

Budget Spreadsheet Journals

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.

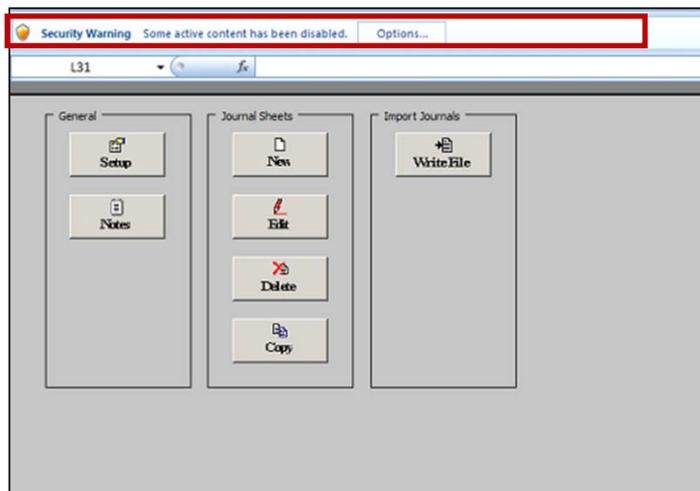
To upload a budget journal spreadsheet, you first enter the journal information in an Excel spreadsheet. The user initiates the Excel macro to write the budget journal data to a .txt file that is then uploaded into Cardinal.

To Create and Upload a Budget Spreadsheet Journal:

- 1 Download the two required files to your workstation from the Cardinal Project website (under Statewide Toolbox > Forms > General Ledger): Budget Journal Spreadsheet Upload Excel Template (V_BUDJRNL4.xls) and Budget Journal Spreadsheet Upload XLA Macro File (BudMcro3.xls). These two files must be saved to the same folder on your workstation. When downloading the BudMcro3.xls file, change the file extension from .xls to .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.

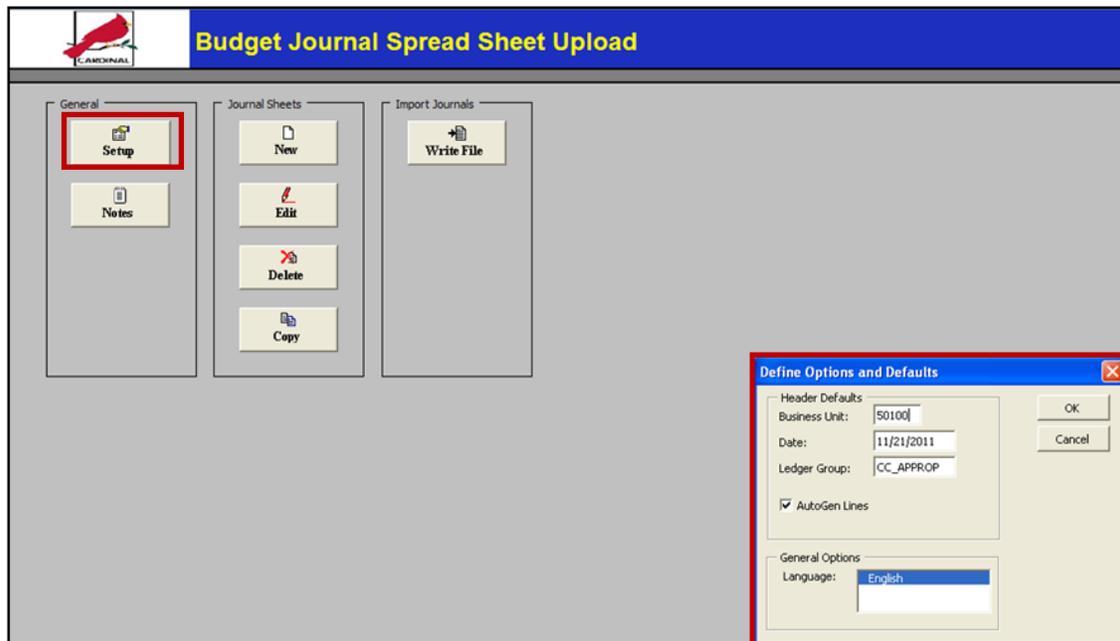
- 2 Open, then minimize, the macro file. Open the **V_BUDJRNL4.xls** file. Upon opening this file, a security banner will display.



