



Creating and Uploading Spreadsheet Journals Overview

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

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.

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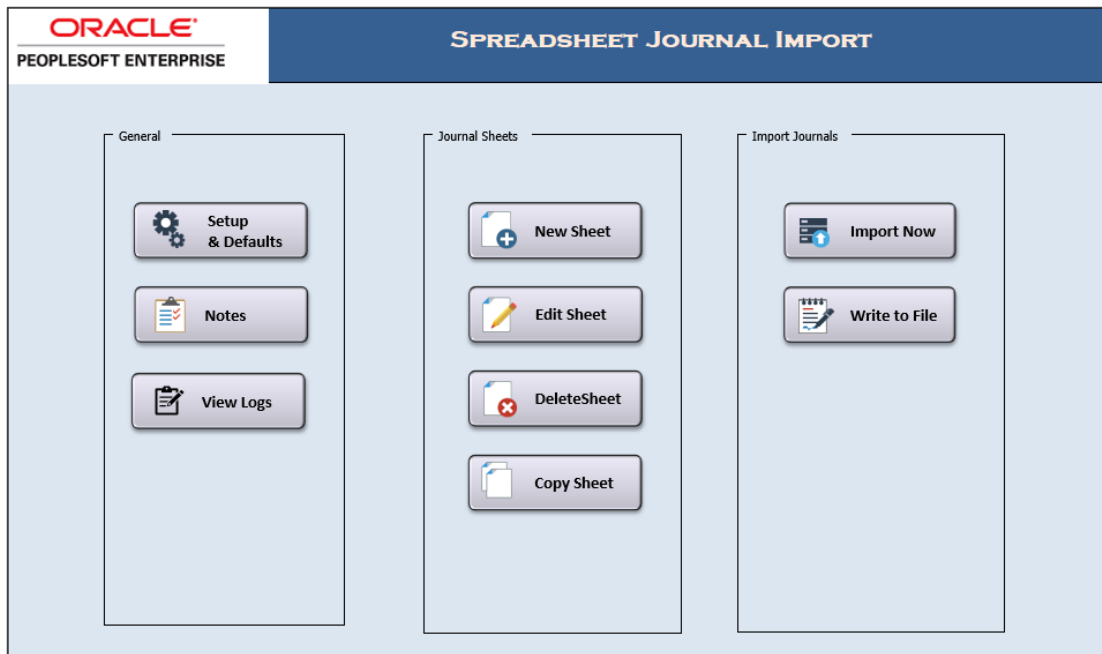
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/15/2026	Baseline.

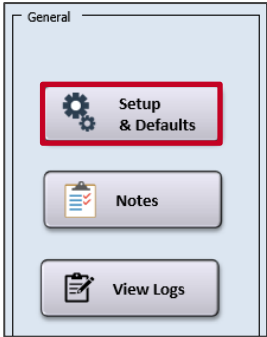
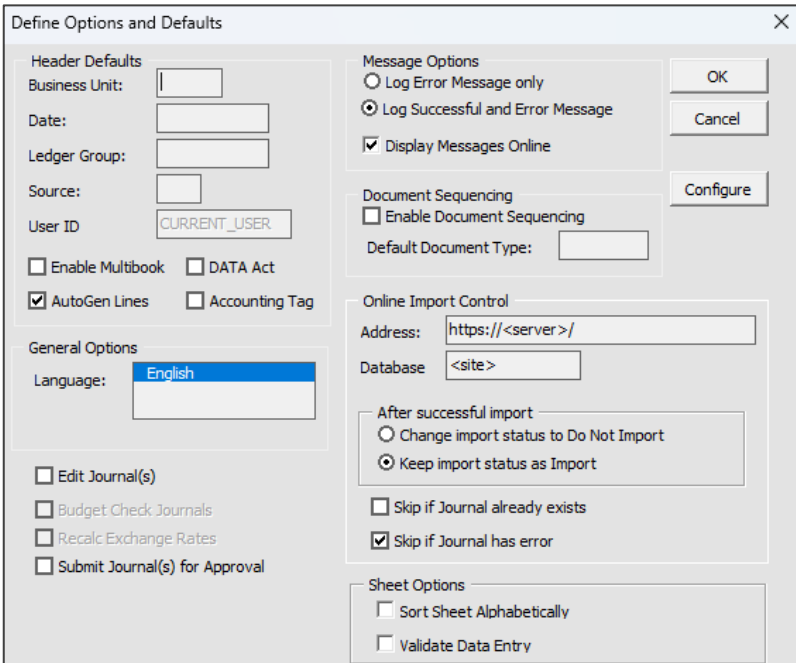
Creating a Spreadsheet Journal

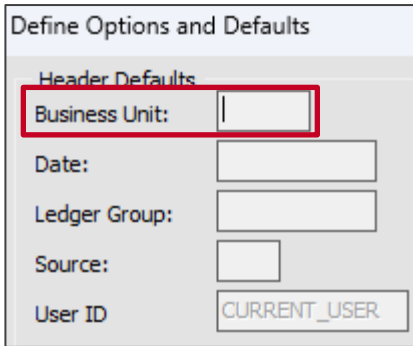
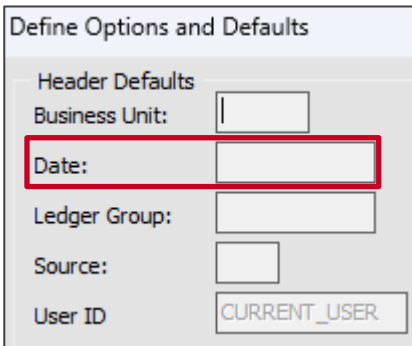
Step	Action
1.	Download the following two required files: • GL Journal Spreadsheet Upload Excel Template • GL Journal Spreadsheet Upload XLAM Macro File These files are located on the Cardinal website in Mass Upload Templates under Resources. These two files <u>must</u> be saved to the same folder on the user's workstation.
	If new files ever need to be downloaded from the Cardinal website, ensure that any existing files are deleted from the user's workstation and then repeat Step 1 to download both files. The workstation should contain only one copy of each file.
2.	Open the Excel file ("JRNL1_WS.xls").
	The Macro file "JRNLMCRO_WS.xlam" is connected to the "JRNL1_WS.xls" files and runs in the background. It does not need to be opened.

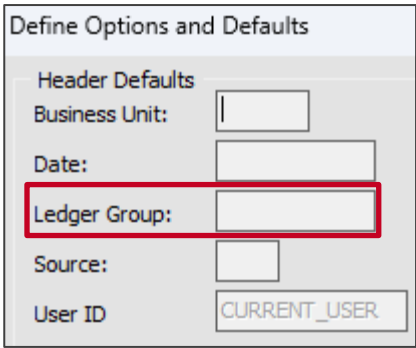
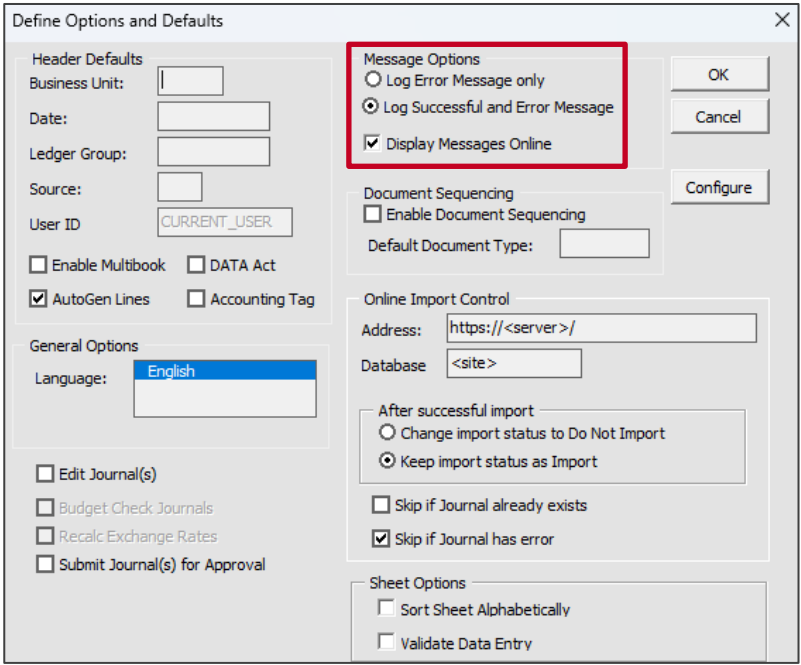
The **Spreadsheet Journal Import Home** page (Main menu) displays.

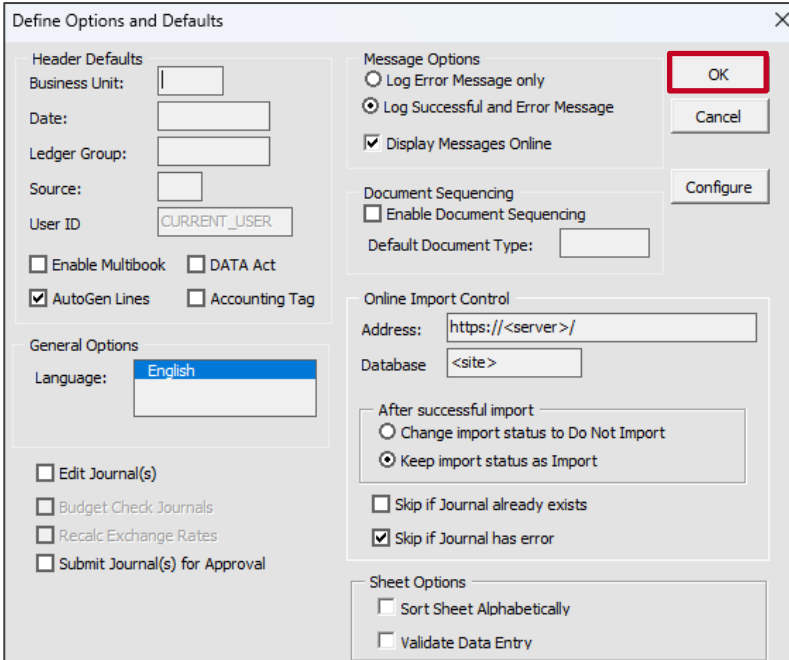
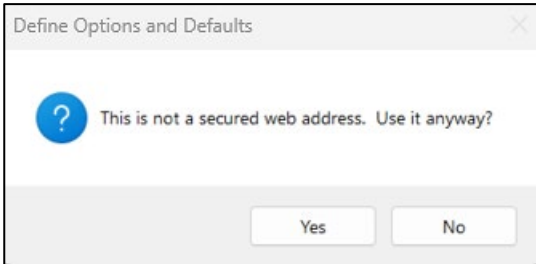


