



### Creating and Uploading Budget Spreadsheet Journals Overview

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, the user must first enter the Journal information in an Excel spreadsheet. The user then initiates the Excel macro to write the Budget Journal data to a .xml 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.

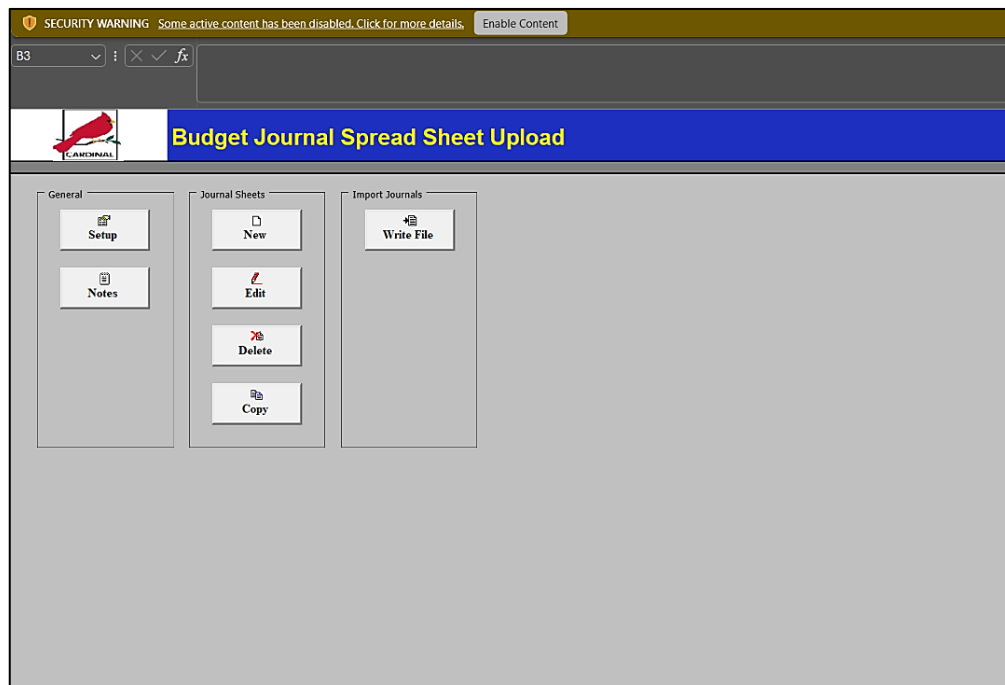
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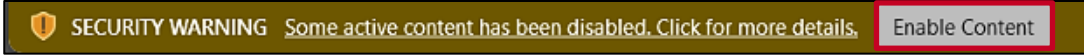


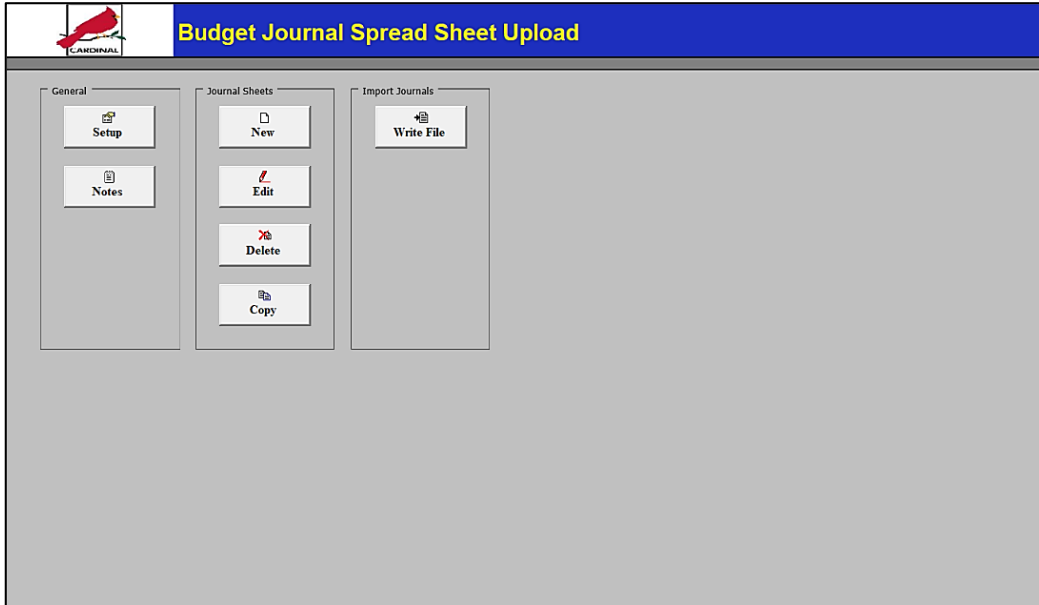
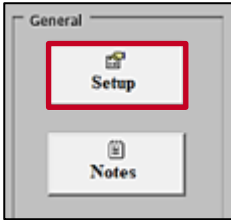

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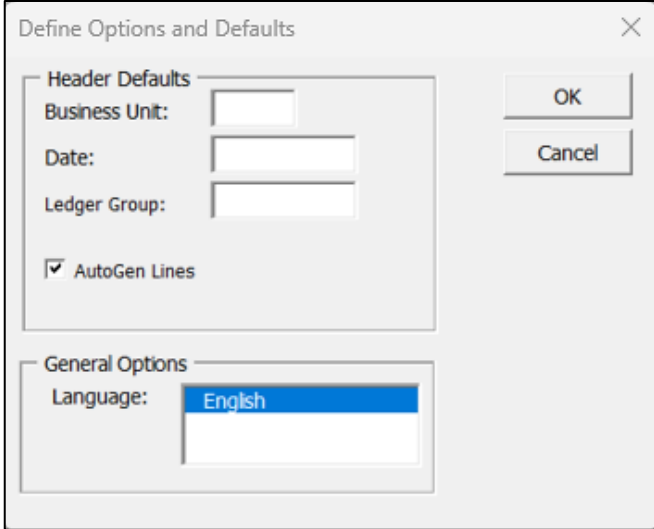

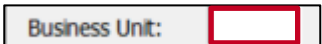



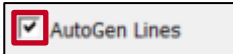
### Creating a Budget Spreadsheet Journal

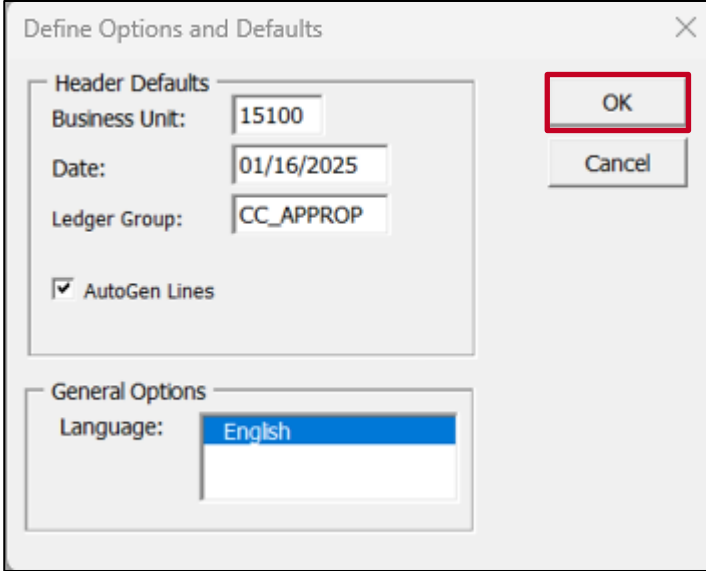
Step	Action
1.	<p>Download the following two required files:</p> <ul style="list-style-type: none"> <li>• <b>Budget Journal Spreadsheet Upload Excel Template</b></li> <li>• <b>Budget Journal Spreadsheet Upload XLA Macro File</b></li> </ul> <p>These files are located on the Cardinal website in <b>Forms</b> under <b>Resources</b>. These two files <u>must</u> be saved to the same folder on the user's workstation.</p>
	<p>When downloading the <b>Budget Journal Spreadsheet Upload XLA Macro File</b>, change the file name to "BudMcro3" and the extension from ".xls" to ".xla". When complete, the file name should read "BudMcro3.xla".</p> <p>Users 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.</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.	Open the Macro file ("BudMcro3.xla") and then minimize it.
3.	Open the Excel file ("V_BUDJRNL4.xls").

The Excel document opens and a **Security Banner** displays.