- 3 Click on 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 **OK**.
- 5 If a second box displays, click on **Enable Macros**.

SW GL334 Uploading Budget Spreadsheet Journals

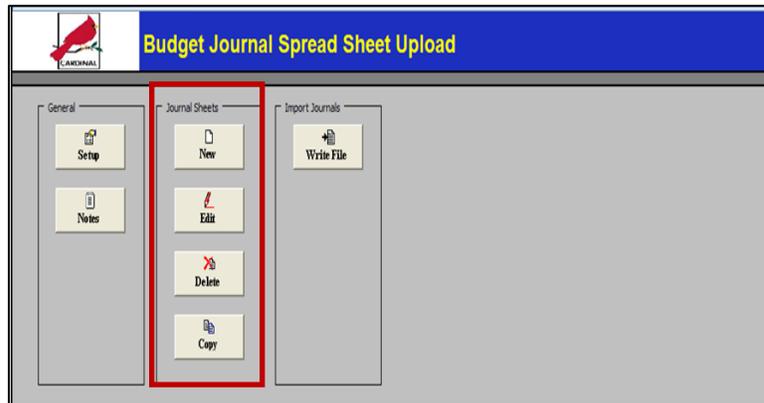
- 6 The **Budget Journal Spread Sheet Upload** home page displays. Under the **General** section on the page, click the **Setup** button to access the **Define Options and Defaults** dialog box. Options set here will auto-populate budget journal sheets and budget journals created within this workbook. After completing the fields, click **OK**.



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.



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

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

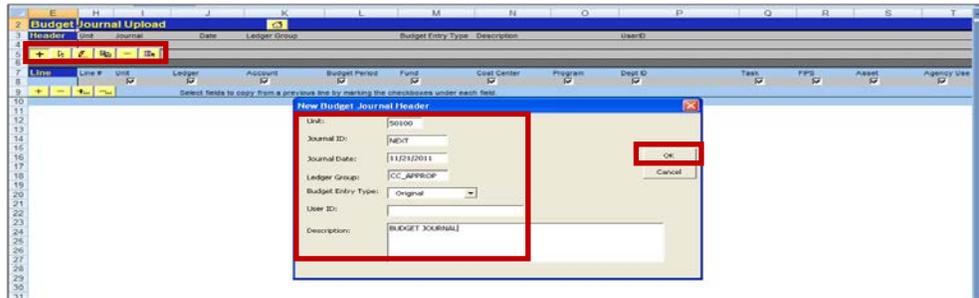
8 In the dialog box, enter a **New Budget Journal Sheet Name** and click **OK**.

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

9 The **Budget Journal Upload** spreadsheet displays. Under the **Journal Header** there are 6 buttons:

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

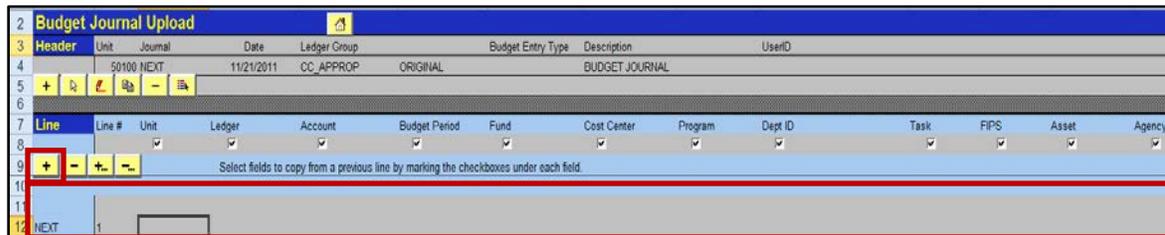
SW GL334 Uploading Budget Spreadsheet Journals



- Under the **Journal Header**, click the **+** (plus sign). The values entered from the **Setup** page (Step 5) default onto the Journal Header. For **Journal ID**, enter **NEXT**; the **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 **OK**.



