General Ledger (GL) 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, you first enter the journal information in an Excel macro. The user initiates the Excel macro to write the journal data to a .txt file that is then uploaded into Cardinal.

Table of Contents

To Create a GL Spreadsheet Journal..... 1

Reviewing and Correcting Errors 13

To Create a GL Spreadsheet Journal

1. Download the two required files, entitled **GL Journal Spreadsheet Upload Excel Template** and **GL Journal Spreadsheet Upload XLA Macro File**, located on the Cardinal website in **Forms** under **Resources**. These two files must be saved to the same folder on your workstation. When downloading the **GL Journal Spreadsheet Upload XLA Macro File**, change the file name to **JRNLMCRO** and the extention from **.xls** to **.xla**. When complete, the file name should read **JRNLMCRO.xla**

Note: You can create multiple journal workbooks by saving a clean **JRNL1.xls** file as **JRNL2.xls**, etc. However, the macro sheet file name and extension, **JRNLMCRO.xla**, must not be changed or renamed.

2. Open the **JRNL1.xls file**. When you open this file, a security banner displays.

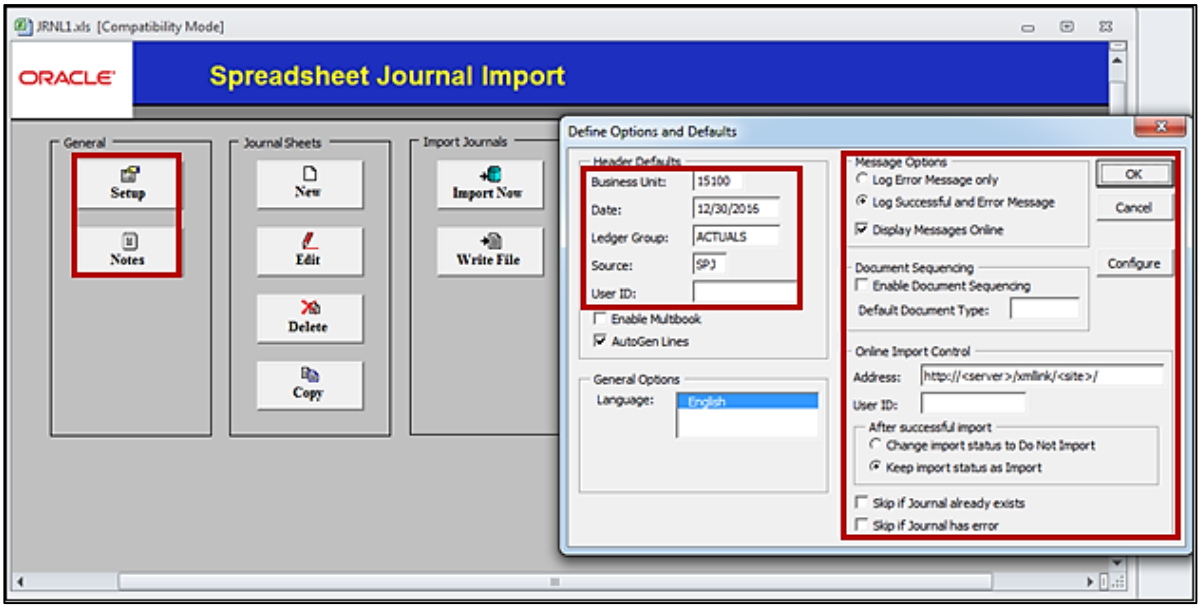
3. Click the **Options** button at the top of the screen beside the **Security Warning** message.

– The button will be **Enable Contents** or **Enable Editing** if using Excel 2010.

4. If a pop-up box displays, select **Enable this content**, then click the **OK** button.

5. If a second box displays, click the **Enable Macros** button.

6. On the **Spreadsheet Journal Import** home page, under the **General** section, click the **Setup** button to access the **Define Options and Defaults** dialog box. Options set here will default to journal sheets and journals created within this workbook.



Complete the following fields:

– **Business Unit**

– **Date**: You can enter the journal date, or you can leave this blank and enter the appropriate date for each journal header individually.

– **Ledger Group**: Enter the value (e.g., **ACTUALS**) in CAPITAL letters.

– **Source**: This value defaults to **SPJ** since this is a spreadsheet journal.

– **User ID**: Leave blank because Cardinal will override this value with the ID of the user who actually uploads the spreadsheet journal into Cardinal.

Use the **Message Options** section to indicate whether you wish to see success and error messages or error messages only. You can also choose to view error messages online rather than using the text file on your workstation.

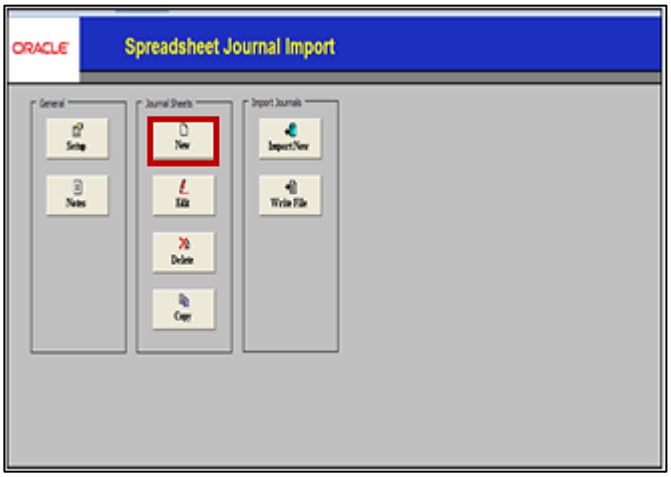
Always accept the defaults in the **Online Import Control** section. Do not change these values or options.

Once you have filled out the appropriate fields, click the **OK** button.

