

Creating and Uploading Spreadsheet Journals Overview

When entering journals with many lines, using the spreadsheet journal upload functionality in Cardinal can simplify the process for entering the data and saving time.

To create a Spreadsheet Journal, first enter the journal information in an Excel template. The user initiates the Excel macro to write the journal data to a .txt file that is then uploaded into Cardinal.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents




Revision History	2
Creating a Spreadsheet Journal.....	3
Uploading a Spreadsheet Journal to Cardinal	20

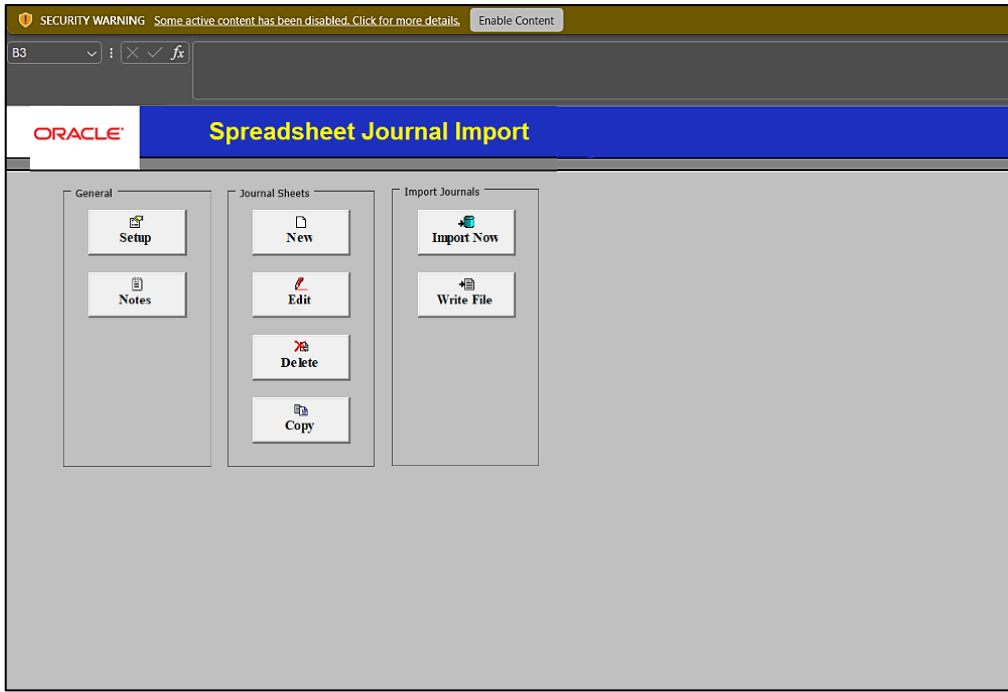
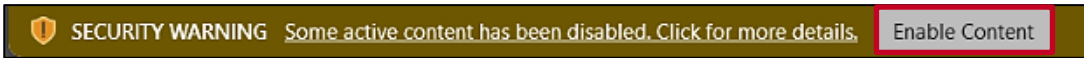




Revision History

Revision Date	Summary of Changes
4/15/2026	Updated location of the mass upload templates on the Cardinal website.
3/1/2025	Updated the screenshots of the Search pages (Section 2 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

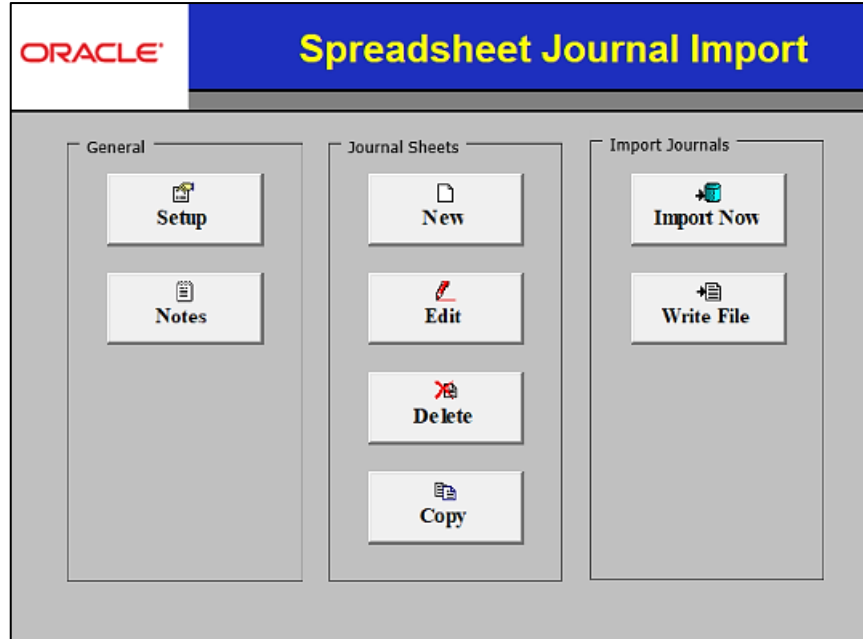
Creating a Spreadsheet Journal

Step	Action
1.	<p>Download the following two required files:</p> <ul style="list-style-type: none"> • GL Journal Spreadsheet Upload Excel Template • GL Journal Spreadsheet Upload XLA Macro File <p>These files are located on the Cardinal website in Mass Upload Templates under Resources. These two files <u>must</u> be saved to the same folder on the user's workstation.</p>
	<p>When downloading the GL Journal Spreadsheet Upload XLA Macro File, change the file name to "JRNLMCRO" and the extension from ".xls" to ".xla". When complete, the file name should read "JRNLMCRO.xla".</p> <p>When downloading the GL Journal Spreadsheet Upload Excel Template, change the file name to "JRNL1.xls". When complete, the file name should read "JRNL1.xls".</p> <p>Users 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.</p>
	<p>If new files ever need to be downloaded from the Cardinal Website, ensure that both files are deleted from this saved location on the user's workstation and then repeat Step 1 to download both files.</p>
2.	<p>Open the Excel file ("JRNL1.xls").</p>
	<p>The Macro file "JRNLMCRO.xla" is connected to the "JRNL.xls" files and runs in the background.</p>

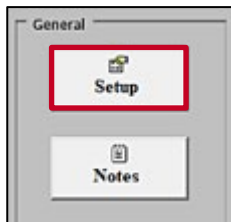
Step	Action
	<p>The Excel document opens and a Security Banner displays.</p> 
3.	<p>Click the Enable Content button within the Security Banner.</p> 
	<p>Depending on the user's version of Excel, the button may vary and be either Options or Enable Editing.</p>
	<p>If a pop-up box displays, select Enable this content and then click the OK button. If a second pop-up box displays, click the Enable Macros button.</p>

Step	Action
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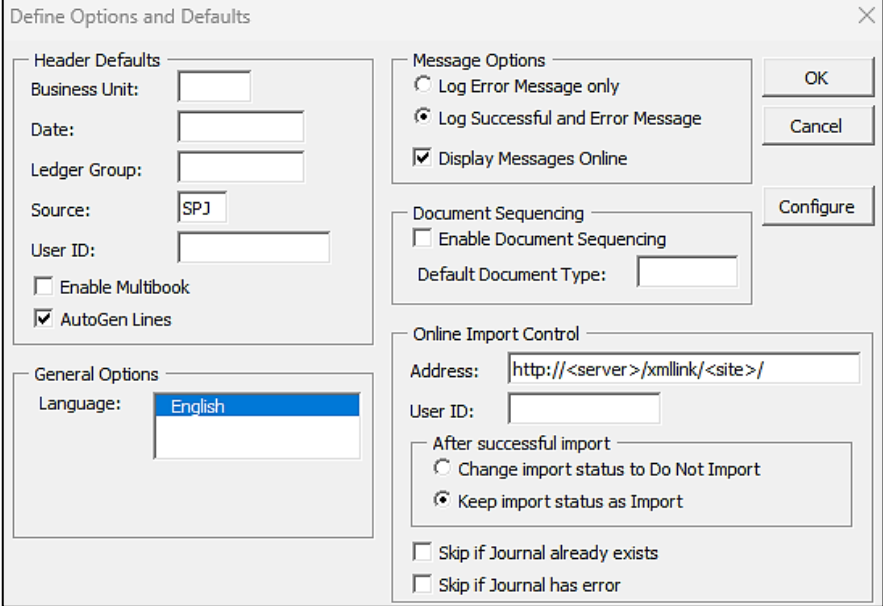




The **Spreadsheet Journal Import Home** page (Main menu) displays.





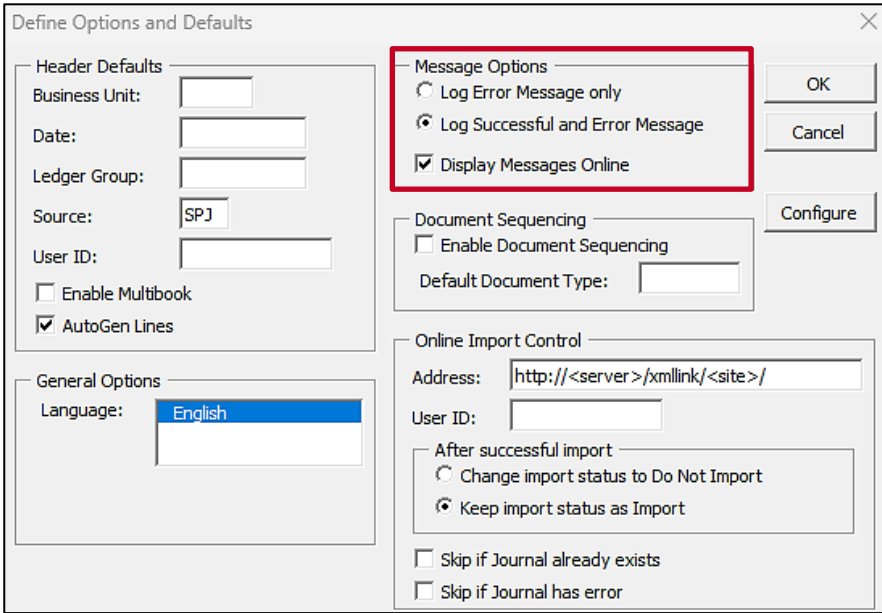



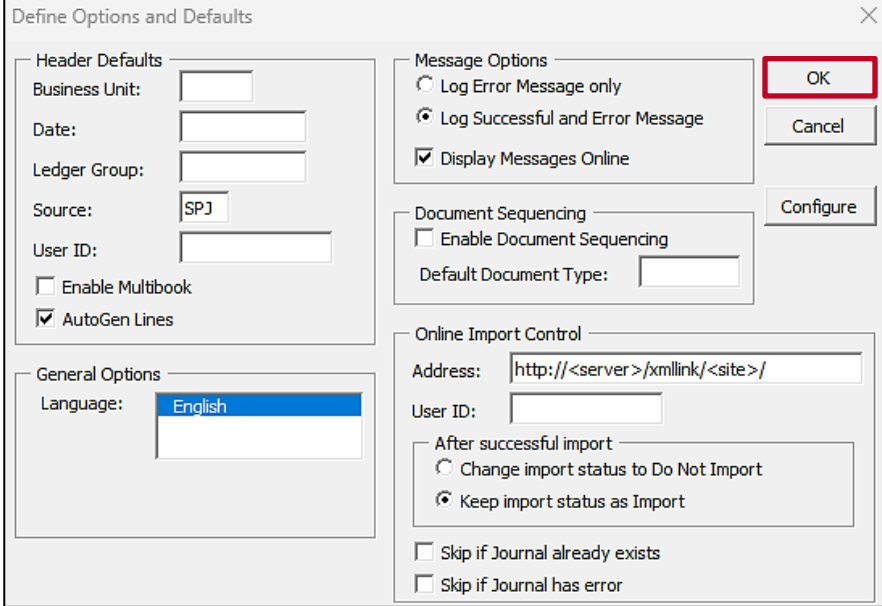
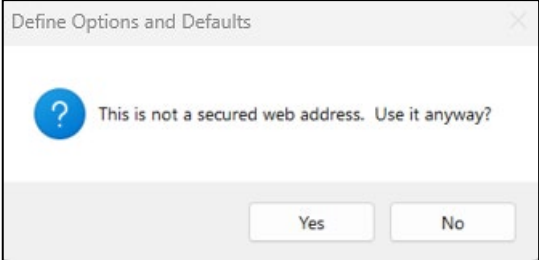


4. Click the **Setup** button within the **General** section.


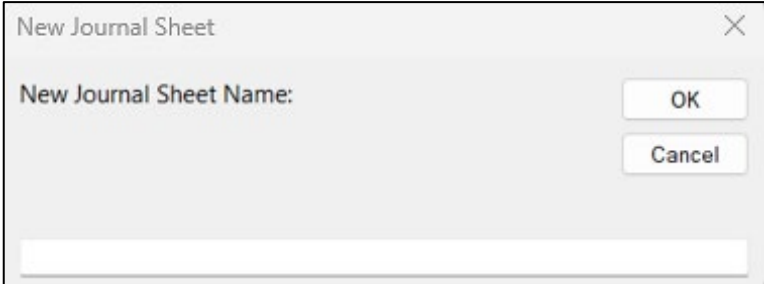
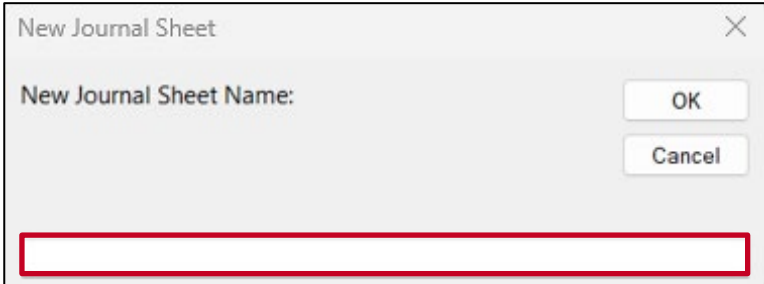




The other button within the **General** section is the **Notes** button. This button can be used to access another worksheet in the workbook that can be used as a scratch pad for instructions, calculations, and comments.