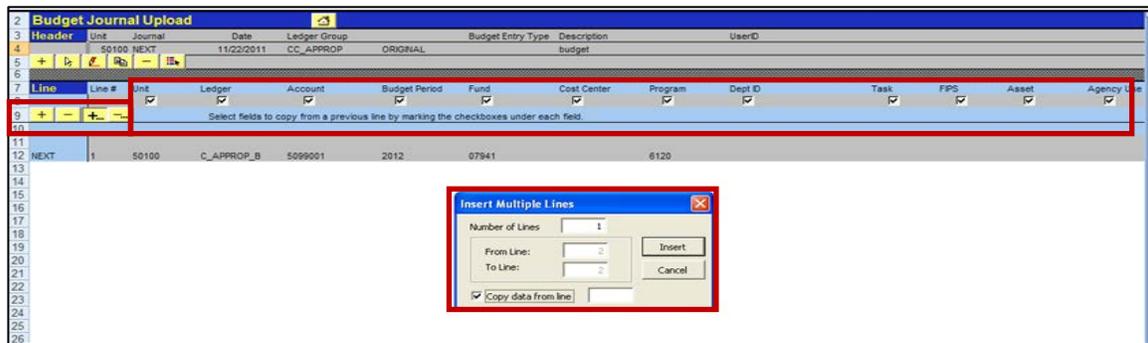
- Under **Journal Lines**, click the **+** (plus sign). A new journal line appears in the next row. On each journal line, the macro automatically populates the **Journal ID** cell and sets it to **NEXT** and automatically increments the **Line #** cell as new lines are added.
- Enter the **Unit** (i.e., **Business Unit**) and **Ledger** (e.g., **C_OPR_B** in CAPITAL letters). Examples of Agency Ledger Groups and Agency Detail Budget Ledgers include:

<u>Agency Ledger Group</u>	<u>Agency Detail Budget Ledger</u>
CC_LOWLVL	C_LWLVL_B
CC_OPRL	C_OPR_B
CC_PROJ	C_PRJ_B
CC_REVEST	C_REVEST_B

- 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.

SW GL334 Uploading Budget Spreadsheet Journals

- 14 For agencies that post to the **CC_APPROP** ledger group, there is a column labeled **Class** that must be filled in. 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**.



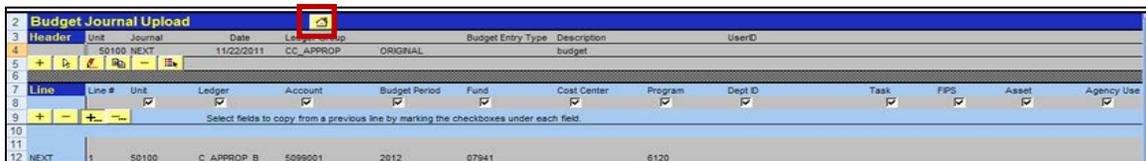
Under the **Journal Line** there are 4 buttons:

- Click the **+** (**plus sign**) to insert a single budget journal line.
- Click the **-** (**minus sign**) 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 value on the preceding line to the subsequent line.

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

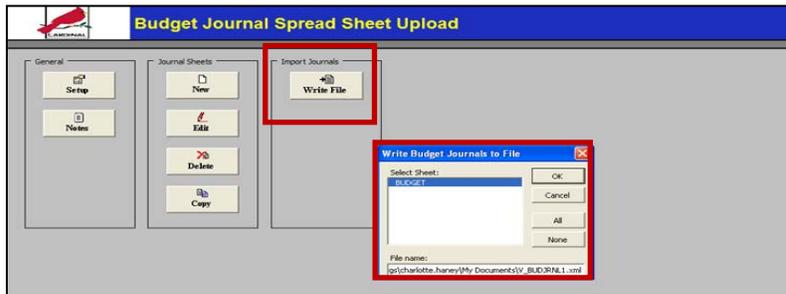
- Ensure the order of the ChartFields copied is in the same order of the ChartFields displayed in this Excel file.
- Ensure all ChartFields copied are formatted as text except **Amount** which should be number with two decimal points.
- Before you copy, insert the correct number of multiple lines using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

- 15 After you successfully enter all the lines for the journal, select **File – Save** from the Excel Menu, to save the file.