You then receive a message: “This is not a secured web address. Use it anyway?” Click the **Yes** button.

The second button under **General** on the main menu is the **Notes** button. Use this button to access another worksheet in the workbook that can be used as a scratch pad for instructions, calculations, and comments.

7. There are four buttons under **Journal Sheets** on the Main Menu:
   - **New**: Creates a new journal worksheet
   - **Edit**: Edits an existing journal worksheet
   - **Delete**: Deletes one or more journal worksheets
   - **Copy**: Copies one journal worksheet to a new journal worksheet



8. Click the **New** button under **Journal Sheets** on the main menu to insert a new journal worksheet. A workbook can contain as many journal sheets as needed. Each sheet will be a separate journal.

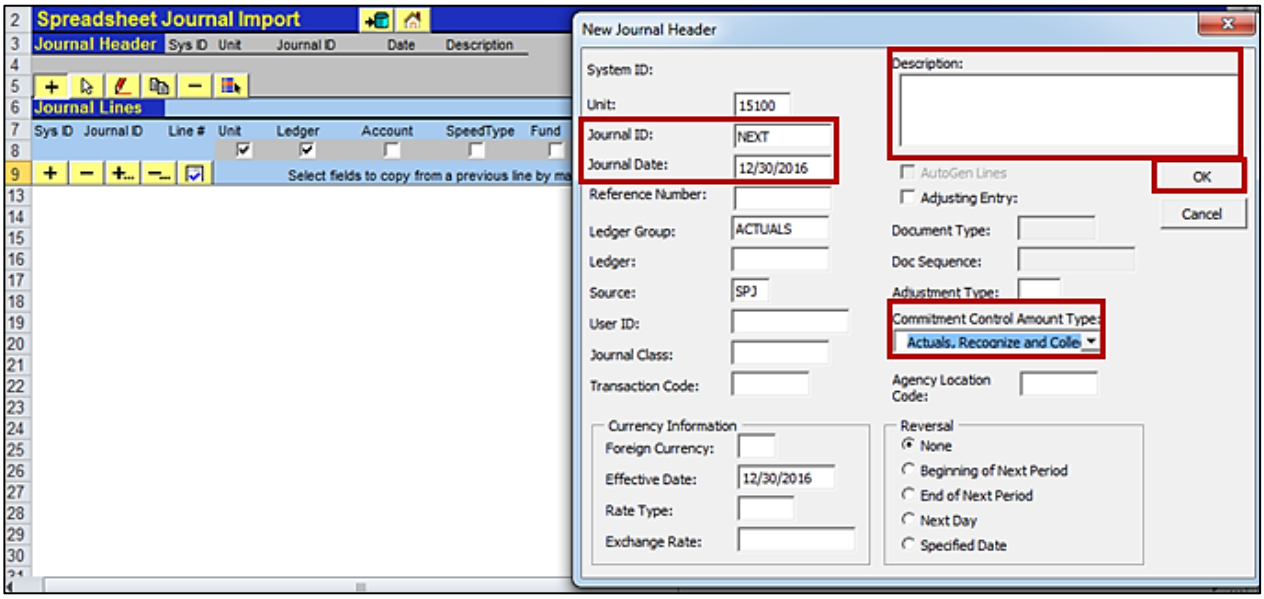
9. In the dialog box that appears, enter a **New Journal Sheet Name**. Then click the **OK** button.

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

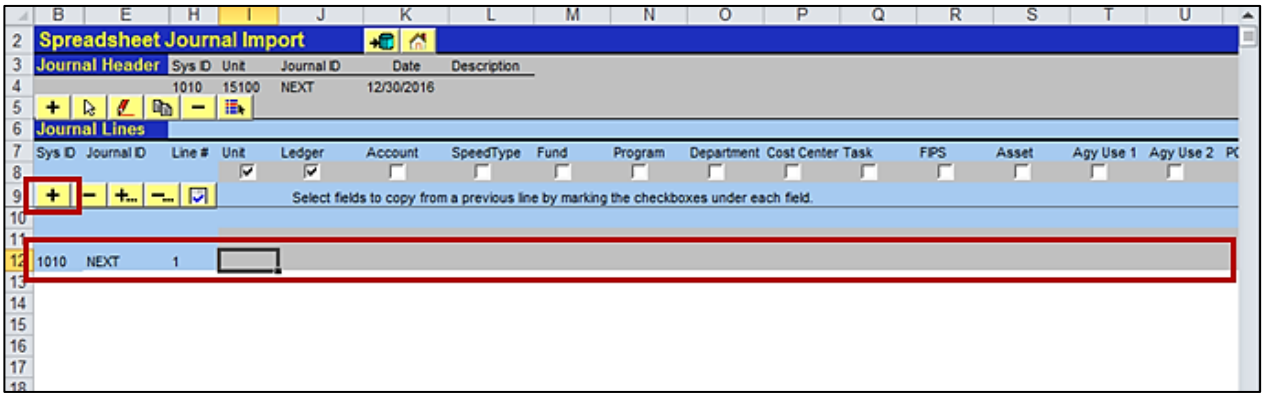
10. The **Spreadsheet Journal Import** spreadsheet displays.

    Under **Journal Header** there are six buttons:
    - (**+**) (plus sign): Creates a new journal header
    - **Select Journal** (white arrow): Opens an existing journal
    - **Edit Journal Header** (red pencil): Makes changes to the journal header
    - **Copy Journa**l (two sheets of paper): Copies a journal header and lines
    - (**–**) (Delete Journal): Deletes a journal entry
    - **Change Import Status** button (colored lines): Marks a journal status as **Import** or **Do Not Import**

11. Under the **Journal Header**, click the (**+**) icon. The values entered from the **Setup** page (Step 6) default onto the **Journal Header**.



