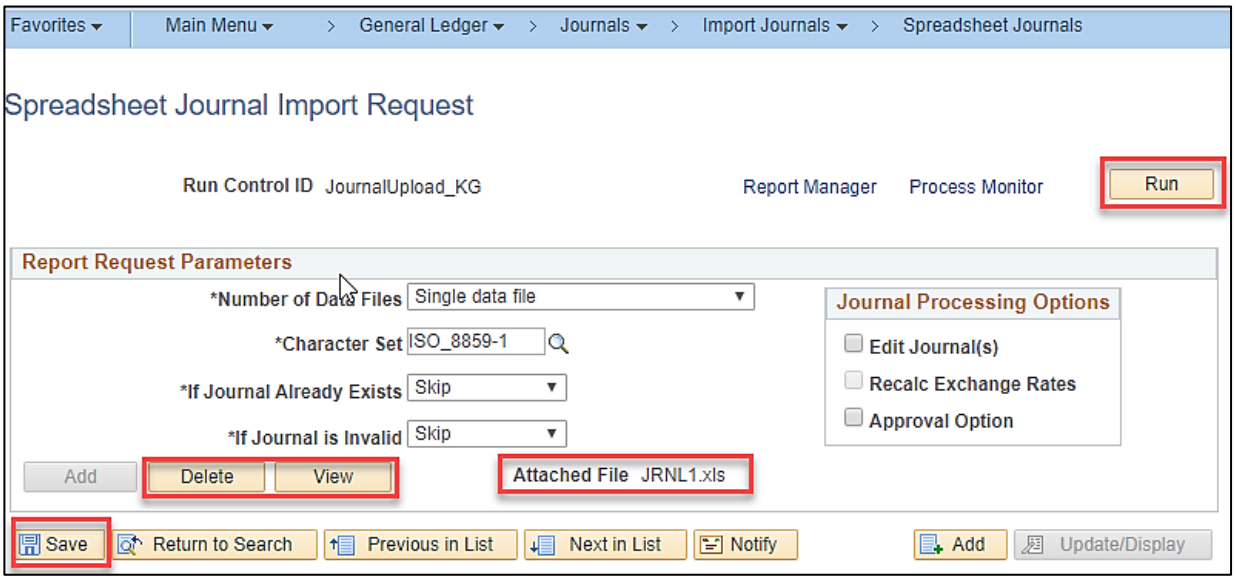
51. Click the **Add** button (next to the delete button) to attach your new file.

52. The **File Attachment** pop-up window displays.

53. Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file. Click the **Upload** button. Locate the path displayed and select the .**txt** file you wish to upload.

54. Click the **Open** button.

55. Click the **Upload** button.

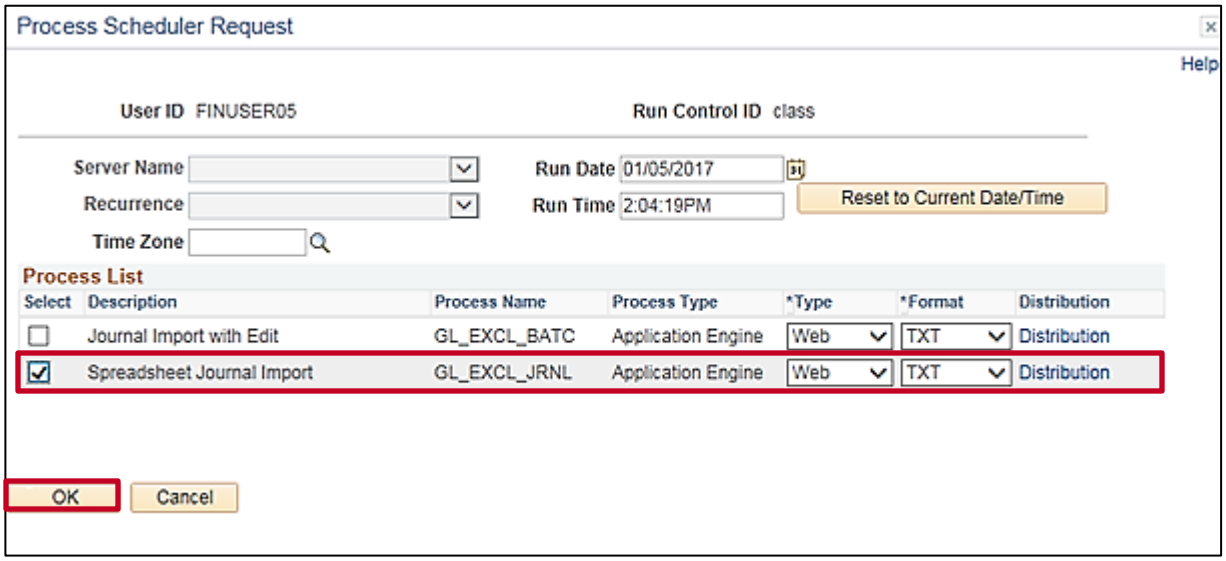


56. The name of the file you selected for upload displays in the **Attached File** field.

57. The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment.

58. Click the **Save** button.

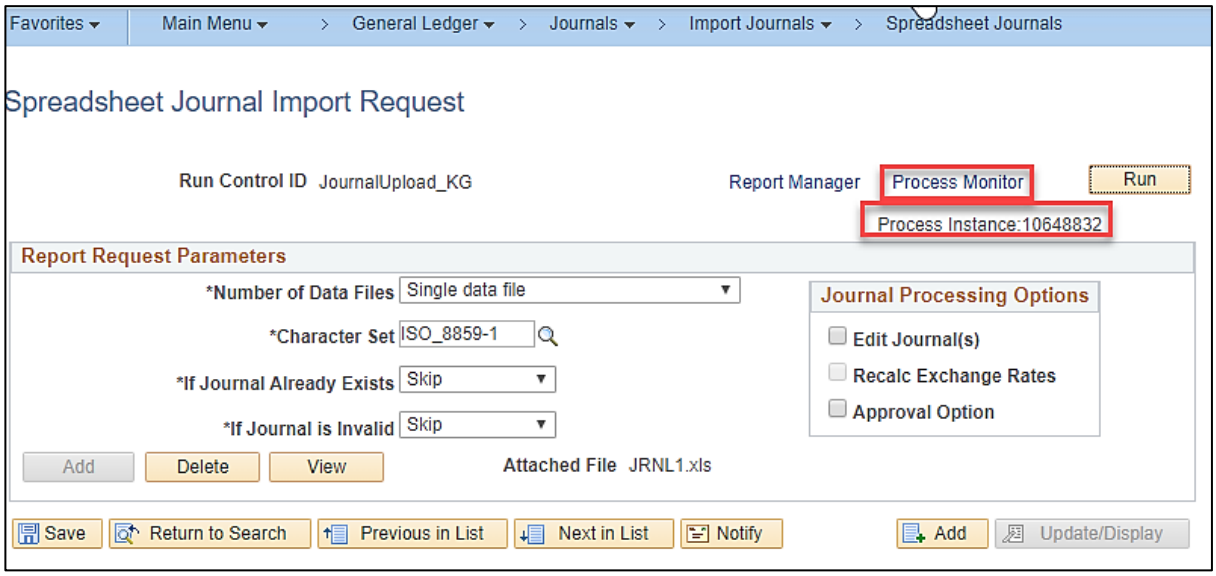
59. Click the **Run** button.



60. The **Process Scheduler Request** page displays.

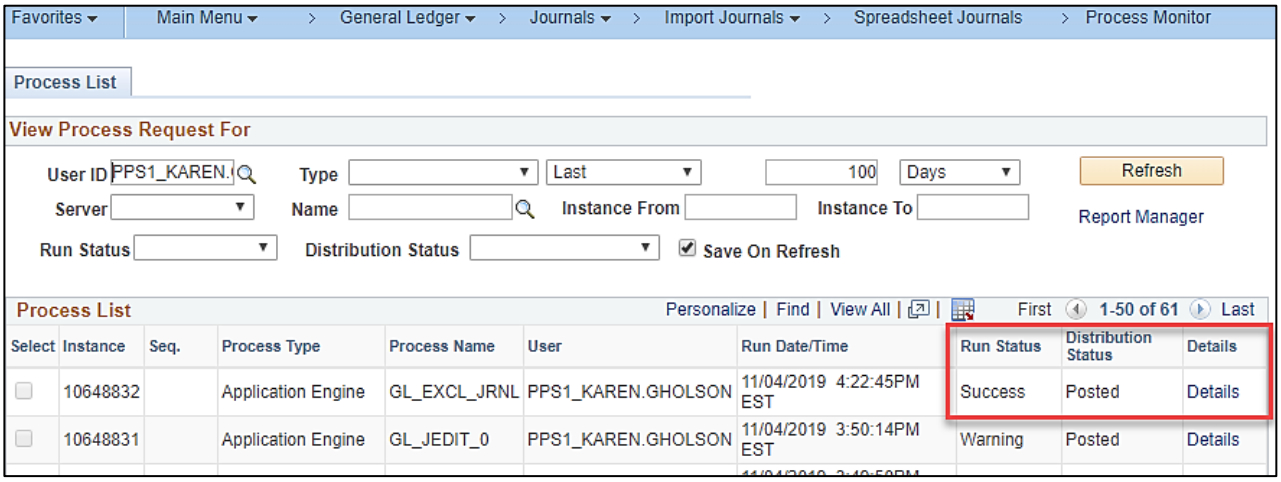
61. Verify the **Spreadsheet Journal Import** process is selected.

62. Click the **OK** button.



63. The **Spreadsheet Journal Import Request** page displays with a **Process Instance** number displayed under the **Run** button. Document this number.

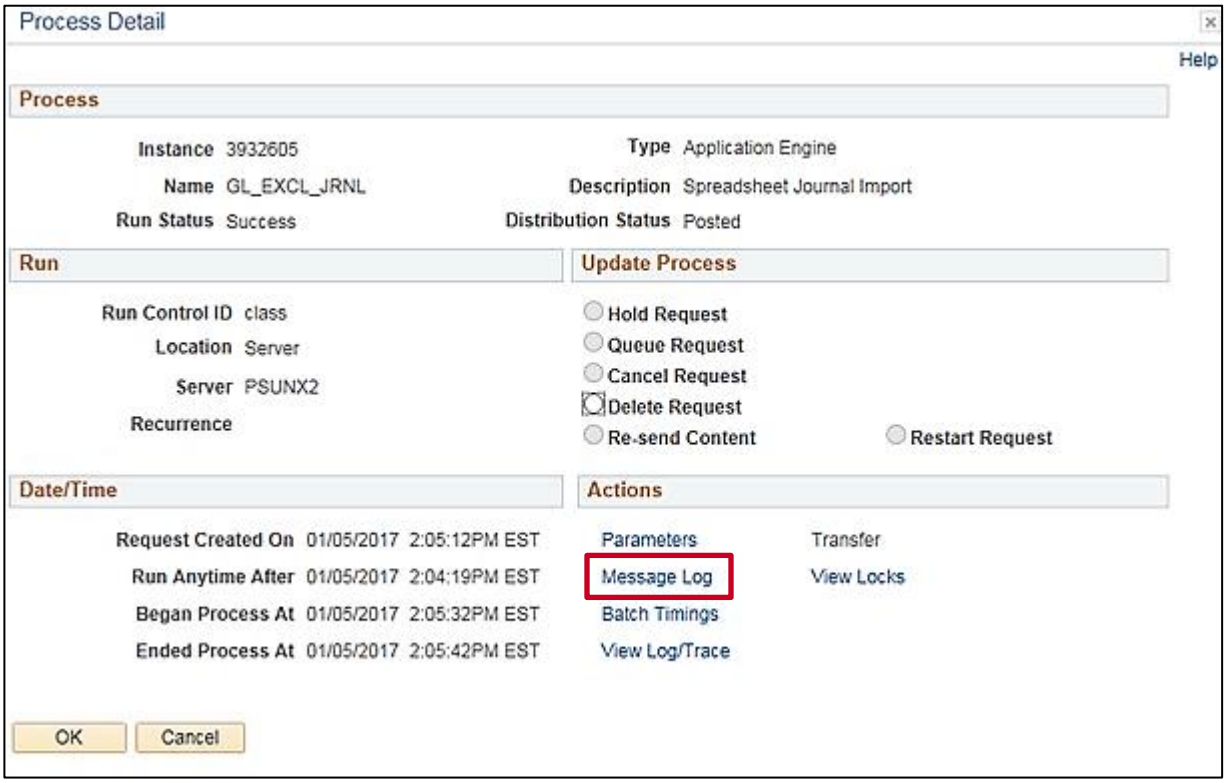
64. Click the **Process Monitor** link.