Step	Action
	<p>The Define Options and Defaults page displays in a pop-up window.</p> 
	<p>The options defined on this page will default to journal sheets and journals created within this workbook.</p>
5.	<p>Enter the Agency Business Unit in the Business Unit field.</p> 
	<p>DOA is the only Agency able to process Agency to Agency transactions (ATA's). When creating a spreadsheet journal and the .txt file that will be sent to DOA for Agency-to-Agency transactions, it is important to use business unit "99700" in the Header Defaults section on the Define Options and Defaults page.</p> <p>When DOA-General Accounting receives the .txt file for an Agency to Agency (ATA) transaction, the Accounting Analyst processing the journal reviews the .txt file attached to the email for minimum requirements to include Business Unit Header as "99700". If the Business Unit Header is not "99700", the Analyst will request the sender make the necessary correction and resubmit the .txt file for processing.</p> <p>The Lines section of the spreadsheet journal will not use business unit "99700". Use the correct Agency Business Unit to complete each line related to the Agency to Agency transaction.</p>
6.	<p>Enter the applicable date in the Date field.</p> 

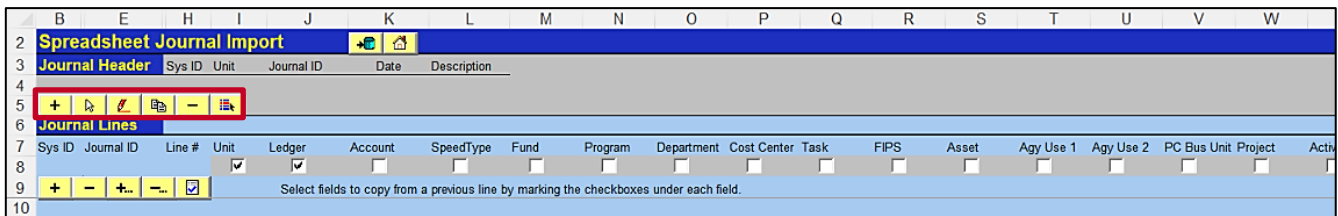
Step	Action
	User can enter the journal date or leave the date blank and enter the appropriate date for each journal header individually.
7.	Enter “ACTUALS” in the Ledger Group field (this must be entered in all capital letters). 
	This Source field defaults to SPJ since this is a spreadsheet journal.
	Leave the User ID field blank because Cardinal will override this value with the ID of the user who uploads the spreadsheet journal into Cardinal.
8.	In the Message Options section, select either the Log Error Message only or Log Successful and Error Message radio button to see error messages only or successful and error messages. Also, select the Display Messages Online checkbox option in order to view error messages online rather than using the text file on the user’s workstation. 
	Always accept the defaults in the Online Import Control section. Do not change these values or options.

Step	Action
9.	<p>Click the OK button.</p> 
	<p>The following message displays: “This is not a secured web address. Use it anyway?”</p> 
10.	<p>Click the Yes button.</p> 
	<p>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 section:</p> <ul style="list-style-type: none"> • New: Click this button to create (insert) a new Journal worksheet • Edit: Click this button to edit an existing Journal worksheet within the workbook • Delete: Click this button to delete one or more Journal worksheets in the workbook • Copy: Click this button to copy one Journal worksheet to a new Journal worksheet saved under a new name within the workbook

Step	Action
11.	<p>Click the New button to create (insert) a new Journal worksheet.</p> 
<p>The New Journal Sheet page displays in a pop-up window.</p> 	
12.	<p>Enter a name for the Journal worksheet into the New Journal Sheet Name field.</p> 
	<p>The Journal Sheet name does not correspond to, nor will it transfer to, anything within Cardinal during the upload.</p>

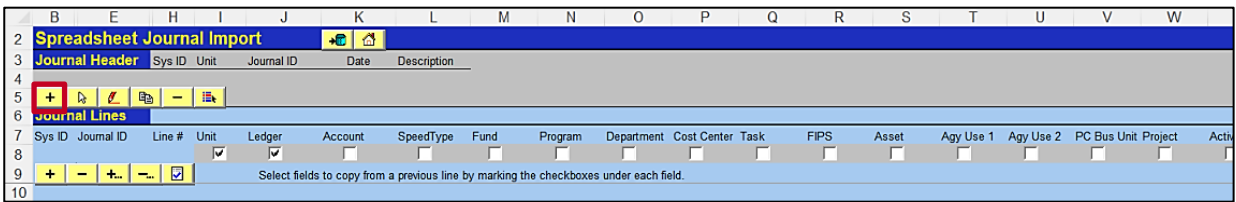
Step	Action
13.	<p>Click the OK button.</p> 

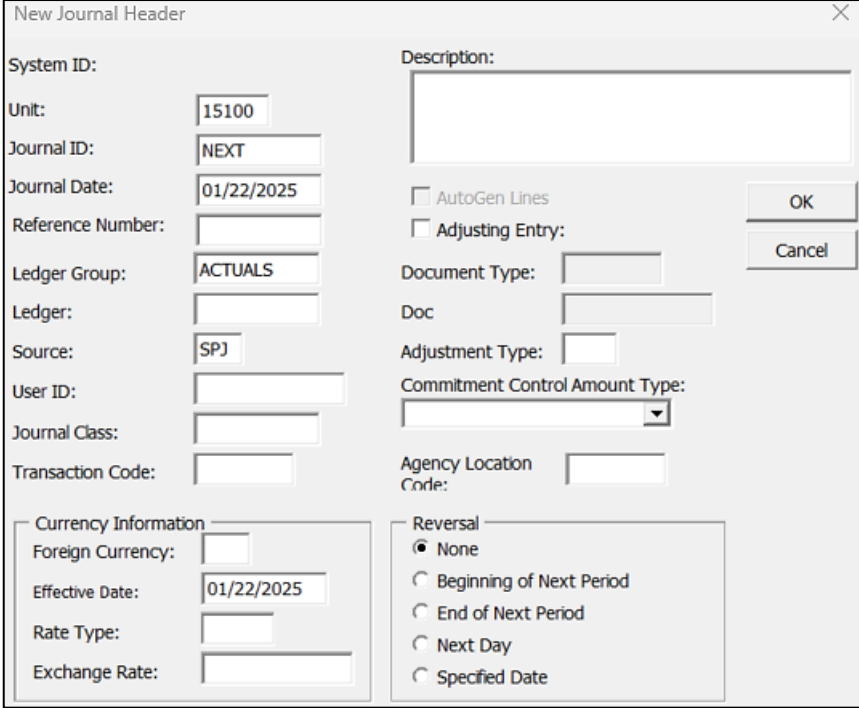


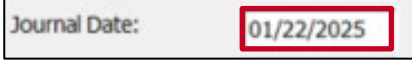

The **Spreadsheet Journal Import** spreadsheet displays.

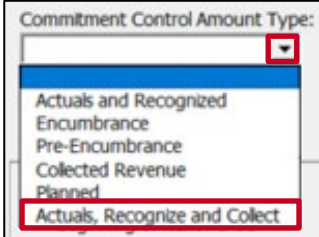


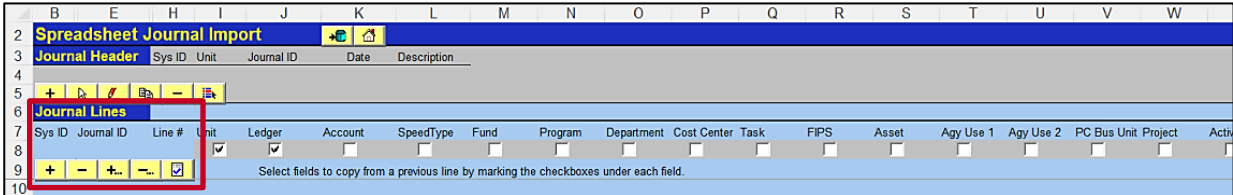




The following buttons are available in the **Journal Header** section:

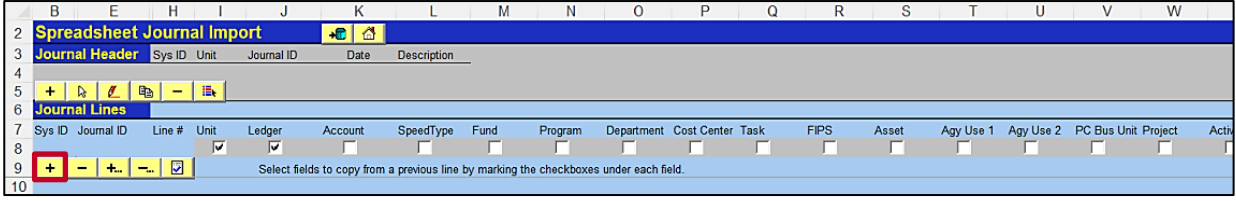
- **Add Journal Header** (plus sign): Click this button add the Journal Header information
- **Select Journal** (white arrow): Click this button to open an existing Journal within the workbook
- **Edit Journal Header** (red pencil): Click this button to edit the Journal Header information
- **Copy Journal** (two sheets of paper): Click this button to copy the Journal Header and Journal Lines
- **Delete Journal** (dash): Click this button to delete a Journal entry
- **Change Import Status** (table with multi-color lines): Click this button to mark the Journal status to "Import" or "Do Not Import"

14.	<p>Click the Add Journal Header (+) button.</p> 
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Step	Action
	<p>The New Journal Header page displays in a pop-up window.</p> 
	<p>The Unit, Journal Date, and Ledger Group fields all default based on the values previously entered during set up.</p>
	<p>The Journal ID defaults to NEXT. Do not change the default; the Journal ID will be assigned by Cardinal when the journal is uploaded.</p>
<p>15.</p>	<p>Enter a different date in the Journal Date field if it needs to be changed.</p> 
<p>16.</p>	<p>Enter a description for the Journal in the Description field.</p> 

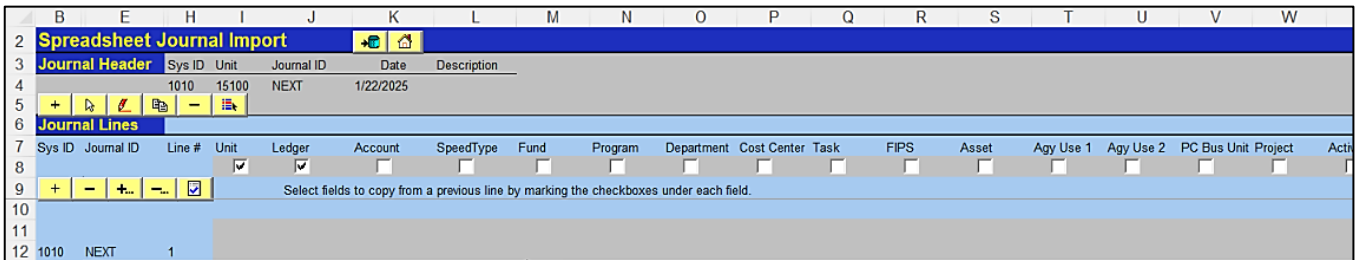
Step	Action
17.	<p>Select the Commitment Control Amount Type of Actuals, Recognize and Collect from the drop-down list.</p> 
18.	<p>Click the OK button.</p> 
	<p>The User ID field will auto populate with the user who actually uploads the Journal when the Journal is uploaded into Cardinal. If a value is entered now, it will be overwritten when the upload occurs.</p>
19.	<p>Next, complete the Journal Line(s) information.</p> 
	<p>The following buttons are available in the Journal Lines section:</p> <ul style="list-style-type: none"> • Add Line (plus sign): Click this button add a new row (single Journal Line) • Remove Line (minus icon): Click this button to remove a row (single Journal Line) • Add Lines (plus sign and three dots): Click this button to add a defined number of new rows (multiple Journal Lines) • Remove Lines (minus icon with three dots): Click this button to remove the selected rows (multiple Journal Lines) • Check Amounts: Used to verify the amounts entered have the correct number of decimal points.