12. The **Journal ID** defaults to **NEXT**. Do not change the default; the **Journal ID** will be assigned by Cardinal when the journal is uploaded. Enter a **Journal Date**, **Description**, and also select the **Commitment Control Amount Type** of **Actuals, Recognize and Collect** from the drop-down list. Then click the **OK** button.

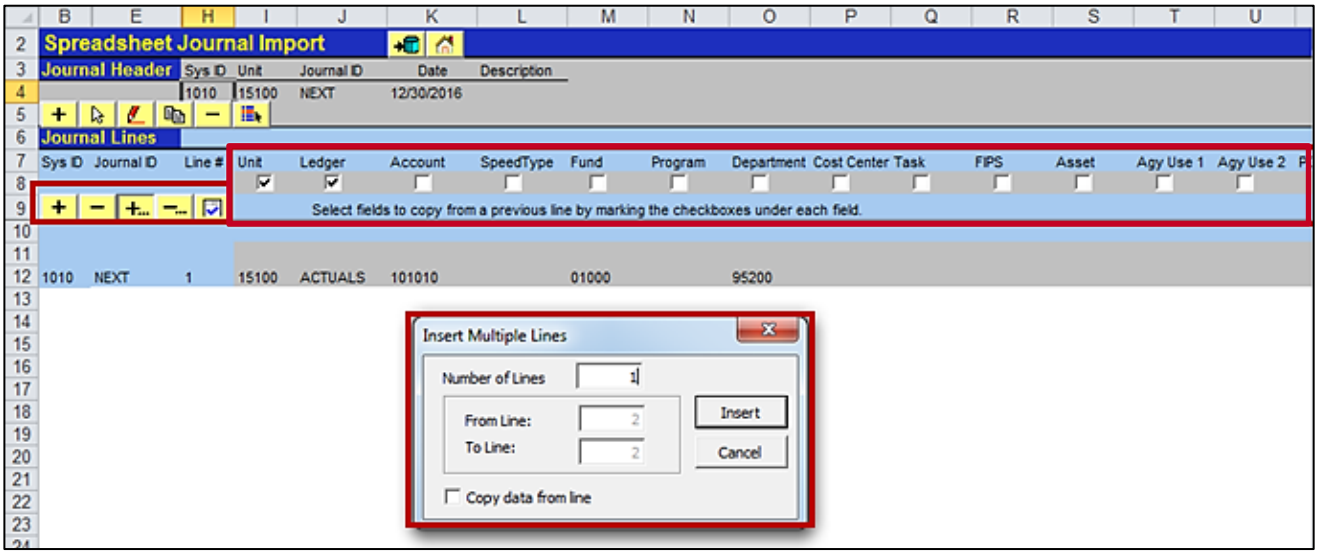


13. Under **Journal Lines**, click the (**+**) icon. A new journal line appears in the next row.

14. On the journal line, notice that the Journal Spreadsheet macro automatically populates the **Journal ID** with **Next** and increments the **Line #** as new lines are added. The **Sys ID** field also automatically populates for each journal line.

The **Sys ID** is used for tracking error messages back to their source.

Enter the **Unit** (i.e., the **Business Unit** value) and **Ledger** (e.g., **ACTUALS** in CAPITAL letters). Next, enter all the applicable ChartField values and the **Amount** (debits are entered as positive and credits are entered as negatives). You may use the scrollbar to scroll right.



15. Under **Journal Lines** there are five buttons:

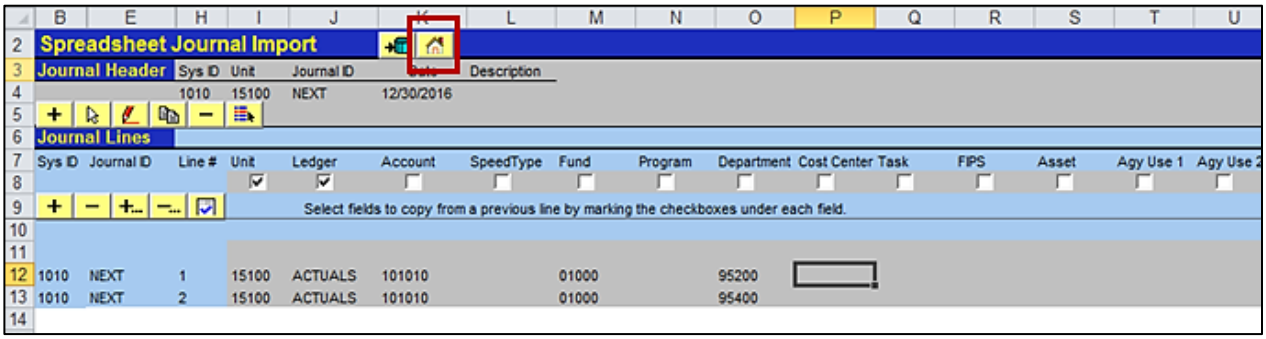
- (**+**): Used to insert a single journal line
- (**–**): Used to remove a single journal line
- (**+…**) and (**-...**) buttons: Used to add/delete multiple journal lines. You will be prompted to enter the number of lines you wish to insert/delete in the dialog box.
- The next button, **Check Amounts**, is used to verify that you have entered amounts with the correct number of decimal points.

When adding lines, you can check the box directly under the **Unit**, **Ledger**, and **ChartField** name(s) to copy the value on the preceding line to the subsequent line.