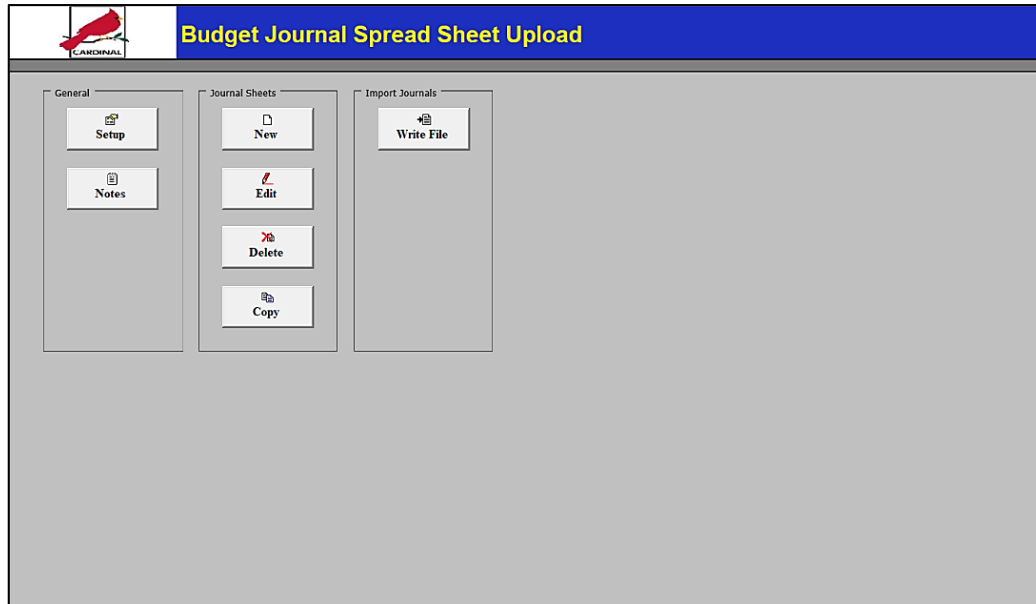




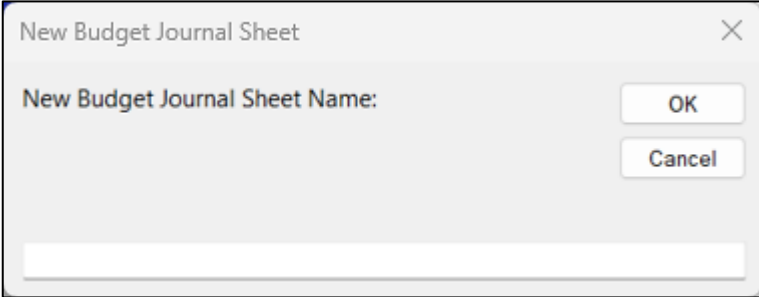
Step	Action
4.	Click the <b>Enable Content</b> button within the <b>Security Banner</b> . 
	Depending on the user's version of Excel, the button may vary and be either <b>Options</b> or <b>Enable Editing</b> .
	If a pop-up box displays, select <b>Enable this content</b> and then click the <b>OK</b> button. If a second pop-up box displays, click the <b>Enable Macros</b> button.
<p>The <b>Budget Journal Spread Sheet Upload Home</b> page (Main menu) displays.</p> 	
5.	Click the <b>Setup</b> button within the <b>General</b> section. 
	The other button within the <b>General</b> section is the <b>Notes</b> 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.

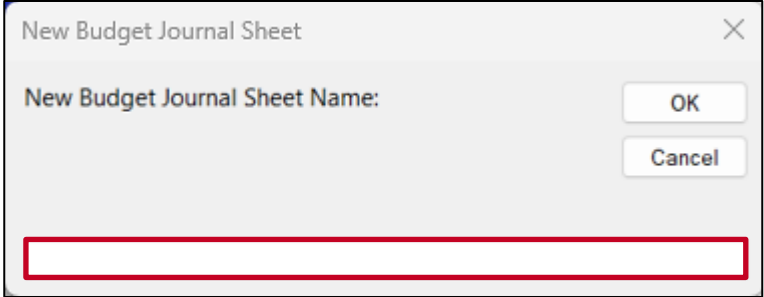
Step	Action
	<p>The <b>Define Options and Defaults</b> page displays in a pop-up window.</p> 
	<p>The options defined on this page will automatically populate the Budget Journal Sheets and Budget Journals created within this workbook.</p>
6.	<p>Enter the Agency Business Unit in the <b>Business Unit</b> field.</p> 
7.	<p>Enter the applicable date in the <b>Date</b> field.</p> 
	<p>The applicable date must be defined for each Journal header individually. It is critical to enter a Budget Journal date that coincides with the budget period that will be used on the Budget Journal Lines.</p>
8.	<p>Enter “CC_APPROP” in the <b>Ledger Group</b> field (this must be entered in all Capital letters).</p> 
9.	<p>The <b>AutoGen Lines</b> checkbox option is selected by default. Do not de-select.</p> 


Step	Action
10.	<p>Click the <b>OK</b> button.</p> 

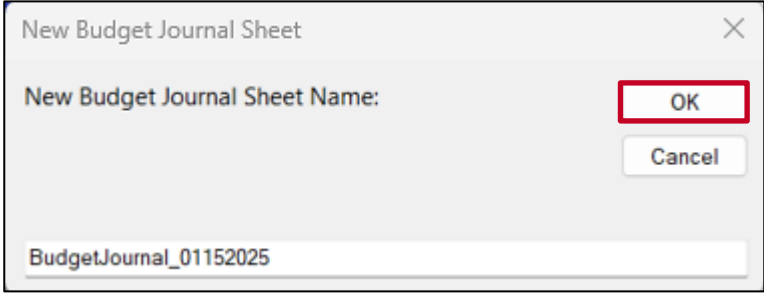
The **Budget Journal Spread Sheet Upload Home** page (Main menu) displays.



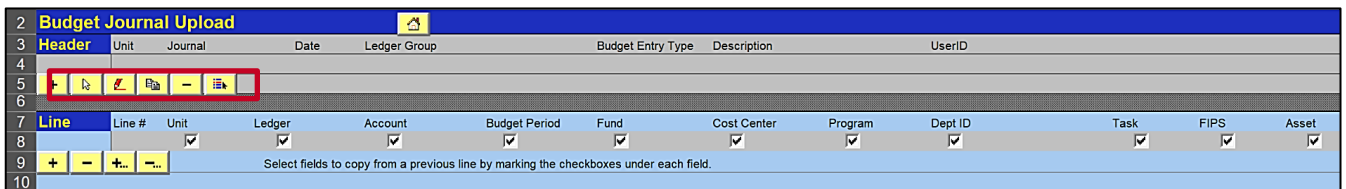
Step	Action
	<p>A workbook can contain as many Journal Sheets as needed. Each sheet will be a separate Journal. There are four buttons under the <b>Journal Sheets</b> section:</p> <ul style="list-style-type: none"> <li>• <b>New:</b> Click this button to create (insert) a new Journal worksheet</li> <li>• <b>Edit:</b> Click this button to edit an existing Journal worksheet within the workbook</li> <li>• <b>Delete:</b> Click this button to delete one or more Journal worksheets in the workbook</li> <li>• <b>Copy:</b> Click this button to copy one Journal worksheet to a new Journal worksheet saved under a new name within the workbook</li> </ul>
<p>11.</p>	<p>Click the <b>New</b> button to create (insert) a new Journal worksheet.</p> 
<p>The <b>New Budget Journal Sheet</b> page displays in a pop-up window.</p> 	


Step	Action
12.	<p>Enter a name for the Journal worksheet into the <b>New Budget Journal Sheet Name</b> field.</p> 

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

13.	<p>Click the <b>OK</b> button.</p> 
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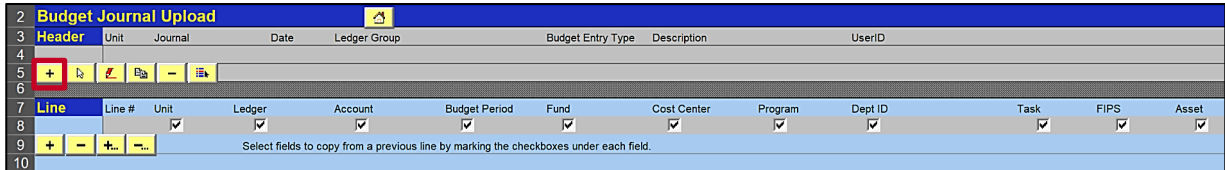
The **Budget Journal Upload** spreadsheet displays.



	<p>The following buttons are available in the <b>Journal Header</b> section:</p> <ul style="list-style-type: none"> <li>• <b>Add Journal Header</b> (plus sign): Click this button add the Journal Header information</li> <li>• <b>Select Journal</b> (white arrow): Click this button to open an existing Budget Journal within the workbook</li> <li>• <b>Edit Journal Header</b> (red pencil): Click this button to edit the Journal Header information</li> <li>• <b>Copy Journal</b> (two sheets of paper): Click this button to copy the Journal Header and Journal Lines</li> <li>• <b>Delete Journal</b> (dash): Click this button to delete a Budget Journal entry</li> <li>• <b>Change Import Status</b> (table with multi-color lines): Click this button to mark the Journal status to “Import” or “Do Not Import”</li> </ul>
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Step	Action
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14. Click the **Add Journal Header (+)** button.



The **New Budget Journal Header** page displays in a pop-up window.

**New Budget Journal Header** ✕

Unit:

Journal ID:

Journal Date:  OK

Ledger Group:  Cancel

Budget Entry Type:

User ID:

Description:



The **Unit**, **Journal Date**, and **Ledger Group** fields all default based on the values previously entered during set up.

15. Enter "NEXT" in the **Journal ID** field.

Journal ID:




The next available Journal ID will be assigned by Cardinal when the Journal is uploaded.

16. Click the **Budget Entry Type** dropdown button and select the applicable entry type.

Budget Entry Type:



Step	Action
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 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. Enter a description for the Journal in the **Description** field.

Description:

18. Click the **OK** button.

New Budget Journal Header ✕

Unit:

Journal ID:

Journal Date:  OK

Ledger Group:  Cancel

Budget Entry Type:

User ID:

Description:

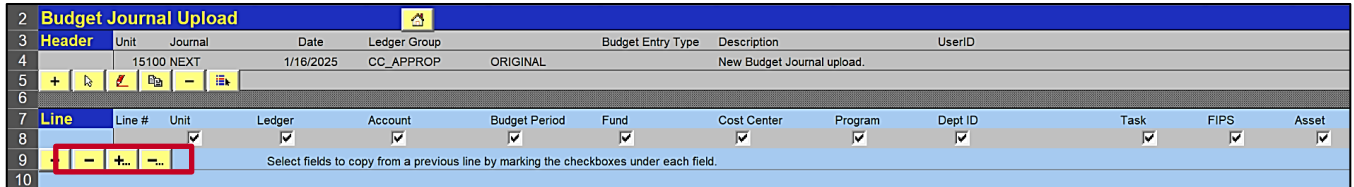
The **Budget Journal Upload** spreadsheet redispays.

Budget Journal Upload												
Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID					
	15100	NEXT	1/16/2025	CC_APPROP	ORIGINAL	New Budget Journal upload.						
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select fields to copy from a previous line by marking the checkboxes under each field.												

 The values defined on the **New Budget Journal Header** page populate in the **Journal Header**.