65. The **Process Monitor** page displays.

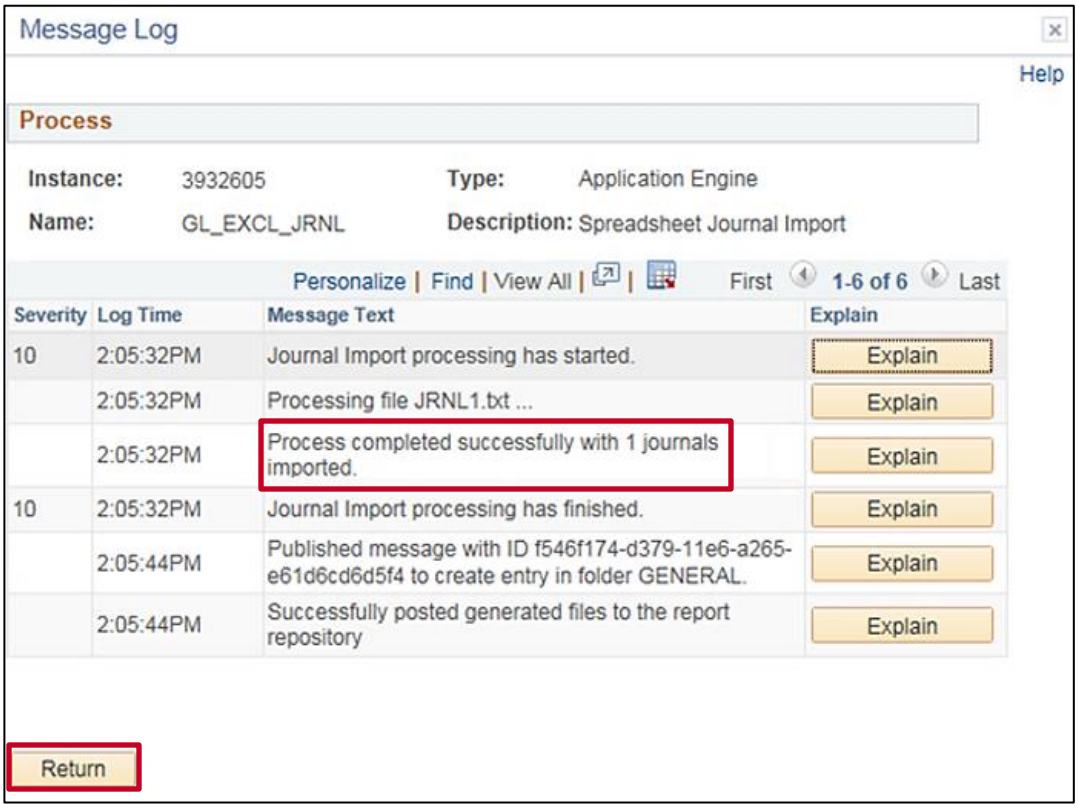
66. Click the **Refresh** button until the process shows a **Run Status** of **Success** and a **Distribution Status** of **Posted**.

67. Click the **Details** link on the process line.



68. The **Process Detail** pop-up window displays.

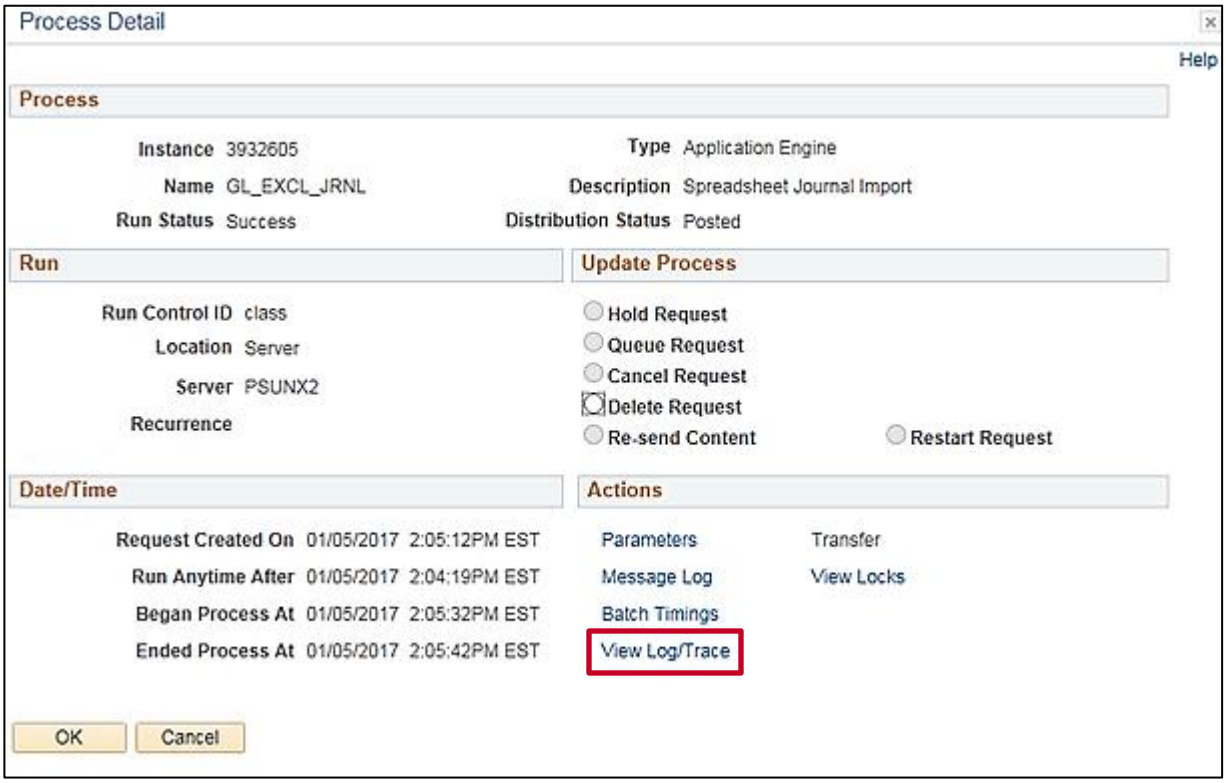
69. Click the **Message Log** link.



70. The **Message Log** pop-up window displays.

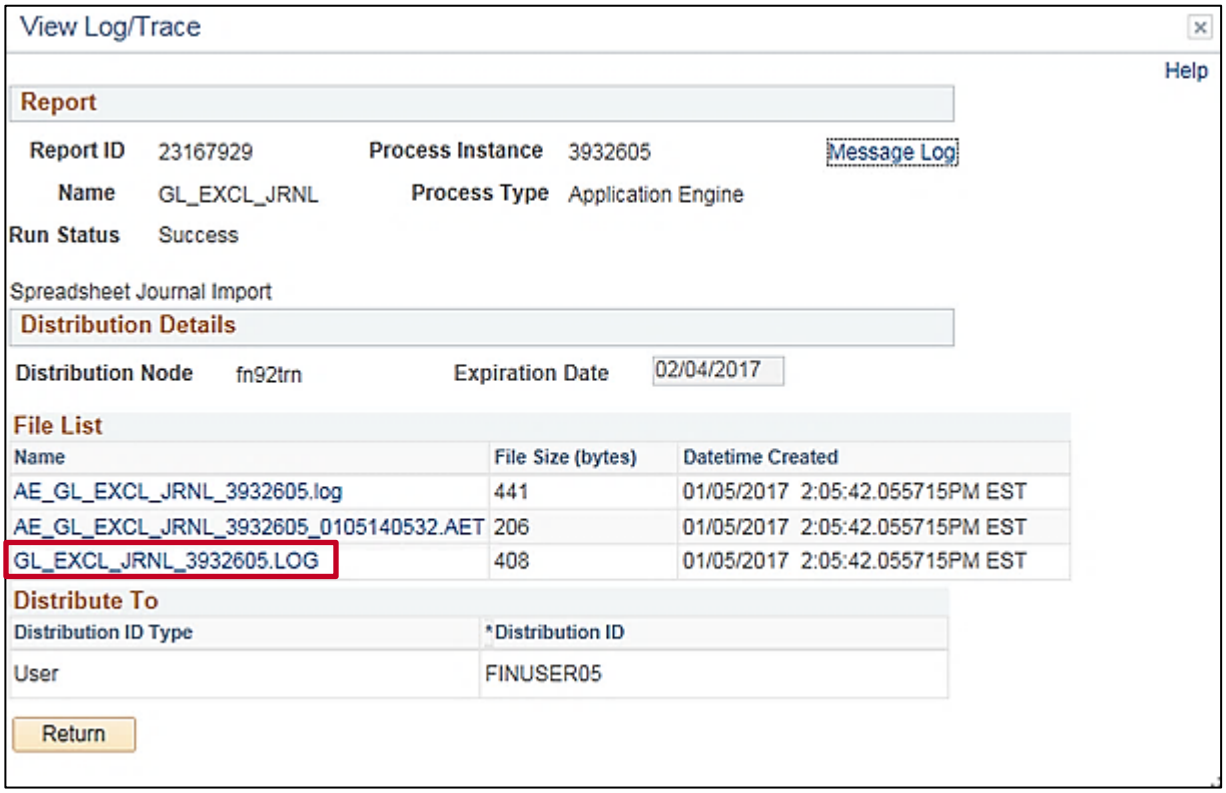
71. Verify you see a message of **Process completed successfully with 1 journals imported**.

72. Click the **Return** button on the **Message Log** pop-up window.



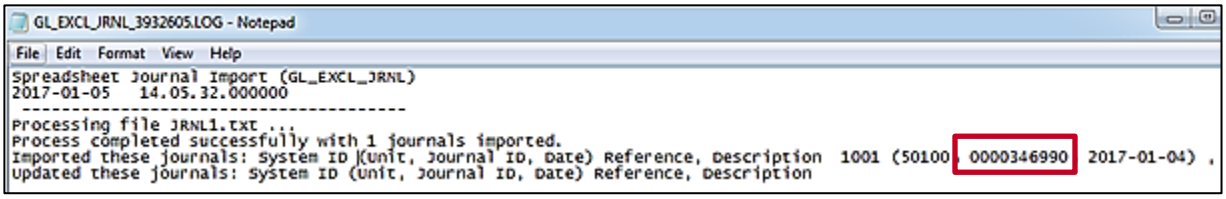
73. The **Process Detail** pop-up window displays.

74. Click the **View Log/Trace** link.



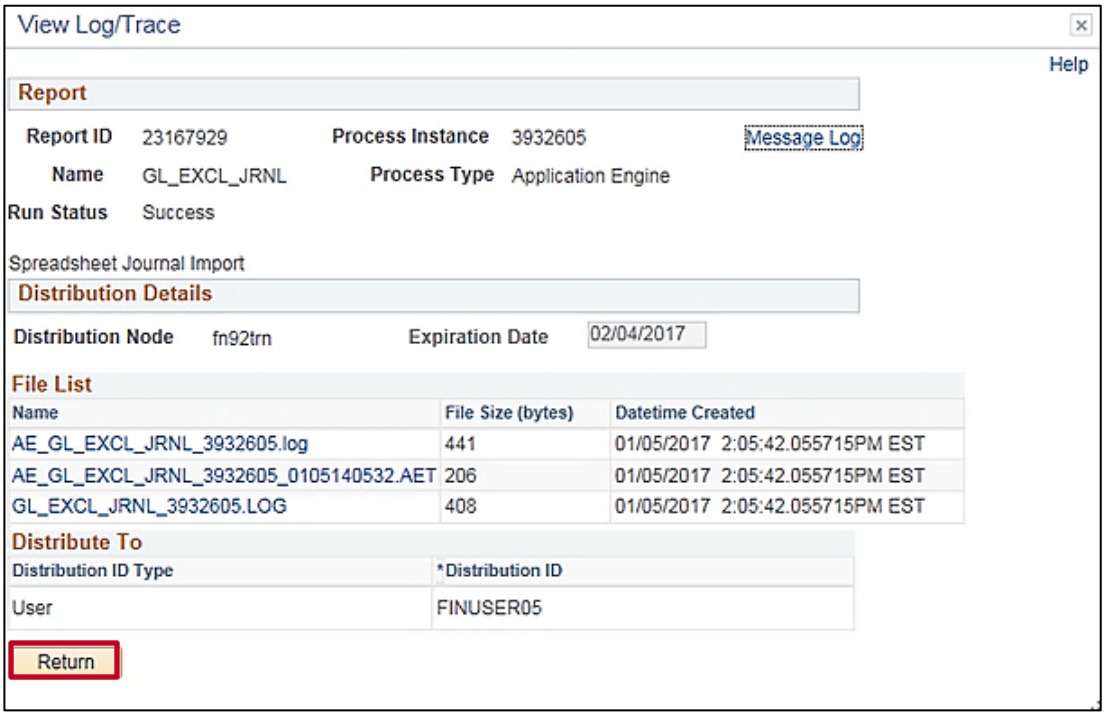
75. The **View Log/Trace** pop-up window displays.