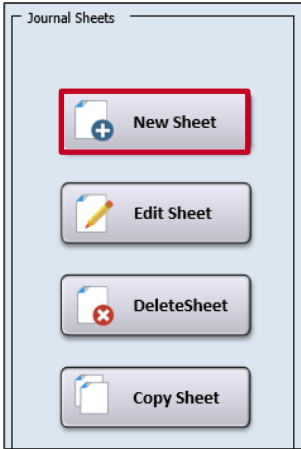
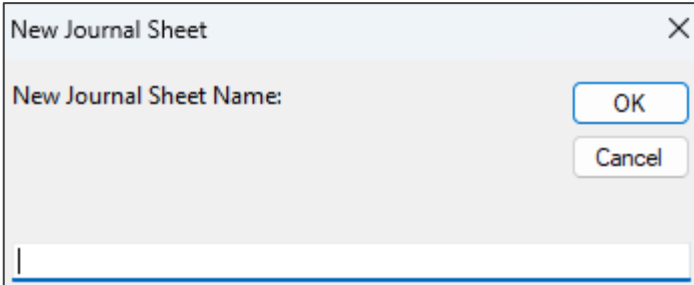
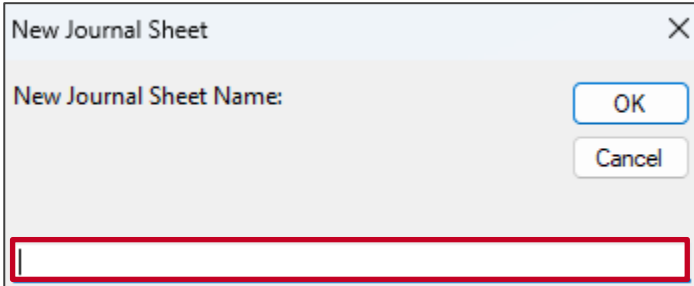
	A security warning message may be displayed when the file is opened. If the message does display, click the Enable Content button within the Security Banner. Depending on the user's version of Excel, the button may vary and be either Options or Enable Editing. Also, if a message displays about macros, click the Enable Macros button.
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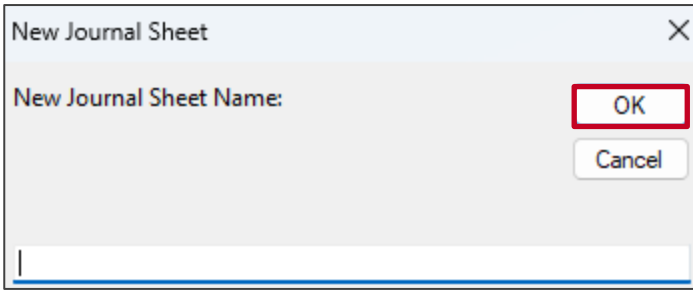
Step	Action
3.	Click the Setup & Defaults button within the General section. 
	The other buttons within the General section are the Notes button and the View Logs button. The Notes button can be used to access another worksheet in the workbook that can be used as a scratch pad for instructions, calculations, and comments. The View Logs button provides a log of journals and the status of those journals.
The Define Options and Defaults page displays in a pop-up window. 	
	The options defined on this page will default to journal sheets and journals created within this workbook.

Step	Action
4.	Enter the Agency Business Unit in the Business Unit field. 
	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. 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. 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.
5.	Enter the applicable date in the Date field. 
	Users can enter the journal date here or leave the date blank and enter the appropriate date for each journal header individually.

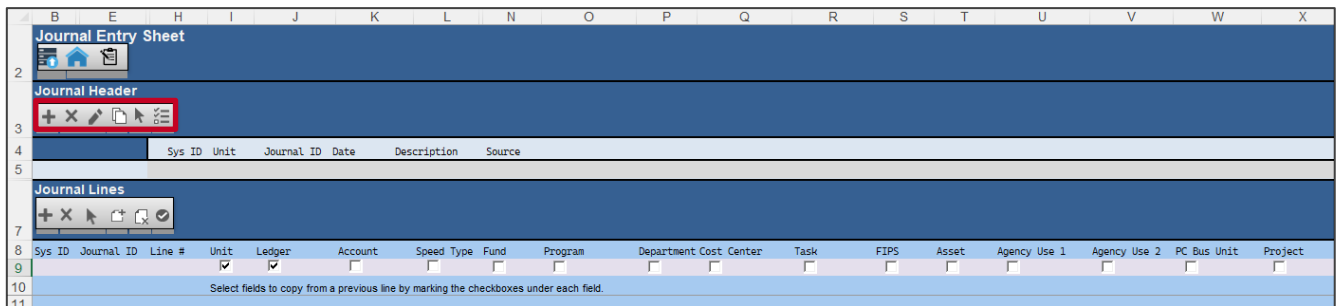
Step	Action
6.	Enter "ACTUALS" in the Ledger Group field (this must be entered in all capital letters). 
	Enter SPJ or ATA in the Source field. A spreadsheet upload journal will always default to SPJ when it is uploaded into Cardinal unless ATA is used.
	Leave the User ID field blank; Cardinal will override this value with the ID of the user who uploads the spreadsheet journal into Cardinal.
7.	In the Message Options section, select either the Log Error Message only radio button to see error messages only or the Log Successful and Error Message radio button to see both successful and error messages. 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
8.	Click the OK button. 
	If the message below is displayed, click the Yes button. 
	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: • New Sheet: Click this button to create (insert) a new Journal worksheet • Edit Sheet: Click this button to edit an existing Journal worksheet within the workbook • DeleteSheet: Click this button to delete one or more Journal worksheets in the workbook • Copy Sheet: Click this button to copy one Journal worksheet to a new Journal worksheet saved under a new name within the workbook

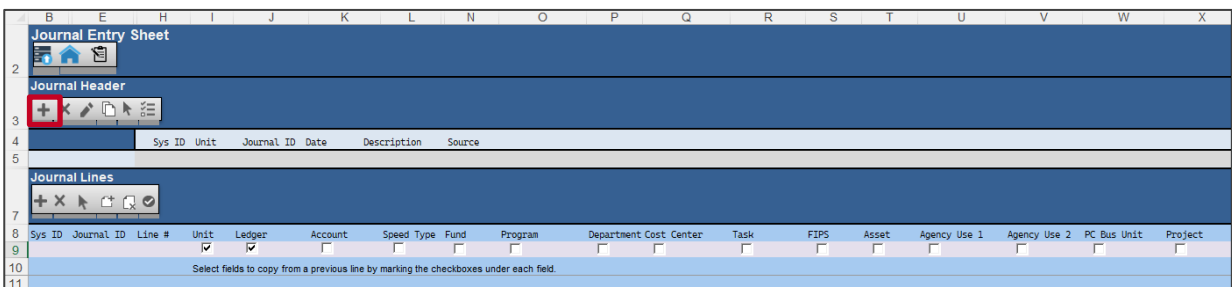
Step	Action
9.	Click the New Sheet button to create (insert) a new Journal worksheet. 
The New Journal Sheet page displays in a pop-up window. 	
10.	Enter a name for the Journal worksheet into the New Journal Sheet Name field. 
	Any values listed in Header Defaults section will automatically populate when a new journal is created. The Journal Sheet name does not correspond to, nor will it transfer to, anything within Cardinal during the upload.

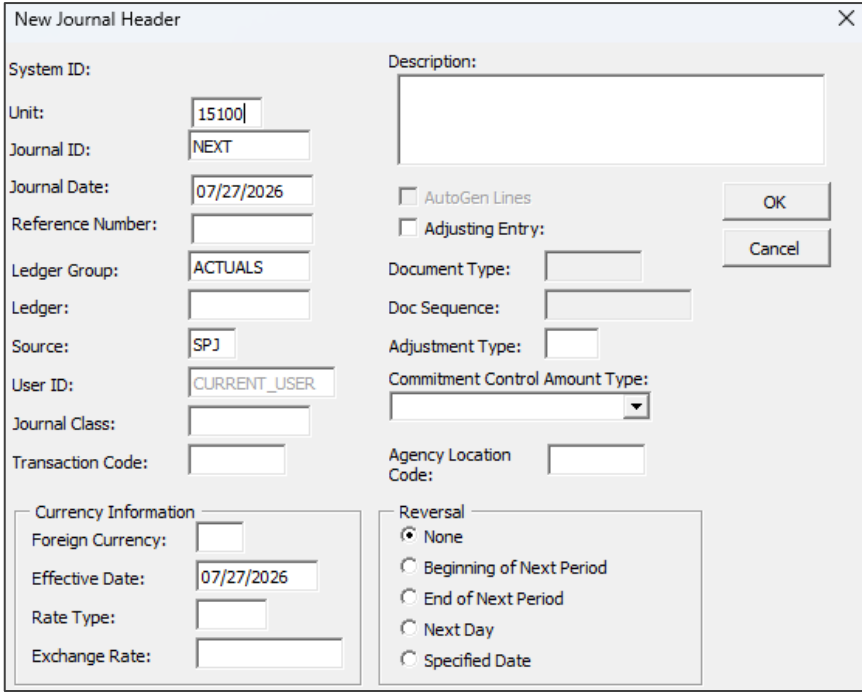
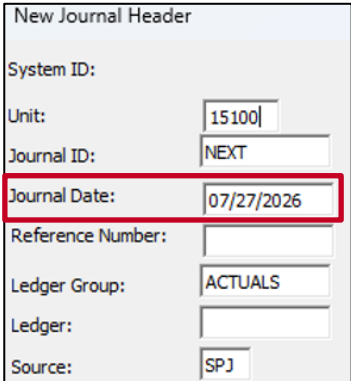
Step	Action
11.	Click the OK button. 

The **Spreadsheet Journal Import** spreadsheet displays.