Step	Action
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Next, complete the Journal Line(s) information.



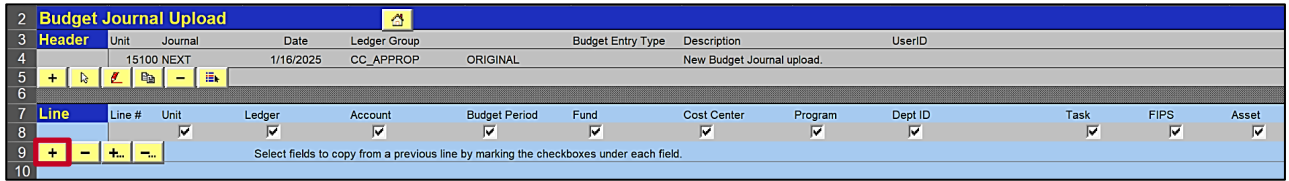
2	Budget Journal Upload											
3	Header											
4	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID					
4	15100	NEXT	1/18/2025	CC_APPROP	ORIGINAL	New Budget Journal upload.						
7	Line											
8	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset
8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Select fields to copy from a previous line by marking the checkboxes under each field.											
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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

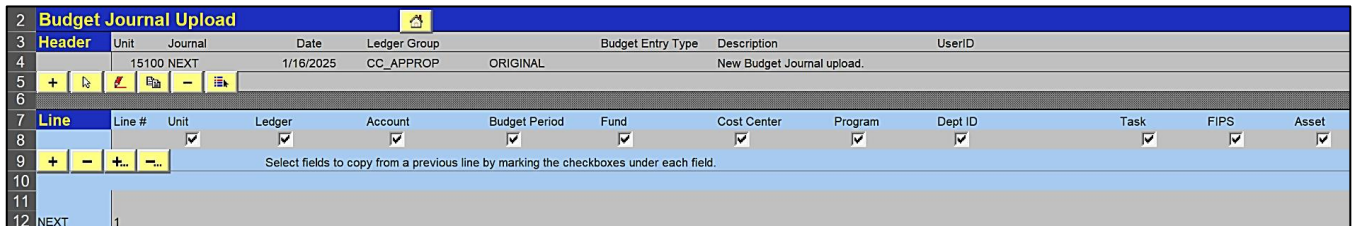
- **Add Line** (plus sign): Click this button add a new row (single Budget Journal Line)
- **Remove Line** (minus icon): Click this button to remove a row (single Budget Journal Line)
- **Add Lines** (plus sign and three dots): Click this button to add a defined number of new rows (multiple Budget Journal Lines)
- **Remove Lines** (minus icon with three dots): Click this button to remove the selected rows (multiple Budget Journal Lines)

19. Click the **Add Line (+)** button.



2	Budget Journal Upload											
3	Header											
4	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID					
4	15100	NEXT	1/18/2025	CC_APPROP	ORIGINAL	New Budget Journal upload.						
7	Line											
8	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset
8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Select fields to copy from a previous line by marking the checkboxes under each field.											
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The spreadsheet refreshes and a new row displays.

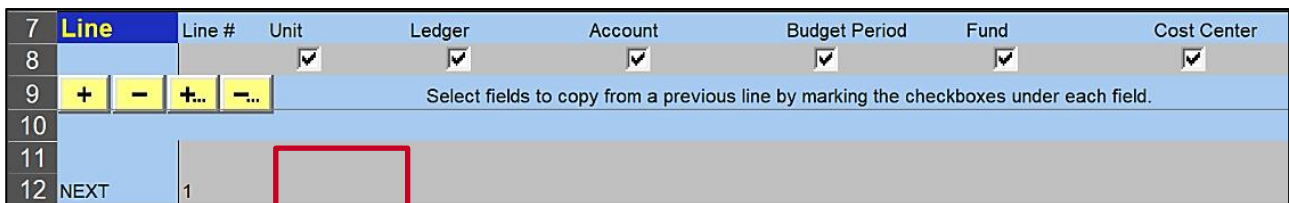


2	Budget Journal Upload											
3	Header											
4	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID					
4	15100	NEXT	1/18/2025	CC_APPROP	ORIGINAL	New Budget Journal upload.						
7	Line											
8	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	Task	FIPS	Asset
8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Select fields to copy from a previous line by marking the checkboxes under each field.											
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10												
11												
12	NEXT	1										







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"...).

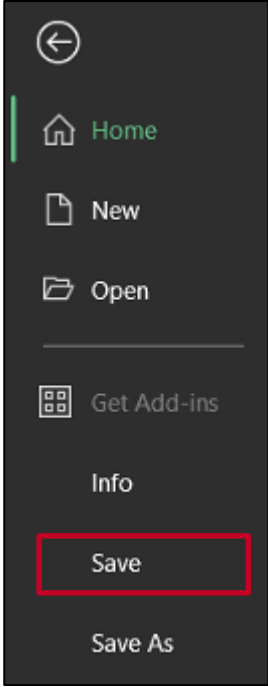
20. Enter the Agency Business Unit in the **Unit** field.



7	Line											
8	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center					
8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
9	Select fields to copy from a previous line by marking the checkboxes under each field.											
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10												
11												
12	NEXT	1										

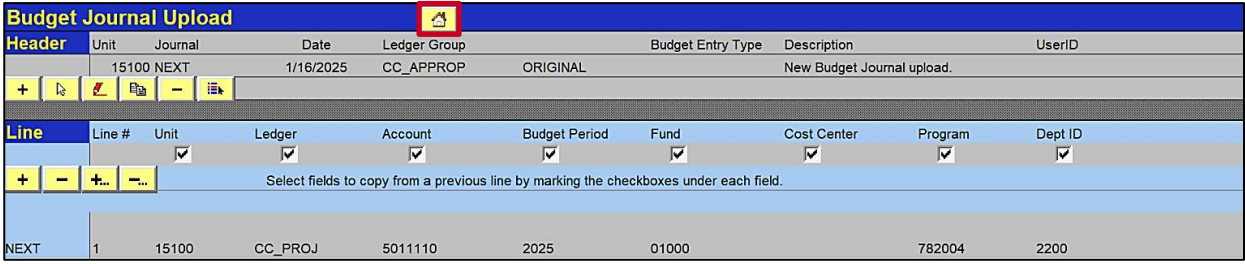
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21.	<p>Enter the applicable Ledger information in the <b>Ledger</b> field (entered in all Capital letters).</p> <table border="1"> <thead> <tr> <th>7</th> <th>Line</th> <th>Line #</th> <th>Unit</th> <th>Ledger</th> <th>Account</th> <th>Budget Period</th> <th>Fund</th> <th>Cost Center</th> </tr> </thead> <tbody> <tr> <td>8</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>9</td> <td><b>+</b> <b>-</b> <b>+..</b> <b>-..</b></td> <td colspan="7">Select fields to copy from a previous line by marking the checkboxes under each field.</td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>NEXT</td> <td>1</td> <td>15100</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	7	Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	8			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9	<b>+</b> <b>-</b> <b>+..</b> <b>-..</b>	Select fields to copy from a previous line by marking the checkboxes under each field.							10									11									12	NEXT	1	15100																	
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23.	<p>Enter the applicable amount in the <b>Amount</b> field.</p> <table border="1"> <thead> <tr> <th>7</th> <th>Object</th> <th>PC Activity</th> <th>Source Type</th> <th>Rate Type</th> <th>Future Use 1</th> <th>Amount</th> <th>Fund Source</th> <th>Ref</th> <th>Description</th> <th>Journal Class</th> </tr> </thead> <tbody> <tr> <td>8</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	7	Object	PC Activity	Source Type	Rate Type	Future Use 1	Amount	Fund Source	Ref	Description	Journal Class	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9											10											11											12										
7	Object	PC Activity	Source Type	Rate Type	Future Use 1	Amount	Fund Source	Ref	Description	Journal Class																																																									
8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																									
9																																																																			
10																																																																			
11																																																																			
12																																																																			
	<p>Populate the following two optional fields for the Budget Journal Line as applicable:</p> <ul style="list-style-type: none"> <li><b>Ref:</b> Use this field as needed to add reference information for the Budget Journal Line (maximum of (10) alpha-numeric characters)</li> <li><b>Description:</b> Use this field to enter a description for the Budget Journal Line (maximum of (30) alpha-numeric characters)</li> </ul> <table border="1"> <thead> <tr> <th>Amount</th> <th>Fund Source</th> <th>Ref</th> <th>Description</th> <th>Journal Class</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>35,000.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Amount	Fund Source	Ref	Description	Journal Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											35,000.00																																													
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35,000.00																																																																			

Step	Action																																								
	<p>If the Agency posts to the “CC_APPROP” Ledger Group, the <b>Journal Class</b> field must be completed. The only Journal Class currently used for “CC_APPROP” Journals is “TRANSFER”. All other “CC_APPROP” Journals must go through the Department of Planning and Budget.</p> <table border="1" data-bbox="256 487 1518 667"> <thead> <tr> <th>Amount</th> <th>Fund Source</th> <th>Ref</th> <th>Description</th> <th>Journal Class</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="4">35,000.00</td> <td style="border: 2px solid red;"></td> </tr> </tbody> </table>	Amount	Fund Source	Ref	Description	Journal Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35,000.00																													
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35,000.00																																									
24.	Repeat Steps 19 – 23 to add additional Budget Journal Lines as needed.																																								
	<p>Users can use the Copy Down functionality available on the <b>Budget Journal Upload</b> spreadsheet to copy down specific data values and reduce data entry for the subsequent Budget Journal Lines. Ensure that the <b>Select</b> 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 Budget Journal Lines created (<b>Add Row</b> or <b>Add Rows</b> buttons).</p> <table border="1" data-bbox="256 951 1518 1108"> <thead> <tr> <th>Line</th> <th>Line #</th> <th>Unit</th> <th>Ledger</th> <th>Account</th> <th>Budget Period</th> <th>Fund</th> <th>Cost Center</th> <th>Program</th> <th>Dept ID</th> </tr> </thead> <tbody> <tr> <td>8</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>9</td> <td colspan="9">Select fields to copy from a previous line by marking the checkboxes under each field.</td> </tr> <tr> <td>12</td> <td>NEXT</td> <td>1</td> <td>15100</td> <td>CC_PROJ</td> <td>5011110</td> <td>2025</td> <td>01000</td> <td>782004</td> <td>2200</td> </tr> </tbody> </table> <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"> <li>• Ensure that the ChartField values are copied in the same order as the ChartField values are displayed on the <b>Budget Journal Upload</b> spreadsheet</li> <li>• Ensure that all ChartField values copied are formatted as text</li> <li>• Ensure that the copied amount is formatted as a number with two decimal points</li> <li>• Before copying and pasting, add the applicable number of Budget Journal Lines using the Add Lines button the <b>Budget Journal Upload</b> spreadsheet</li> </ul>	Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9	Select fields to copy from a previous line by marking the checkboxes under each field.									12	NEXT	1	15100	CC_PROJ	5011110	2025	01000	782004	2200
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID																																
8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																
9	Select fields to copy from a previous line by marking the checkboxes under each field.																																								
12	NEXT	1	15100	CC_PROJ	5011110	2025	01000	782004	2200																																