76. Click the **GL_EXCL_JRNL_(process instance).LOG** file.

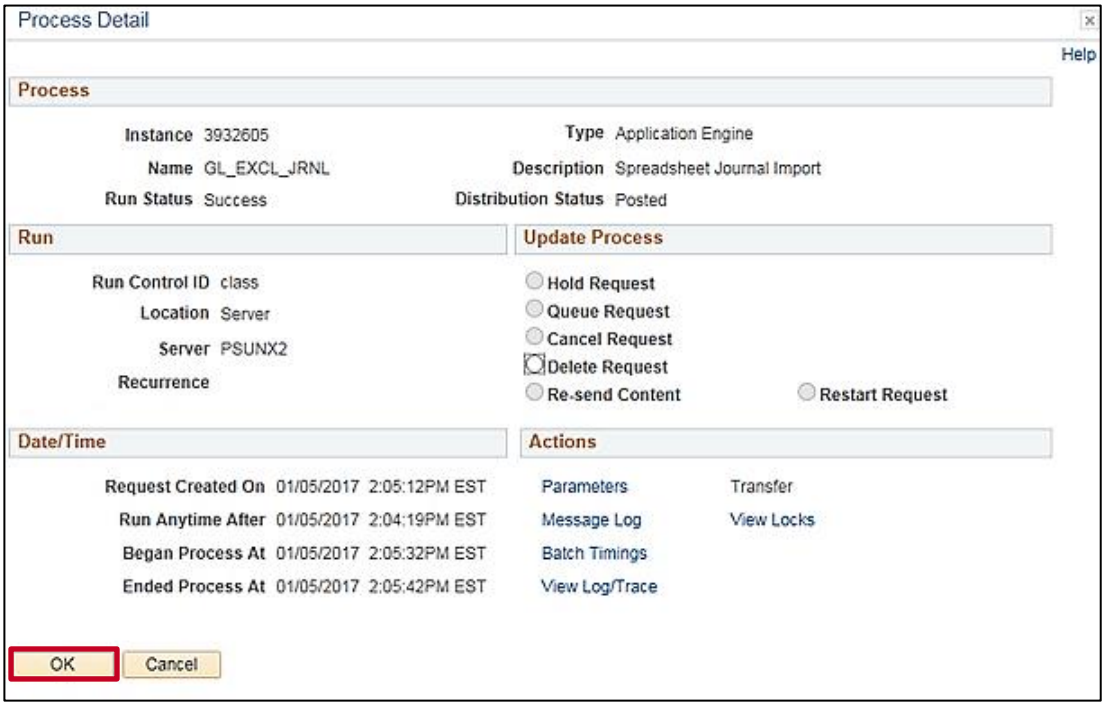


77. Scroll to the right. Note the **Journal ID** number that was created.

78. Close the **GL_EXCL_JRNL_(process instance).LOG** file.



79. Click the **Return** button.

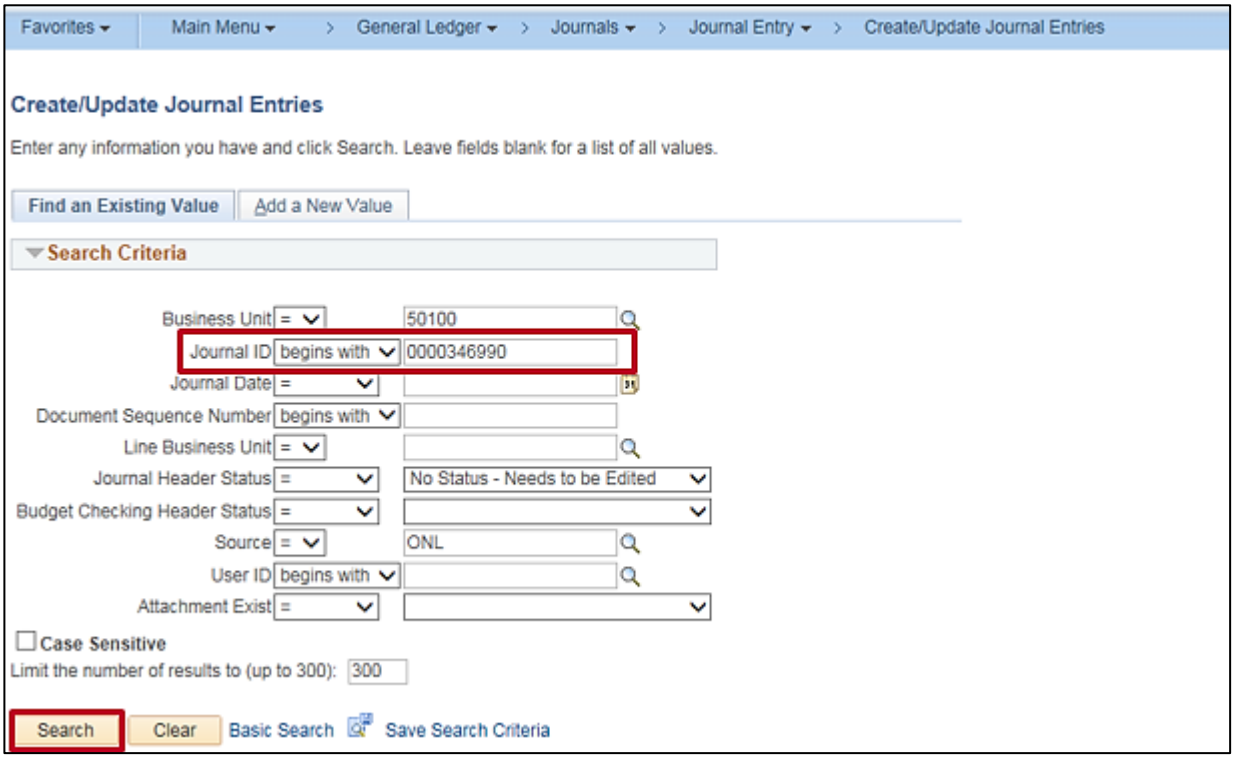


80. The **Process Detail** pop-up window displays.

81. Click the **OK** button.

82. Navigate to the **Create/Update Journal Entries** search page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries



83. Click the **Find an Existing Value** tab and enter the **Journal ID** number noted in Step 78.

84. Click the **Search** button.

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 **Create/Update Journal Entries** 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 a 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 **Edit Journal** process on the journal before you can make corrections using the **Create/Update Journal Entries** pages.

Journal entries loaded into Cardinal using the spreadsheet journal 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, re-upload the file into Cardinal General Ledger.

Uploading a Spreadsheet Journal Simulation

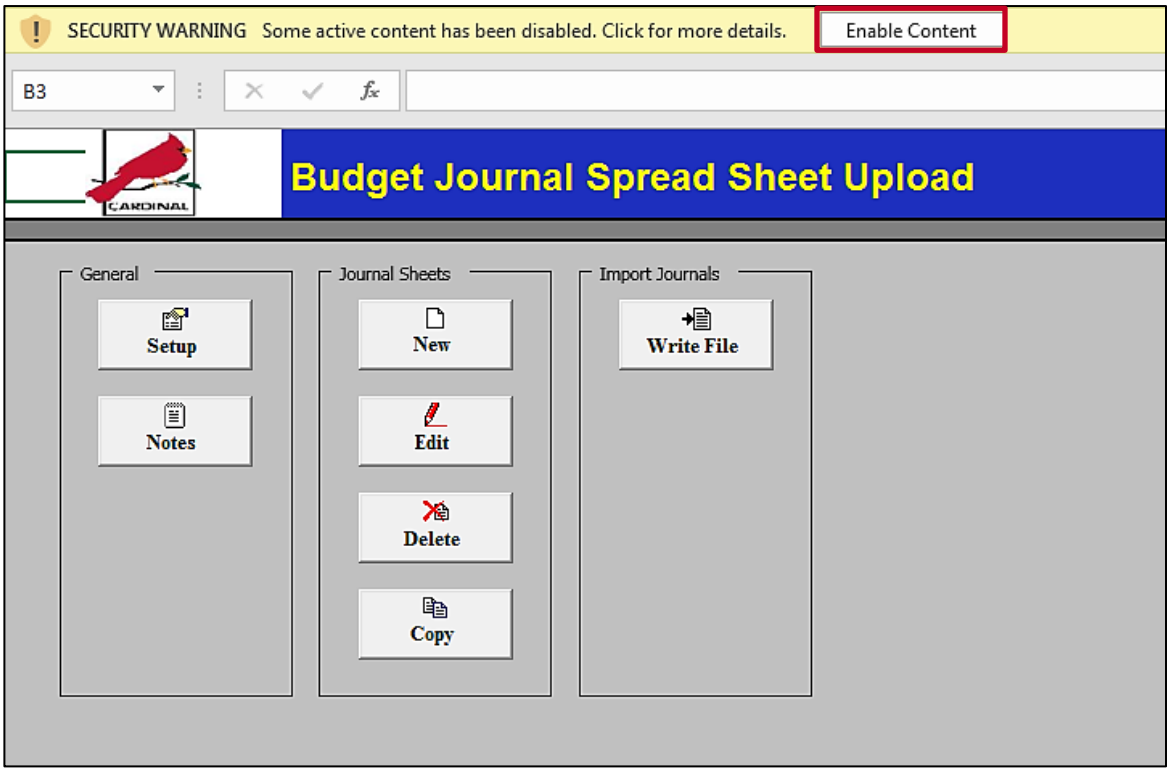
For an example of uploading a spreadsheet journal, see the **Processing Journal Entries – Uploading a Spreadsheet Journal** simulation located on the Cardinal website in **Simulations** under **Training**.

Creating and Uploading a Budget Spreadsheet Journal

1. Download the two required files to your workstation: **Budget Journal Spreadsheet Upload Excel Template** (**V_BUDJRNL4.xls**) and **Budget Journal Spreadsheet Upload XLA Macro File (BudMcro3.xla)**. These files are available on the Cardinal website, in **Forms** under **Resources**. These two files must be saved to the same directory on your workstation. When downloading the **Budget Journal Spreadsheet Upload Excel Template**, rename the file **V_BUDJRNL4.xls**. When downloading the **Budget Journal Spreadsheet Upload XLA Macro File**, rename the file **BudMcro3** and save it with an extension of .xla. When complete, the filename should read **BudMcro3.xla**.