	The following buttons are available in the Journal Header section: • Add Journal Header (plus sign): Click this button to add the Journal Header information • Delete Journal (X): Click this button to delete a Journal entry • Edit Journal Header (gray 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 • Select Journal (gray arrow): Click this button to open an existing Journal within the workbook • Change Import Status (table with multi-lines): Click this button to mark the Journal status to "Import" or "Do Not Import"
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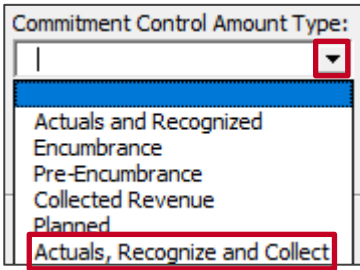
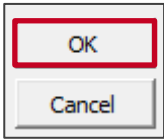
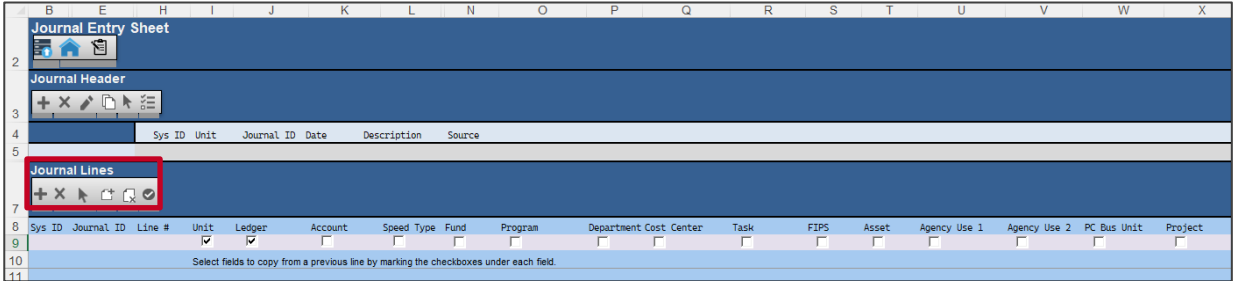
12.	Click the Add Journal Header (+) button. 
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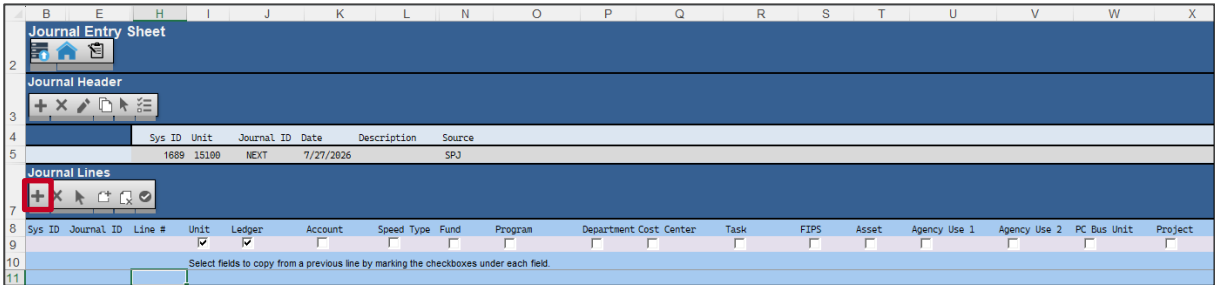
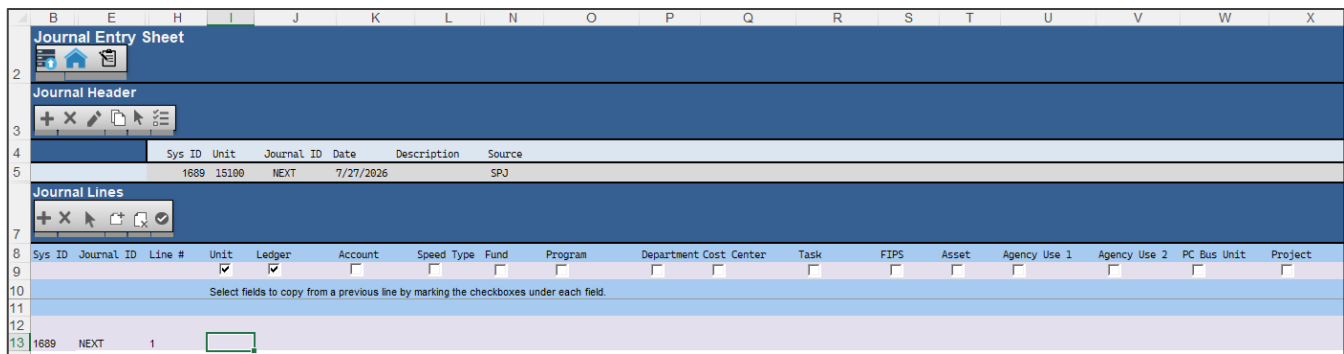
Step	Action
	The New Journal Header page displays in a pop-up window. 
	The Unit , Journal Date , and Ledger Group fields all default based on the values previously entered on the Setup & Defaults tab.
	The Journal ID defaults to NEXT . Do not change the default; the Journal ID will be assigned by Cardinal when the journal is uploaded.
13.	Enter a different date in the Journal Date field if it needs to be changed. 



General Ledger Job Aid

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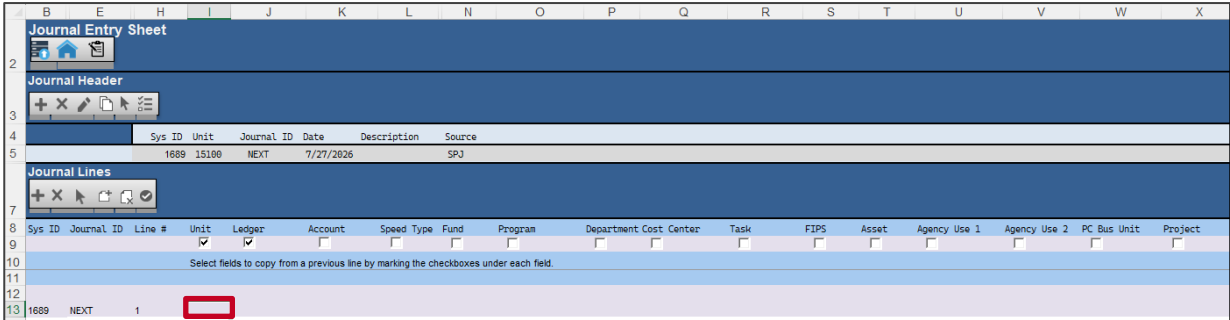
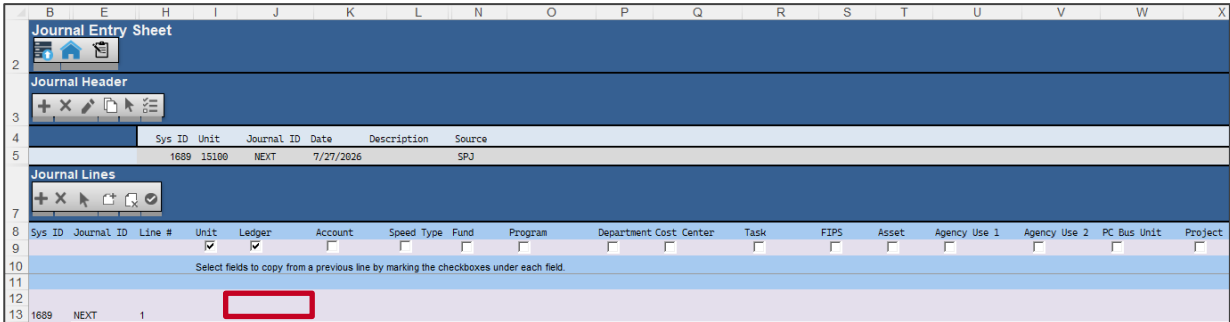
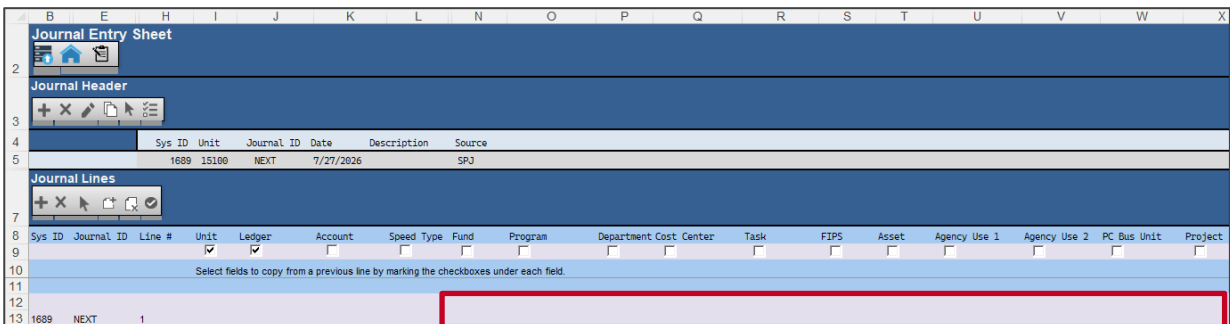
Step	Action
14.	Enter a description for the Journal Header in the Description field. 
15.	Select the Commitment Control Amount Type of “Actuals, Recognize and Collect” from the drop-down list. 
16.	Click the OK button. 
	The User ID field will auto populate with the user who actually uploads the Journal when the Journal is uploaded into Cardinal. If a value is entered now, it will be overwritten when the upload occurs.
17.	Next, complete the Journal Line(s) information. 

Step	Action
	The following buttons are available in the Journal Lines section: Add Line (plus sign): Click this button to add a new row (single Journal Line) Remove Line (X): Click this button to remove a row (single Journal Line) Select Journal (gray arrow): Click this button to open an existing Journal within the workbook Add Lines (sheet of paper with plus sign): Click this button to add a defined number of new rows (multiple Journal Lines) Remove Lines (sheet of paper with x): Click this button to remove the selected rows (multiple Journal Lines) Check Amounts: Click this button to verify the amounts entered have the correct number of decimal points.
18.	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. 	



General Ledger Job Aid

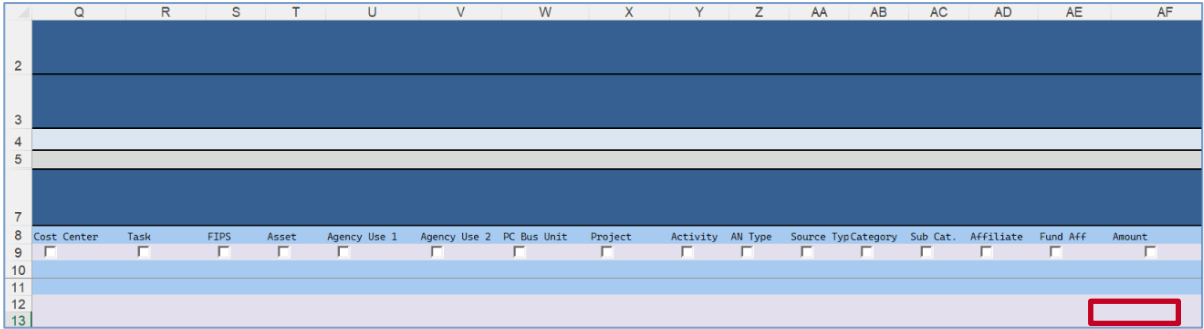
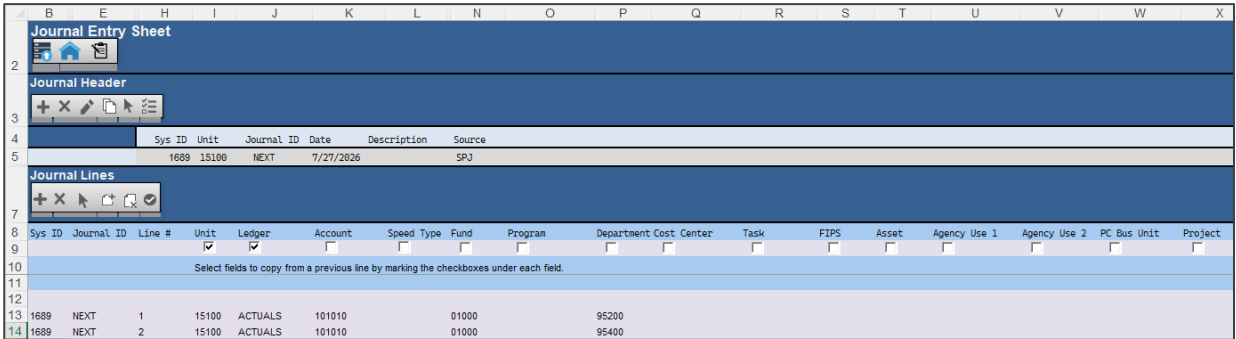
GL332 Creating and Uploading Spreadsheet Journals