Step	Action
25.	<p>Save the spreadsheet by clicking the <b>File</b> menu and clicking the <b>Save</b> list item.</p> 

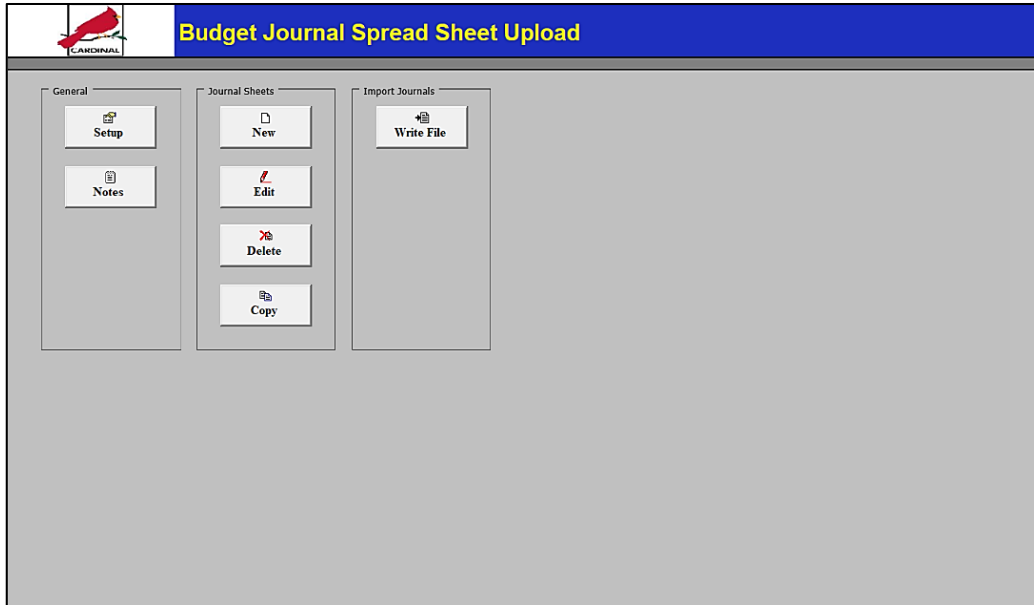
The **Budget Journal Upload** spreadsheet redispays.

Budget Journal Upload									
Header	Unit	Journal	Date	Ledger Group	Budget Entry Type	Description	UserID		
	15100 NEXT		1/16/2025	CC_APPROP	ORIGINAL	New Budget Journal upload.			
Line	Line #	Unit	Ledger	Account	Budget Period	Fund	Cost Center	Program	Dept ID
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select fields to copy from a previous line by marking the checkboxes under each field.									
NEXT	1	15100	CC_PROJ	5011110	2025	01000		782004	2200

26.	<p>Click the <b>Home</b> icon to return to the <b>Budget Journal Spread Sheet Upload</b> (Main menu) page.</p> 
-----	---

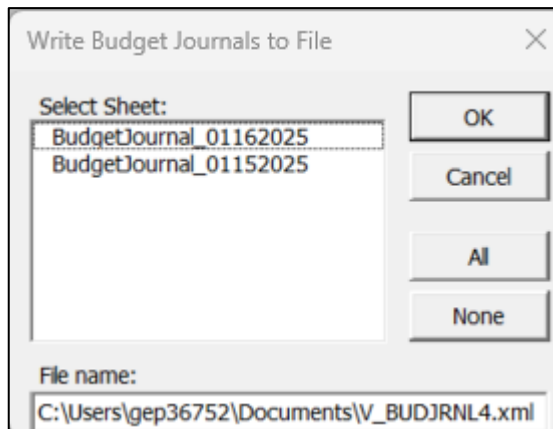
Step	Action
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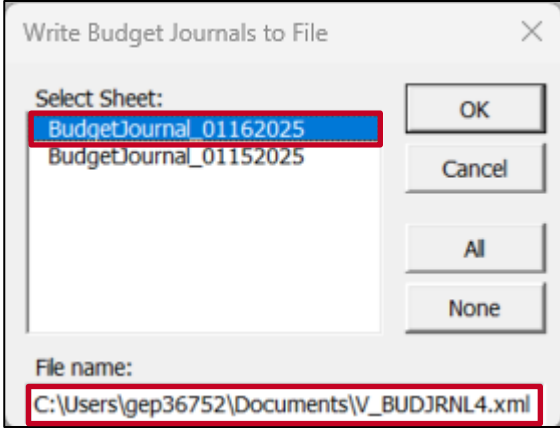

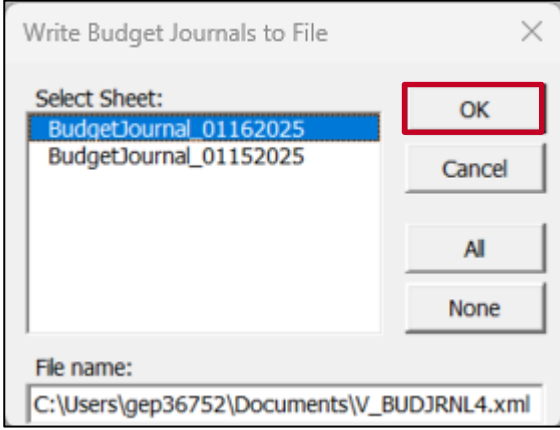
The **Budget Journal Spread Sheet Upload** (Main menu) page redisplay.

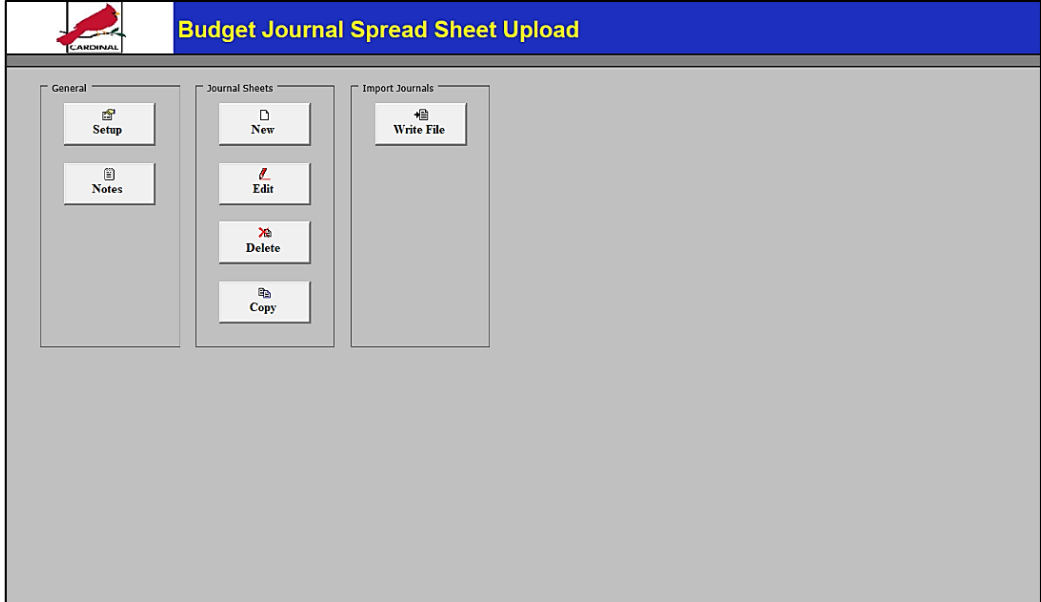



27.	<p>Click the <b>Write File</b> button within the <b>Import Journals</b> section.</p> 
-----	--