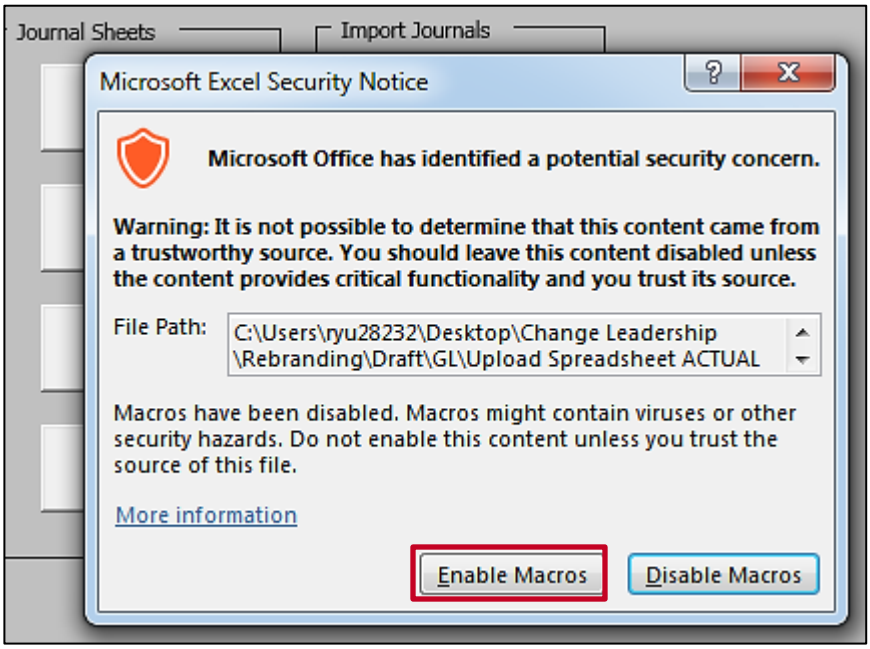
   Note: You can create multiple journal workbooks by saving a clean V_BUDJRNL4.xls file as V_BUDJRNL5.xls, etc. However, the macro sheet file name and extension, **BudMcro3.xla**, must not be changed or renamed.

2. Open the **V_BUDJRNL4.xls file**.



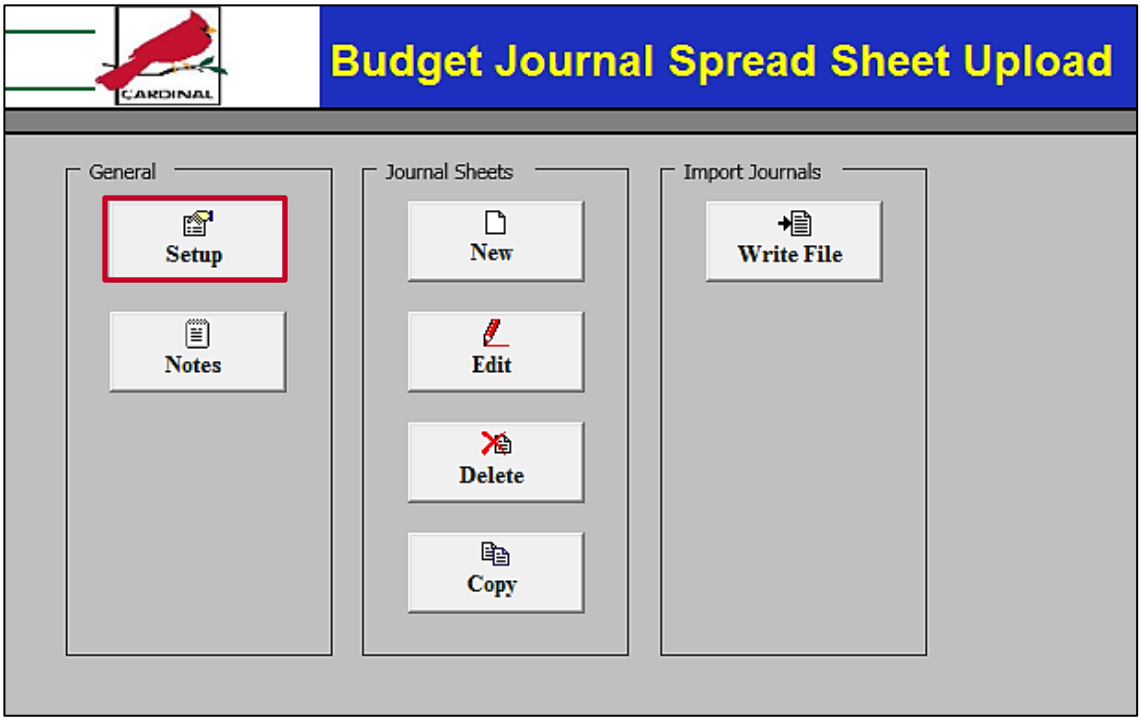
3. Upon opening the file, a security banner displays within the file.

4. Click the **Enable Content** button on the line that says, **Security Warning – Some active content has been disabled** at the top of the screen.

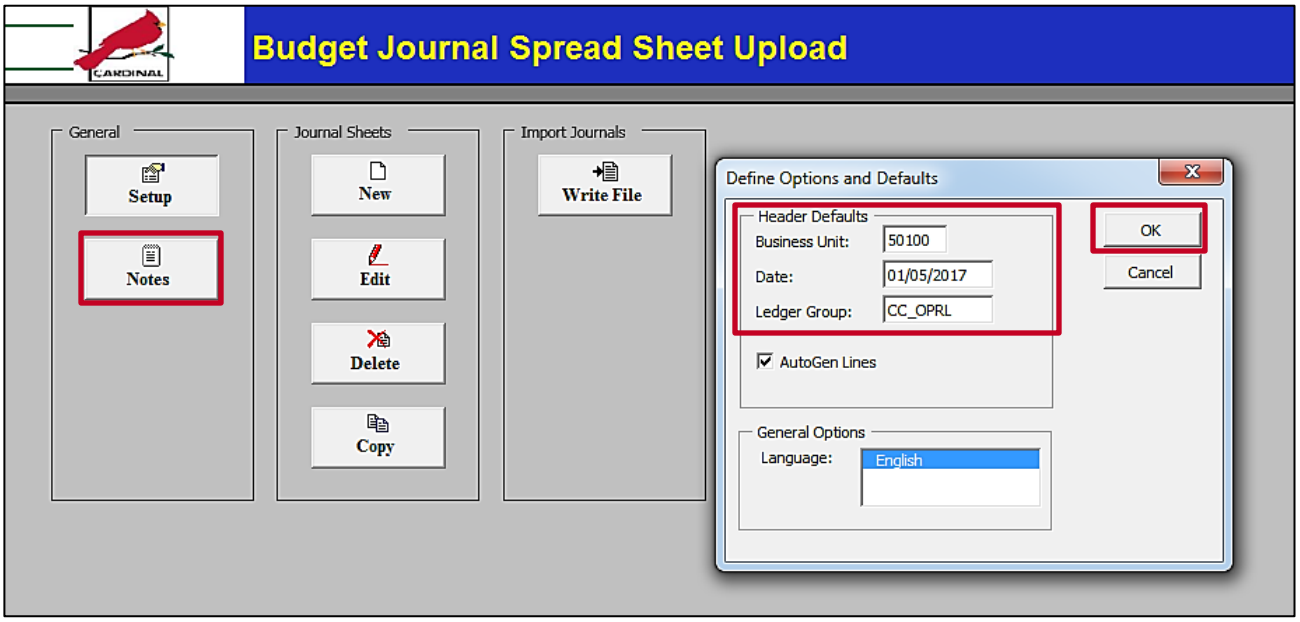


5. A **Microsoft Excel Security Notice** pop-up window displays.

6. Click the **Enable Macros** button.



7. On the **Budget Journal Spread Sheet Upload** main menu, Under the **General** section on the page, click the **Setup** button to access the **Define Options and Defaults** dialog box.



8. Options set here default to budget journal sheets and budget journals created within this workbook. Enter the following values:

a. **Business Unit**: **50100** for VDOT

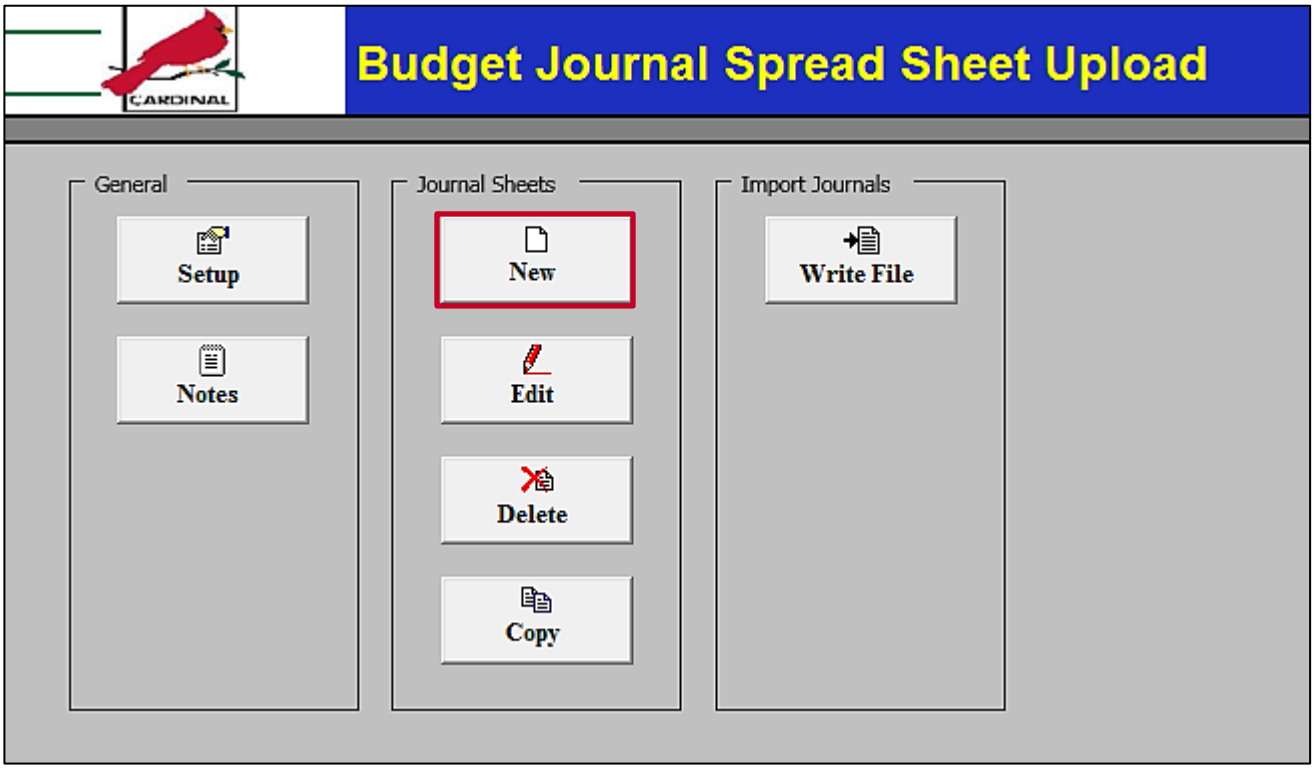
b. **Date**: this will be the journal date or you may leave the Date field blank and enter the appropriate date for each journal header individually.

Note: It is CRITICAL when entering a budget journal date that the date coincide with the budget period that is entered on the budget journal line. (Example: Budget Period 2017 entries must have a budget journal date between 07/01/2016 and 06/30/2017). This has a potential impact on the data returned on nVision reports.

c. **Ledger Group**: **CC_OPRL**, enter the value in capital letters.