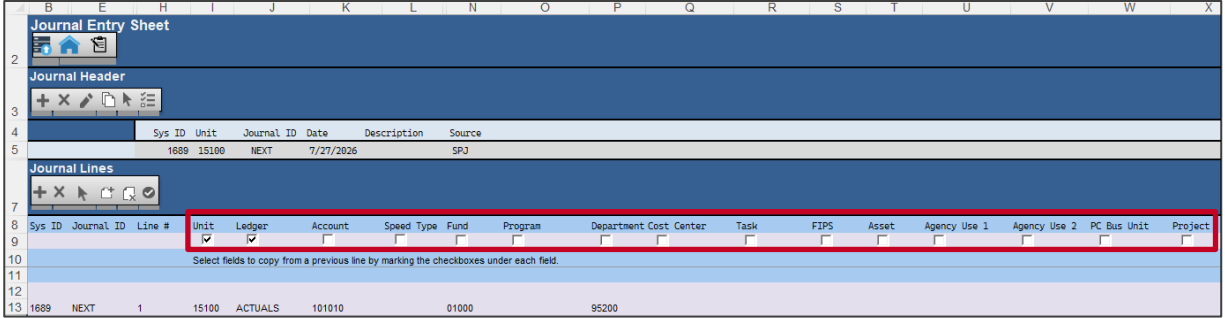
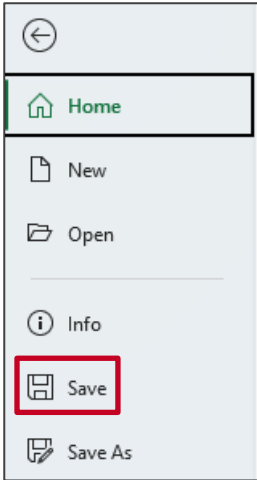
Step	Action
19.	Enter the Agency Business Unit in the Unit field.  The screenshot shows the 'Journal Entry Sheet' interface. The 'Journal Header' section contains fields for Sys ID (1689), Unit (15100), Journal ID (NEXT), Date (7/27/2026), Description, and Source (SPJ). The 'Journal Lines' section has a table with columns: Sys ID, Journal ID, Line #, Unit, Ledger, Account, Speed Type, Fund, Program, Department Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Bus Unit, and Project. The 'Unit' field in the first line is highlighted with a red box.
20.	Enter "ACTUALS" in the Ledger field (entered in all capital letters).  The screenshot shows the 'Journal Entry Sheet' interface. The 'Journal Header' section contains fields for Sys ID (1689), Unit (15100), Journal ID (NEXT), Date (7/27/2026), Description, and Source (SPJ). The 'Journal Lines' section has a table with columns: Sys ID, Journal ID, Line #, Unit, Ledger, Account, Speed Type, Fund, Program, Department Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Bus Unit, and Project. The 'Ledger' field in the first line is highlighted with a red box.
21.	Next, enter all applicable ChartField values (Account field through the Fund Affiliate field).  The screenshot shows the 'Journal Entry Sheet' interface. The 'Journal Header' section contains fields for Sys ID (1689), Unit (15100), Journal ID (NEXT), Date (7/27/2026), Description, and Source (SPJ). The 'Journal Lines' section has a table with columns: Sys ID, Journal ID, Line #, Unit, Ledger, Account, Speed Type, Fund, Program, Department Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Bus Unit, and Project. The fields from 'Account' to 'Fund Affiliate' are highlighted with a red box.



General Ledger Job Aid

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Step	Action
22.	Enter the applicable amount in the Amount field. 
23.	Repeat Steps 18 – 22 to add additional Journal Lines as needed. 
	Only enter data in the gray area of the spreadsheet. Not all fields are required to be populated.

Step	Action
	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 be copied down to all subsequent Journal Lines created (Add Row or Add Rows buttons).  Users can also copy and paste data from another Excel spreadsheet as needed. The following guidelines must be followed: • 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 on the Spreadsheet Journal Import spreadsheet
24.	Once all lines have been successfully entered for the journal, save the spreadsheet by clicking the File menu and clicking the Save list item. 

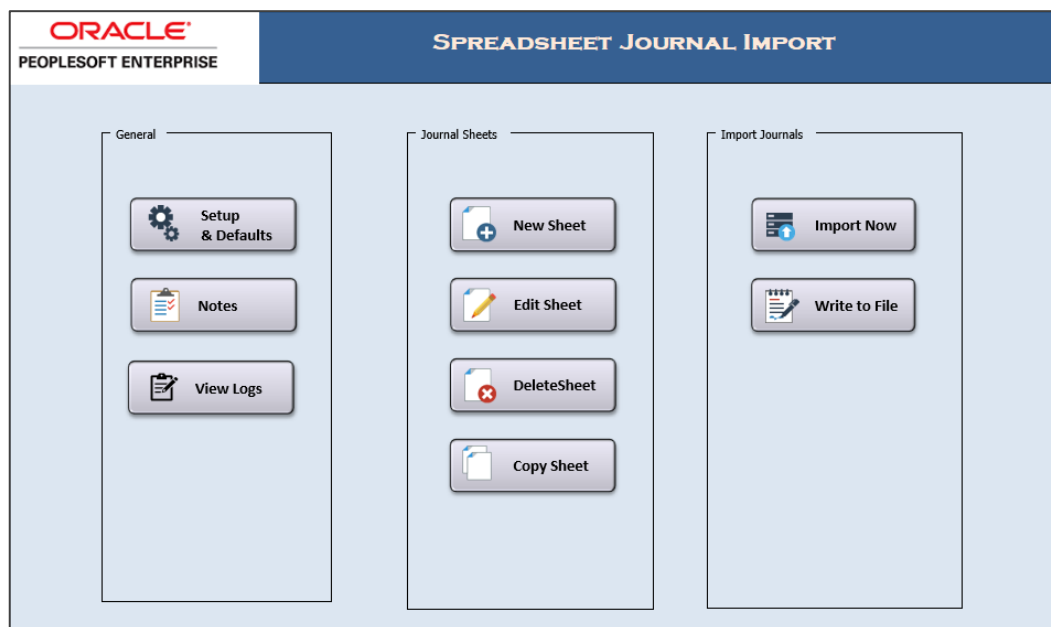
Step	Action
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The **Spreadsheet Journal Import** spreadsheet redisplay.

	B	E	H	I	J	K	L	N	O	P	Q	R	S	T	U	V	W	X
1	Journal Entry Sheet																	
2																		
3	Journal Header																	
4																		
5		Sys ID	Unit	Journal ID	Date	Description	Source											
		1689	15100	NEXT	7/27/2026	SPJ												
7	Journal Lines																	
8																		
9	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Speed Type	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project
10				☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
11	Select fields to copy from a previous line by marking the checkboxes under each field.																	
12																		
13	1689	NEXT	1	15100	ACTUALS	101010		01000			95200							
14	1689	NEXT	2	15100	ACTUALS	101010		01000			95400							

25. Click the **Home** icon to return to the **Spreadsheet Journal Import** (Main menu) page.

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



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SPREADSHEET JOURNAL IMPORT

General

Setup & Defaults

Notes

View Logs

Journal Sheets

New Sheet

Edit Sheet

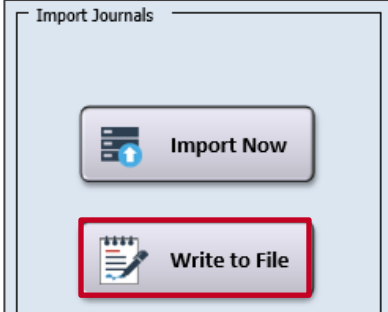
DeleteSheet

Copy Sheet

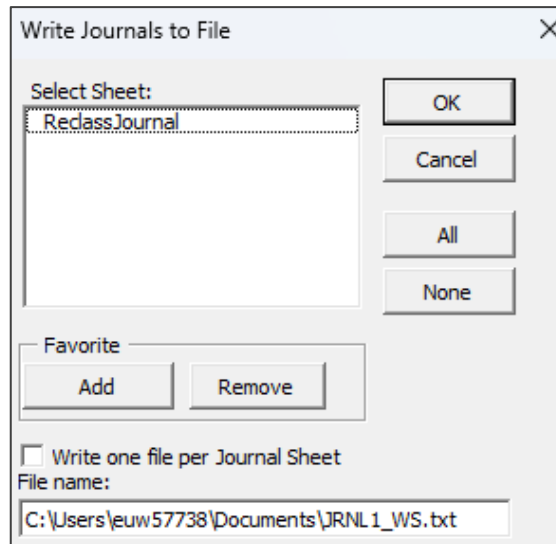
Import Journals

Import Now

Write to File

Step	Action
26.	Click the Write to File button within the Import Journals section. 

The **Write Journals to File** page displays in a pop-up window.



Write Journals to File

Select Sheet:

ReclassJournal

OK

Cancel

All

None

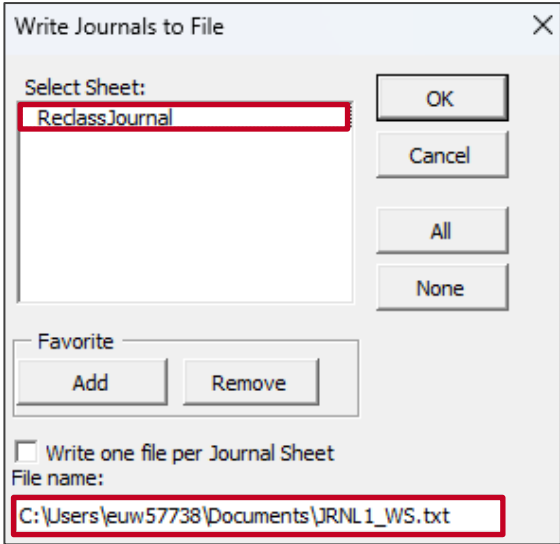
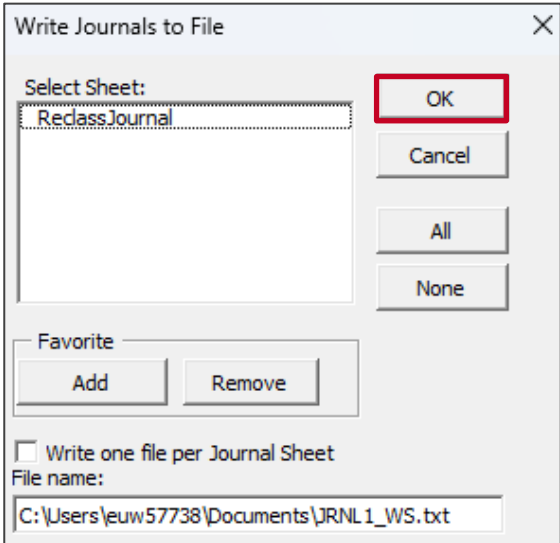
Favorite

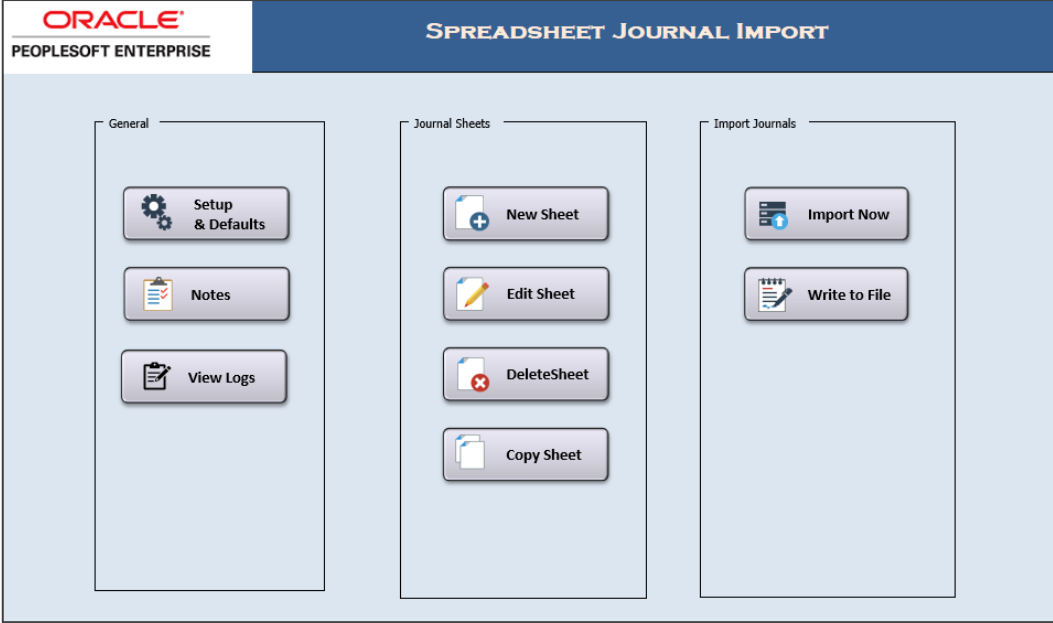
Add Remove

☐ Write one file per Journal Sheet

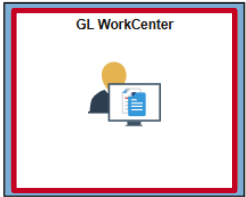
File name:

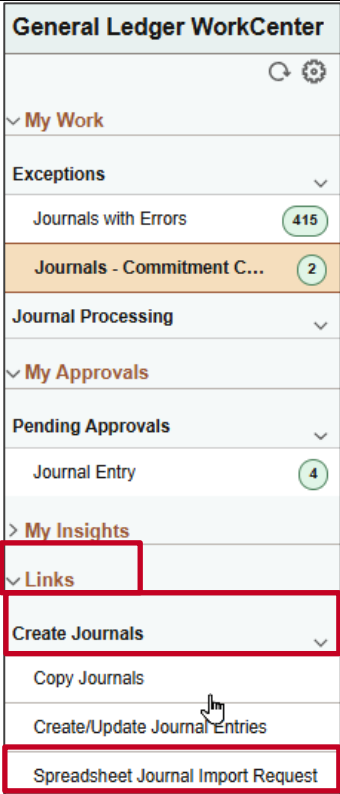
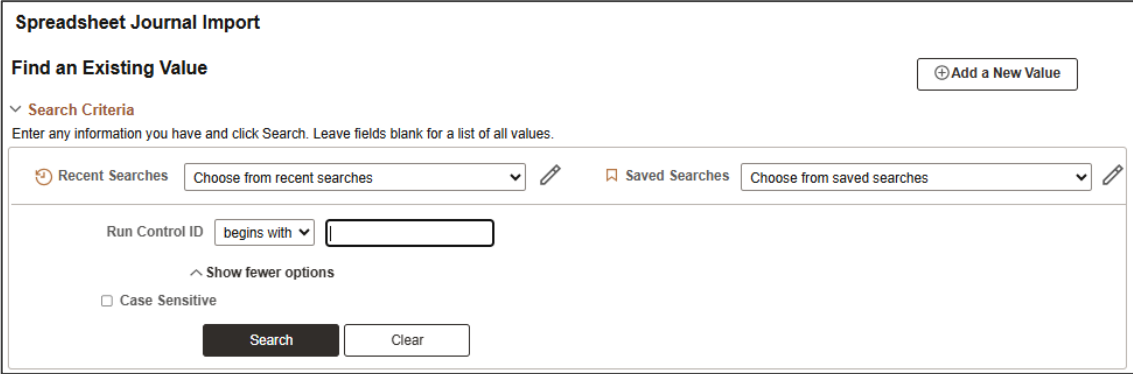
C:\Users\euw57738\Documents\JRNL 1_WS.txt

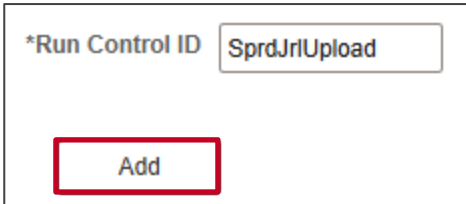
Step	Action
27.	Select the applicable Journal Sheet by clicking on the corresponding list item. 
	More than one Journal Sheet can be selected as needed. Take note of the location where the written file will be saved to (File Name field). The file name can be updated as needed but the .txt file extension must remain. The file name will be needed during the upload to Cardinal.
28.	Click the OK button. 
	The text file will be saved by default to the Documents folder on the user's computer unless a different path is entered.

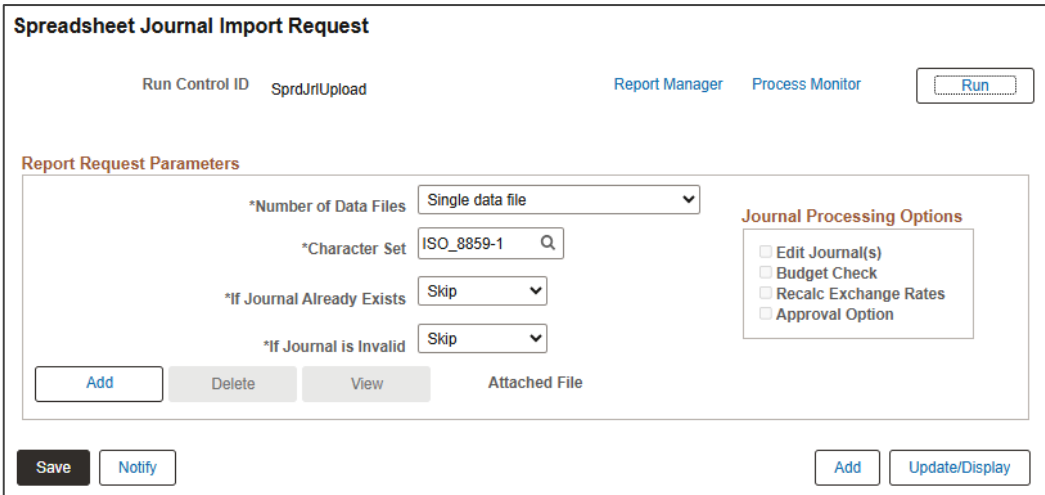
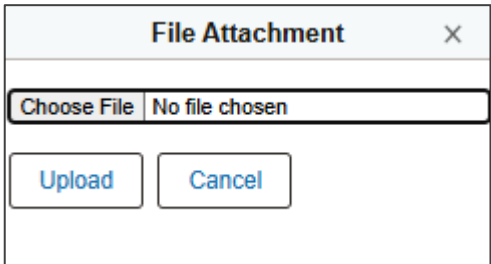
Step	Action
	The Spreadsheet Journal Import (Main menu) page redisplay. 
	The Spreadsheet Journal file to be uploaded into Cardinal has now been created. Proceed to the Uploading a Spreadsheet Journal to Cardinal section of this Job Aid for instructions on how to upload the Spreadsheet Journal to Cardinal.

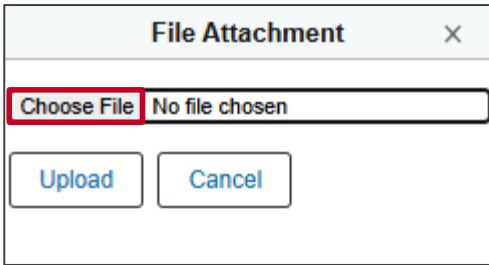
Uploading a Spreadsheet Journal to Cardinal

Step	Action
1.	Navigate to the GL WorkCenter tile from the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path to access the Spreadsheet Journal Import Request page. GL WorkCenter > Links > Create Journals > Spreadsheet Journal Import Request Note: WorkCenter sections, folders and pages vary based on user's Security roles.

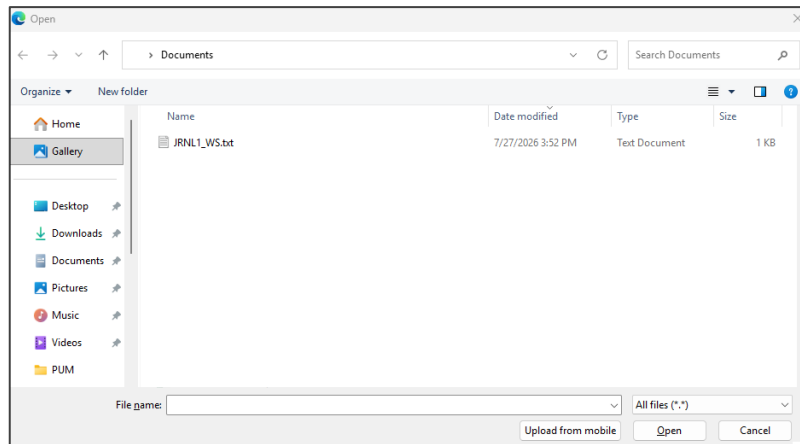
Step	Action
	 General Ledger WorkCenter - My Work - Exceptions - Journals with Errors 415 - Journals - Commitment C... 2 - Journal Processing - My Approvals - Pending Approvals - Journal Entry 4 - My Insights - Links - Create Journals - Copy Journals - Create/Update Journal Entries - Spreadsheet Journal Import Request
	Users can also navigate using the path below: NavBar > Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals
The Spreadsheet Journal Import Find an Existing Value Search page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.

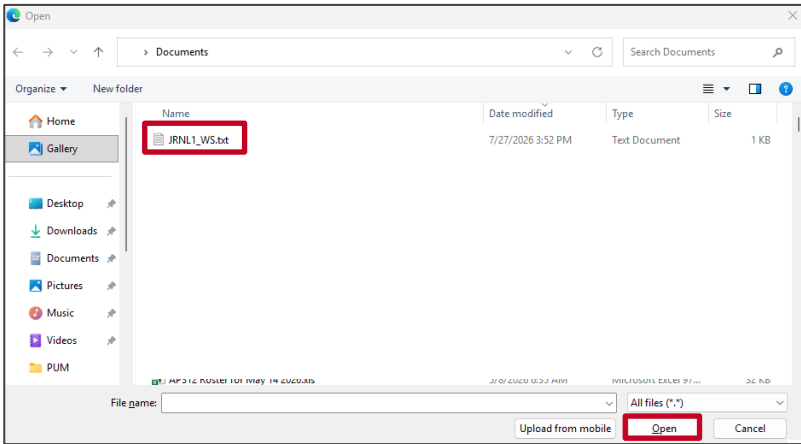
Step	Action
	If this is not the first time performing this process, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided in Steps 3 - 5 assume that this is the first time that this process has been performed.
3.	Click the Add a New Value tab. 
The Spreadsheet Journal Import Add a New Value page displays. 	
4.	Enter a Run Control ID in the Run Control ID field based on the following guidelines: - The Run Control ID must be unique and should be descriptive enough to help locate for future use - 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 (%) 
5.	Click the Add button. 

Step	Action
	The Spreadsheet Journal Import Request page displays. 
	If an existing Run Control ID was used, the user must delete the existing attached file by clicking the Delete button. If a new Run Control ID was used, the Delete button will be disabled as it is in this example. 
6.	Next, attach the Journal Sheet (the .txt file identified after Step 27 during the Creating a Spreadsheet Journal process). Click the Add button. 
	The File Attachment page is displayed in a pop-up window. 