Step	Action
20.	Click the Add Line (+) button.




For each new Journal Line, the macro populates the **Journal ID** cell to “NEXT”. Additionally, the macro automatically populates the **Line #** cell to “1” for the first Journal Line and increments for each additional Journal Line added (“2”, “3”...).

The spreadsheet refreshes and a new row displays.



Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy Use 1	Agy Use 2	PC Bus Unit	Project	Acti
1010	NEXT	1																

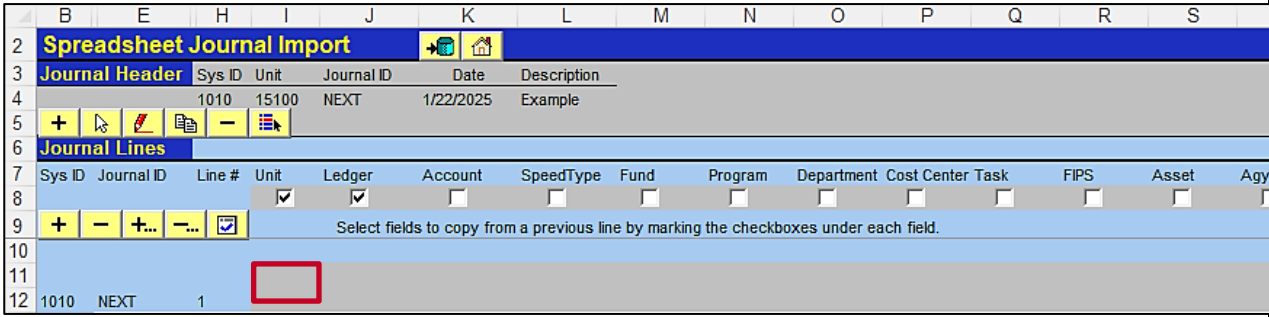


DOA is the only Agency able to process Agency to Agency transactions (ATA's). When creating a spreadsheet journal and the .txt file that will be sent to DOA for Agency-to-Agency transactions, it is important to use business unit “99700” in the **Header Defaults** section on the **Define Options and Defaults** page.

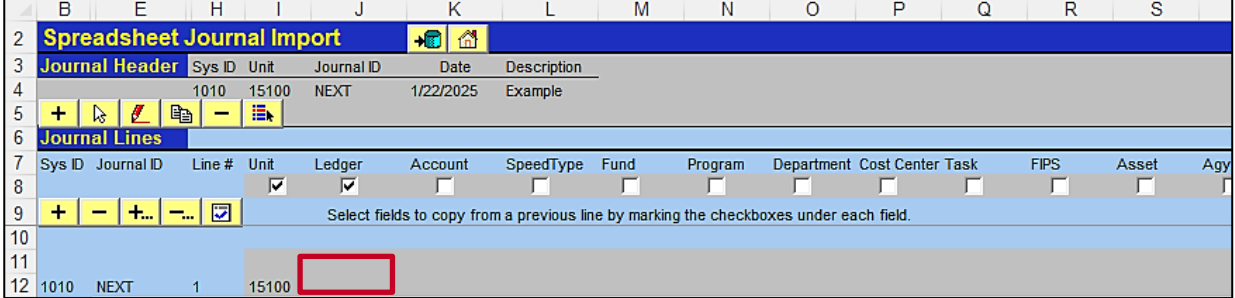
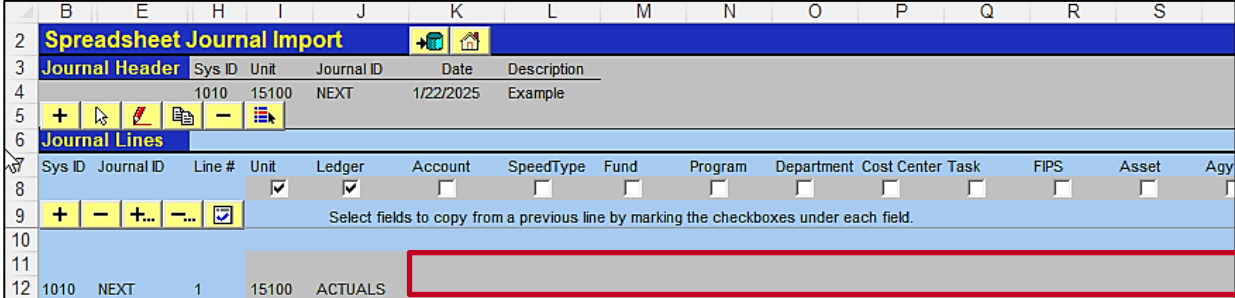
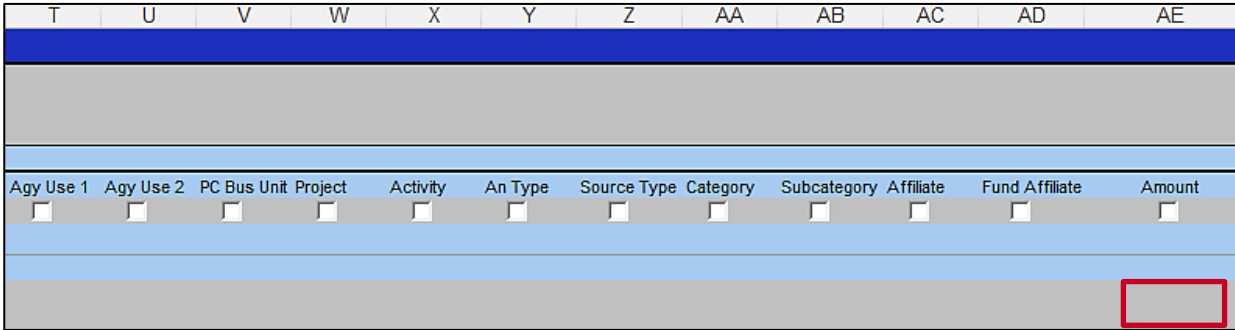
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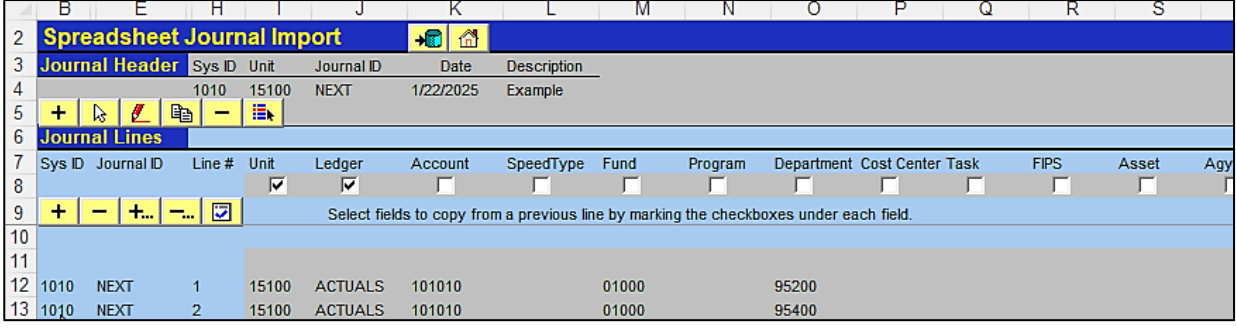