- 16 Click the **Home** icon, to return to the **Budget Journal Spread Sheet Upload** home page.

SW GL334 Uploading Budget Spreadsheet Journals

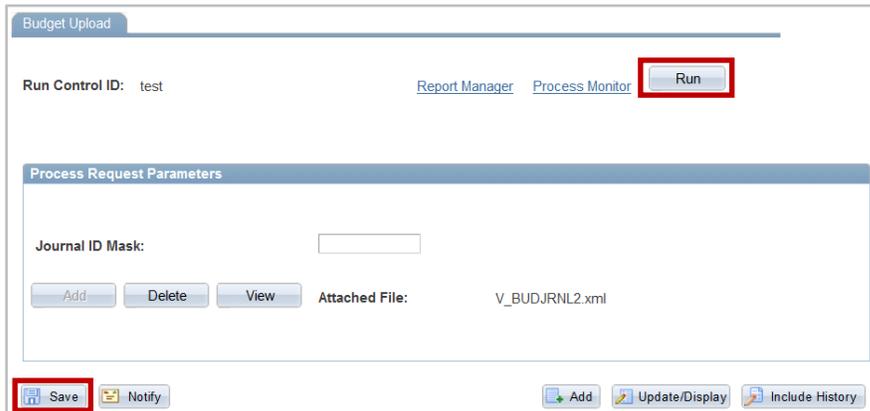


- 17 From the **Budget Journal Spread Sheet Upload** home page, click the **Write File** button under **Import Journals**.
- 18 Select the sheet name created; ensure the sheet is selected before proceeding (when the sheet is selected it will be highlighted in blue). Note the location to where the file 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_BUDJRN3.xml** to a logical name to easily sort many files (but you must keep the **.xml** file extension). Then click **OK**.
- 19 Log into Cardinal and navigate to **Commitment Control > Budget Journals > Upload Spreadsheet Budget Jrnl**.
- 20 Add or Find an Existing Run Control ID. The **Budget Upload** page appears.



- 21 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. Note that this field does not need to be completed by the agencies; it is primarily used by DOA.
- 22 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 18 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).

SW GL334 Uploading Budget Spreadsheet Journals



Budget Upload

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

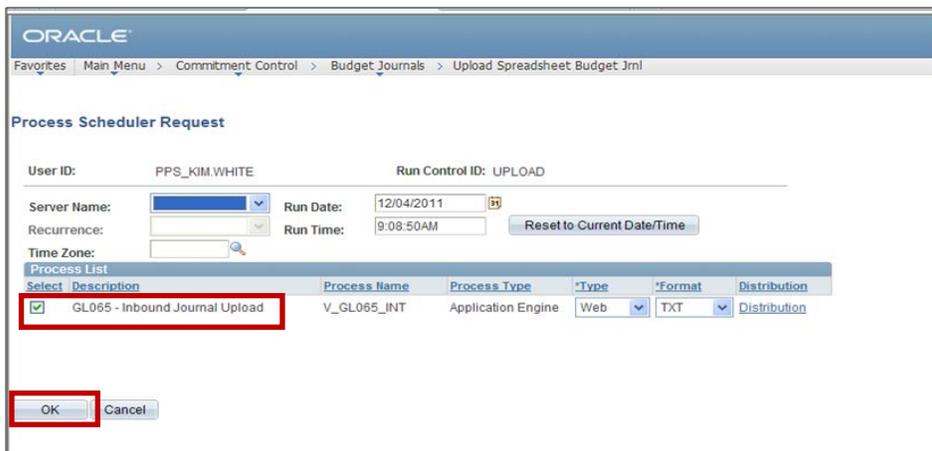
Process Request Parameters

Journal ID Mask:

[Add](#) [Delete](#) [View](#) Attached File: V_BUDJRN12.xml

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

23 Click **Save** and then **Run**.



ORACLE

Favorites | Main Menu > Commitment Control > Budget Journals > Upload Spreadsheet Budget Jnl