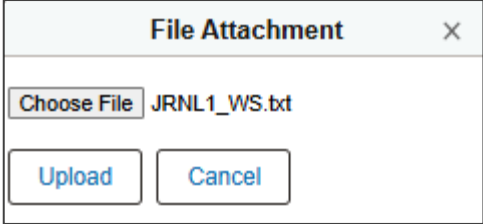
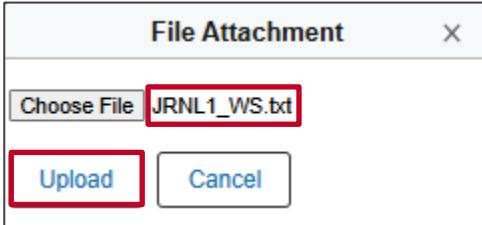
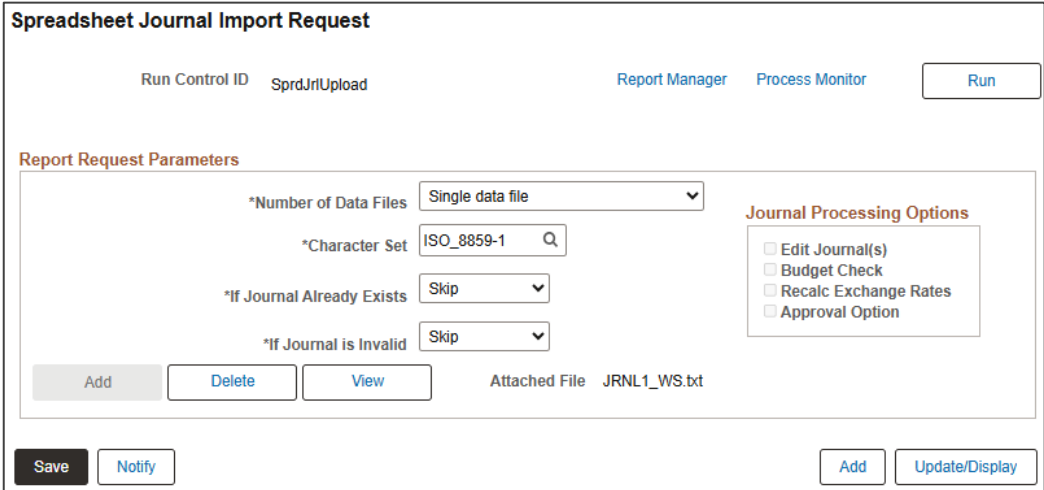
Step	Action
7.	Click the Choose File button. 

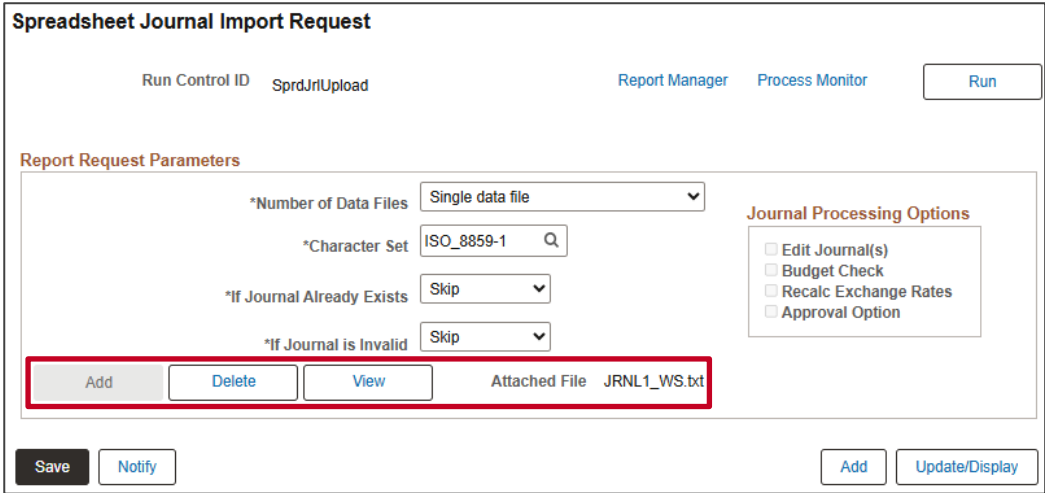
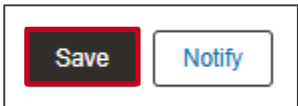
The **File Upload** folder displays in a pop-up window.



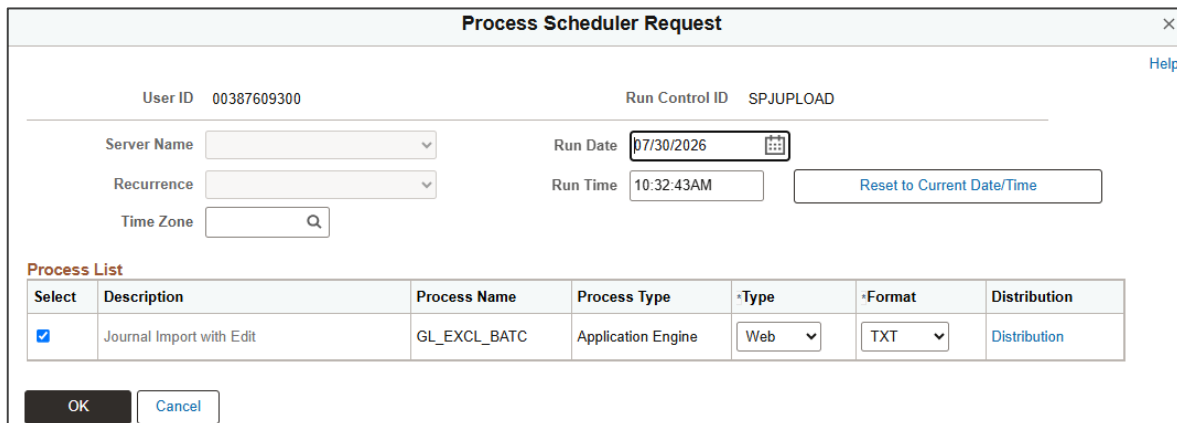
8.	Select the applicable file (.txt document) by clicking on the corresponding list item and then click the Open button. 
----	--

Note: This is the .txt file created from the **Spreadsheet Journal Upload** template.

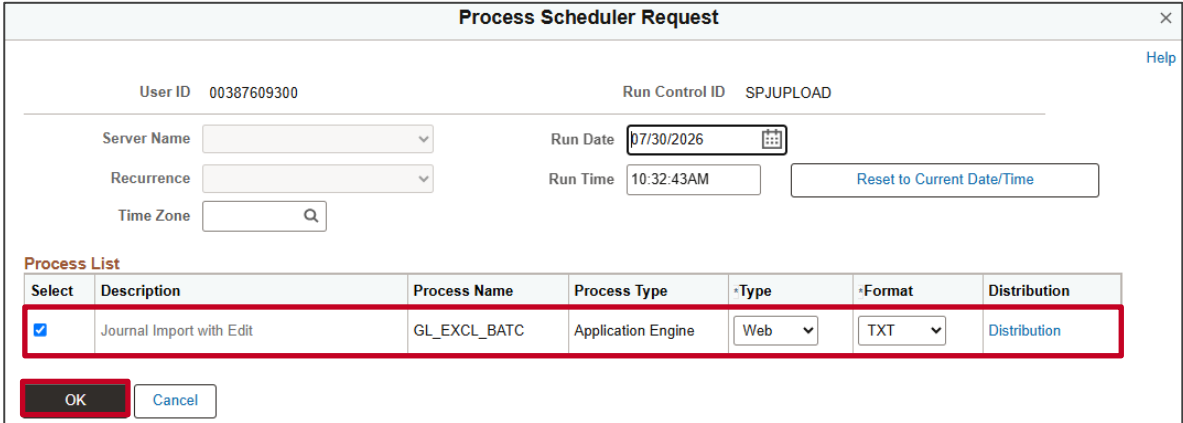
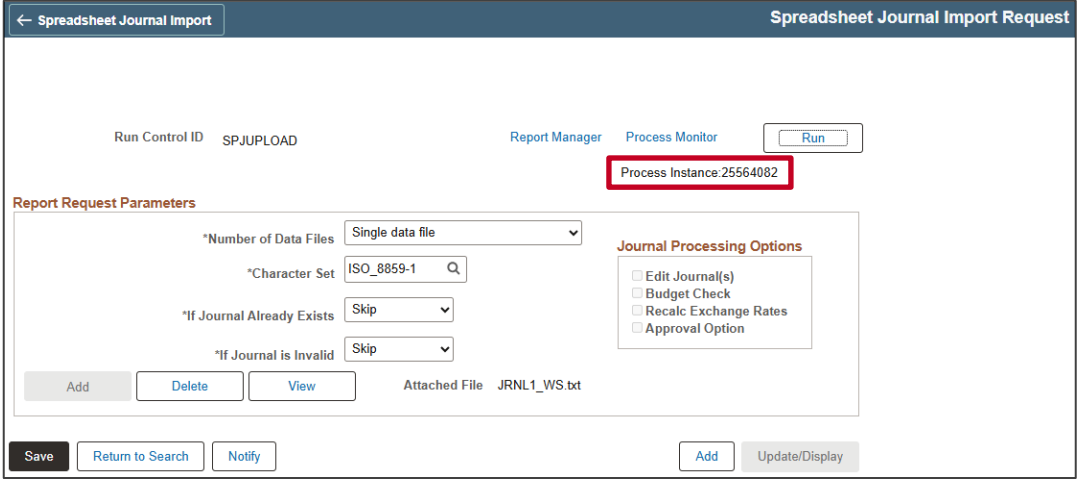
Step	Action
	The File Attachment page redispays. 
9.	The file name displays to the right of the Choose File button. Verify for accuracy before continuing. Click the Upload button. 
	The Spreadsheet Journal Import Request page redispays. 

Step	Action
	 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. The View button can be used to view the attached file. 
10.	Click the Save button. 
11.	Click the Run button. 

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



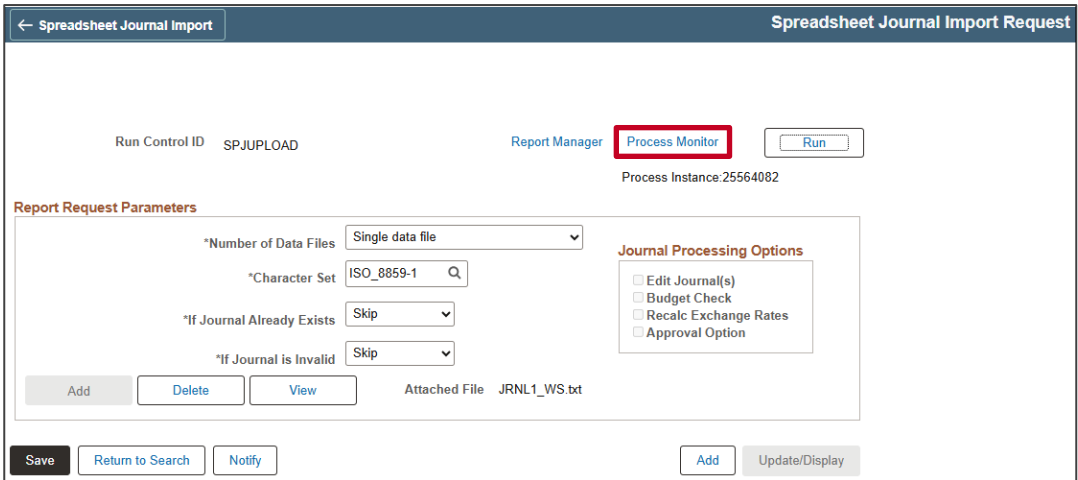
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution

Step	Action
12.	Review the Process List section and verify that the “Journal Import with Edit” process is selected and then click the OK button.  The Spreadsheet Journal Import Request page redispays. 
	The assigned Process Instance Number displays below the Process Monitor link. Take note of the Process Instance Number.