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

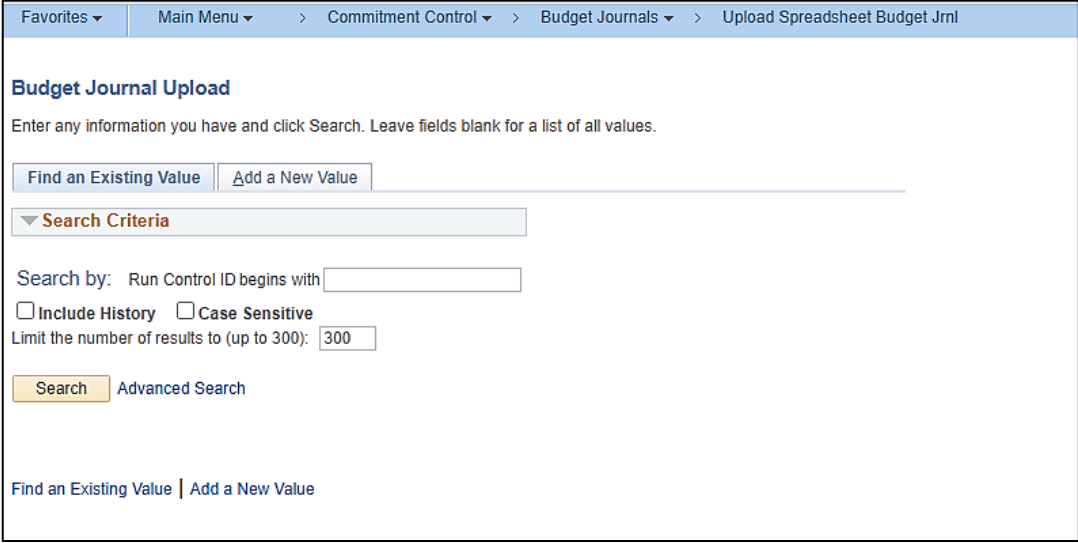

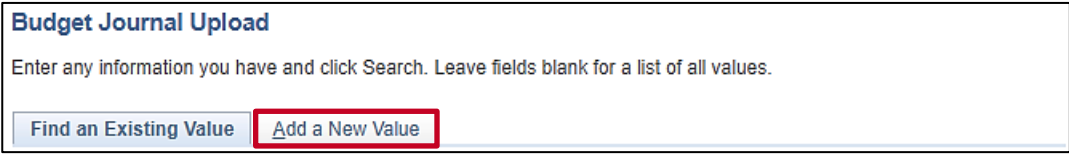


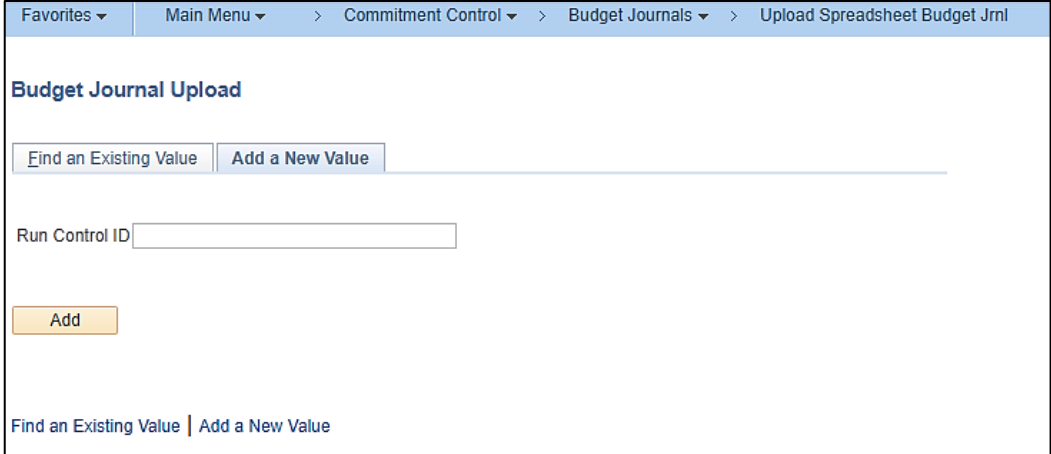


Step	Action
28.	<p>Select the applicable Budget Journal Sheet by clicking on the corresponding list item.</p> 
	<p>More than one Budget Journal Sheet can be selected as needed. Take note of the location where the written file will be saved to (<b>File Name</b> field). The file name can be updated as needed but the .xml file extension must remain. The file name will be needed during the upload to Cardinal.</p>
29.	<p>Click the <b>OK</b> button.</p> 

Step	Action
	<p>The <b>Budget Journal Spread Sheet Upload</b> (Main menu) page redisplay.</p> 
	<p>The Budget Spreadsheet Journal has now been created. Proceed to the <a href="#">Uploading a Budget Spreadsheet Journal to Cardinal</a> section of this Job Aid for instructions on how to upload the Budget Spreadsheet Journal to Cardinal.</p>



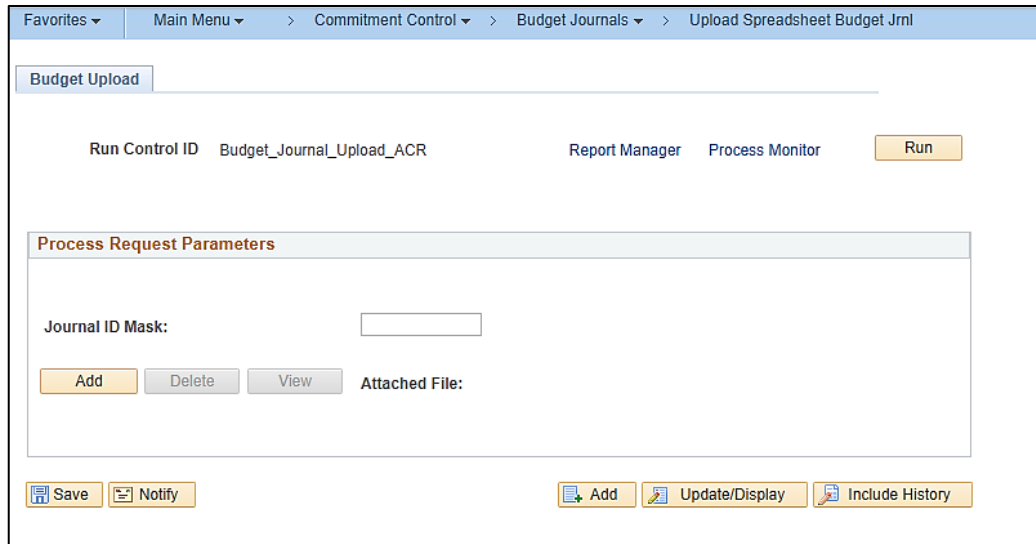
### Uploading a Budget Spreadsheet Journal to Cardinal

Step	Action
1.	Log into Cardinal and navigate to the <b>Budget Journal Upload</b> page. <b>Main Menu &gt; Commitment Control &gt; Budget Journals &gt; Upload Spreadsheet Budget Jrnl</b>
<p>The <b>Budget Journal Upload</b> page displays with the <b>Find an Existing Value</b> tab displayed by default.</p> 	
	<p>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.</p>
2.	Click the <b>Add a New Value</b> tab. 

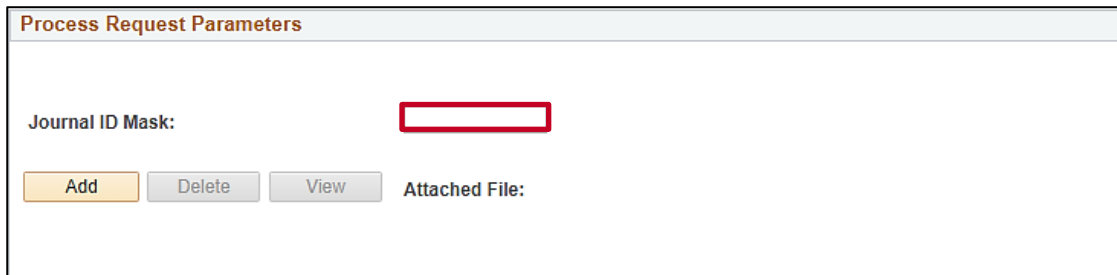
Step	Action
	<p>The <b>Add a New Value</b> tab displays.</p> 
3.	<p>Enter a Run Control ID in the <b>Run Control ID</b> field based on the following guidelines:</p> <ul style="list-style-type: none"> <li>• The Run Control ID must be unique and should be descriptive enough to help locate for future use</li> <li>• Up to 30 characters are allowed</li> <li>• No blank spaces can be used. However, and underscore can be used in lieu of spaces</li> <li>• Do not use wildcard symbols (%)</li> </ul> 
4.	<p>Click the <b>Add</b> button.</p> 

Step	Action
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The **Budget Upload** page displays.

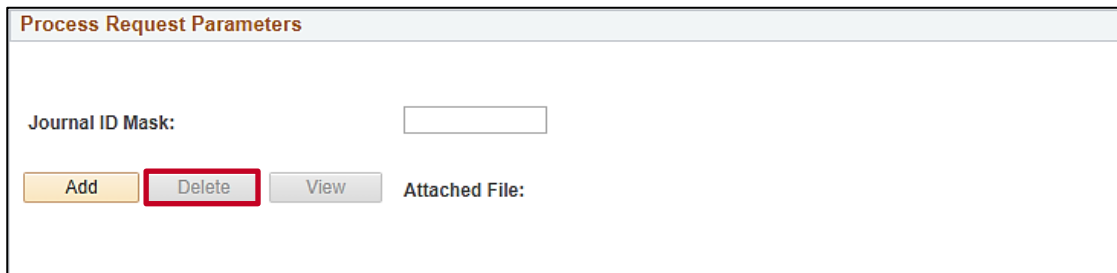


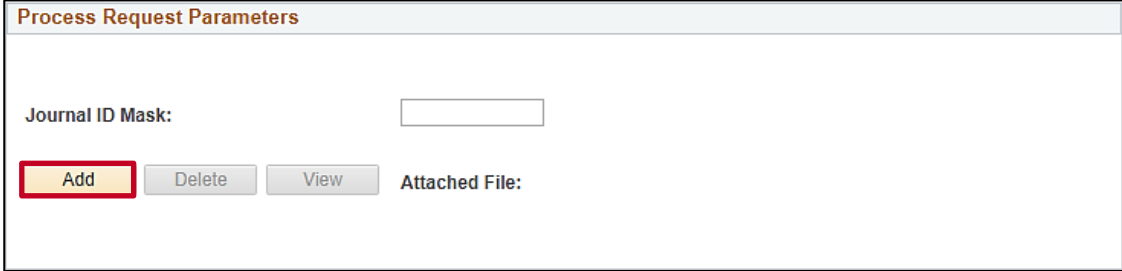
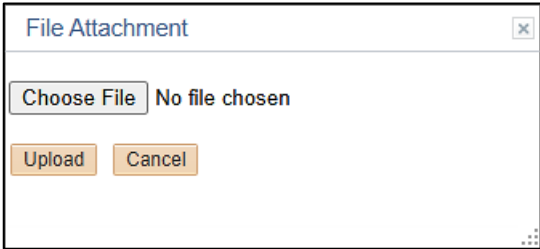
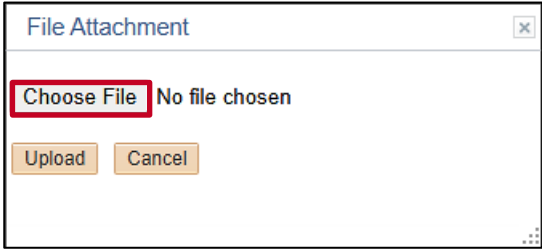
- Optionally, enter a value in the **Journal ID Mask** field in order to precede the automatically numbered Journal ID with a Journal Identifier (such as “CNV” used for budget entries created at conversion. Note that this field does not need to be completed by the agencies; it is primarily used by DOA.