Process Scheduler Request

User ID: PPS_KIM.WHITE Run Control ID: UPLOAD

Server Name: Run Date: 12/04/2011 [Reset to Current Date/Time](#)

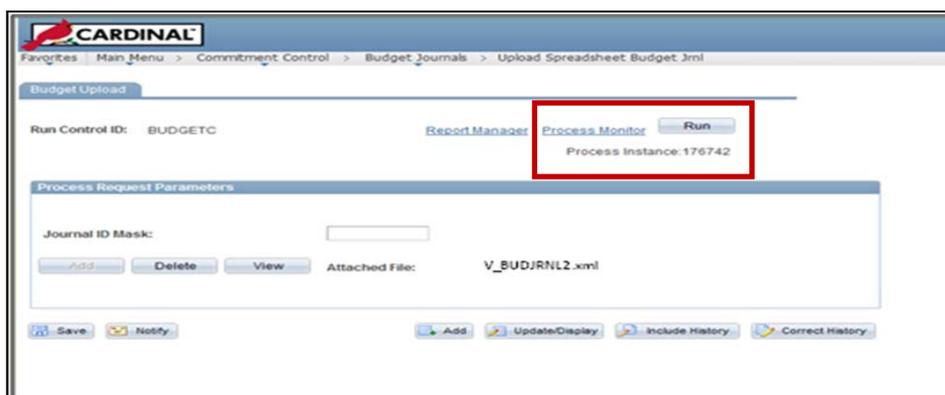
Recurrence: Run Time: 9:08:50AM

Time Zone:

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

OK [Cancel](#)

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



Budget Upload

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

Process Instance: 176742

Process Request Parameters

Journal ID Mask:

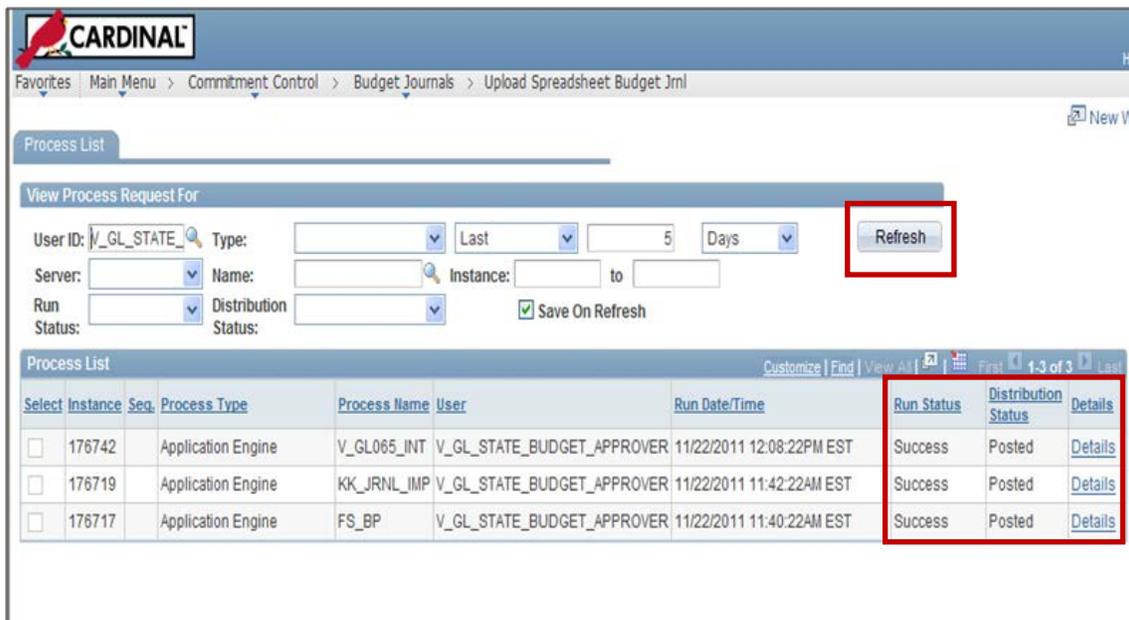
[Add](#) [Delete](#) [View](#) Attached File: V_BUDJRN12.xml