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

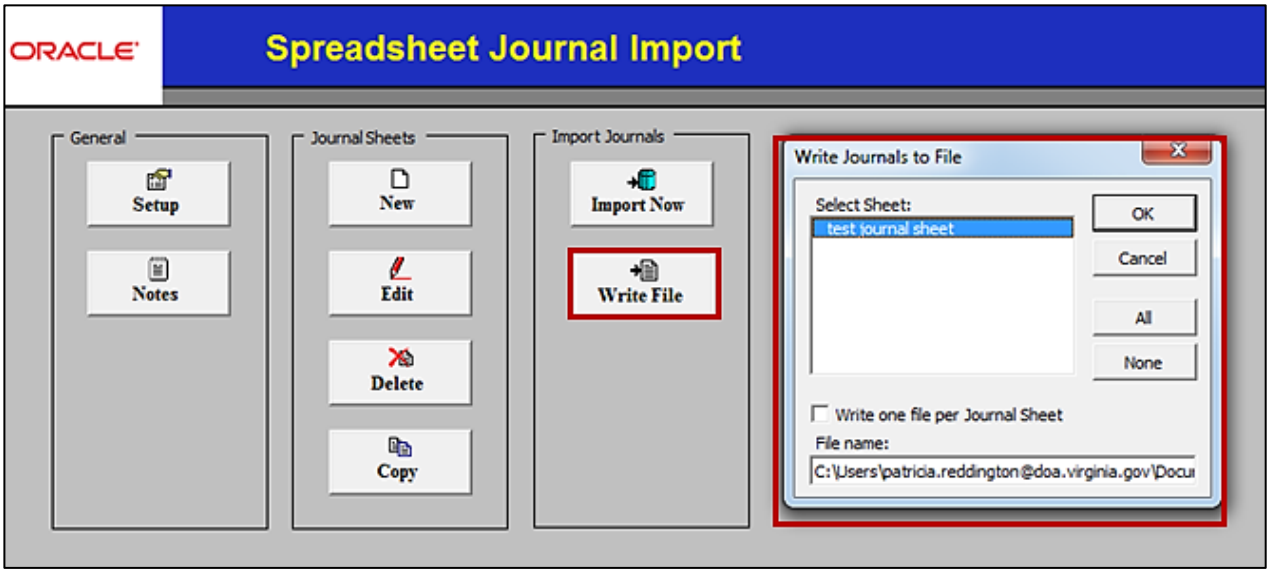
- Ensure the order of the ChartFields copied is in the same order of the ChartFields displayed in this Excel file.
- Copy-paste the ChartFields into the spreadsheet journal file as **Paste Options: Values (V)** only, in order to preserve the spreadsheet journal file formatting.
- Before you copy, click the (**+…**) icon to insert multiple lines.

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



17. Click the **Home** (house) icon to return to the **Spreadsheet Journal Import** home page.

18. On the Spreadsheet Journal Import page, click the **Write File** button under **Import Journals**.

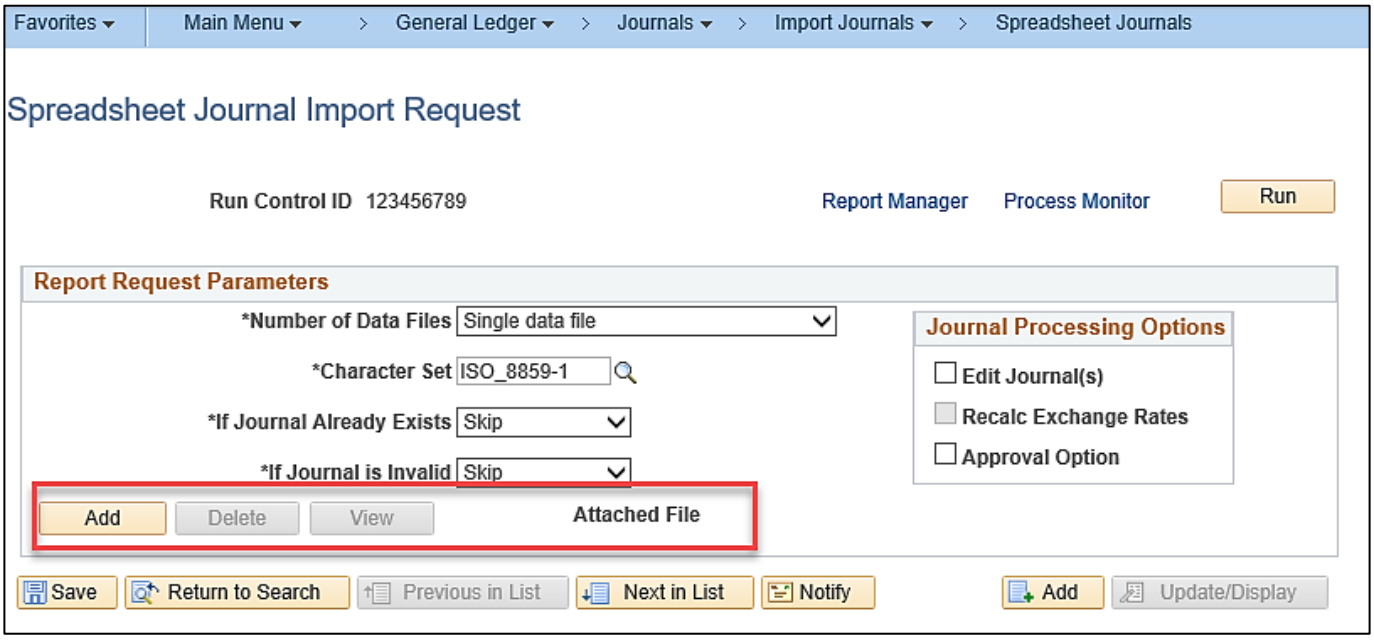


19. Select the sheet name created under **Select Sheet**; ensure the sheet is selected before proceeding (when the sheet is selected, it will be highlighted in blue). Note the location to where the file is written in the **File name** field at the bottom of the box. You can also rename the file from JRNL1 to a logical name to easily sort many files. Multiple sheets can be selected at the same time. Check the **Write one file per Journal Sheet** check-box to create one file per journal sheet. Then click the **OK** button. (Do NOT use the button **Import Now** under Import Journals.) Your file will be saved as a .txt file as a result of this step.