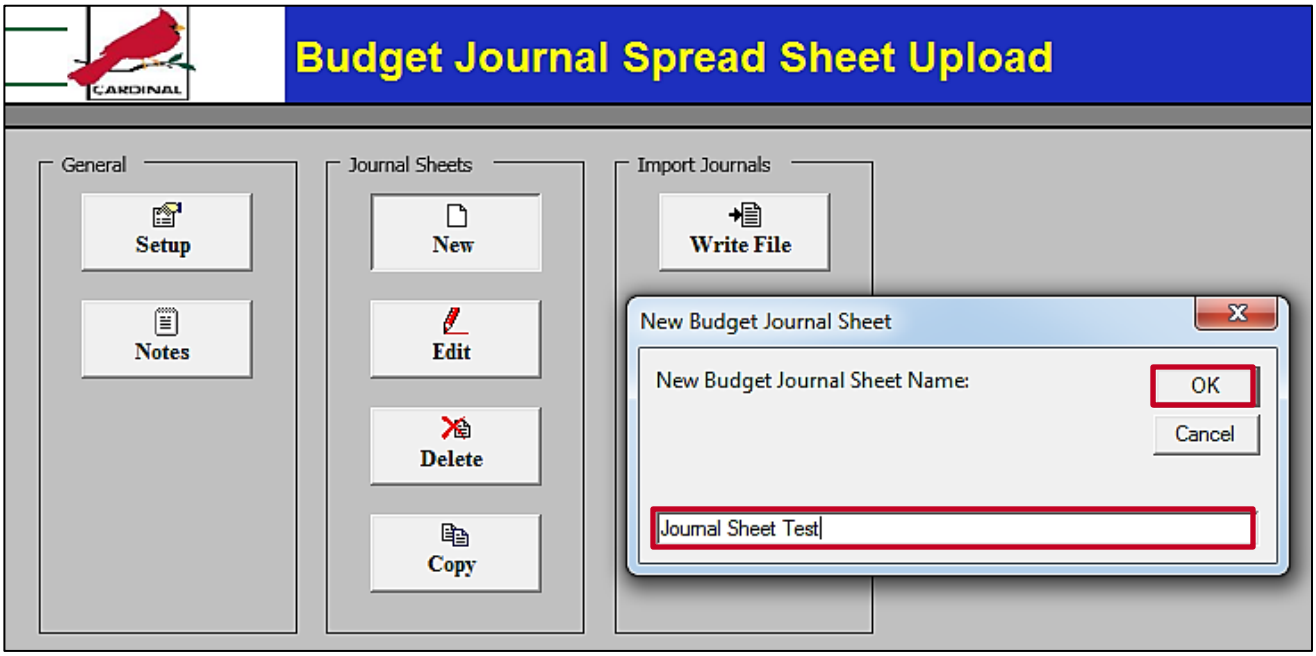
9. Click the **OK** button.

10. 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.



11. Click the **New** button under **Journal Sheets** on the main menu to insert a new journal worksheet.

Note: 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.)

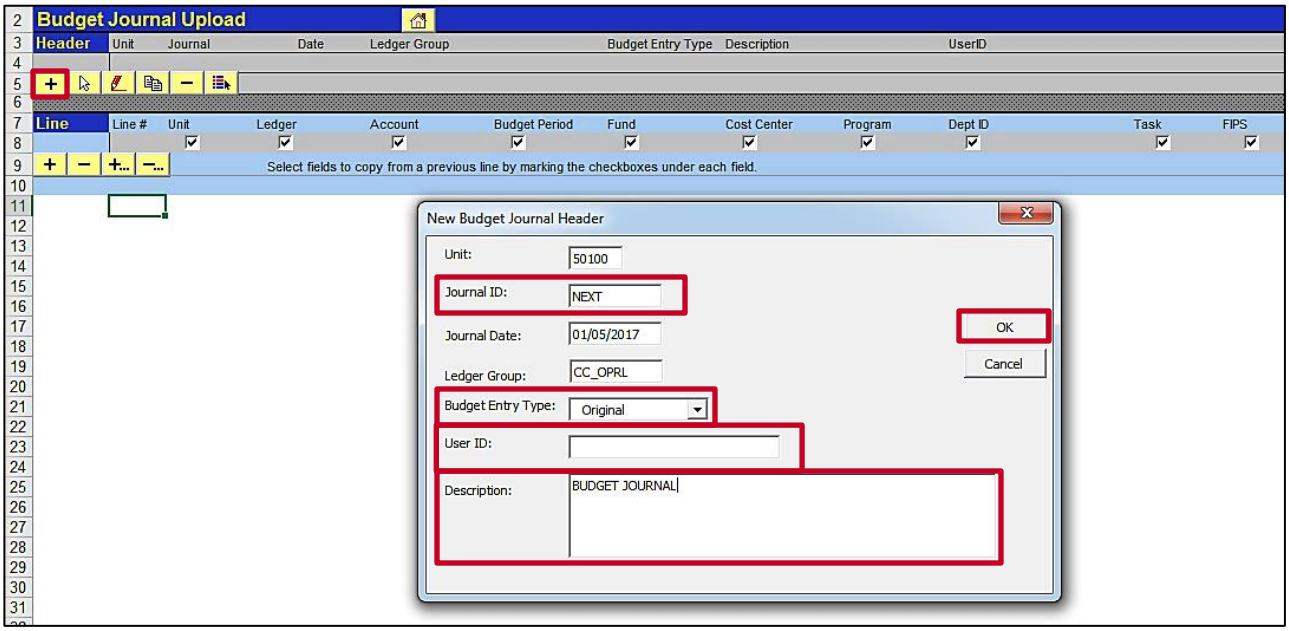


12. The **New Budget Journal Sheet** pop-up window displays.

13. Enter a **New Budget Journal Sheet Name**.

14. Click the **OK** button.

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



15. The **Budget Journal Upload** spreadsheet displays.

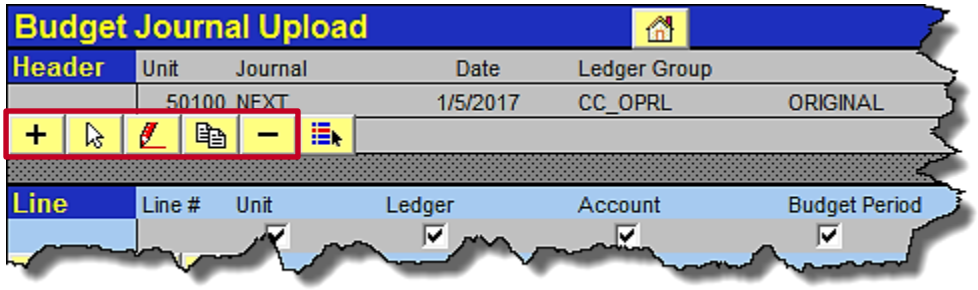
16. Under the Journal **Header**, click the + button.

17. The **New Budget Journal Header** pop-up window displays.

18. The values entered from the **Setup** page (Step 8) default onto the Journal Header.

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

20. Click the **OK** button.



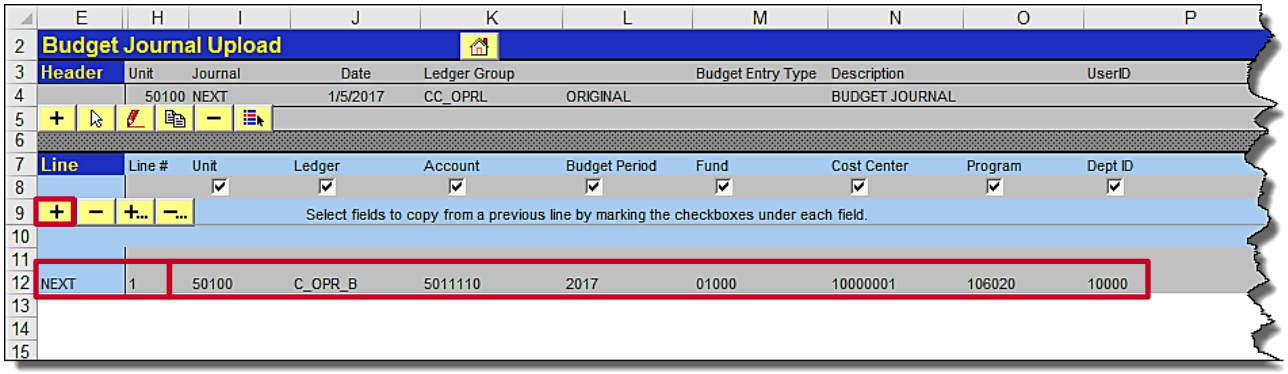
21. In addition to the + button under the Journal **Header**, the following buttons are available under the Journal Header:

a. The **Select Journal** button is used to open an existing journal.

b. The **Edit Journal Header** button is used to make changes to the journal header.

c. The **Copy Journa**l button is used to copy a journal header and lines.

d. The **Delete Journal** button is used to delete a journal entry.



22. Under Journal **Line**, click the + button. A line displays to enter in the first journal line string.

23. On each journal line, the macro automatically:

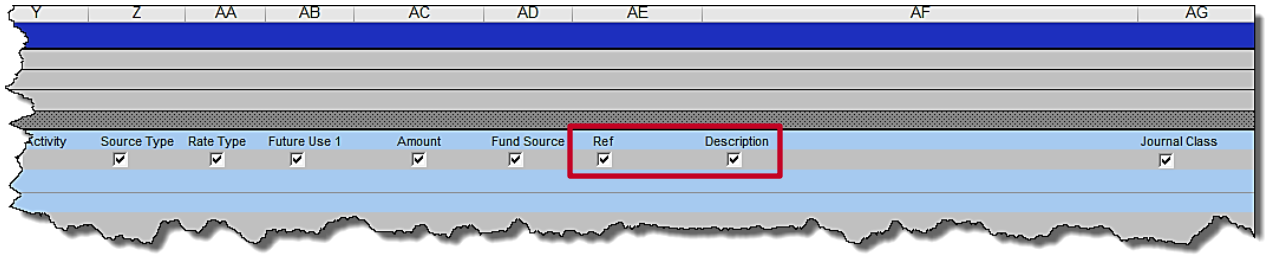
a. Populates the **Journal ID** cell and sets it to **NEXT** based on your entry in the Header

b. Increments the **Line #** cell as new lines are added.

24. Enter in **Unit** (Business Unit): **50100**

25. Enter the **Ledger** (e.g., **C_OPR_B** in capital letters).

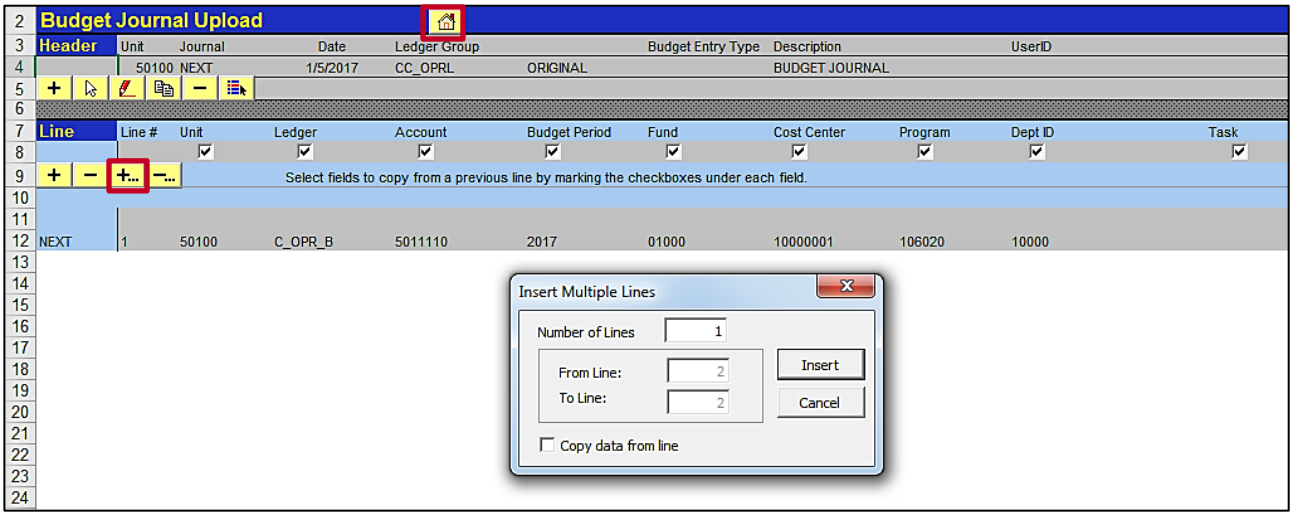
26. Enter all the applicable ChartField values.



27. There are also two optional fields at the end of each line. One is the **Ref** and the other is the **Description**.

a. 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).

b. 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.



28. Under Journal **Line**, click the button, if you need to add multiple lines or the button if you need to delete multiple lines; enter the number of lines you wish to insert/delete in the dialogue box.