If an existing Run Control ID was used, the user must delete the existing attached file by clicking the **Delete** button.

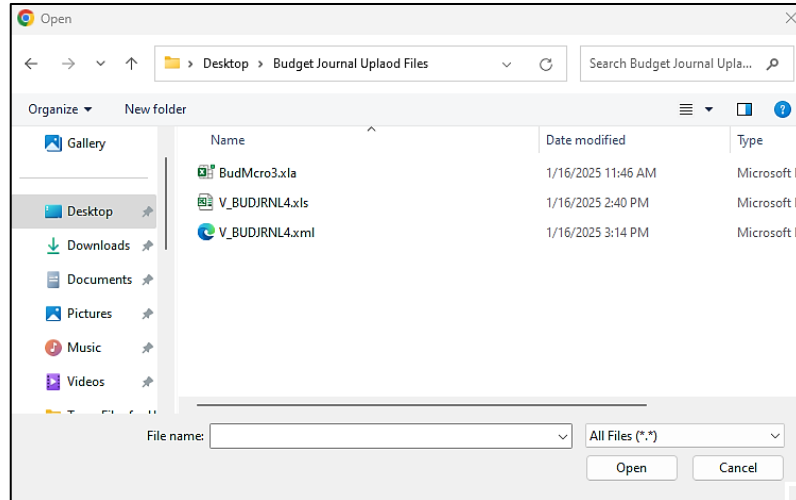
If a new Run Control ID was used, the **Delete** button will be disabled as it is in this example.

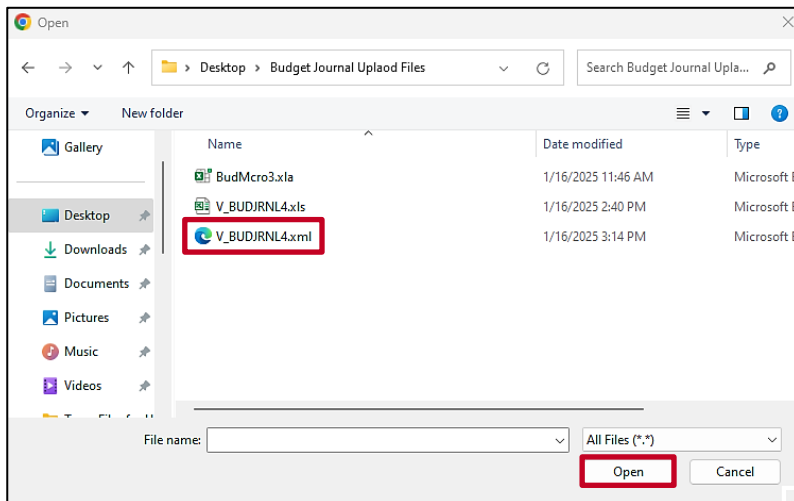
Step	Action
6.	<p>Next, attach the Budget Journal Sheet (the .xml file identified after Step 28 during the <a href="#">Creating a Budget Spreadsheet Journal</a> process).</p> <p>Click the <b>Add</b> button.</p> 
<p>The <b>File Attachment</b> page displays in a pop-up window.</p> 	
7.	<p>Click the <b>Choose File</b> button.</p> 

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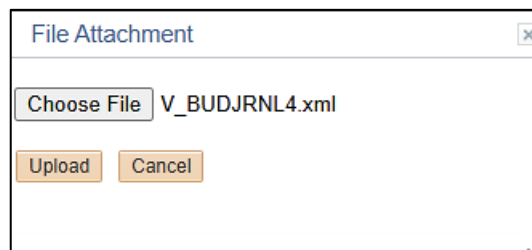
The **File Upload** folder displays in a pop-up window.

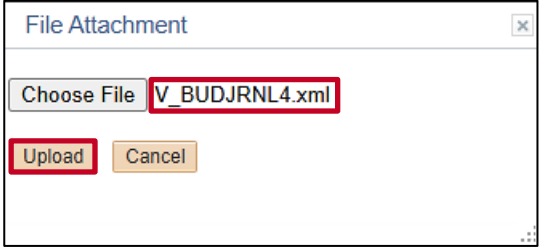


8. Select the applicable file (.xml document) by clicking on the corresponding list item and then click the **Open** button.

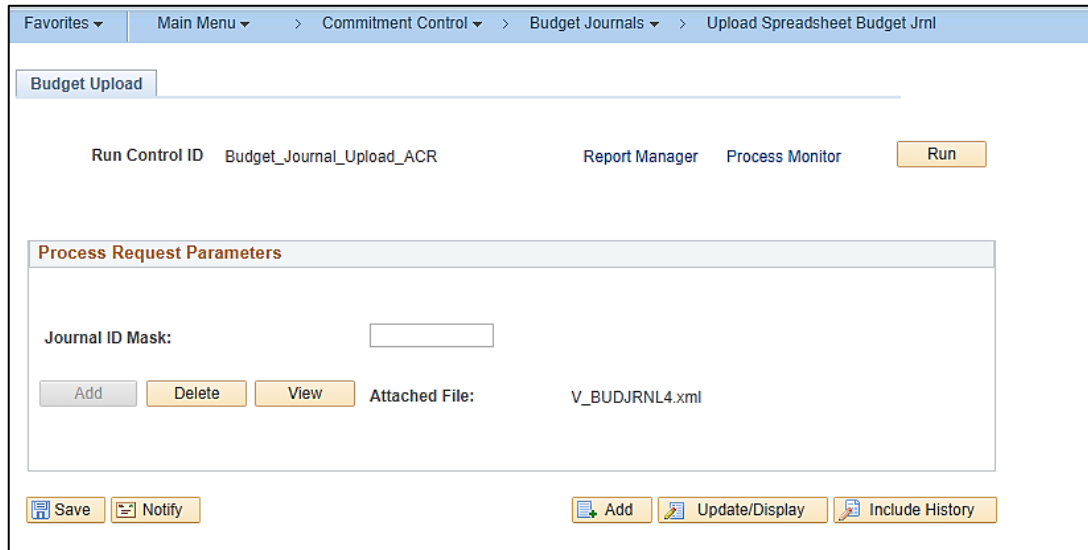



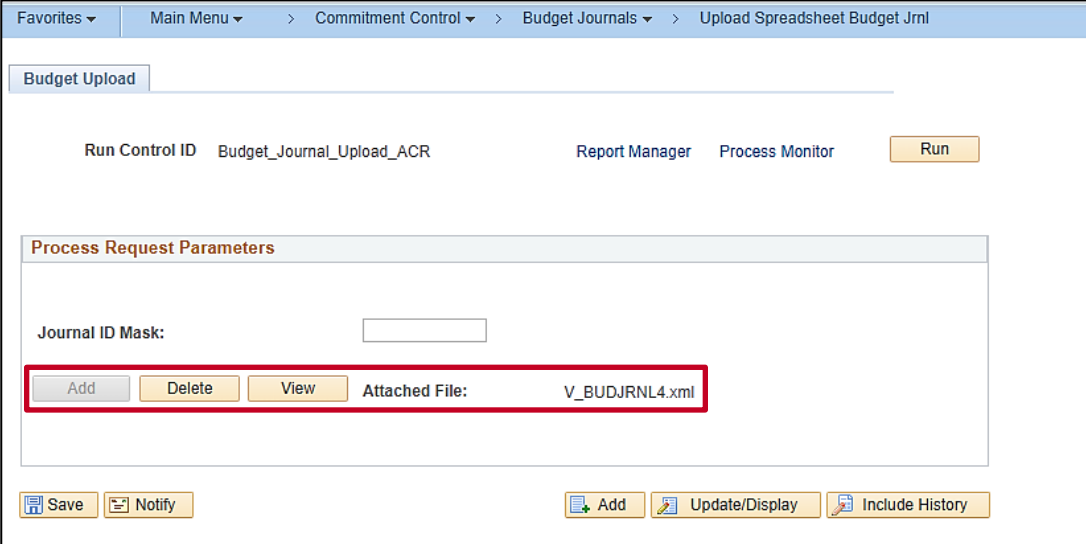
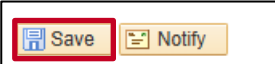
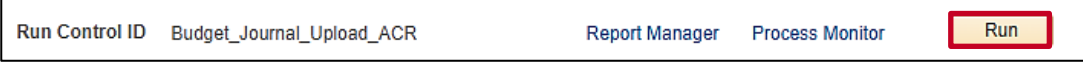
The **File Attachment** page redispays.