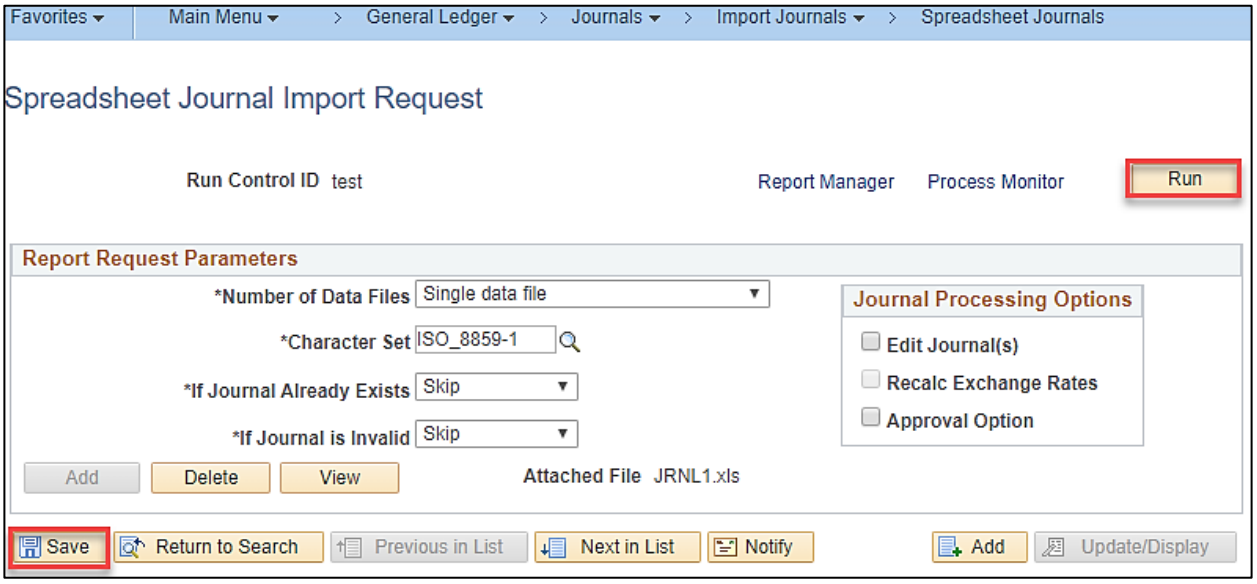
20. Log into Cardinal and navigate using the following path:

General Ledger > Journals > Import Journals > Spreadsheet Journals

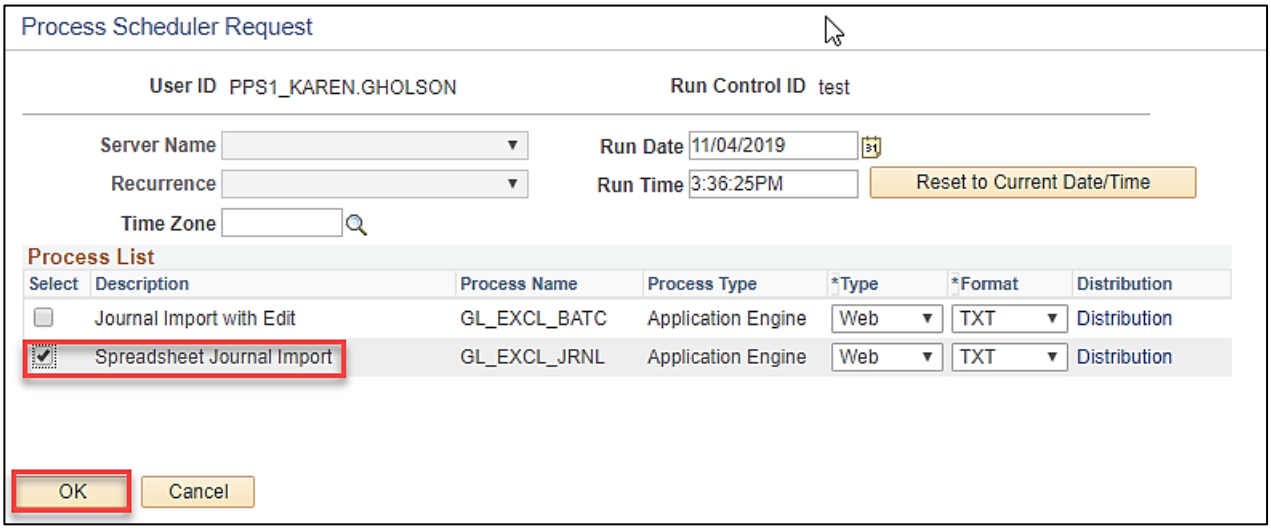
21. Add or Find an Existing Run Control ID. The Spreadsheet Journal Import Request page displays.