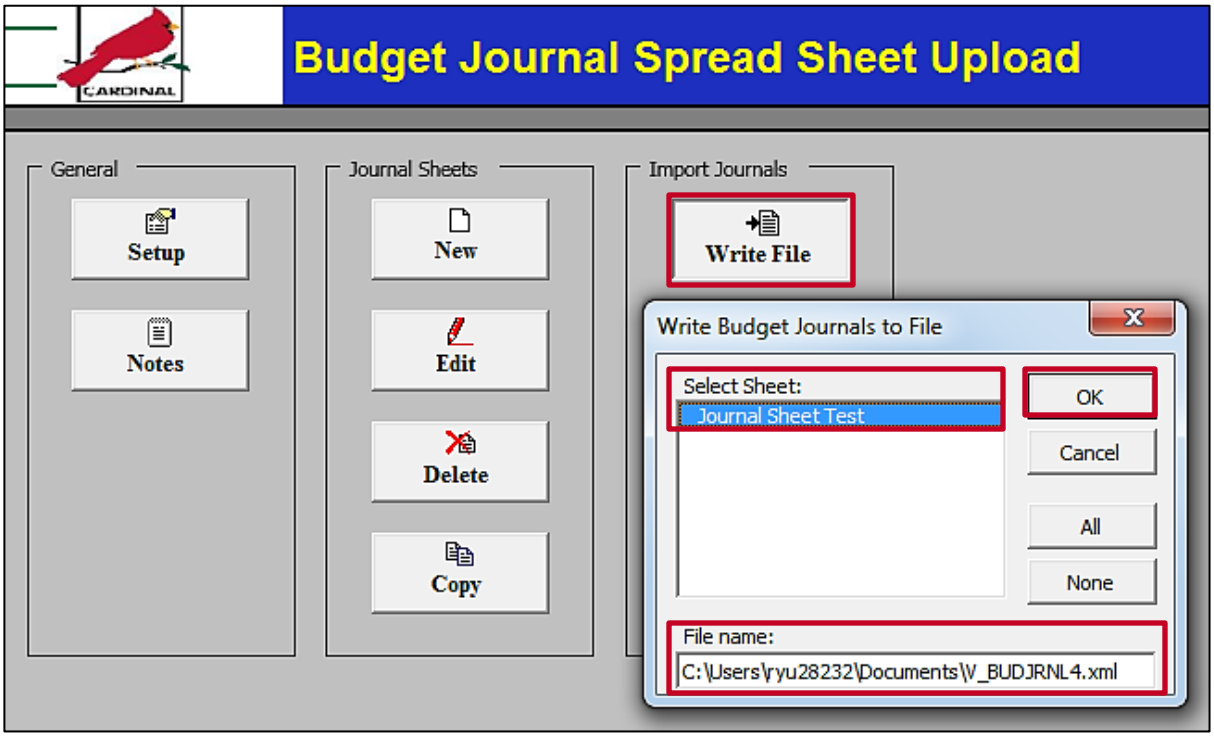
29. The button under Journal **Line** is used to remove a single line from the journal; position your cursor on the line you wish to delete before clicking this button. If you check the box directly under the ChartField name, the value entered on the preceding line will copy to the subsequent line.

30. 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 button.

31. After you have successfully entered all the lines for the journal, select **File – Save** to save the file.

32. Click the **Home** button .



33. The **Budget Journal Spread Sheet Upload** main menu displays.

34. Select the **Write File** button under **Import Journals**.

35. The **Write Budget Journals to File** pop-up window displays.

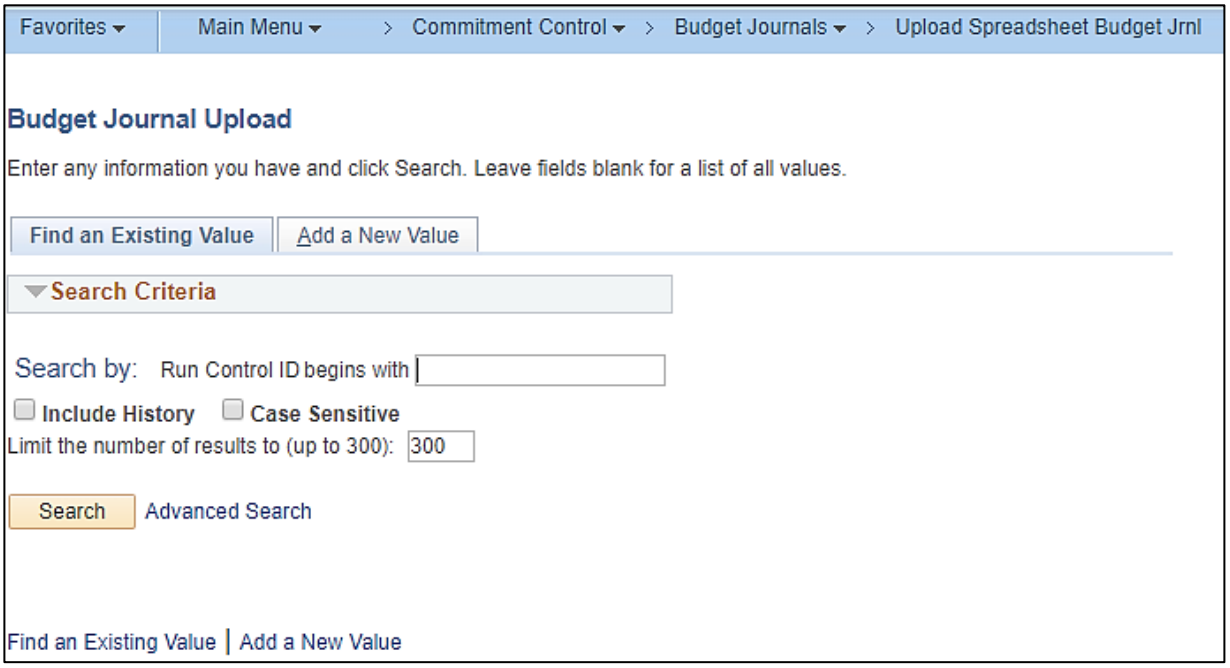
36. In the **Select Sheet** field, select the sheet name created; ensure the sheet is selected before proceeding. The sheet is selected if the background color turns blue.

37. In the **File Name** section, note the location to where the file is written. You can also rename the file from V_BUDJRNL4.xml to a logical name to easily sort many files.

38. Click the **OK** button.

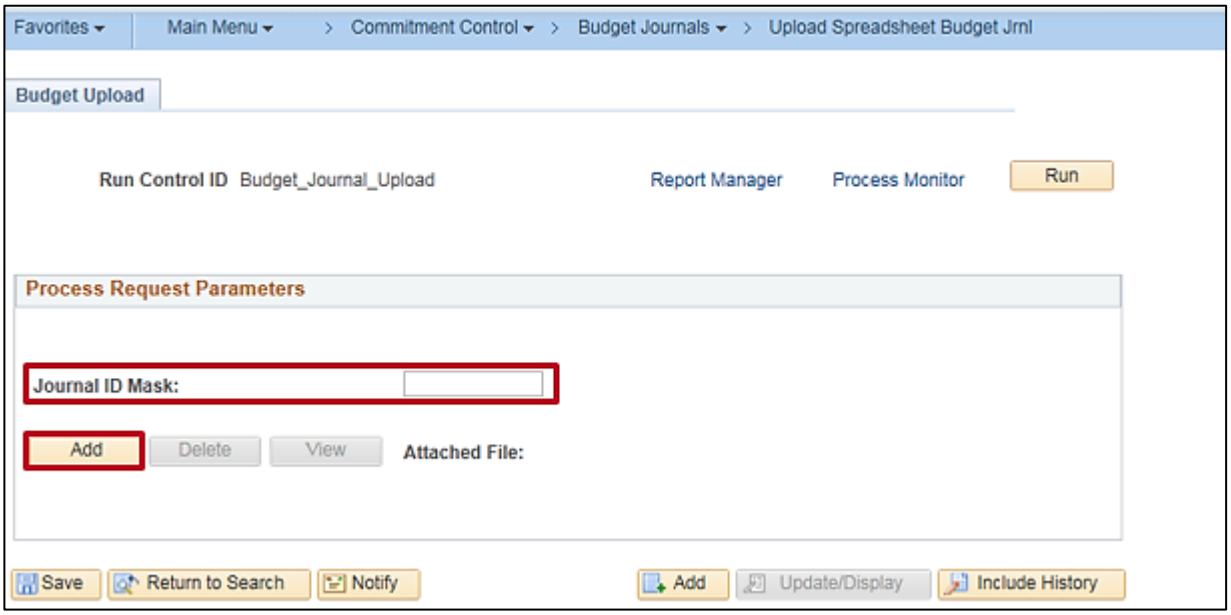
39. Log into Cardinal and navigate to the **Budget Journal Upload** page using the following path:

Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jrnl



40. The **Budget Journal Upload** search page displays.

41. **Add a New Value** or **Find an Existing Value**.

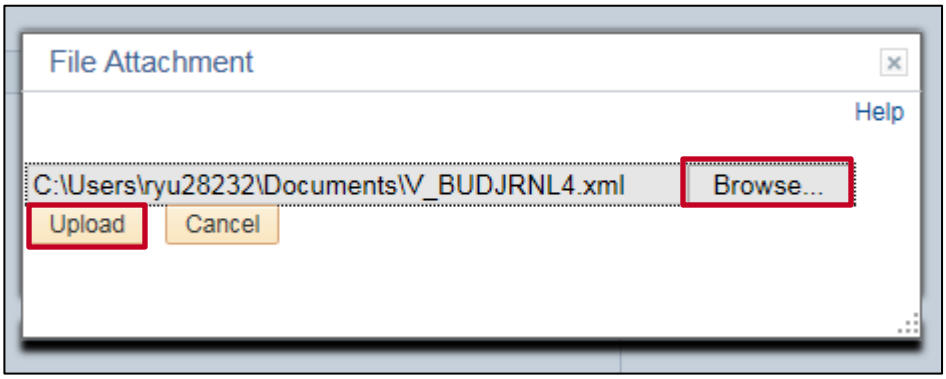


42. The **Budget Upload** page displays.

43. Enter a **Journal ID Mask** if you wish to precede the auto-numbered journal ID with a journal identifier, such as **CNV** used for budget entries created at conversion.

44. If using an existing **Run Control ID**, delete the existing attached file by clicking the **Delete** button.

45. Click the **Add** button to attach your new file.



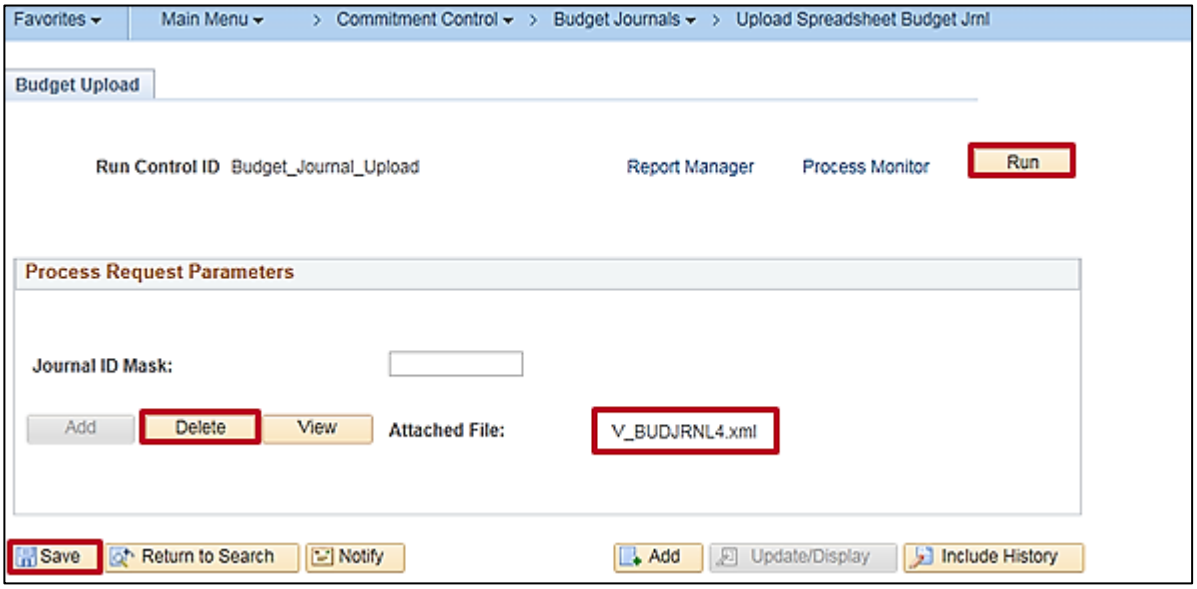
46. The **File Attachment** pop-up window displays.