Step	Action
9.	<p>The file name displays to the right of the <b>Choose File</b> button. Verify for accuracy before continuing. Click the <b>Upload</b> button.</p> 

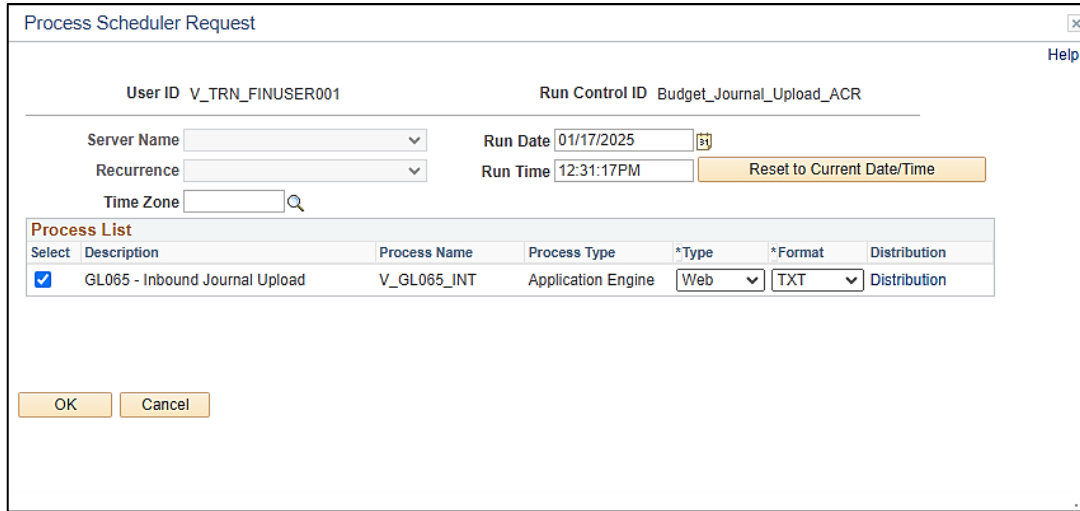
The **Budget Upload** page redispays.



Step	Action
	<p>The file name displays in the <b>Attached File</b> field. Verify for accuracy before continuing. If the incorrect file was attached, use the <b>Delete</b> button to remove it and then upload the correct file. The <b>View</b> button can be used to view the attached file.</p> 
10.	<p>Click the <b>Save</b> button.</p> 
11.	<p>Click the <b>Run</b> 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 Budget\_Journal\_Upload\_ACR

Server Name [dropdown] Run Date 01/17/2025 [calendar icon]

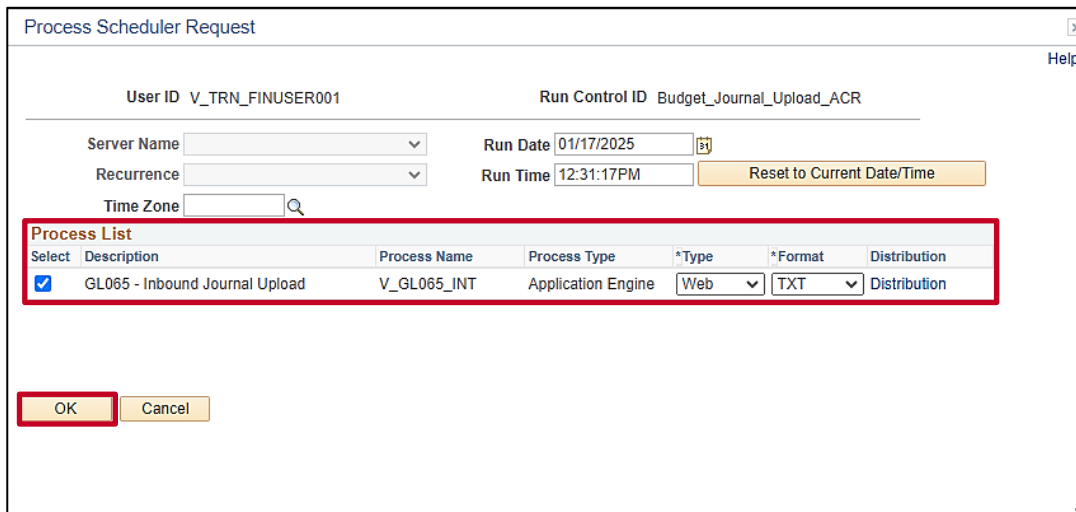
Recurrence [dropdown] Run Time 12:31:17PM [Reset to Current Date/Time]

Time Zone [input] [search icon]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL065 - Inbound Journal Upload	V_GL065_INT	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel

- Review the **Process List** section and verify that the “GL065 – Inbound Journal Upload” process is selected (**Select** checkbox selected) and then click the **OK** button.



Process Scheduler Request

User ID V\_TRN\_FINUSER001 Run Control ID Budget\_Journal\_Upload\_ACR

Server Name [dropdown] Run Date 01/17/2025 [calendar icon]

Recurrence [dropdown] Run Time 12:31:17PM [Reset to Current Date/Time]

Time Zone [input] [search icon]

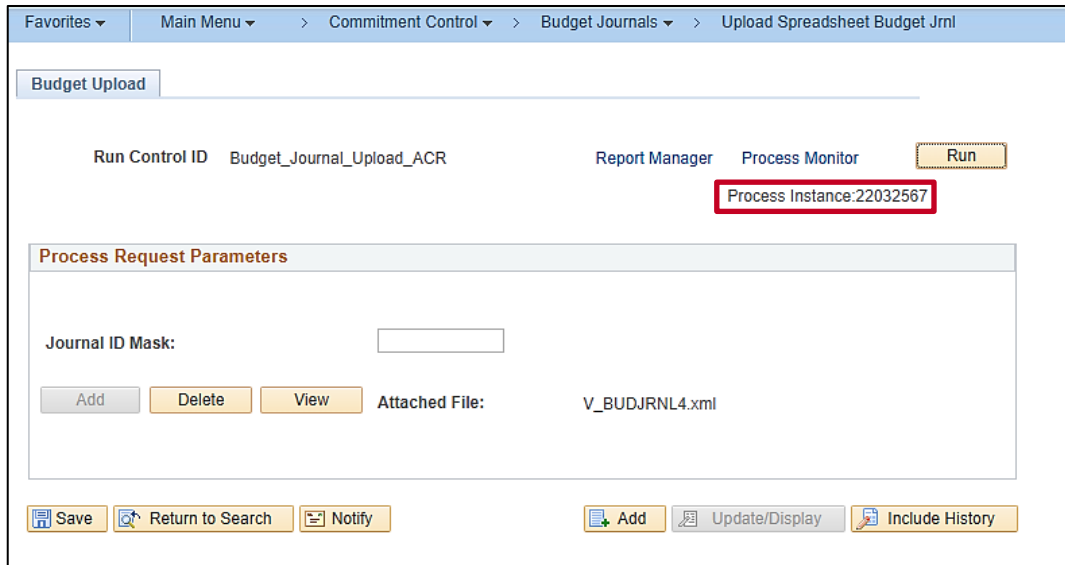
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL065 - Inbound Journal Upload	V_GL065_INT	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel



Step	Action
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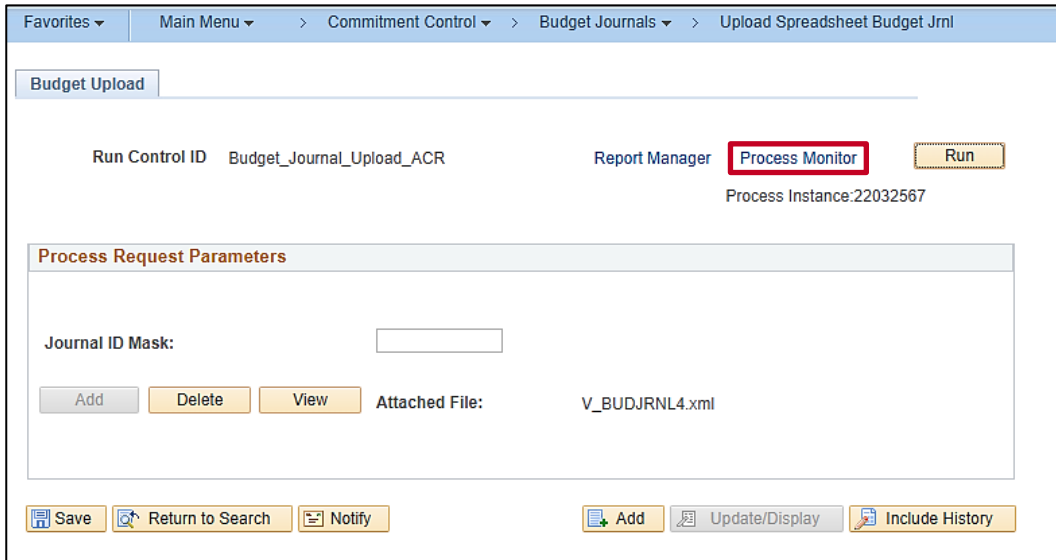
The **Budget Upload** page redisplay.



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

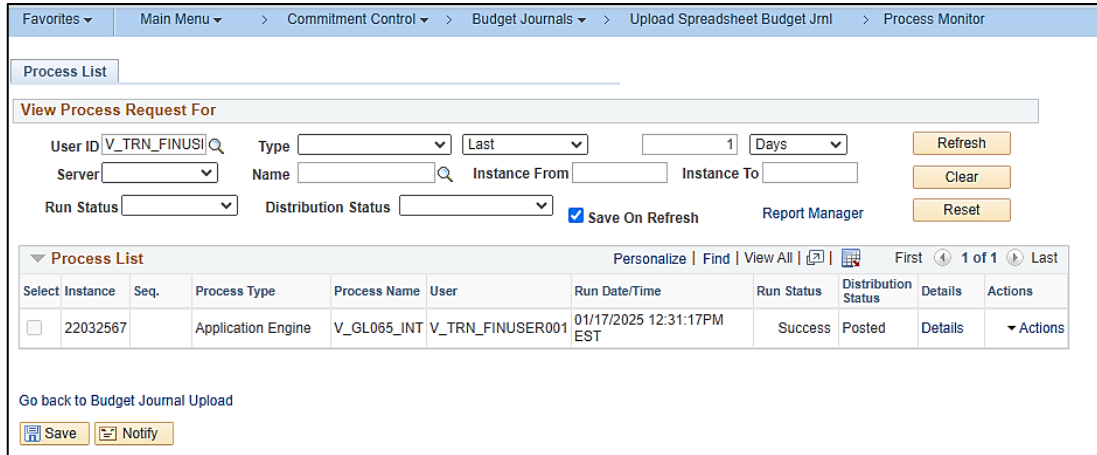
13.