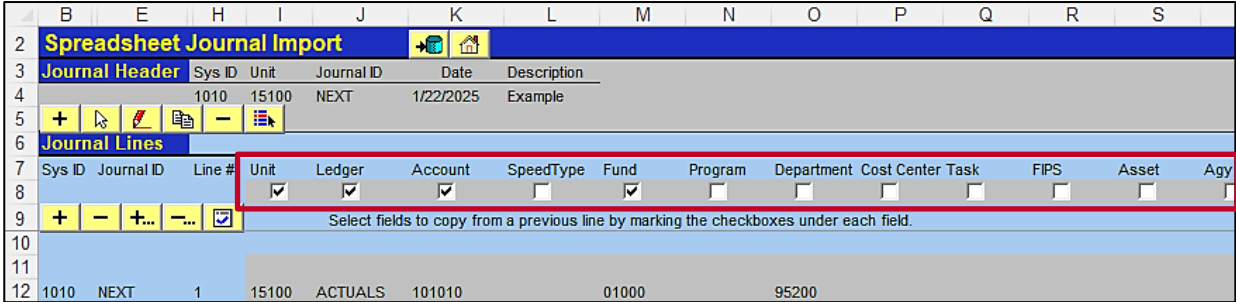
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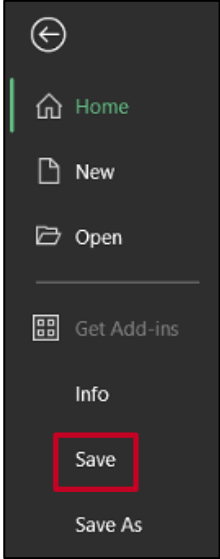
21.	Enter the Agency Business Unit in the Unit field.
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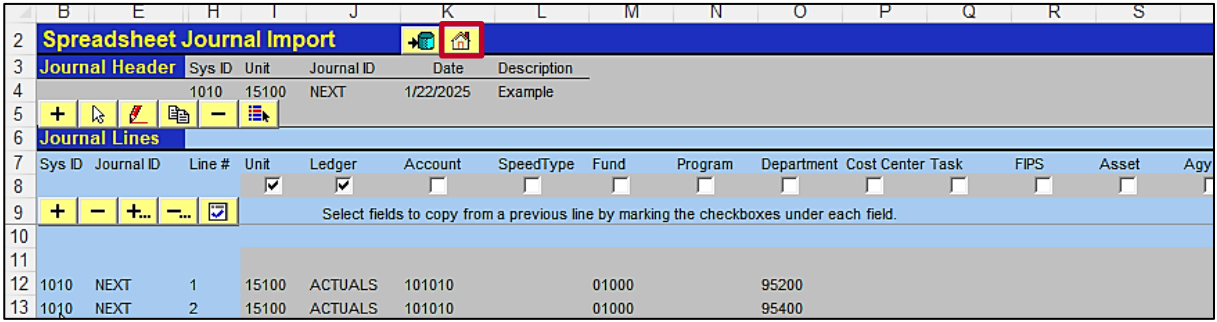
Step	Action																														
22.	<p>Enter "ACTUALS" in the Ledger field (entered in all capital letters).</p>  <p>The screenshot shows the 'Spreadsheet Journal Import' interface. The 'Journal Lines' table is visible with the following data:</p> <table border="1"> <thead> <tr> <th>Sys ID</th> <th>Journal ID</th> <th>Line #</th> <th>Unit</th> <th>Ledger</th> <th>Account</th> <th>SpeedType</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> <th>Task</th> <th>FIPS</th> <th>Asset</th> <th>Agy</th> </tr> </thead> <tbody> <tr> <td>1010</td> <td>NEXT</td> <td>1</td> <td>15100</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy	1010	NEXT	1	15100											
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1010	NEXT	1	15100																												
23.	<p>Next, enter all of the applicable ChartField values (Account field through the Fund Affiliate field).</p>  <p>The screenshot shows the 'Spreadsheet Journal Import' interface. The 'Journal Lines' table is visible with the following data:</p> <table border="1"> <thead> <tr> <th>Sys ID</th> <th>Journal ID</th> <th>Line #</th> <th>Unit</th> <th>Ledger</th> <th>Account</th> <th>SpeedType</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> <th>Task</th> <th>FIPS</th> <th>Asset</th> <th>Agy</th> </tr> </thead> <tbody> <tr> <td>1010</td> <td>NEXT</td> <td>1</td> <td>15100</td> <td>ACTUALS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy	1010	NEXT	1	15100	ACTUALS										
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1010	NEXT	1	15100	ACTUALS																											
24.	<p>Enter the applicable amount in the Amount field.</p>  <p>The screenshot shows the 'Spreadsheet Journal Import' interface. The 'Journal Lines' table is visible with the following data:</p> <table border="1"> <thead> <tr> <th>Agy Use 1</th> <th>Agy Use 2</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>An Type</th> <th>Source Type</th> <th>Category</th> <th>Subcategory</th> <th>Affiliate</th> <th>Fund Affiliate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Agy Use 1	Agy Use 2	PC Bus Unit	Project	Activity	An Type	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Amount																		
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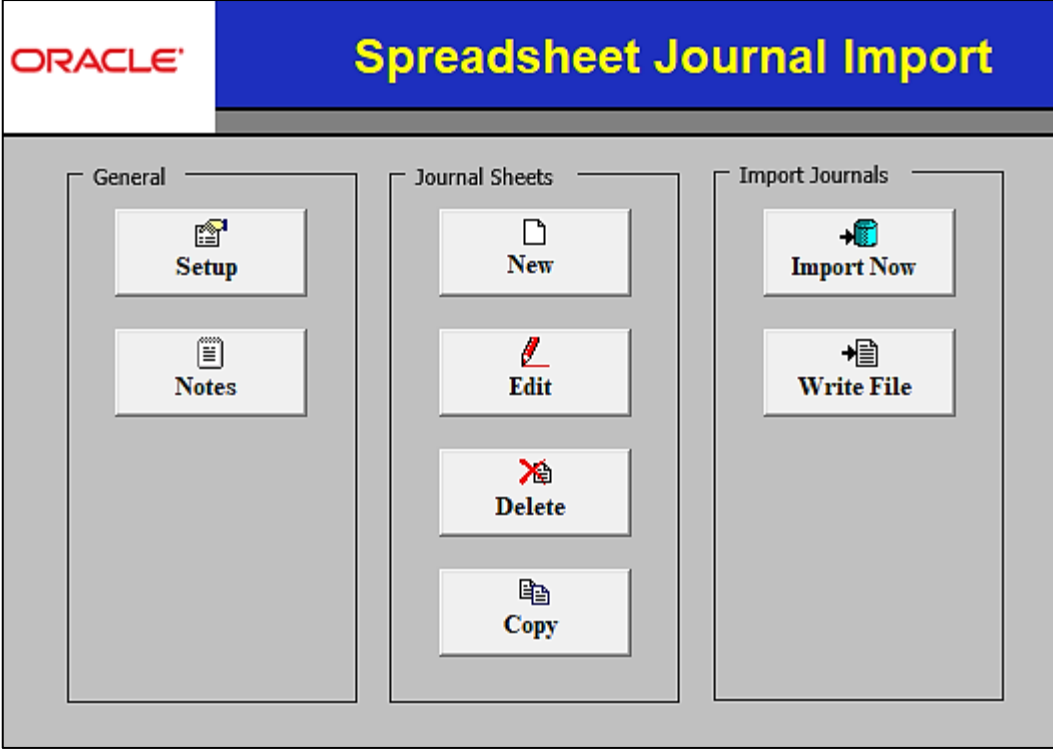
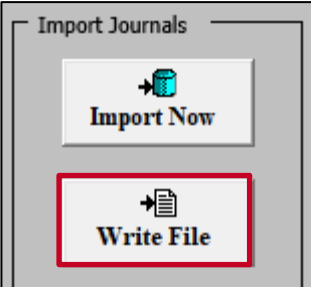
Step	Action																																													
25.	<p>Repeat Steps 20 – 24 to add additional Journal Lines as needed.</p>  <p>The screenshot shows the 'Spreadsheet Journal Import' spreadsheet. The 'Journal Header' section contains: Sys ID: 1010, Unit: 15100, Journal ID: NEXT, Date: 1/22/2025, Description: Example. The 'Journal Lines' section has two rows:</p> <table border="1"> <thead> <tr> <th>Sys ID</th> <th>Journal ID</th> <th>Line #</th> <th>Unit</th> <th>Ledger</th> <th>Account</th> <th>SpeedType</th> <th>Fund</th> <th>Program</th> <th>Department</th> <th>Cost Center</th> <th>Task</th> <th>FIPS</th> <th>Asset</th> <th>Agy</th> </tr> </thead> <tbody> <tr> <td>1010</td> <td>NEXT</td> <td>1</td> <td>15100</td> <td>ACTUALS</td> <td>101010</td> <td></td> <td>01000</td> <td></td> <td>95200</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010</td> <td>NEXT</td> <td>2</td> <td>15100</td> <td>ACTUALS</td> <td>101010</td> <td></td> <td>01000</td> <td></td> <td>95400</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy	1010	NEXT	1	15100	ACTUALS	101010		01000		95200						1010	NEXT	2	15100	ACTUALS	101010		01000		95400					
Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy																																
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1010	NEXT	2	15100	ACTUALS	101010		01000		95400																																					
	<p>Users can use the Copy Down functionality available on the Spreadsheet Journal Import spreadsheet to copy down specific data values and reduce data entry for the subsequent Journal Lines. Ensure that the Select checkbox option is selected for all of the desired fields to be copied down. The values in the selected fields will copy down to all subsequent Journal Lines created (Add Row or Add Rows buttons).</p>  <p>The screenshot shows the 'Spreadsheet Journal Import' spreadsheet with a red box highlighting the 'Select' checkboxes for the Journal Lines section. The checkboxes are checked for Unit, Ledger, Account, Fund, and Department.</p> <p>Users can also copy and paste data from another Excel spreadsheet as needed. The following guidelines must be followed:</p> <ul style="list-style-type: none"> • Ensure that the ChartField values are copied in the same order as the ChartField values are displayed on the Spreadsheet Journal Import spreadsheet • Ensure that all ChartField values copied are formatted as text. Copy-paste the ChartFields into the spreadsheet journal file as Paste Options: Values (V) • Ensure that the copied amount is formatted as a number with two decimal points • Before copying and pasting, add the applicable number of Journal Lines using the Add Lines button the Spreadsheet Journal Import spreadsheet 																																													

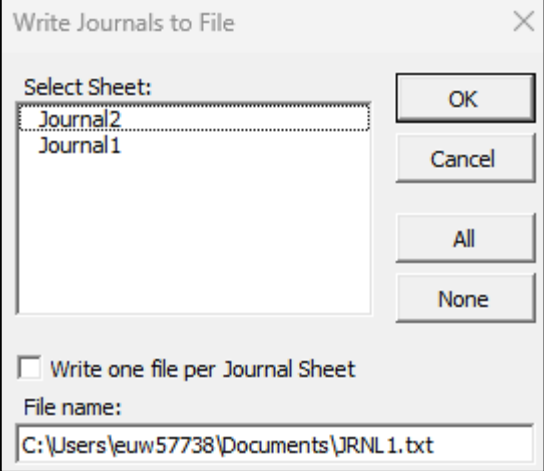
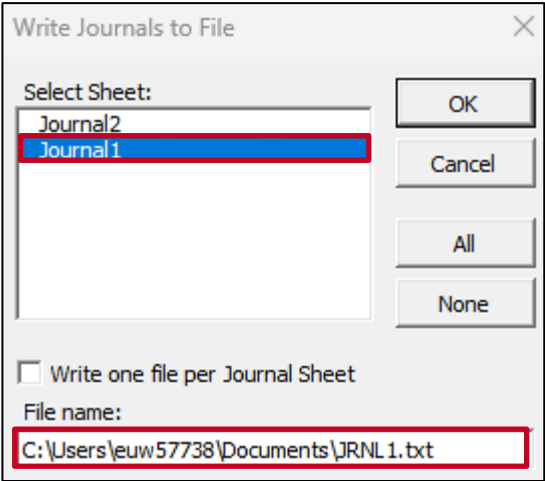

Step	Action
26.	<p>Once all lines have been successfully entered for the journal, save the spreadsheet by clicking the File menu and clicking the Save list item.</p> 

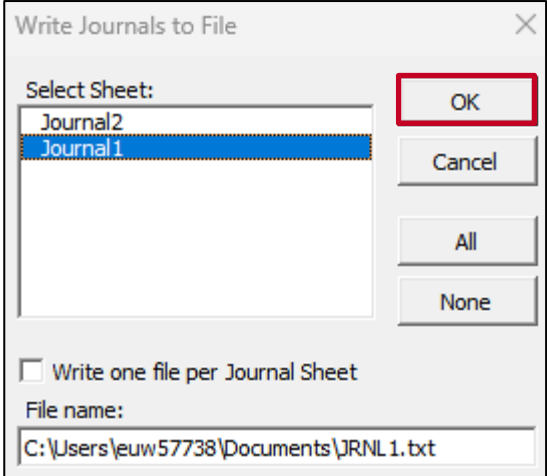
The **Spreadsheet Journal Import** spreadsheet redispays.

	B	E	H	I	J	K	L	M	N	O	P	Q	R	S	
2	Spreadsheet Journal Import														
3	Journal Header Sys ID Unit Journal ID Date Description														
4		1010	15100	NEXT	1/22/2025	Example									
5	+ [Icons]														
6	Journal Lines														
7	Sys ID	Journal ID	Line #	Unit	Ledger	Account	SpeedType	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agy
8				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	+ - +... -... [Icon] Select fields to copy from a previous line by marking the checkboxes under each field.														
10															
11															
12	1010	NEXT	1	15100	ACTUALS	101010		01000		95200					
13	1010	NEXT	2	15100	ACTUALS	101010		01000		95400					

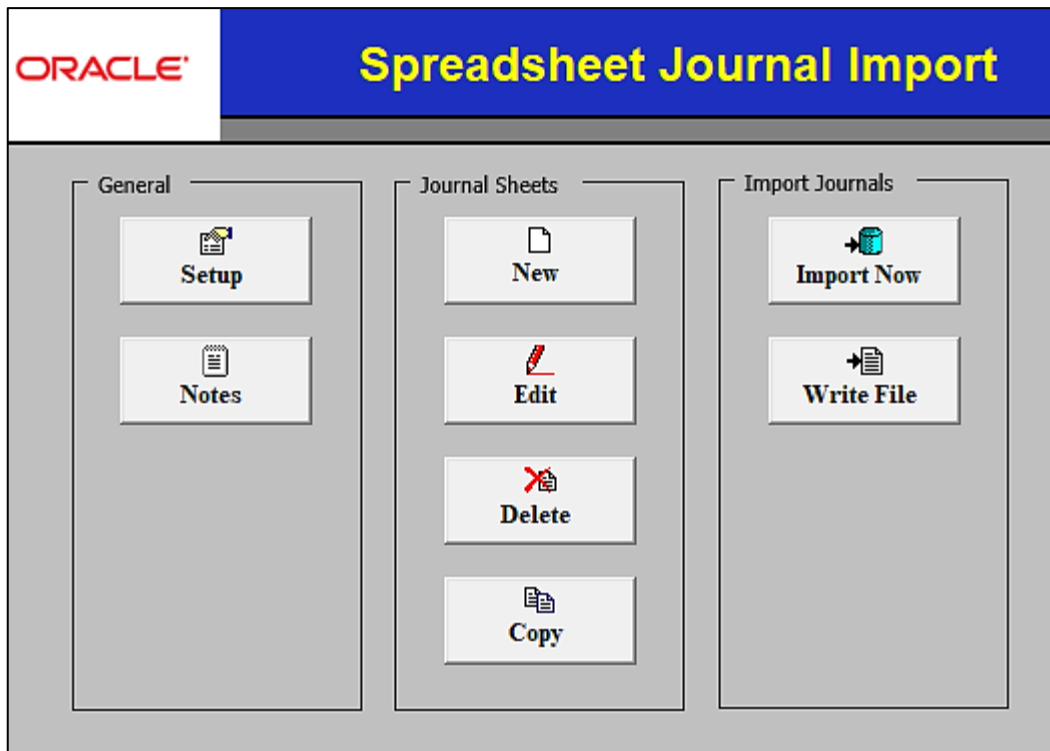
27.	<p>Click the Home icon to return to the Spreadsheet Journal Import (Main menu) page.</p> 
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Step	Action
	<p>The Spreadsheet Journal Import (Main menu) page redispays.</p> 
28.	<p>Click the Write File button within the Import Journals section.</p> 

Step	Action
	<p>The Write Journals to File page displays in a pop-up window.</p> 
29.	<p>Select the applicable Journal Sheet by clicking on the corresponding list item.</p> 
	<p>More than one Journal Sheet can be selected as needed. Take note of the location where the written file will be saved to (File Name field). The file name can be updated as needed but the .txt file extension must remain. The file name will be needed during the upload to Cardinal.</p>