47. Click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file. Click the **Upload** button..

48. Locate the path displayed in Step 37 and select the **.xml** file you wish to upload.

49. Click the **Open** button.

50. Click the **Upload** button.

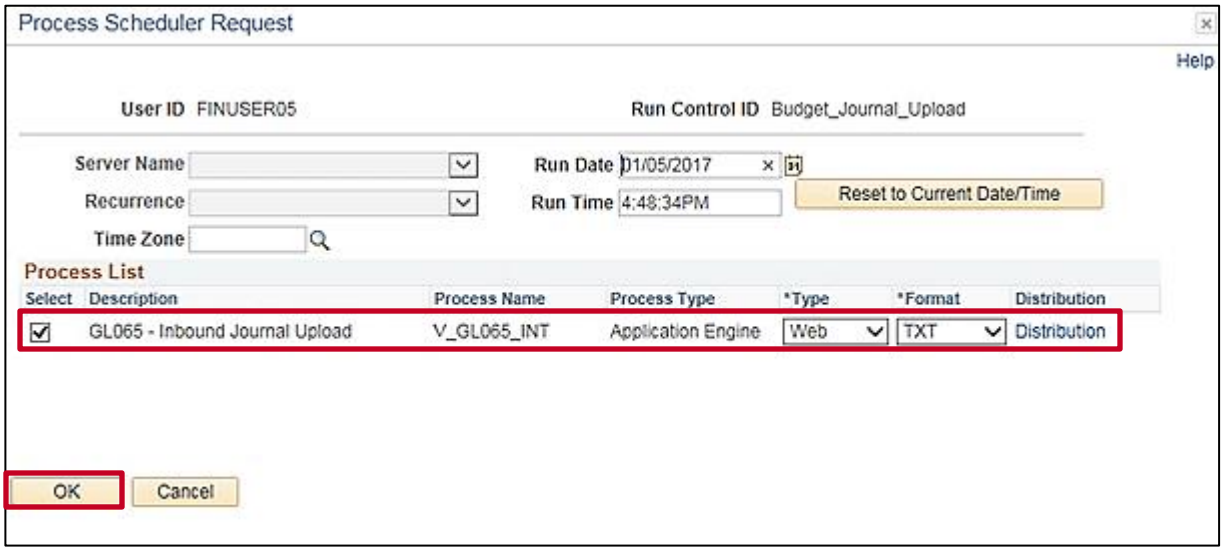


51. The name of the file you selected for upload is now displayed in the **Attached File** field on the **Budget Upload** run control page.

52. The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment.

53. Click the **Save** button.

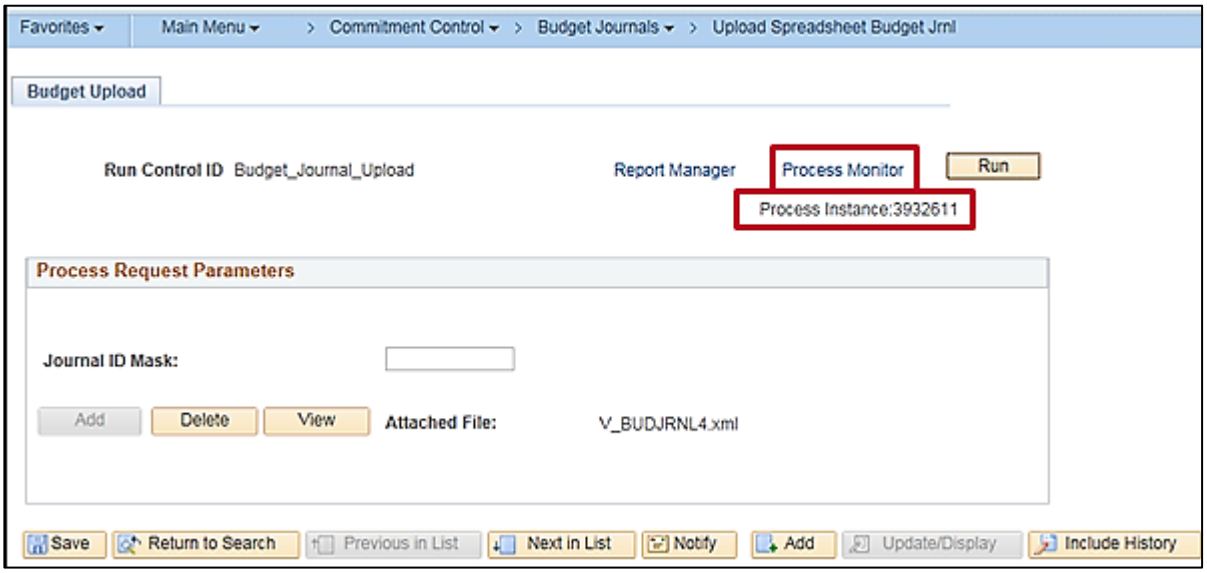
54. Click the **Run** button.



55. The **Process Scheduler Request** pop-up window displays.

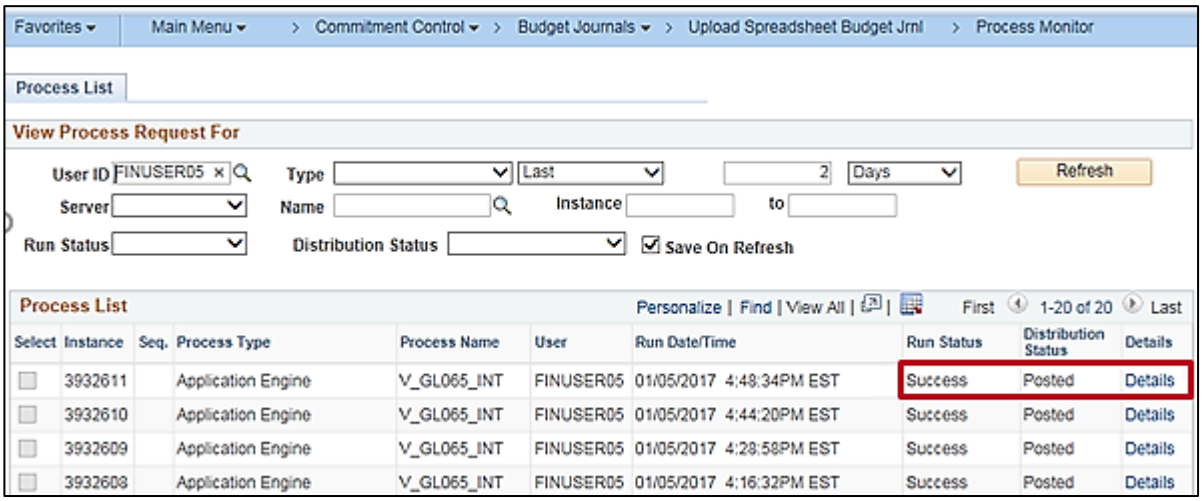
56. Verify the **GL065 - Inbound Journal Upload** process is selected.

57. Click the **OK** button.



58. The **Budget Upload** Run Control page displays. The **Process Instance** number displays under the **Run** button. Document this number.

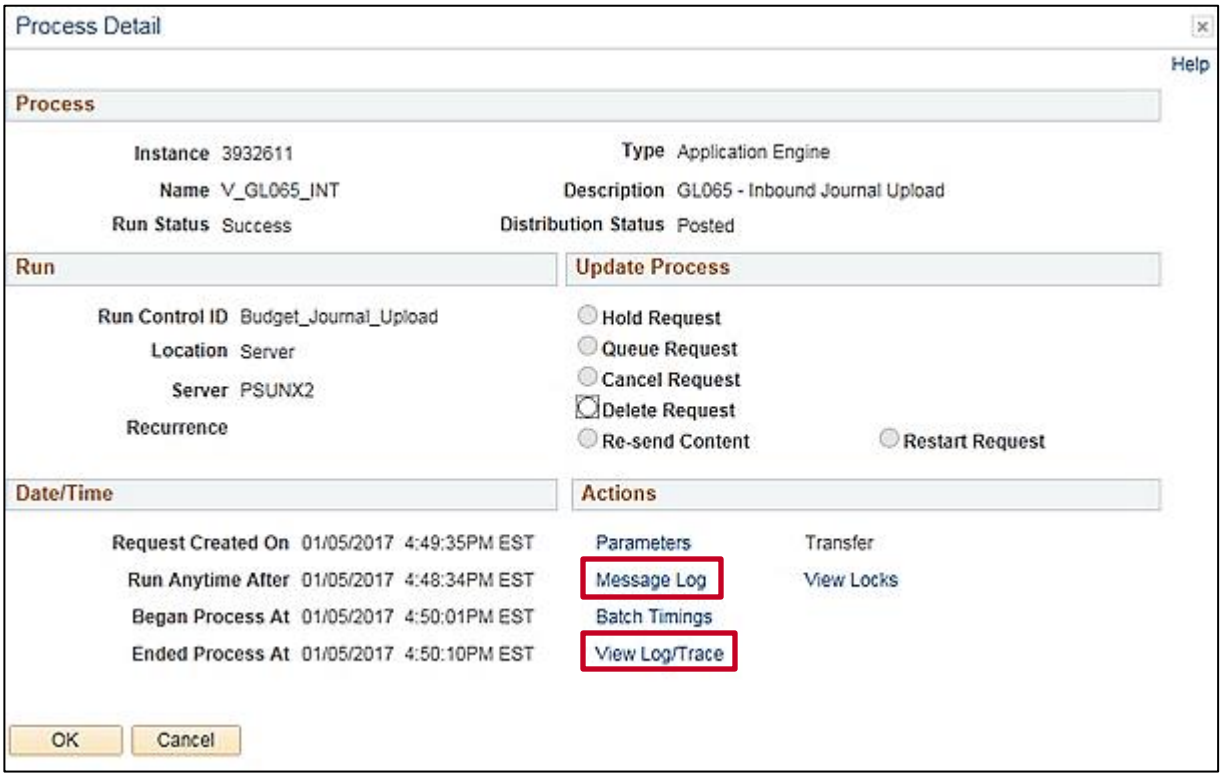
59. Click the **Process Monitor** link.



60. The **Process Monitor** page displays.

61. Click the **Refresh** button until the process shows with a **Run Status** of **Success** and a **Distribution Status** of **Posted**.

62. Click the **Details** link on the process line.



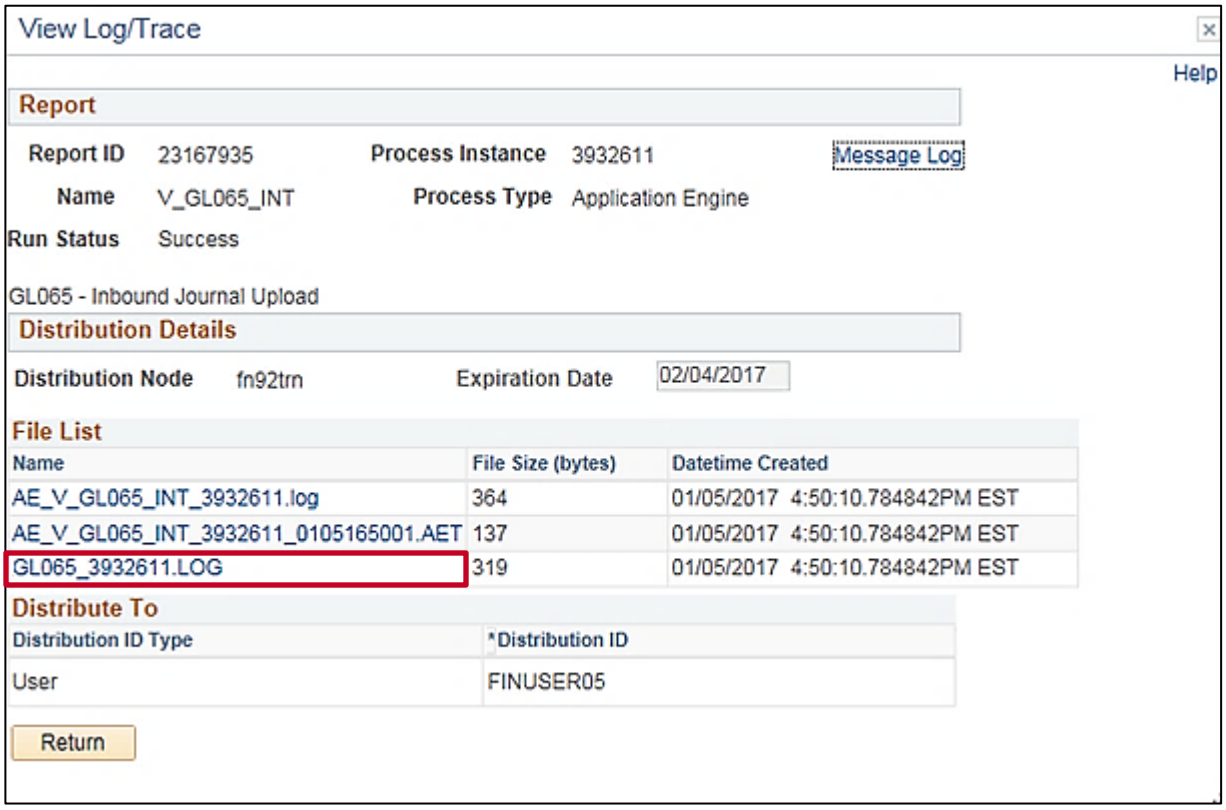
63. The **Process Detail** pop-up window displays.