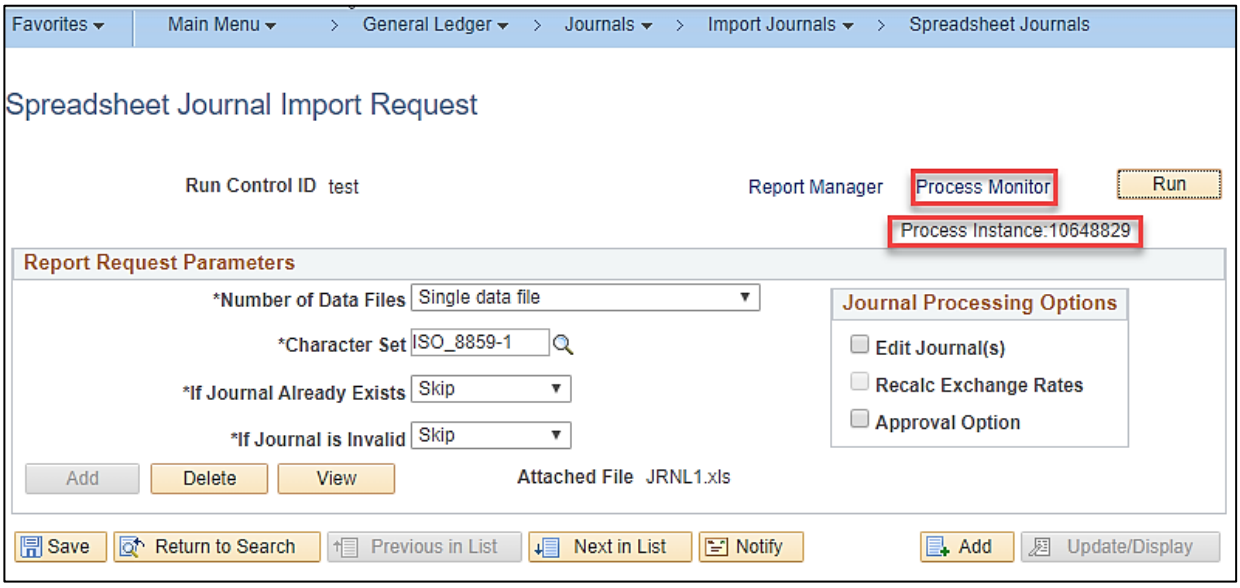
22. On the **Spreadsheet Journal Import Request** page, leave all the defaults as is. If you are using an existing **Run Control ID**, delete the file that was attached previously by clicking the **Delete** button. Then, click the **Add** button to the left of **Attached File** to attach your new file. The **File Attachment** dialog box is displayed. After the **File Attachment** box displays, click the **Browse** button (if using Windows 7) or click the **Choose File** button (if using Windows 10) to find the location of the Excel file to be uploaded, and select the file. Click the **Upload** button. Use the location where the file is written in the **File name** field at the bottom of the box displayed in Step 19 and select the .txt file you wish to upload. Click the **Open** button. Click the **Upload** button. The name of the file you selected for upload is now displayed in the **Attached File** field. The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment.



23. Click the **Save** button, and then click the **Run** button.

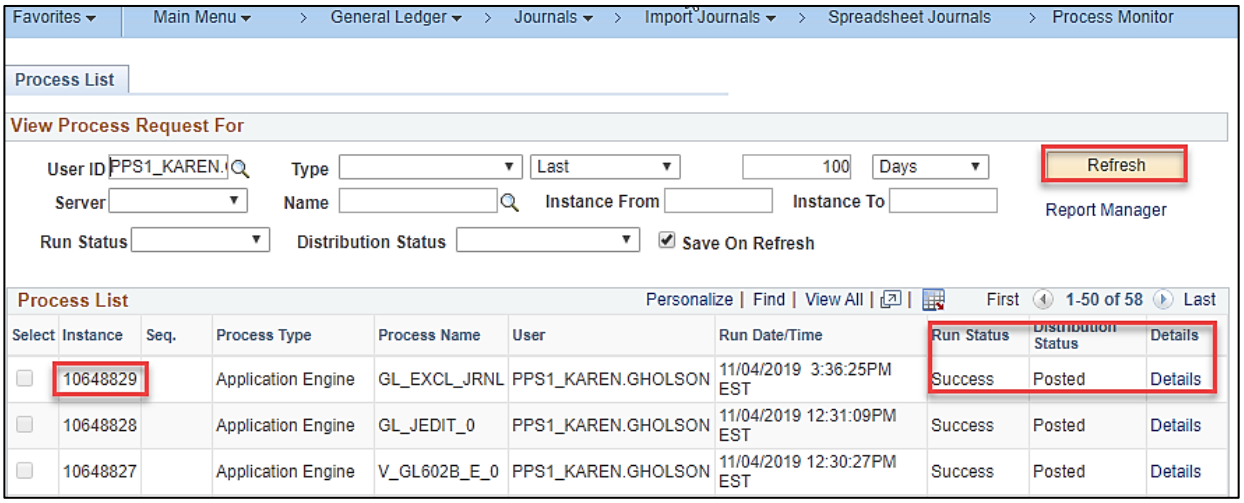


24. On the **Process Scheduler Request** page, select the **Spreadsheet Journal Import** process and then click the **OK** button.



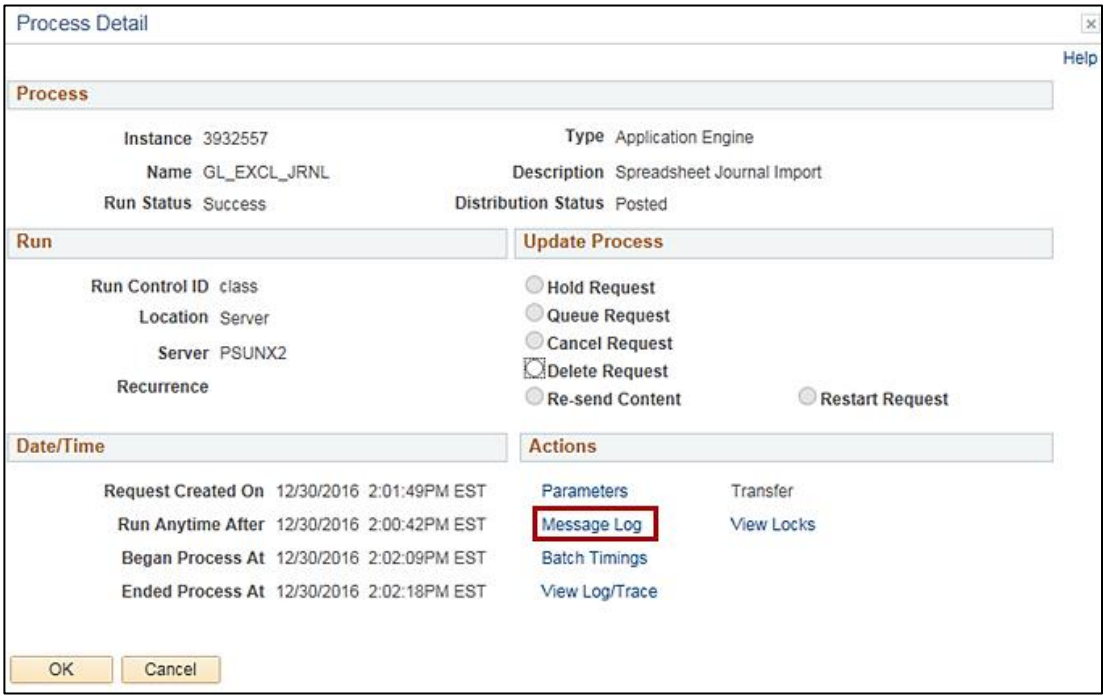
25. You will be returned to the **Spreadsheet Journal Import Request** page with a **Process Instance** number displayed under the **Run** button. Document this number.