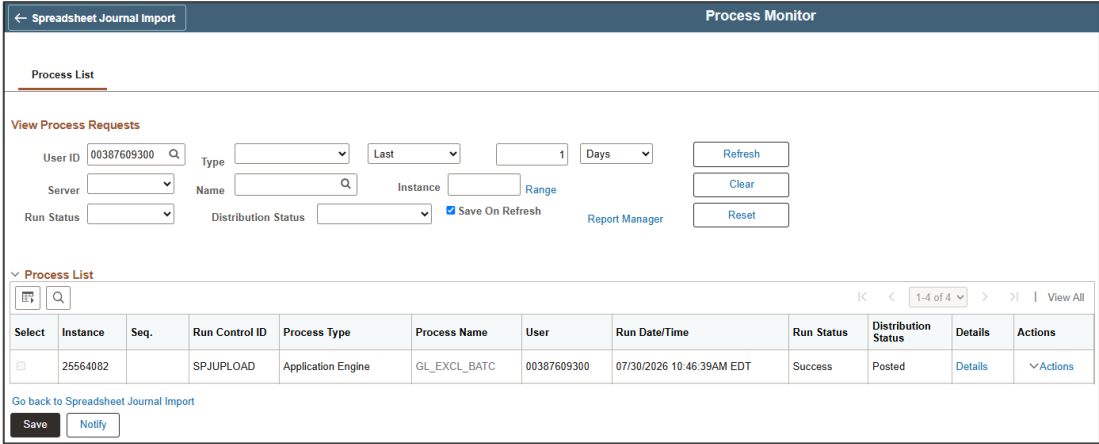


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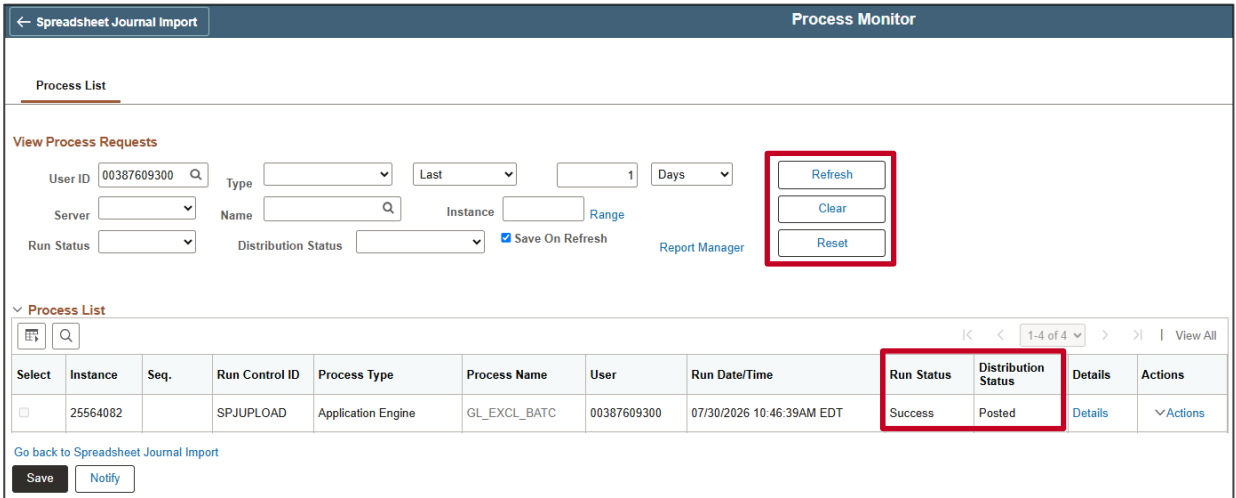
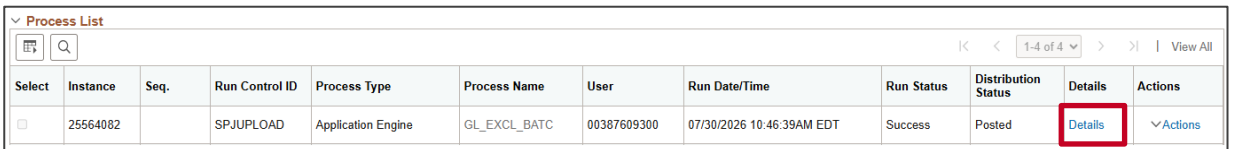
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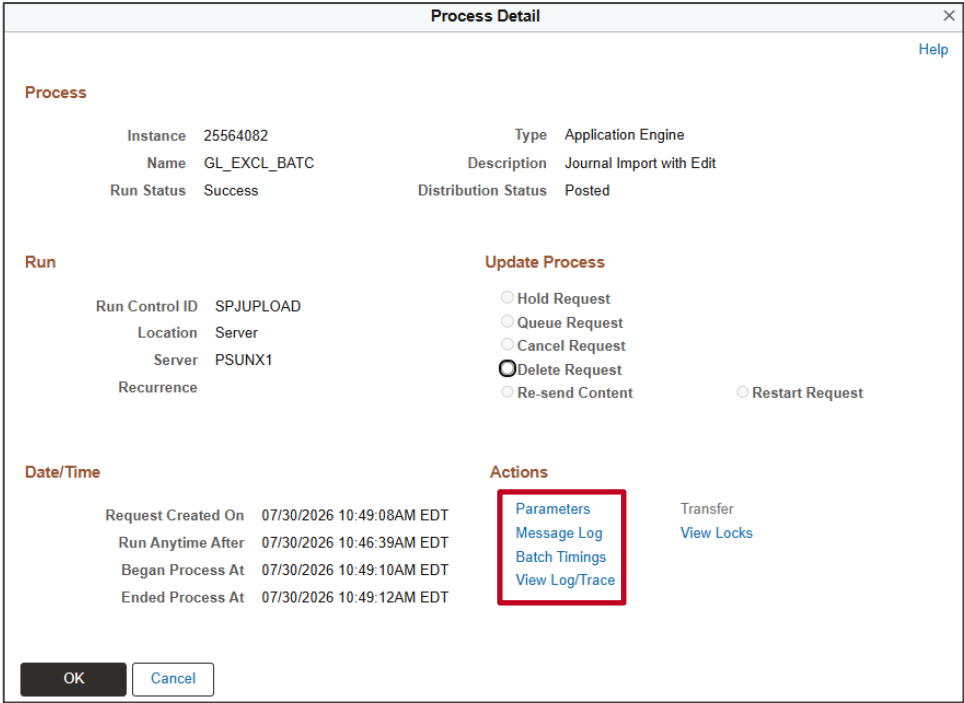
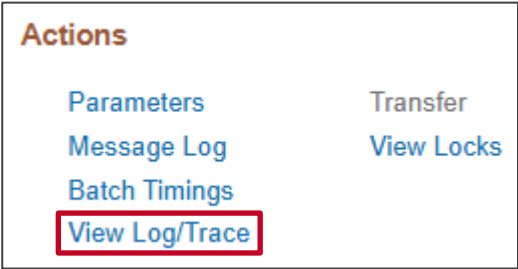
Step	Action
13.	Click the Process Monitor link. 

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



Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25564082		SPJUPLOAD	Application Engine	GL_EXCL_BATC	00387609300	07/30/2026 10:46:39AM EDT	Success	Posted	Details	Actions

Step	Action
14.	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 
15.	Click the Details link. 

Step	Action
	The Process Detail page displays in a pop-up window. 
	If the upload completed with a Run Status of “Success”, click the View Log/Trace list item. If the upload completed with a Run Status of “No Success”, use the Message Log list item to review why the upload failed.
16.	Click the View Log/Trace link. 



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

View Log/Trace

Help

Report

Report ID

114580531

Process Instance

25564082

Message Log

Name

GL_EXCL_BATC

Process Type

Application Engine

Run Status

Success

Journal Import with Edit

Distribution Details

Distribution Node

finpmir

Expiration Date

08/29/2026

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_BATC_25564082.log	497	07/30/2026 10:49:12.212950AM EDT
GL_EXCL_JRNL_25564082.LOG	232	07/30/2026 10:49:12.212950AM EDT

Distribute To

Distribution ID Type

-Distribution ID

User

00387609300

Return

17. 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_BATC_25564082.log	497	07/30/2026 10:49:12.212950AM EDT
GL_EXCL_JRNL_25564082.LOG	232	07/30/2026 10:49:12.212950AM EDT

The **Journal Import Log** displays.

```
Spreadsheet Journal Import (GL_EXCL_JRNL)

2026-07-30  10.49.10.000000
-----
Processing file JRNL1_WS.txt ...
Staging completed ...

1691 (15100, 0003231651, 2026-07-27) -, Reclass -- Imported.
```



Step	Action
	Even if the Run Status processed to 'Success', the journal may still contain an error. View the log and confirm. If there is an error, the log will contain a description of the error. The error will need to be corrected and a new .txt file must be created and uploaded into Cardinal again.
18.	Take note of the Journal ID and then close the Journal Import Log. <pre>Spreadsheet Journal Import (GL_EXCL_JRNL) 2026-07-30 10.49.10.000000 ----- Processing file JRNL1_WS.txt ... Staging completed ... 1691 (15100, 0003231651 2026-07-27) -, Reclass -- Imported.</pre>

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

View Log/Trace

Help

Report

Report ID 114580531

Process Instance 25564082

Message Log

Name GL_EXCL_BATC

Process Type Application Engine

Run Status Success

Journal Import with Edit

Distribution Details

Distribution Node finpmir

Expiration Date 08/29/2026

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_BATC_25564082.log	497	07/30/2026 10:49:12.212950AM EDT
GL_EXCL_JRNL_25564082.LOG	232	07/30/2026 10:49:12.212950AM EDT

Distribute To

Distribution ID Type

Distribution ID

User 00387609300

Return

Step

Action

19.

Click the **Return** button.

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_BATC_25564082.log	497	07/30/2026 10:49:12.212950AM EDT
GL_EXCL_JRNL_25564082.LOG	232	07/30/2026 10:49:12.212950AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	00387609300

Return

The **Process Detail** page redisplays.

Process Detail

Help

Process

Instance	25564082	Type	Application Engine
Name	GL_EXCL_BATC	Description	Journal Import with Edit
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	SPJUPLOAD
Location	Server
Server	PSUNX1
Recurrence	

Date/Time

Request Created On	07/30/2026 10:49:08AM EDT
Run Anytime After	07/30/2026 10:46:39AM EDT
Began Process At	07/30/2026 10:49:10AM EDT
Ended Process At	07/30/2026 10:49:12AM EDT

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

20.