64. Click the **Message Log** link.

65. Verify you see a message of **Process completed successfully with 1 journals imported**.

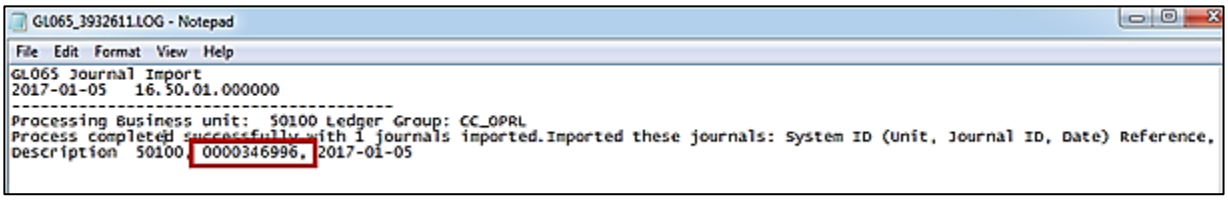
66. Click the **Return** button on the **Message Log** page.

67. Click the **View Log/Trace** link on the **Process Detail** page.



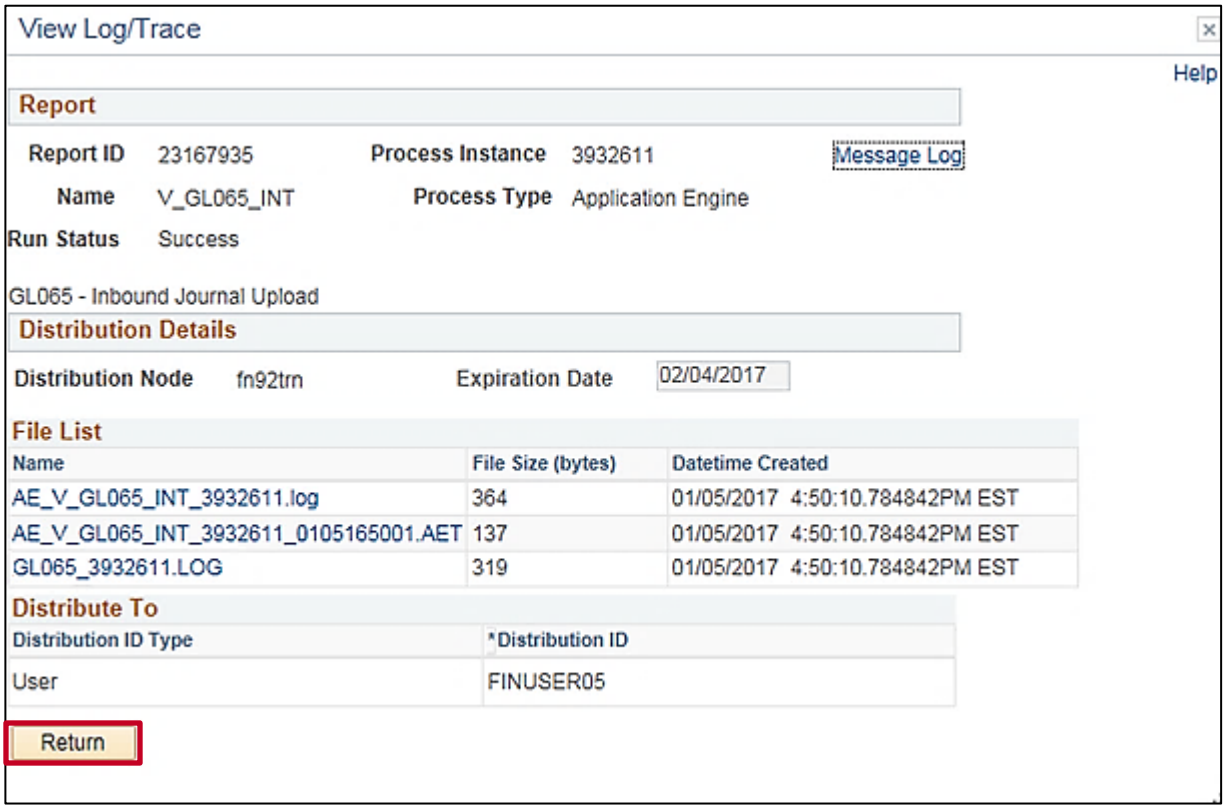
68. The **View Log/Trace** pop-up window displays.

69. Click the **GL065_(process instance).LOG** file.



70. Scroll to the right. Note the **Journal ID** number that was created.

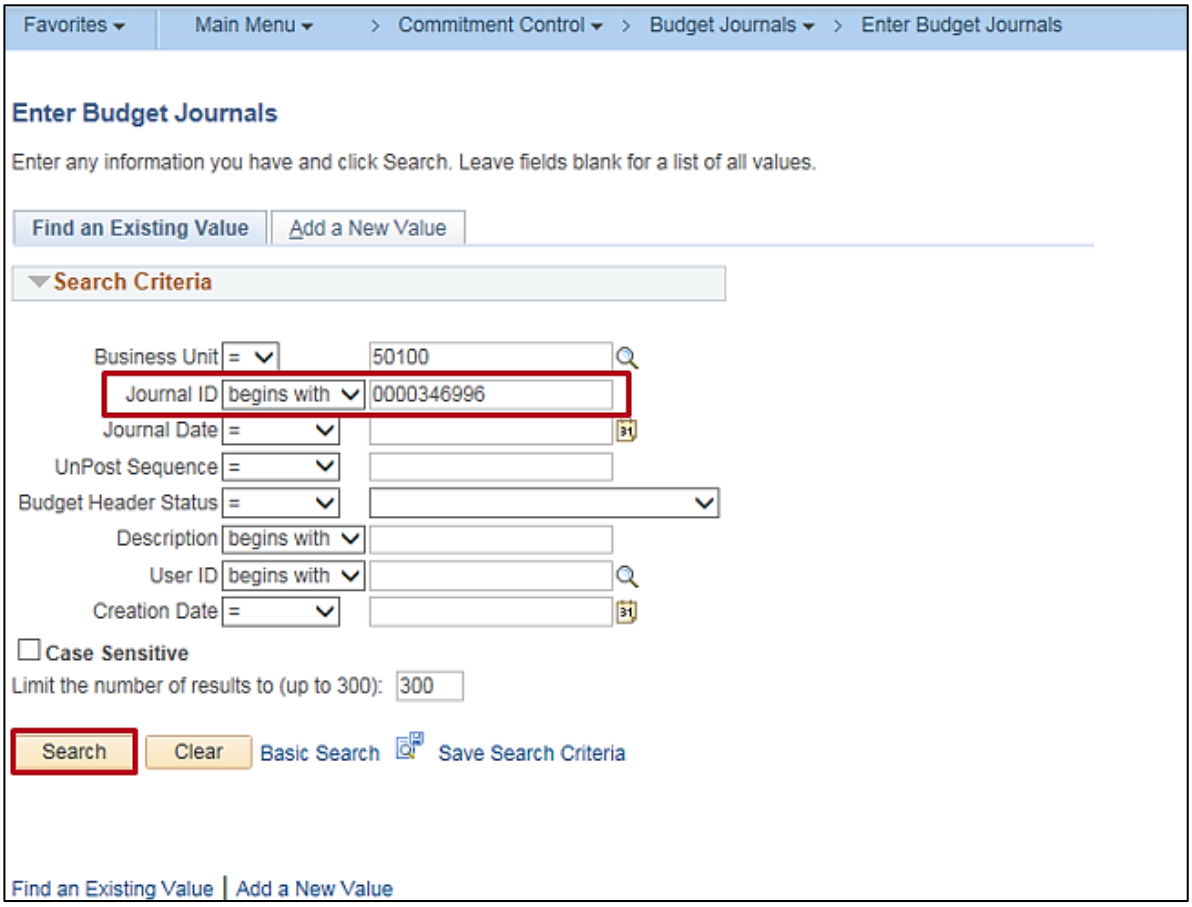
71. Close the **GL065_(process instance).LOG** file.



72. On the **View Log/Trace** pop-up window, click the **Return** button.

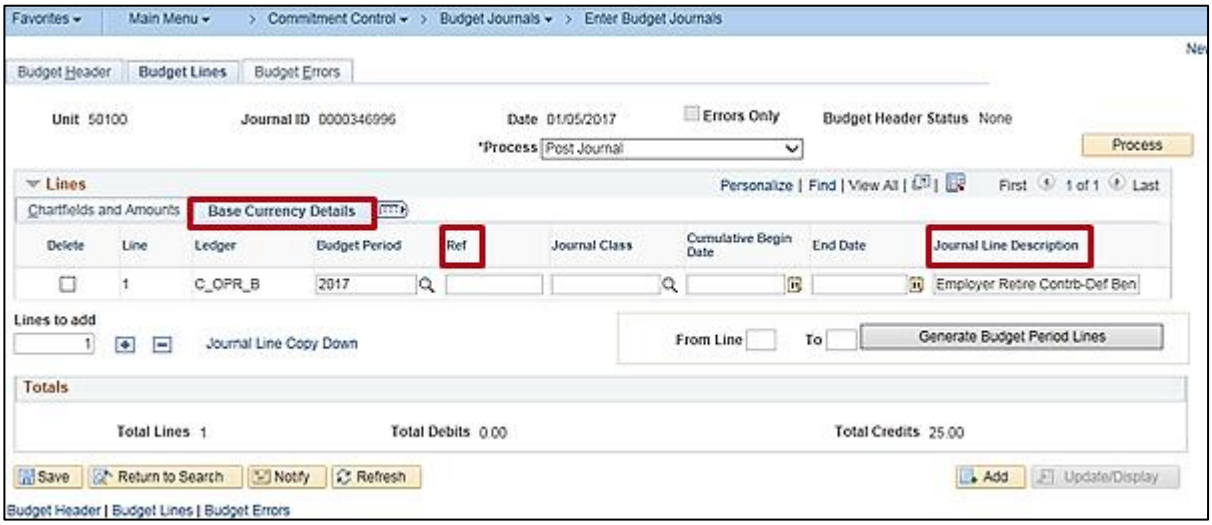
73. Navigate to the **Enter Budget Journals** page using the following path:

Main Menu > Commitment Control > Budget Journals > Enter Budget Journals



74. Click the **Find an Existing Value** tab and enter the **Journal ID** number noted in Step 70.

75. Click the **Search** button to review the journal.



76. Please be aware that in order to view the **Ref** and **Description** fields, the **Base Currency Details** tab has to be selected, as in this example.

Uploading a Spreadsheet Budget Journal Simulation

For an example of uploading a spreadsheet journal, please see the **Processing Budget Journals – Uploading a Spreadsheet Budget Journal** simulation located on the Cardinal website in **Simulations** under **Training**.