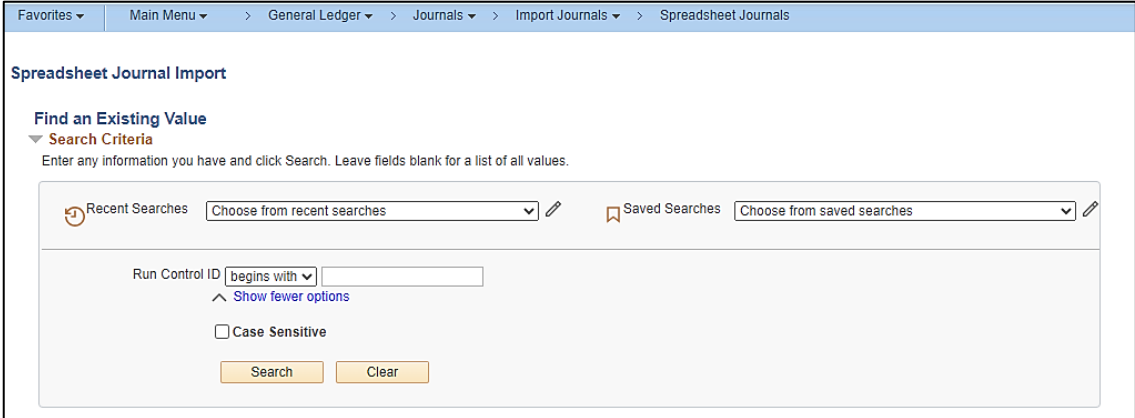


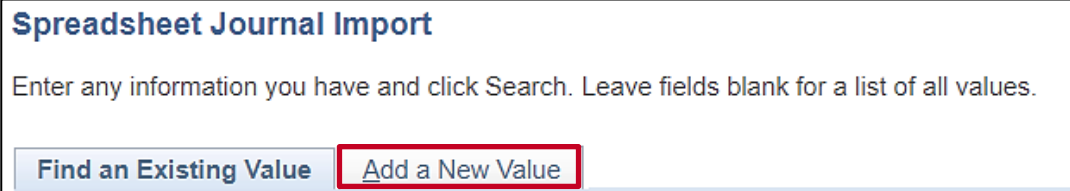
Step	Action
30.	<p>Click the OK button.</p> 

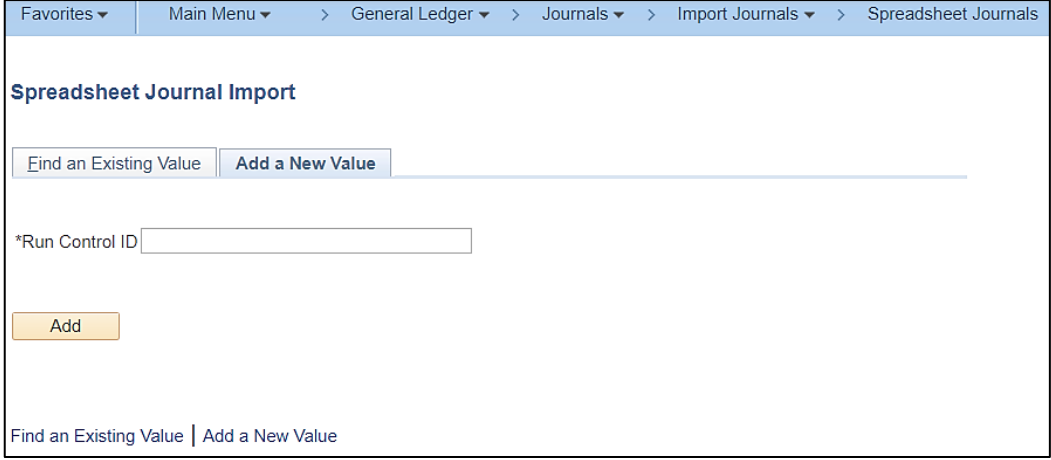

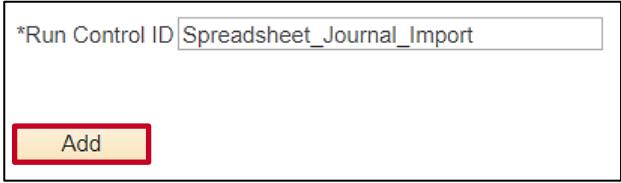
The **Spreadsheet Journal Import** (Main menu) page redisplay.

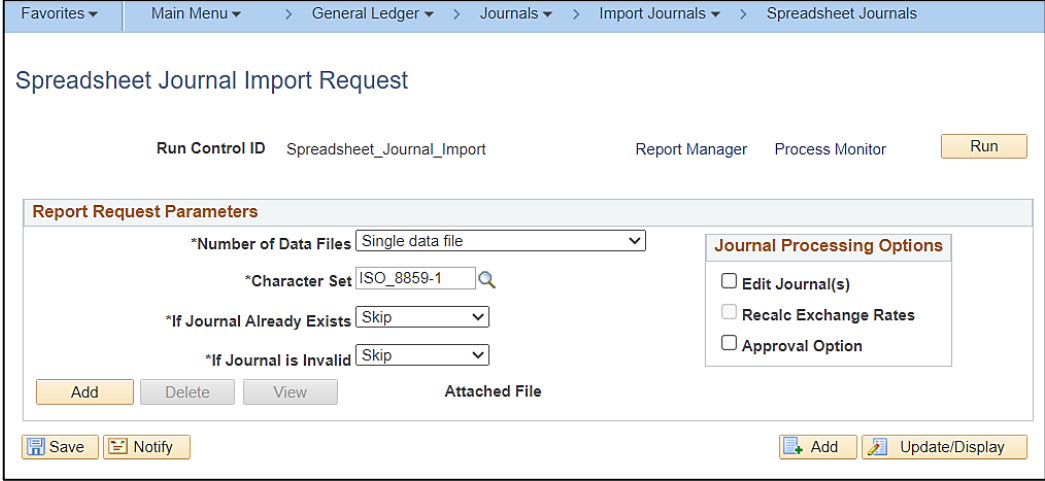

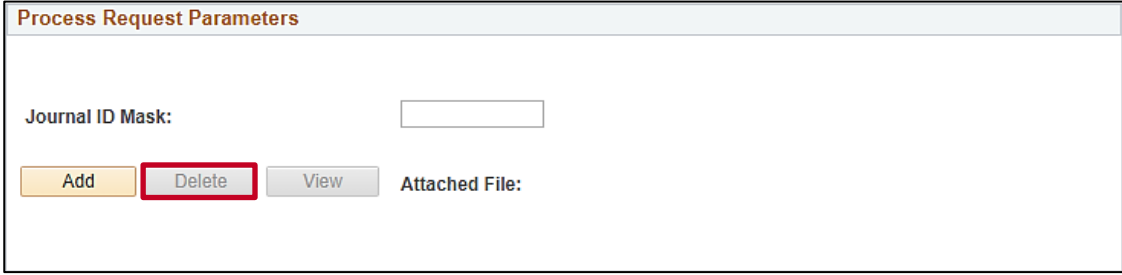
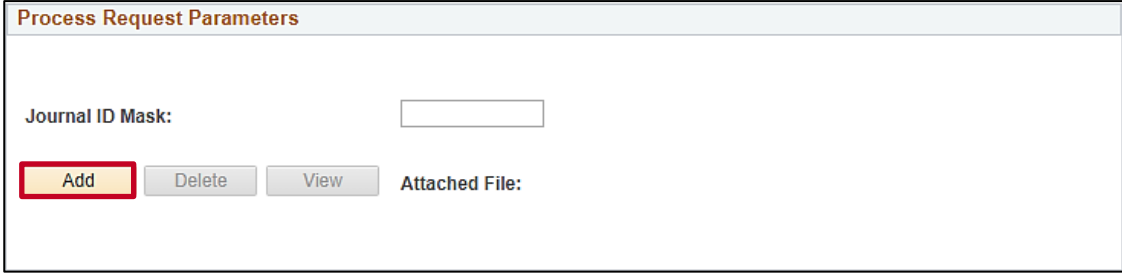


	<p>The Spreadsheet Journal has now been created. Proceed to the Uploading a Spreadsheet Journal to Cardinal section of this Job Aid for instructions on how to upload the Spreadsheet Journal to Cardinal.</p>
---	--

Uploading a Spreadsheet Journal to Cardinal

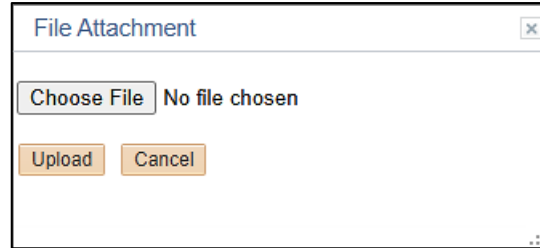
Step	Action
1.	Log into Cardinal and navigate using the following path: Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals
<p>The Spreadsheet Journal Import Find an Existing Value Search page displays.</p> 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
	If this is not the first time performing this process, 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 in Steps 2 - 4 assume that this is the first time that this process is being performed.
2.	Click the Add a New Value tab. 

Step	Action
	<p>The Add a New Value page displays.</p> 
3.	<p>Enter a Run Control ID in the Run Control ID field based on the following guidelines:</p> <ul style="list-style-type: none"> • The Run Control ID must be unique and should be descriptive enough to help locate for future use • 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 (%) 
4.	<p>Click the Add button.</p> 

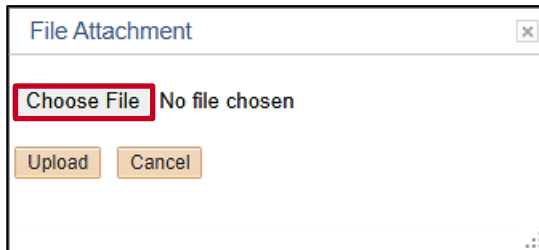
Step	Action
	<p>The Spreadsheet Journal Import Request page displays.</p> 
	<p>If an existing Run Control ID was used, the user must delete the existing attached file by clicking the Delete button.</p> <p>If a new Run Control ID was used, the Delete button will be disabled as it is in this example.</p> 
<p>5.</p>	<p>Next, attach the Journal Sheet (the .txt file identified after Step 29 during the Creating a Spreadsheet Journal process).</p> <p>Click the Add button.</p> 

Step	Action
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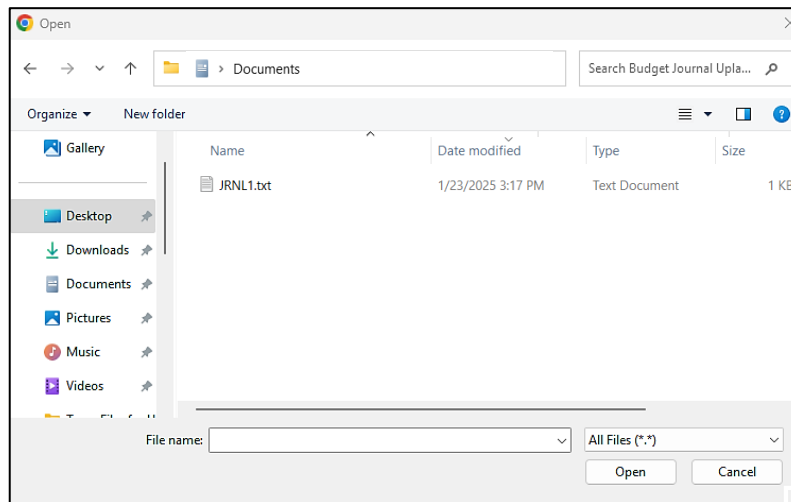
The **File Attachment** page displays in a pop-up window.