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

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

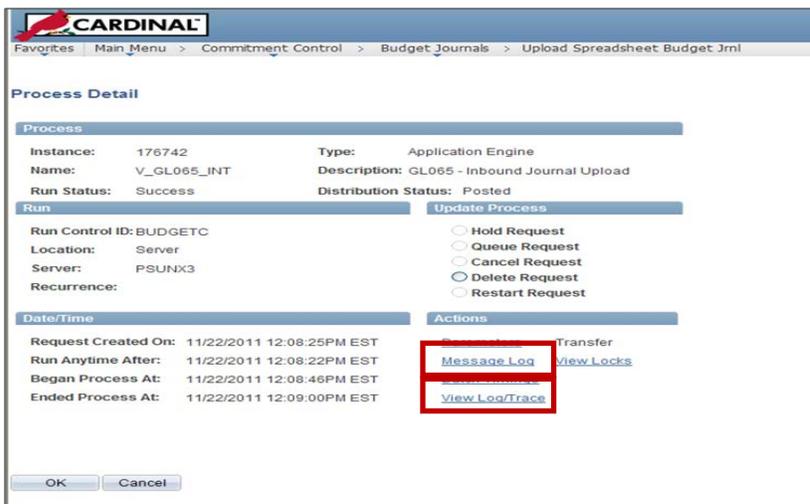
26 Click the **Process Monitor** link.

SW GL334 Uploading Budget Spreadsheet Journals



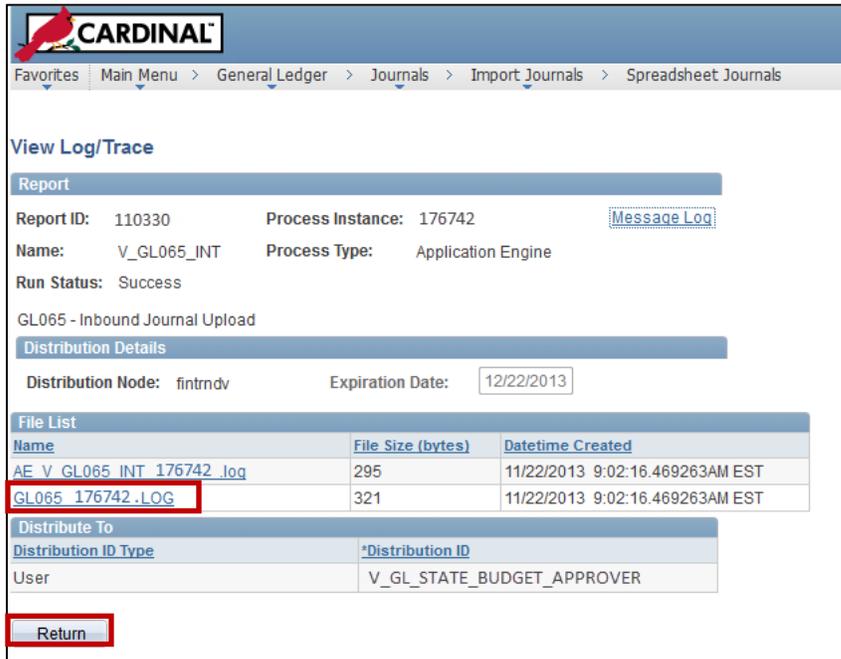
- 27 Click the **Refresh** button until the process runs to **Success** under **Run Status** and **Posted** under the **Distribution Status**.

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



- 28 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.
- 29 Click the **Return** button on the **Message Log** page.
- 30 Click the **View Log/Trace** link on the **Process Detail** page.