Click the **Process Monitor** link.



Step	Action
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The **Process Monitor** page displays (**Process List** tab).



View Process Request For

User ID  Type   Days

Server  Name  Instance From  Instance To

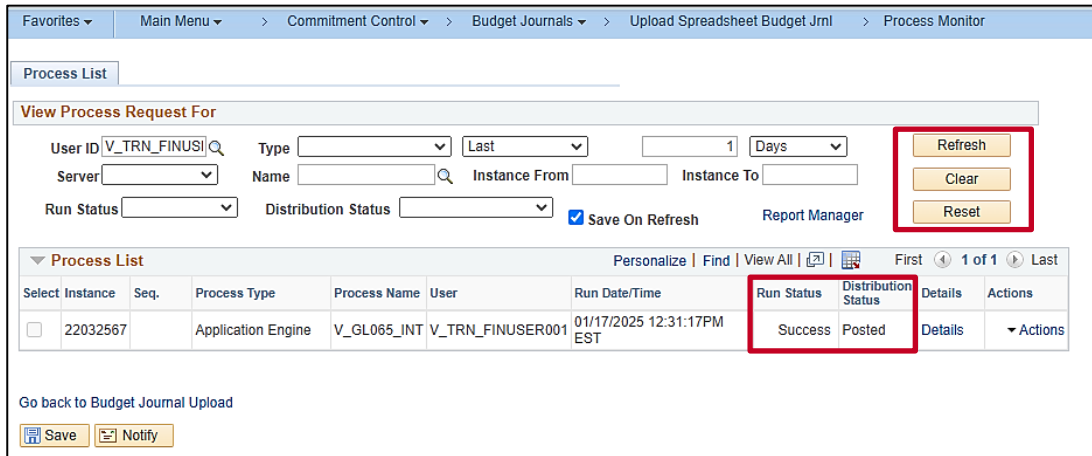
Run Status  Distribution Status   Save On Refresh Report Manager

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032567		Application Engine	V_GL065_INT	V_TRN_FINUSER001	01/17/2025 12:31:17PM EST	Success	Posted	Details	Actions

Go back to Budget Journal Upload

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



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"/>	22032567		Application Engine	V_GL065_INT	V_TRN_FINUSER001	01/17/2025 12:31:17PM EST	Success	Posted	Details	Actions

Go back to Budget Journal Upload

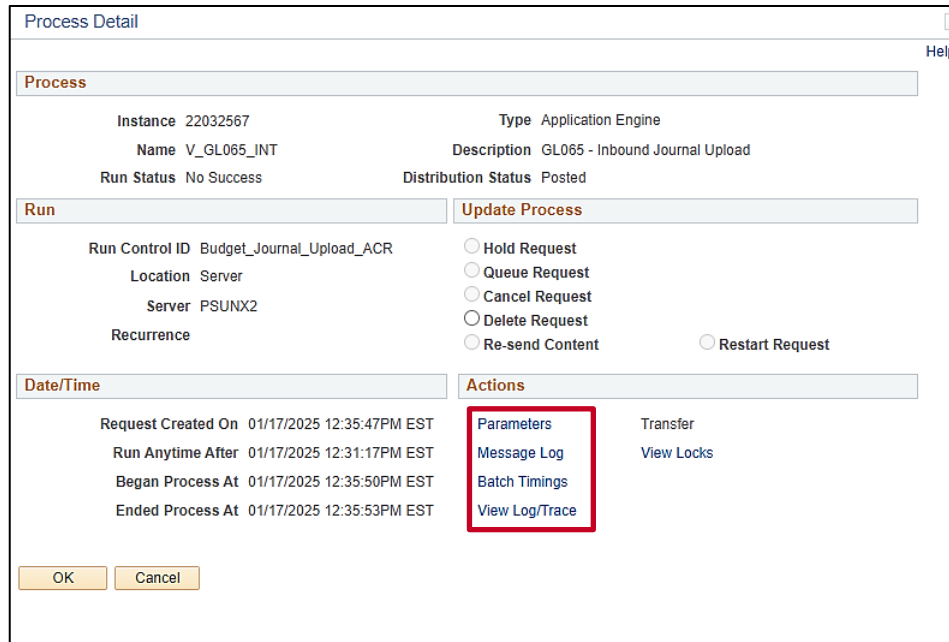
15. Click the **Details** link.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032567		Application Engine	V_GL065_INT	V_TRN_FINUSER001	01/17/2025 12:31:17PM EST	Success	Posted	Details	Actions

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

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



**Process Detail**

**Process**

Instance 22032567      Type Application Engine  
 Name V\_GL065\_INT      Description GL065 - Inbound Journal Upload  
 Run Status No Success      Distribution Status Posted

**Run**      **Update Process**

Run Control ID Budget\_Journal\_Upload\_ACR       Hold Request  
 Location Server       Queue Request  
 Server PSUNX2       Cancel Request  
 Recurrence       Delete Request  
     Re-send Content       Restart Request

**Date/Time**      **Actions**

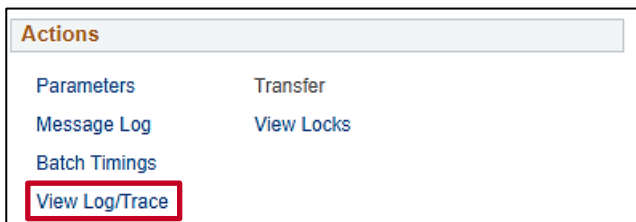
Request Created On 01/17/2025 12:35:47PM EST      [Parameters](#)      Transfer  
 Run Anytime After 01/17/2025 12:31:17PM EST      [Message Log](#)      View Locks  
 Began Process At 01/17/2025 12:35:50PM EST      [Batch Timings](#)  
 Ended Process At 01/17/2025 12:35:53PM EST      [View Log/Trace](#)

OK      Cancel



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.



**Actions**

[Parameters](#)      Transfer  
[Message Log](#)      View Locks  
[Batch Timings](#)  
[View Log/Trace](#)

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

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

View Log/Trace x

[Help](#)

---

**Report**

Report ID 97496286      Process Instance 22032567      [Message Log](#)

Name V\_GL065\_INT      Process Type Application Engine

Run Status No Success

GL065 - Inbound Journal Upload

---

**Distribution Details**

Distribution Node fintrn      Expiration Date 02/16/2025

---

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_V_GL065_INT_22032567.log</a>	355	01/17/2025 12:35:53.089030PM EST
<a href="#">GL065_22032567.LOG</a>	202	01/17/2025 12:35:53.089030PM EST

---

**Distribute To**

Distribution ID Type      \*Distribution ID

User      V\_TRN\_FINUSER001

[Return](#)

17. Click the **“GL065....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
<a href="#">AE_V_GL065_INT_22032567.log</a>	355	01/17/2025 12:35:53.089030PM EST
<a href="#">GL065_22032567.LOG</a>	202	01/17/2025 12:35:53.089030PM EST

The **Journal Import Log** displays.

```

GL065 Journal Import
.
-----
Processing Business unit: 10100 Ledger Group: CC_OPRL
Process completed successfully with 1 journals imported.
Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description 10100, 0000346986
    
```

18. 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 97496286	Process Instance 22032567	<a href="#">Message Log</a>
Name V_GL065_INT	Process Type Application Engine	
Run Status No Success		

GL065 - Inbound Journal Upload

**Distribution Details**

Distribution Node fintrn	Expiration Date 02/16/2025
--------------------------	----------------------------

**File List**

Name	File Size (bytes)	Datetime Created
AE_V_GL065_INT_22032567.log	355	01/17/2025 12:35:53.089030PM EST
GL065_22032567.LOG	202	01/17/2025 12:35:53.089030PM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	V_TRN_FINUSER001

19. Click the **Return** button.

**File List**

Name	File Size (bytes)	Datetime Created
AE_V_GL065_INT_22032567.log	355	01/17/2025 12:35:53.089030PM EST
GL065_22032567.LOG	202	01/17/2025 12:35:53.089030PM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	V_TRN_FINUSER001

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

The **Process Detail** page redispays.

Process Detail
Help

---

**Process**

Instance 22032567      Type Application Engine

Name V\_GL065\_INT      Description GL065 - Inbound Journal Upload

Run Status No Success      Distribution Status Posted

**Run**

Run Control ID Budget\_Journal\_Upload\_ACR

Location Server

Server PSUNIX2

Recurrence

**Update Process**

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content       Restart Request

---

**Date/Time**

Request Created On 01/17/2025 12:35:47PM EST

Run Anytime After 01/17/2025 12:31:17PM EST

Began Process At 01/17/2025 12:35:50PM EST

Ended Process At 01/17/2025 12:35:53PM EST

**Actions**

Parameters      Transfer

Message Log      View Locks

Batch Timings

View Log/Trace

OK
Cancel

20.	Click the <b>OK</b> button.
-----	-----------------------------

OK

Cancel

The **Process Monitor** page (**Process List** tab) redispays.

Favorites ▾
Main Menu ▾
Commitment Control ▾
Budget Journals ▾
Upload Spreadsheet Budget Jnl
Process Monitor

---

**Process List**

**View Process Request For**


User ID  Type   Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

Process List									
Select Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	22032567	Application Engine	V_GL065_INT	V_TRN_FINUSER001	01/17/2025 12:31:17PM EST	Success	Posted	Details	Actions

Go back to Budget Journal Upload

Step	Action
	<p>The process to upload the Budget Journal Sheet is now complete.</p> <p>Users can optionally view the imported Journal using the assigned Journal ID on the <b>Enter Budget Journals</b> page. Navigate to this page using the following navigation path:</p> <p><b>Main Menu &gt; Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b></p> <p>The Journal can be posted manually (using the “Post Journal” process), or during the nightly batch posting process. Following successful Journal posting, the <b>Budget Header Status</b> will change to “Posted”.</p>