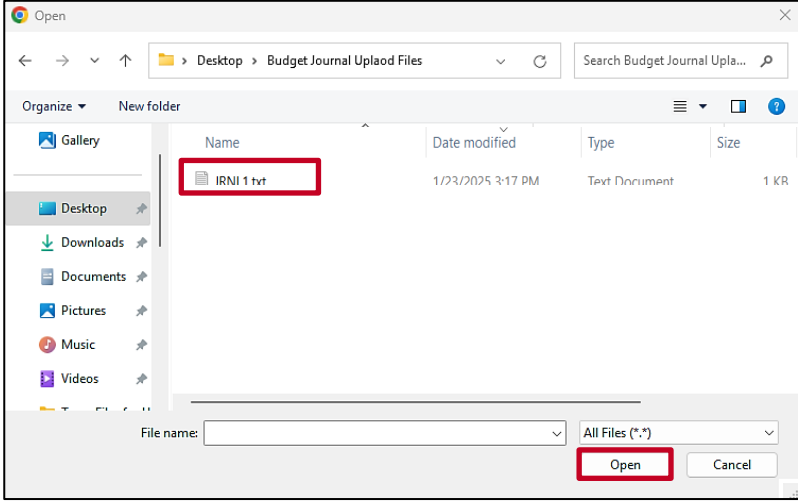
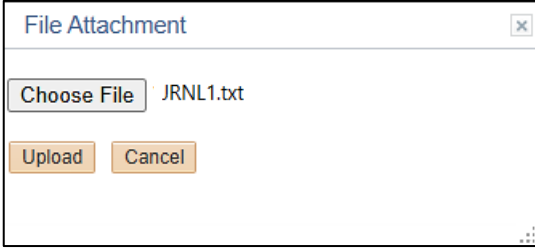
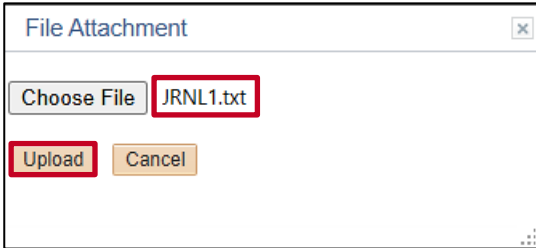


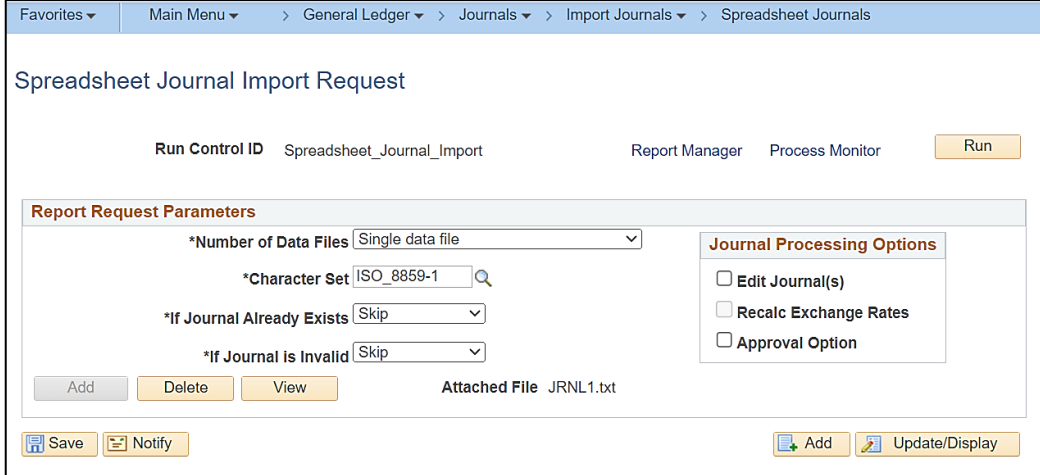

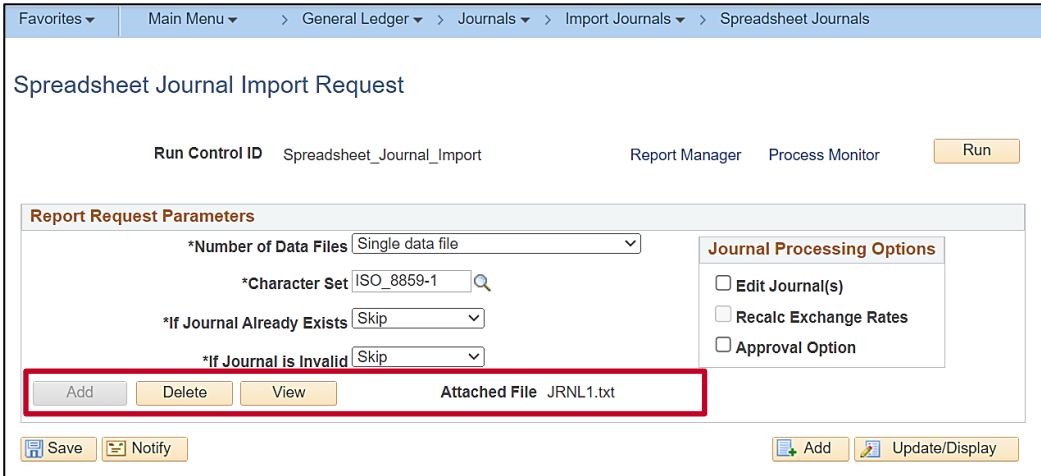
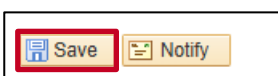
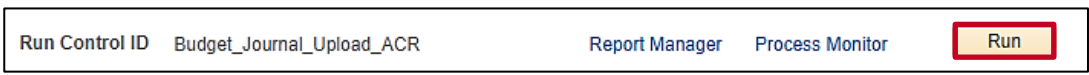
6. Click the **Choose File** button.



The **File Upload** folder displays in a pop-up window.

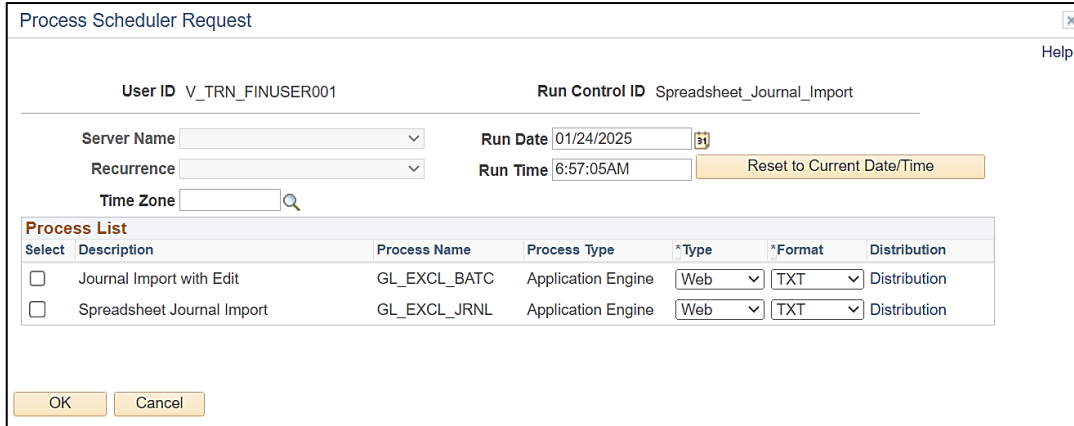


Step	Action
7.	<p>Select the applicable file (.txt document) by clicking on the corresponding list item and then click the Open button.</p> 
<p>The File Attachment page redisplay.</p> 	
8.	<p>The file name displays to the right of the Choose File button. Verify for accuracy before continuing.</p> <p>Click the Upload button.</p> 

Step	Action
	<p>The Spreadsheet Journal Import Request page redispays.</p> 
	<p>The file name displays in the Attached File field. Verify for accuracy before continuing. If the incorrect file was attached, use the Delete button to remove it and then upload the correct file.</p> <p>The View button can be used to view the attached file.</p> 
<p>9.</p>	<p>Click the Save button.</p> 
<p>10.</p>	<p>Click the Run button.</p> 

Step	Action
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The **Process Scheduler Request** page displays in a pop-up window.



Process Scheduler Request

User ID V_TRN_FINUSER001 Run Control ID Spreadsheet_Journal_Import

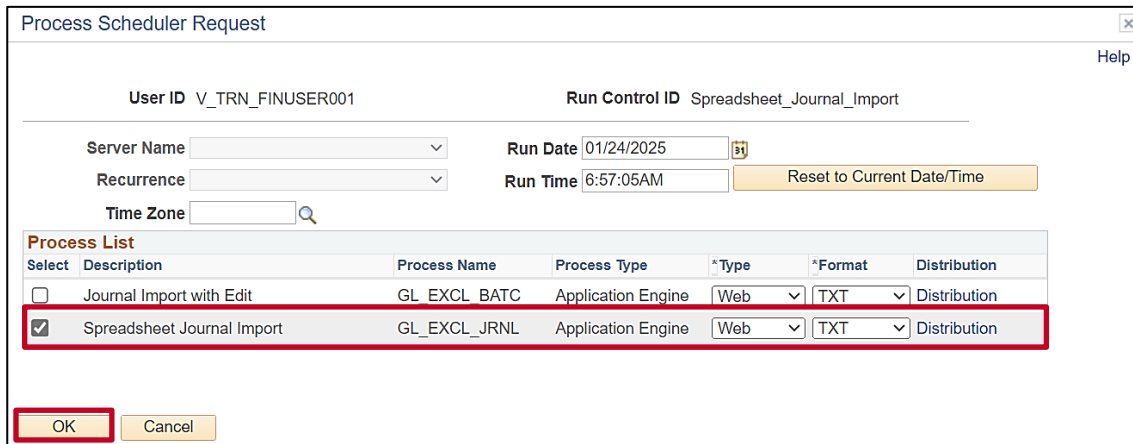
Server Name Run Date 01/24/2025

Recurrence Run Time 6:57:05AM

Time Zone

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

11. Review the **Process List** section and verify that the “Spreadsheet Journal Import” process is selected (**Select** checkbox selected) and then click the **OK** button.



Process Scheduler Request

User ID V_TRN_FINUSER001 Run Control ID Spreadsheet_Journal_Import

Server Name Run Date 01/24/2025

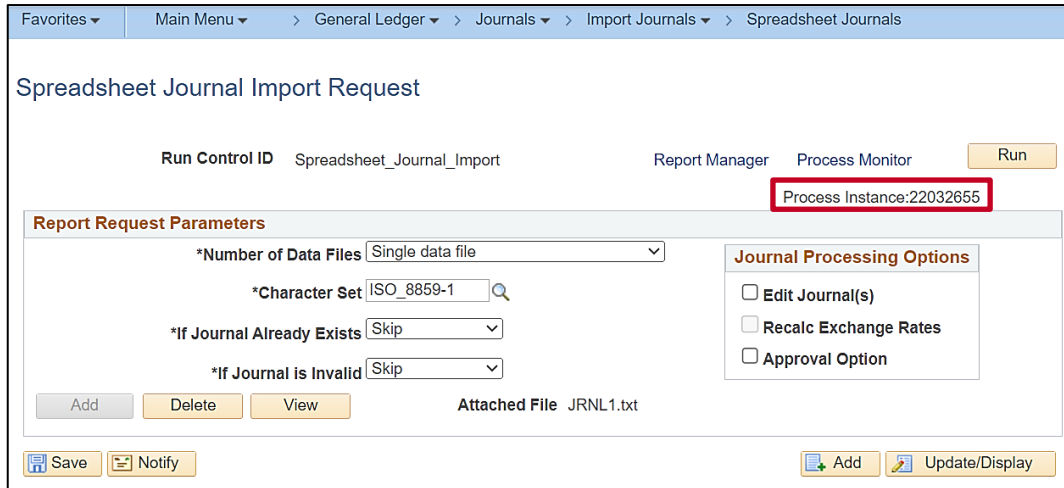
Recurrence Run Time 6:57:05AM

Time Zone

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

Step	Action
------	--------

The **Spreadsheet Journal Import Request** page redisplay.



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

Spreadsheet Journal Import Request

Run Control ID Spreadsheet_Journal_Import Report Manager Process Monitor Process Instance:22032655 Run

Report Request Parameters

*Number of Data Files

*Character Set

*If Journal Already Exists

*If Journal is Invalid

Add Delete View Attached File JRNL1.txt

Save Notify

Journal Processing Options

Edit Journal(s)

Recalc Exchange Rates

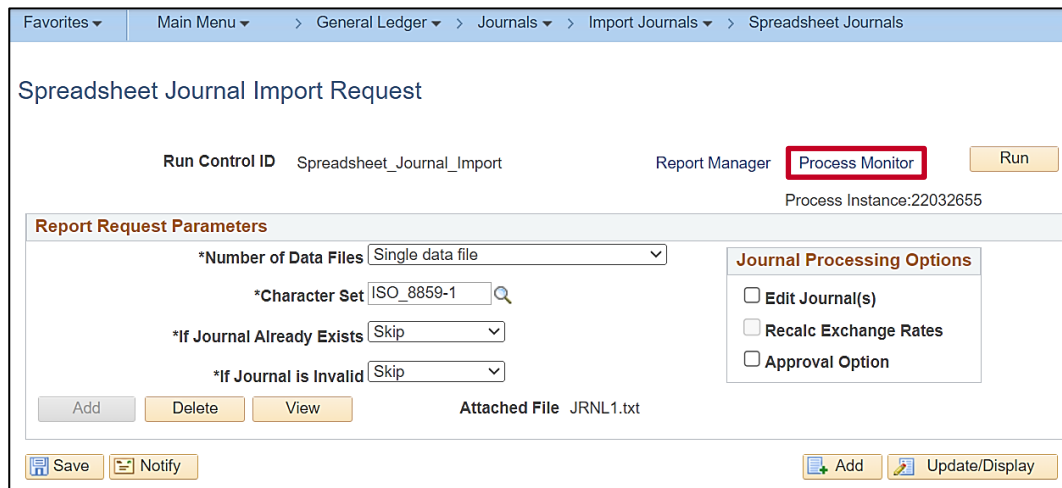
Approval Option

Add Update/Display



The assigned Process Instance Number displays below the **Process Monitor** link. Take note of the Process Instance Number.