SW GL334 Uploading Budget Spreadsheet Journals



CARDINAL

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

View Log/Trace

Report

Report ID: 110330 Process Instance: 176742 [Message Log](#)
 Name: V_GL065_INT Process Type: Application Engine
 Run Status: Success

GL065 - Inbound Journal Upload

Distribution Details

Distribution Node: fintrndv Expiration Date: 12/22/2013

File List

Name	File Size (bytes)	Datetime Created
AE V_GL065_INT_176742_log	295	11/22/2013 9:02:16.469263AM EST
GL065_176742.LOG	321	11/22/2013 9:02:16.469263AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_GL_STATE_BUDGET_APPROVER

Return

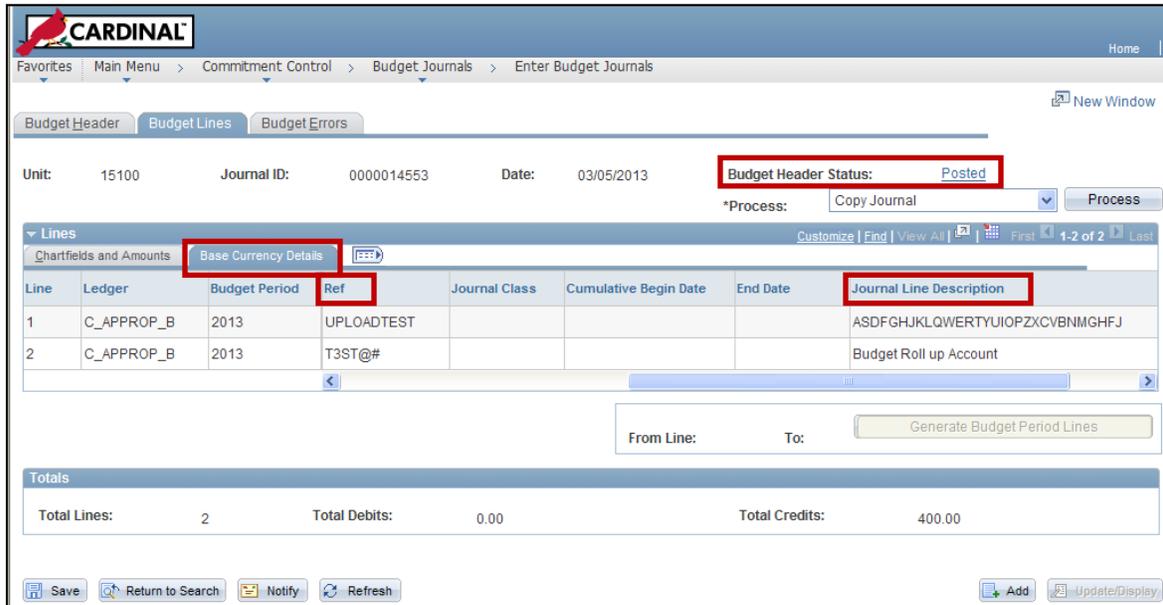
```

GL065 Journal Import
2013-11-20 09.52.01.000000
-----
Processing Business unit: 50100 Ledger Group: CC_APPROP
Process completed successfully with 1 journals imported.
Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description 50100, 0000025415, 2011-11-22
  
```

- 31** Click on 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.
- 32** Click the **Return** button.
- 33** From the **Main Menu**, navigate to **Commitment Control > Budget Journals > Enter Budget Journals**.
- 34** Click the **Find an Existing Value** tab and enter the **Business Unit** and **Journal ID** number noted above. Click **Search** to review the journal.

SW GL334 Uploading Budget Spreadsheet Journals

- 35 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**.



The screenshot displays the 'Enter Budget Journals' screen in the CARDINAL system. The 'Budget Header' tab is active, showing details for Unit 15100, Journal ID 0000014553, and Date 03/05/2013. The 'Budget Header Status' is 'Posted'. The 'Lines' section is expanded, and the 'Base Currency Details' tab is selected. The table below shows two lines with their respective details.

Line	Ledger	Budget Period	Ref	Journal Class	Cumulative Begin Date	End Date	Journal Line Description
1	C_APPROP_B	2013	UPLOADTEST				ASDFGHJKLQWERTYUIOPZXCVBNMGHFJ
2	C_APPROP_B	2013	T3ST@#				Budget Roll up Account

Totals:

Total Lines:	2	Total Debits:	0.00	Total Credits:	400.00
--------------	---	---------------	------	----------------	--------

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).

Uploading a Spreadsheet Budget Journal Simulation

See the Uploading a Spreadsheet Budget Journal simulation on the Cardinal website for an example of Uploading a Budget Spreadsheet Journal. The scenario provides a step by step guide that leads you through the process.