26. Click the **Process Monitor** link. The **Process Monitor** page displays, look for the process instance number from Step 25.

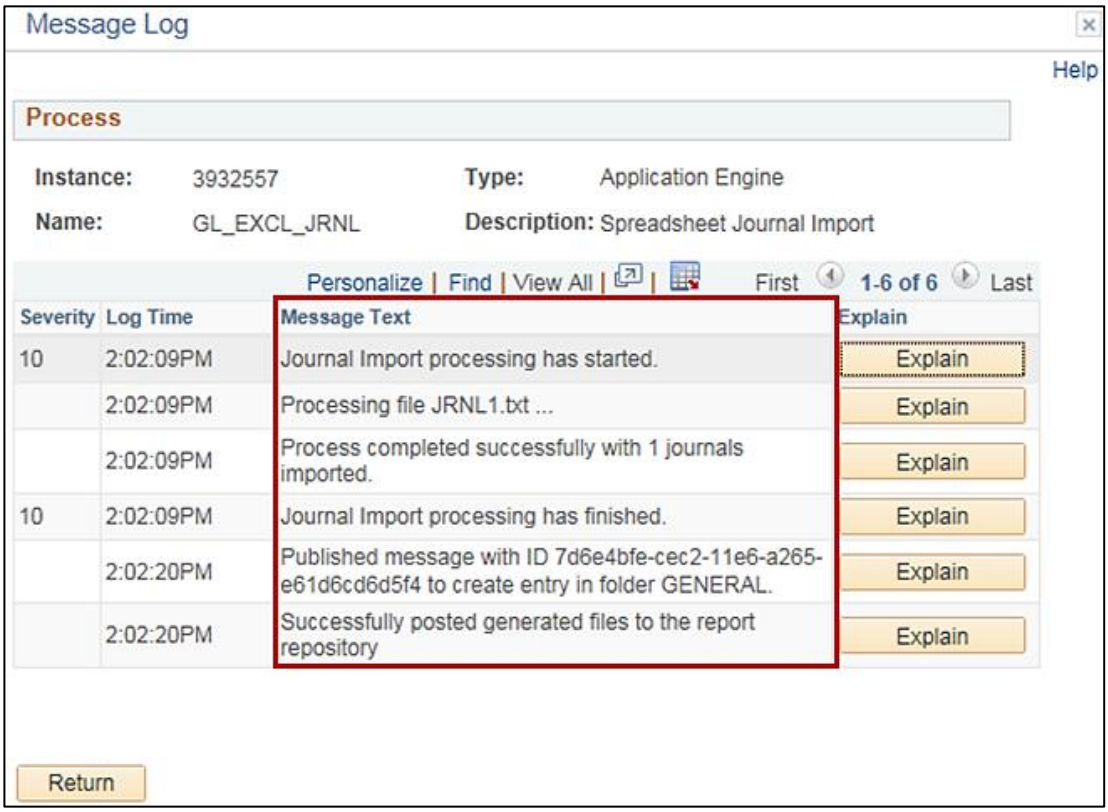


27. Click the **Refresh** button until the spreadsheet upload process you just ran completes (i.e., the process shows with a **Run Status** of **Success** and a **Distribution Status** of **Posted**.). Then click the **Details** link on the process line.