12. Click the **Process Monitor** link.



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

Spreadsheet Journal Import Request

Run Control ID Spreadsheet_Journal_Import Report Manager Process Monitor Run

Process Instance:22032655

Report Request Parameters

*Number of Data Files

*Character Set

*If Journal Already Exists

*If Journal is Invalid

Add Delete View Attached File JRNL1.txt

Save Notify

Journal Processing Options

Edit Journal(s)

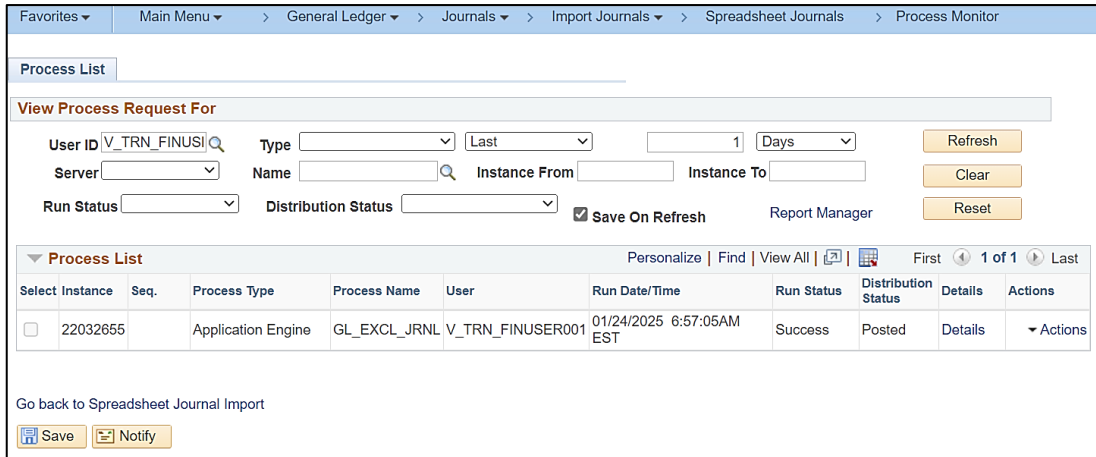
Recalc Exchange Rates

Approval Option

Add Update/Display

Step	Action
------	--------

The **Process Monitor** page displays with the **Process List** tab displayed by default.



Process List

View Process Request For

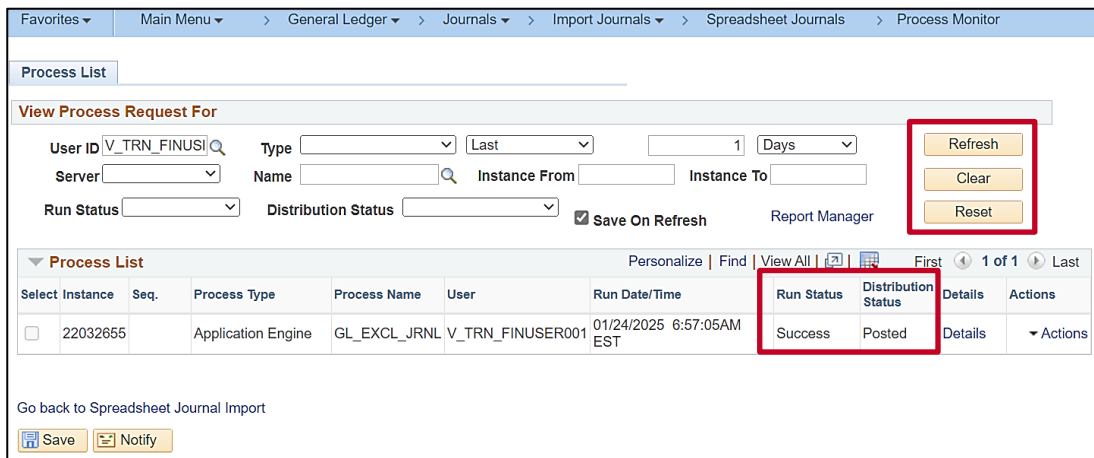
User ID Type Days
 Server Name Instance From Instance To
 Run Status Distribution Status Save On Refresh Report Manager

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032655		Application Engine	GL_EXCL_JRNL_V_TRN_FINUSER001		01/24/2025 6:57:05AM EST	Success	Posted	Details	Actions

Go back to Spreadsheet Journal Import

13. Locate the applicable process within the **Process List** section using the Process Instance Number previously captured. The upload is complete once the **Run Status** field updates to either “Success” or “No Success” and the **Distribution Status** field updates to “Posted”. Periodically click the **Refresh** button until these two status fields update.

- The **Clear** button can be used to clear any defined view parameters
- The **Reset** button can be used to reset back to the last saved view parameters



Process List

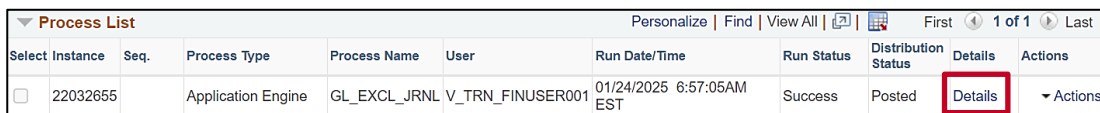
View Process Request For

User ID Type Days
 Server Name Instance From Instance To
 Run Status Distribution Status Save On Refresh Report Manager

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032655		Application Engine	GL_EXCL_JRNL_V_TRN_FINUSER001		01/24/2025 6:57:05AM EST	Success	Posted	Details	Actions

Go back to Spreadsheet Journal Import

14. Click the **Details** link.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032655		Application Engine	GL_EXCL_JRNL_V_TRN_FINUSER001		01/24/2025 6:57:05AM EST	Success	Posted	Details	Actions

Step	Action
------	--------

The **View Log/Trace** page displays in a pop-up window.

View Log/Trace x

Help

Report

Report ID 97496335 Process Instance 22032655 Message Log
 Name GL_EXCL_JRNL Process Type Application Engine
 Run Status Success

Spreadsheet Journal Import

Distribution Details

Distribution Node fintrn Expiration Date 02/23/2025

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_22032655.log	385	01/24/2025 7:02:58.098828AM EST
GL_EXCL_JRNL_22032655.LOG	415	01/24/2025 7:02:58.098828AM EST

Distribute To

Distribution ID Type *Distribution ID
 User V_TRN_FINUSER001

Return

16. Click the **“GL_EXCL_JRNL....LOG”** link within the **File List** section to review the Journal Import Log and capture the assigned Journal ID.

File List		
Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_22032655.log	385	01/24/2025 7:02:58.098828AM EST
GL_EXCL_JRNL_22032655.LOG	415	01/24/2025 7:02:58.098828AM EST

The **Journal Import Log** displays.

```

Spreadsheet Journal Import (GL_EXCL_JRNL)

2025-01-24 07.02.52.000000
-----
Processing file JRNL1.txt ...
Process completed successfully with 1 journals imported.
Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description
1010 (15100, 0002753472 2025-01-22) , Example
Updated these journals: System ID (Unit, Journal ID, Date) Reference, Description
```

17. Take note of the Journal ID and then close the Journal Import Log.

Step	Action
------	--------

The **View Log/Trace** page redisplay.

View Log/Trace
✕

[Help](#)

Report

Report ID 97496335	Process Instance 22032655	Message Log
Name GL_EXCL_JRNL	Process Type Application Engine	
Run Status Success		

Spreadsheet Journal Import

Distribution Details

Distribution Node fintrn	Expiration Date 02/23/2025
--------------------------	----------------------------

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_22032655.log	385	01/24/2025 7:02:58.098828AM EST
GL_EXCL_JRNL_22032655.LOG	415	01/24/2025 7:02:58.098828AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_TRN_FINUSER001

18. Click the **Return** button.

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_22032655.log	385	01/24/2025 7:02:58.098828AM EST
GL_EXCL_JRNL_22032655.LOG	415	01/24/2025 7:02:58.098828AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_TRN_FINUSER001

Step	Action
------	--------

The **Process Detail** page redisplay.

Process Detail
Help

Process

Instance 22032655	Type Application Engine
Name GL_EXCL_JRNL	Description Spreadsheet Journal Import
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID Spreadsheet_Journal_Import	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX2	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 01/24/2025 7:02:49AM EST	Parameters Transfer
Run Anytime After 01/24/2025 6:57:05AM EST	Message Log View Locks
Began Process At 01/24/2025 7:02:52AM EST	Batch Timings
Ended Process At 01/24/2025 7:02:58AM EST	View Log/Trace

OK
Cancel

19.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px;">OK</div> <div>Cancel</div> </div> </div>
-----	---

The **Process List** page redisplay.

Favorites
Main Menu
General Ledger
Journals
Import Journals
Spreadsheet Journals
Process Monitor

Process List

View Process Request For

User ID <input type="text" value="V_TRN_FINUSI"/>	Type <input type="text" value="Last"/>	<input type="text" value="1"/> Days	Refresh
Server <input type="text"/>	Name <input type="text"/>	Instance From <input type="text"/>	Instance To <input type="text"/>
Run Status <input type="text"/>	Distribution Status <input type="text"/>	<input checked="" type="checkbox"/> Save On Refresh	Report Manager


Clear
Reset

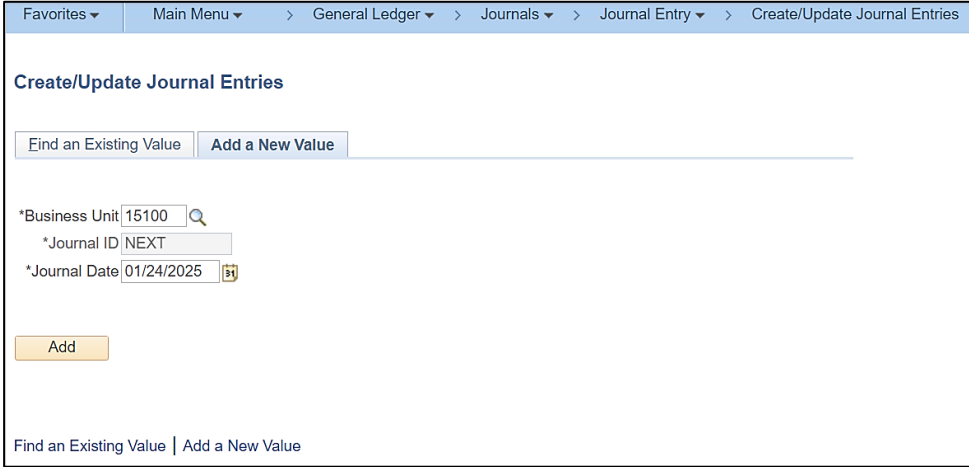
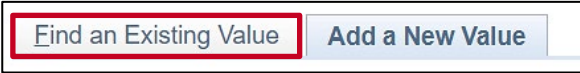
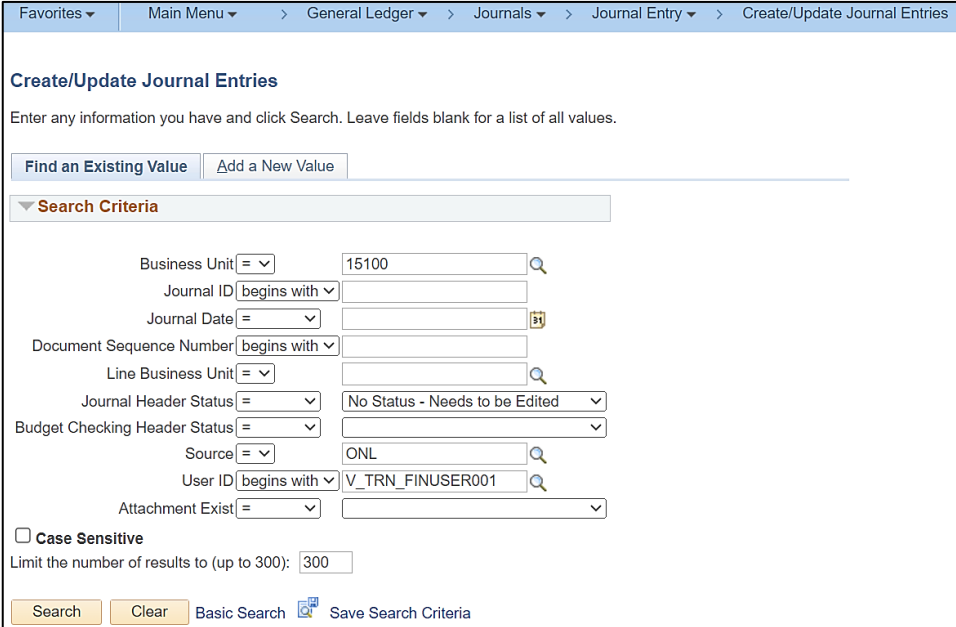