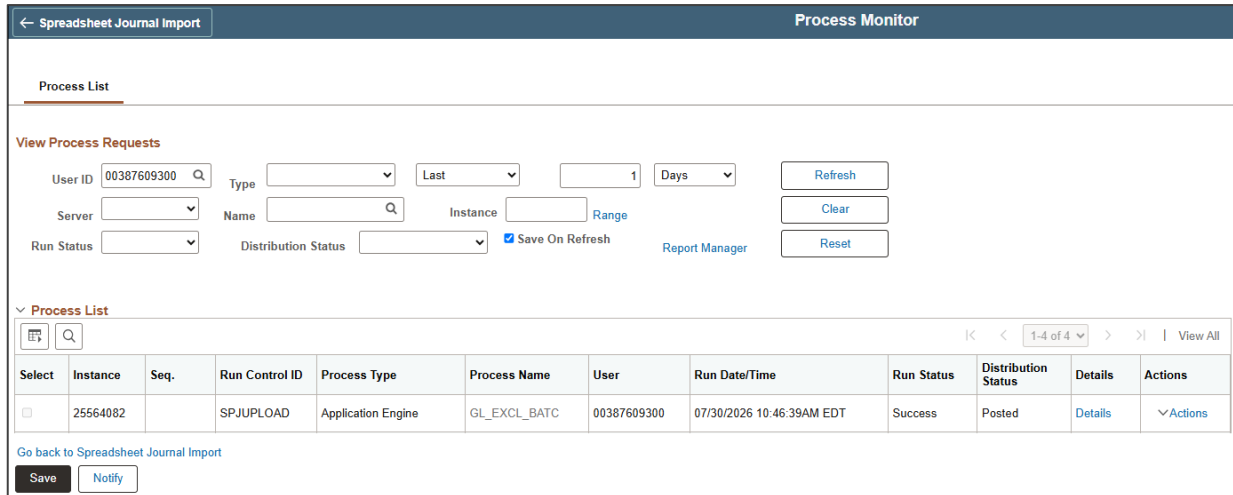
Click the **OK** button.

OK

Cancel

Step	Action
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The **Process List** page redisplay.



The screenshot shows the 'Process Monitor' interface. At the top, there's a 'Process List' tab. Below it, the 'View Process Requests' section contains filters for User ID (00387609300), Type, Last, Days (1), Server, Name, Instance, Range, Run Status, and Distribution Status. There are buttons for Refresh, Clear, and Reset. Below the filters is a table with the following data:

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25564082		SPJUPLOAD	Application Engine	GL_EXCL_BATC	00387609300	07/30/2026 10:46:39AM EDT	Success	Posted	Details	Actions

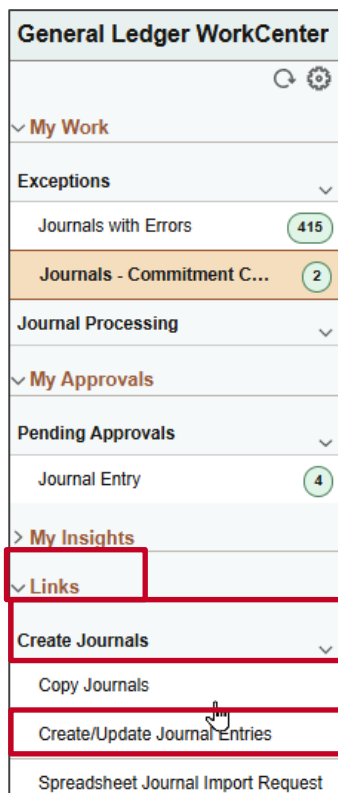
At the bottom, there are buttons for 'Save' and 'Notify', and a link to 'Go back to Spreadsheet Journal Import'.



All spreadsheet journal entries uploaded into Cardinal must be formatted by the **Journal Edit** process.

21. Use the following navigation path:

GL WorkCenter > Links > Create Journals > Create/Update Journal Entries



The screenshot shows the 'General Ledger WorkCenter' navigation menu. The 'Links' section is expanded, showing the following options:

- My Work
- Exceptions
 - Journals with Errors (415)
 - Journals - Commitment C... (2)
- Journal Processing
- My Approvals
 - Pending Approvals
 - Journal Entry (4)
- My Insights
- Links
 - Create Journals
 - Copy Journals
 - Create/Update Journal Entries
 - Spreadsheet Journal Import Request

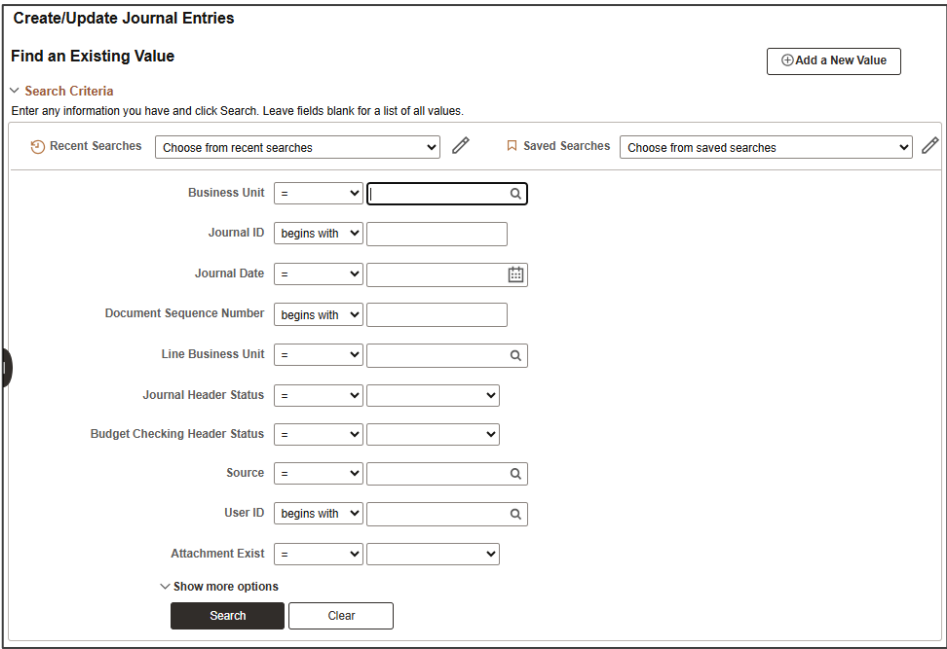
The 'Links' section and the 'Create/Update Journal Entries' option are highlighted with red boxes.



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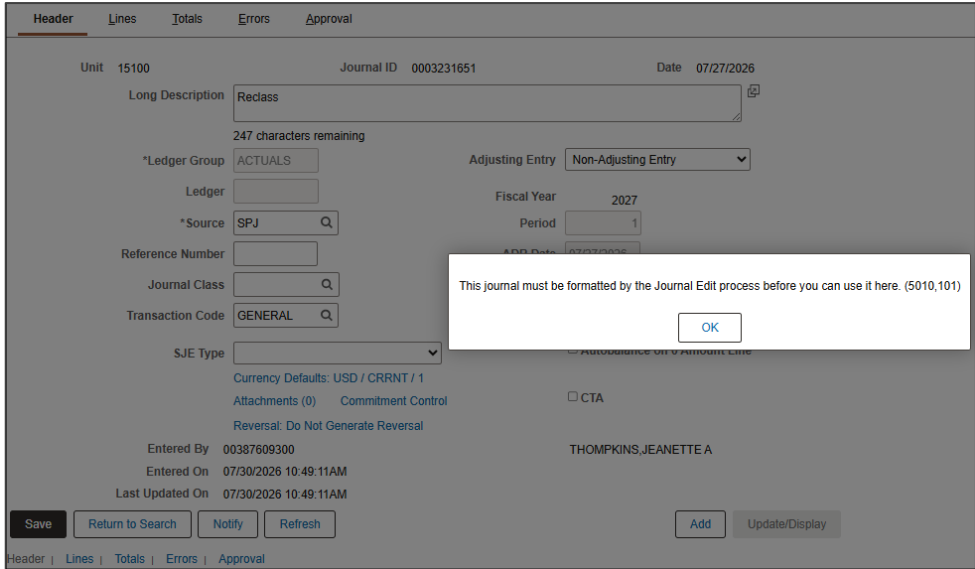
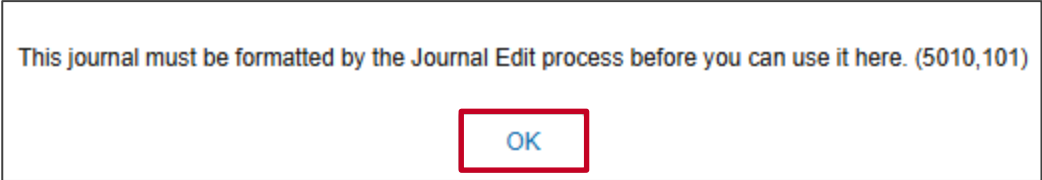
Step	Action
	The Create/Update Journal Entries Add a New Value page displays. Create/Update Journal Entries Add a New Value Find an Existing Value *Business Unit: 15100 *Journal ID: NEXT *Journal Date: 07/30/2026 Add
22.	Click the Find an Existing Value tab. Find an Existing Value
	The Create/Update Journal Entries Find an Existing Value Search page displays. Create/Update Journal Entries Find an Existing Value Add a New Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches 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 Budget Checking Header Status = Source = ONL User ID begins with 00387609300 Attachment Exist = Show more options Search Clear
23.	Click the Clear button. Show more options Search Clear

Step	Action
	The Create/Update Journal Entries Find an Existing Value Search page redispays. 
24.	Enter the applicable Agency number in the Business Unit field. 
25.	Enter the Journal ID created during the upload process in the Journal ID field. 
26.	Click the Search button. 



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Step	Action
	The Header page for the journal entry and a message pop-up window display.  The screenshot shows the 'Header' tab of a journal entry form. The form includes fields for Unit (15100), Journal ID (0003231651), Date (07/27/2026), Long Description (Reclass), *Ledger Group (ACTUALS), Adjusting Entry (Non-Adjusting Entry), Ledger, Fiscal Year (2027), *Source (SPJ), Period (1), Reference Number, Journal Class, Transaction Code (GENERAL), and SJE Type. A pop-up message box is displayed over the form, stating: 'This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)'. The message box has an 'OK' button.
27.	Click the OK button.  The close-up shows the pop-up message box with the text: 'This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)'. Below the text is an 'OK' button, which is highlighted with a red rectangle.



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

Header

Lines

Totals

Errors

Approval

Unit 15100

Journal ID 0003231651

Date 07/27/2026

Long Description

Reclass

247 characters remaining

*Ledger Group

ACTUALS

Adjusting Entry

Non-Adjusting Entry

Ledger

Fiscal Year

2027

*Source

SPJ

Period

1

Reference Number

ADB Date

07/27/2026

Journal Class

Transaction Code

GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By

00387609300

Entered On

07/30/2026 10:49:11AM

Last Updated On

07/30/2026 10:49:11AM

THOMPkins,JEANETTE A

Save

Return to Search

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval

28. Click the **Lines** tab.

Header

Lines

Totals

Errors

Approval

The **Lines** page displays.

Header

Lines

Totals

Errors

Approval

Unit 15100

Journal ID 0003231651

Date 07/27/2026

Template List

Inter/IntraUnit

*Process

Edit Journal

Process

Errors Only

View Audit Logs

Line 10

Lines

1-2 of 2

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cost Center
☐	1	15100	ACTUALS		101010	01000		95200	
☐	2	15100	ACTUALS		101010	01000		95400	

Lines to add

1

+

-

Totals

1-1 of 1

View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
15100	2	1,000.000	1,000.000	N	N

Save

Return to Search

Notify

Refresh

Add

Update/Display

Header

Lines

Totals

Errors

Approval

Step	Action
29.	The Process dropdown field defaults to Edit Journal. Click the Process button to format the uploaded journal entry. *Process Edit Journal ▼ Process
	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”.