28. The **Process Detail** page displays.

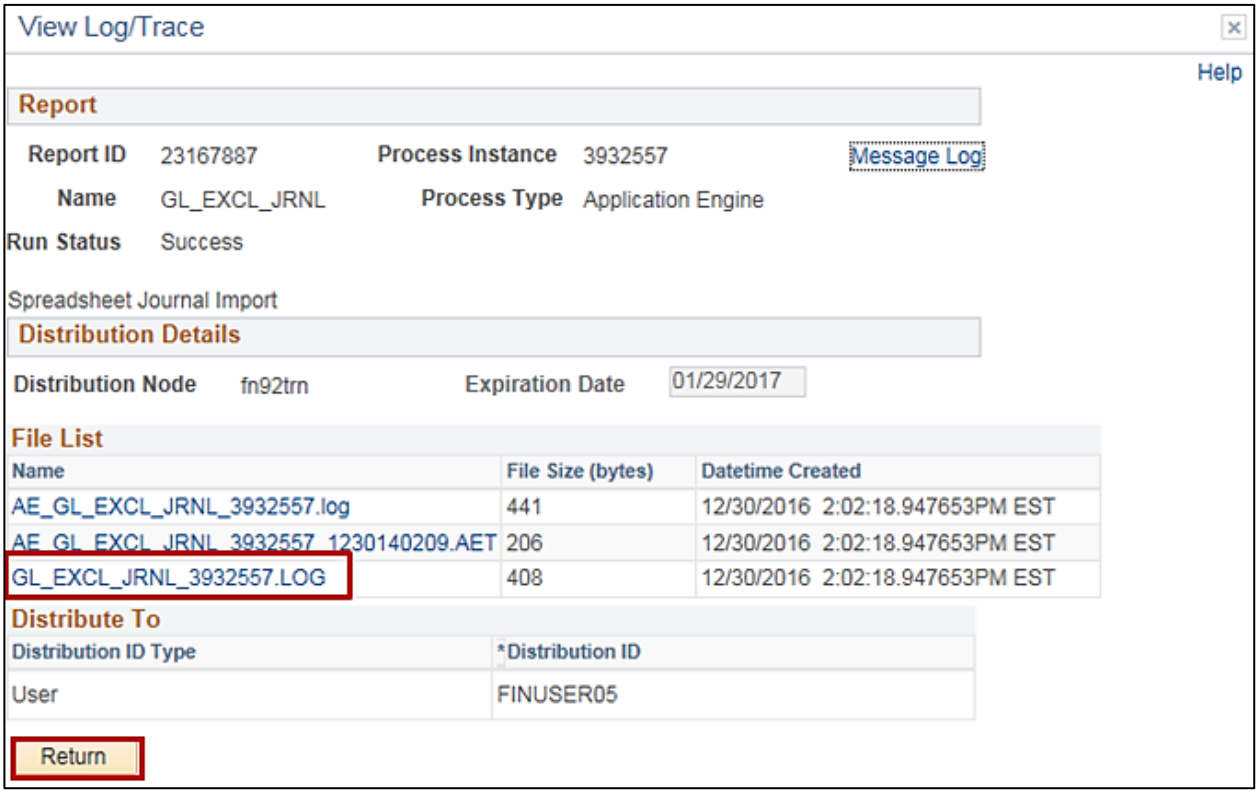


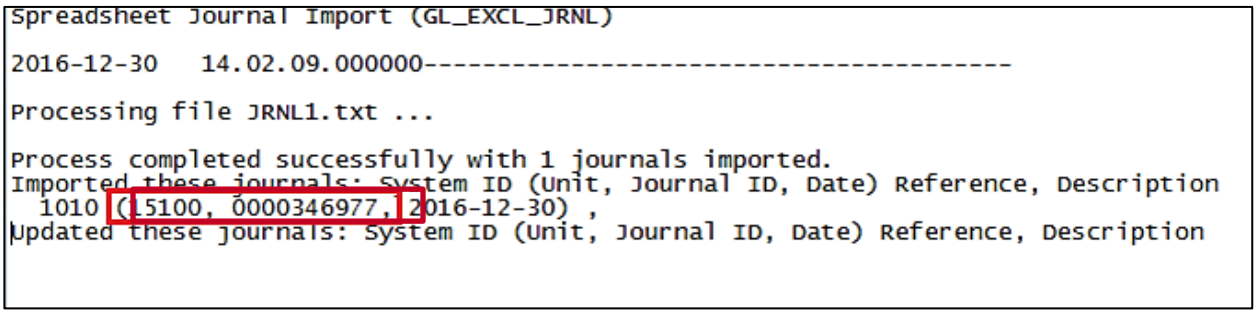
29. Click the **Message Log** link. The **Message Log** page displays.



30. Verify the **Process completed successfully with x journals imported**. The **Message Log** can also be used to view if there was an error with the upload.

31. Click the **Return** button on the **Message Log** page and then click the **View Log/Trace** link on the **Process Detail** page. The **View Log/Trace** page displays.





32. Click on the **GL_EXCL_JRNL_(process instance).LOG** file. A new window opens displaying the log. Note the **Journal ID** number that was created.

33. Close the .LOG file.

34. Click the **Return** button.

35. Navigate to General Ledger > Journals > Journal Entry > Create/Update Journal Entries.

36. Click the **Find an Existing Value** tab and enter the **Business Unit** and **Journal ID** number noted in Step 31. Click the **Search** button.

Reviewing and Correcting Errors

Spreadsheet journal validation is limited and it is not intended to be as broad as the validation provided with journal entries using the **Create/Update Journal Entries** page online in Cardinal.

For batch imports, error messages are provided in a separate log file and are not part of the message log. However, the message log provides reference to the log file and incorporates the **Reference ID** field value in all the messages logged.

After importing a journal from a spreadsheet, you must run the **Journal Edit** process on the journal before you can make corrections using the **Create/Update Journal Entries** pages.

Journal entries loaded into Cardinal using the spreadsheet journal import process must be edited either online or in batch. This is important because imported journals do not yet have all journal lines and values populated by the various automatic features. If you open journals immediately after importing them, a warning message tells you that they must be edited first. It is only after the journal edit that imported journals display final entries for such things as separate debit or credit offset balancing entries.

Some common errors are listed below.

- Journal header validation errors
  Example: The header does not contain a valid **Business Unit**, **Ledger Group**, or **Source**.
- Journal line validation errors
  Example: A journal line contains an invalid **ChartField** value.
- Skipped journal headers
  Example: The **Journal ID** and date already exist (**Skip Journal** would need to be selected on the **Spreadsheet Journal Import Report** page).
- Skipped invalid journals
- Specified **SpeedType** value does not exist

After errors are corrected, you can then re-upload the file into Cardinal General Ledger.

Note: See the **Uploading a Spreadsheet Journal** simulation, located on the Cardinal website in **Simulations** under **Learning**, for an example of uploading a spreadsheet Journal. The scenario provides a step-by-step guide that leads you through the process.