Process List Personalize | Find | View All | First 1 of 1 Last

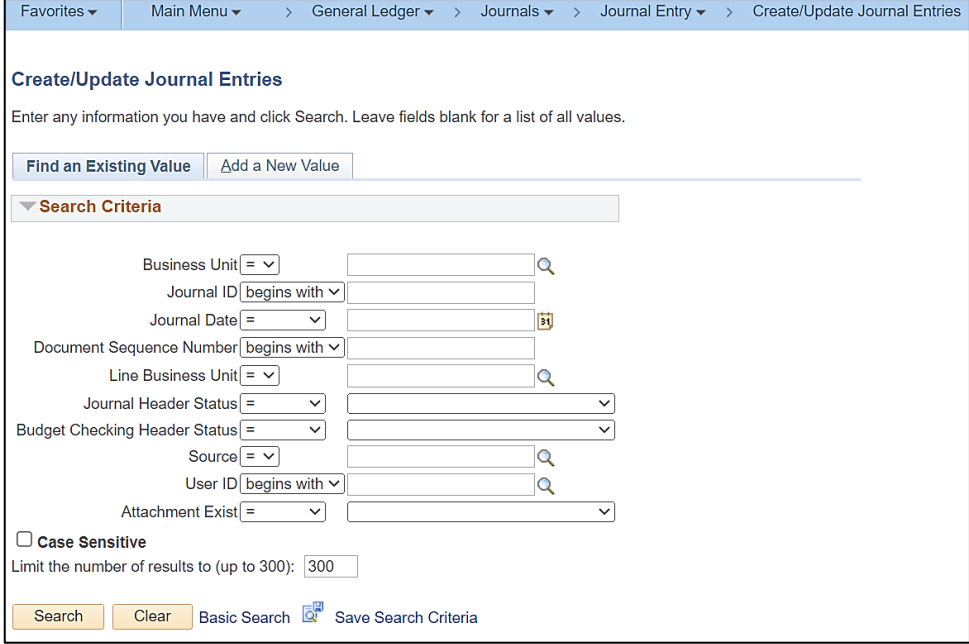



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032655		Application Engine	GL_EXCL_JRNL	V_TRN_FINUSER001	01/24/2025 6:57:05AM EST	Success	Posted	Details	Actions

Go back to Spreadsheet Journal Import

Save
Notify

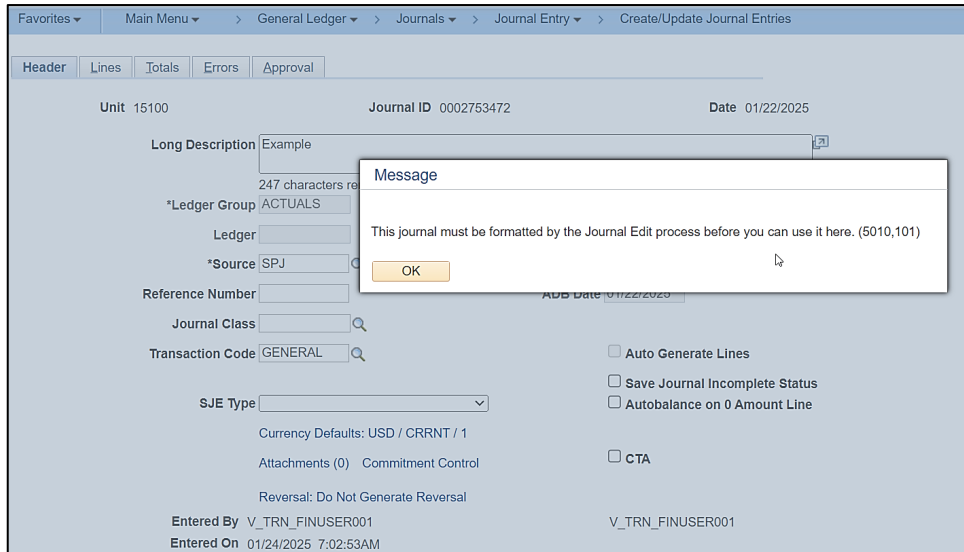
	<p>All spreadsheet journal entries uploaded into Cardinal must be formatted by the Journal Edit process.</p>
---	---

Step	Action
20.	<p>Navigate to the Create/Update Journal Entries page using the following navigation path: General Ledger > Journals > Journal Entry > Create/Update Journal Entries</p>  <p>The screenshot shows the breadcrumb navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below the navigation is the page title 'Create/Update Journal Entries' and two tabs: 'Find an Existing Value' and 'Add a New Value'. The form includes fields for: *Business Unit (15100), *Journal ID (NEXT), and *Journal Date (01/24/2025). There is an 'Add' button and a footer with 'Find an Existing Value Add a New Value'.</p>
21.	<p>Click the Find an Existing Value tab.</p>  <p>The image shows a close-up of the two tabs. The 'Find an Existing Value' tab is highlighted with a red border.</p>
	<p>The Find an Existing Value Search page displays.</p>  <p>The screenshot shows the search page with the following search criteria: Business Unit (15100), Journal ID (begins with), Journal Date, Document Sequence Number (begins with), Line Business Unit, Journal Header Status (No Status - Needs to be Edited), Budget Checking Header Status, Source (ONL), User ID (begins with V_TRN_FINUSER001), and Attachment Exist. There is a 'Case Sensitive' checkbox, a 'Limit the number of results to (up to 300): 300' field, and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
22.	<p>Click the Clear button.</p>  <p>The image shows a close-up of the search buttons. The 'Clear' button is highlighted with a red border.</p>

Step	Action
	<p>The Create/Update Journal Entries Search page redispays.</p> 
23.	<p>Enter Agency number in the Business Unit field.</p> 
24.	<p>Enter the Journal ID created during the upload process in the Journal ID field.</p> 
25.	<p>Click the Search button.</p> 

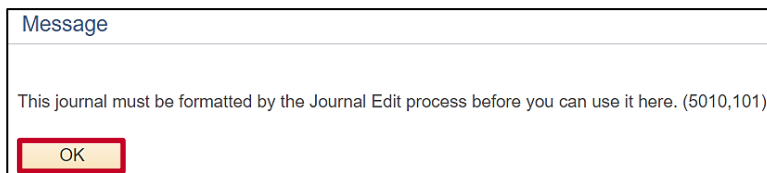
Step	Action
------	--------

The **Header** page for the journal entry and a message pop-up window display.



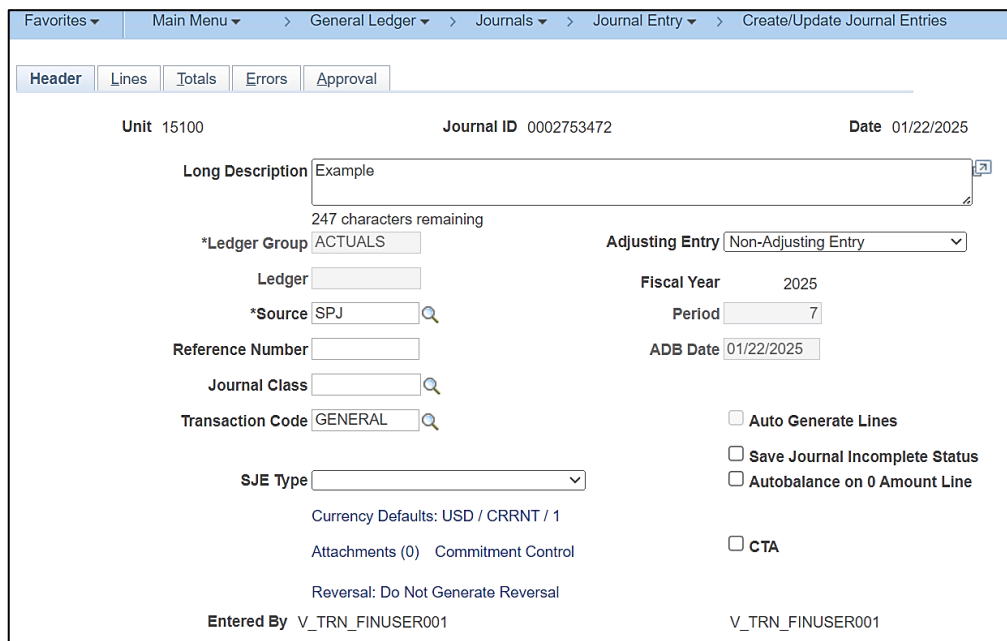
The screenshot shows the 'Create/Update Journal Entries' header page. A message pop-up window is displayed in the center, containing the text: "This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)". The pop-up has an "OK" button. The background page shows fields for Unit (15100), Journal ID (0002753472), Date (01/22/2025), Long Description (Example), Ledger Group (ACTUALS), Source (SPJ), Reference Number, Journal Class, Transaction Code (GENERAL), SJE Type, Currency Defaults (USD / CRRNT / 1), Attachments (0), Commitment Control, Reversal (Do Not Generate Reversal), Entered By (V_TRN_FINUSER001), and Entered On (01/24/2025 7:02:53AM). There are also checkboxes for "Auto Generate Lines", "Save Journal Incomplete Status", "Autobalance on 0 Amount Line", and "CTA".

26. Click the **OK** button.



The close-up shows the message pop-up window with the text: "This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)". The "OK" button is highlighted with a red box.

The **Create/Update Journal Entries Header** page redispays.

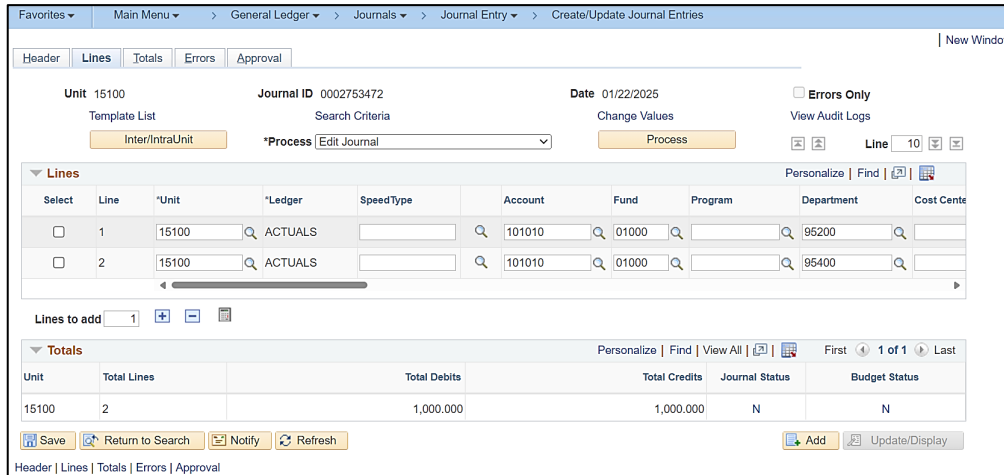


The screenshot shows the 'Create/Update Journal Entries' header page after the message is dismissed. The fields are the same as in the previous screenshot, but the message pop-up is no longer present. The "Adjusting Entry" dropdown is set to "Non-Adjusting Entry".

Step	Action
27.	Click the Lines tab.




The **Lines** page displays.



28.	The Process dropdown field defaults to Edit Journal . Click the Process button to format the uploaded journal entry.
-----	---



	The process to upload the Spreadsheet Journal is now complete. The Journal can be edited if necessary or posted manually (using the “Post Journal” process). The Journal will also be posted during the nightly batch posting process. Following successful Journal posting, the Journal Status will change to “P” for “Posted”.
---	---