

Spreadsheet Journal Upload

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Spreadsheet Journal Upload



The **Spreadsheet Journal Upload Tool** is used to create journal entries to be uploaded to Core-CT. The steps to create spreadsheet journals are mostly the same in Core-CT 9.1 as they are in Core-CT 8.9 with two differences. In Core-CT 9.1 users can:

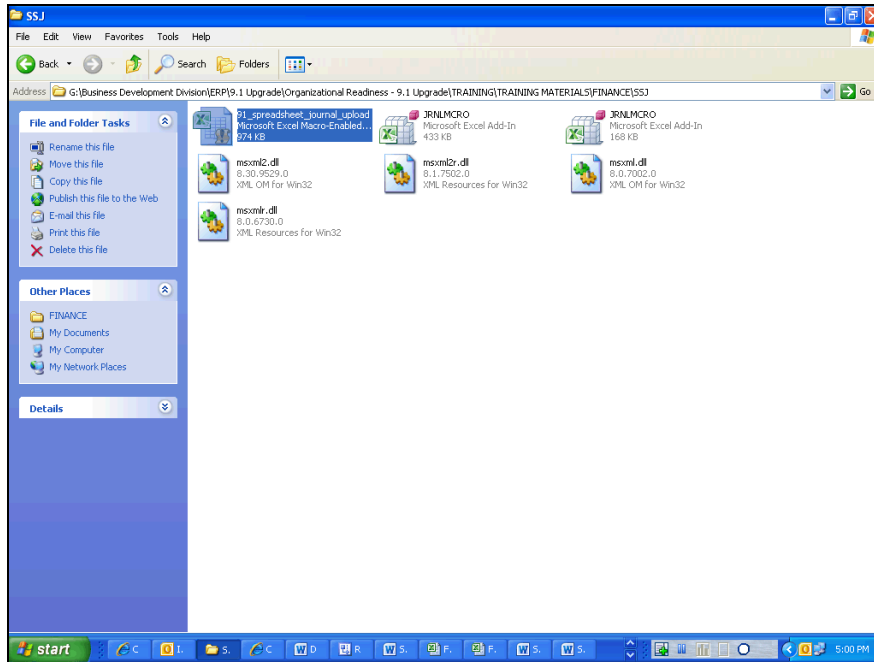
- Automatically generate Journal IDs using the NEXT value. (Users should following agency conventions in creating Journal IDs.)
- Enter a SpeedType code in the journal lines section. Core-CT 9.1 will create the distribution coding for the line based on the SpeedType code entered in the **Spreadsheet Journal Upload Tool**.

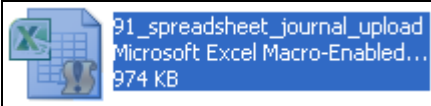
In this example the **Spreadsheet Journal Upload Tool** is used to create a journal entry using a SpeedType code.

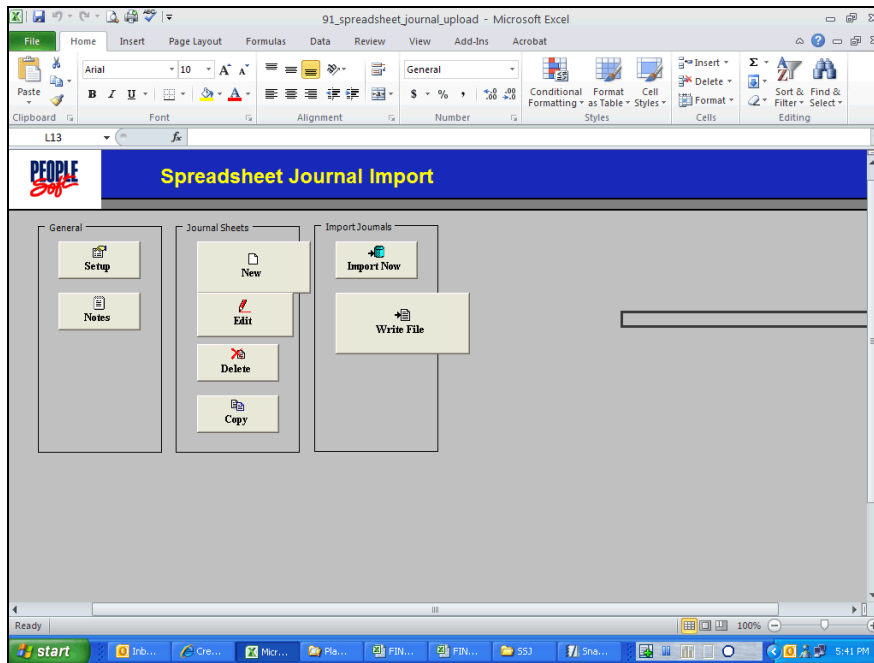
The uploading process of spreadsheet journals in Core-CT 9.1 is identical to that used in Core-CT 8.9.


Procedure

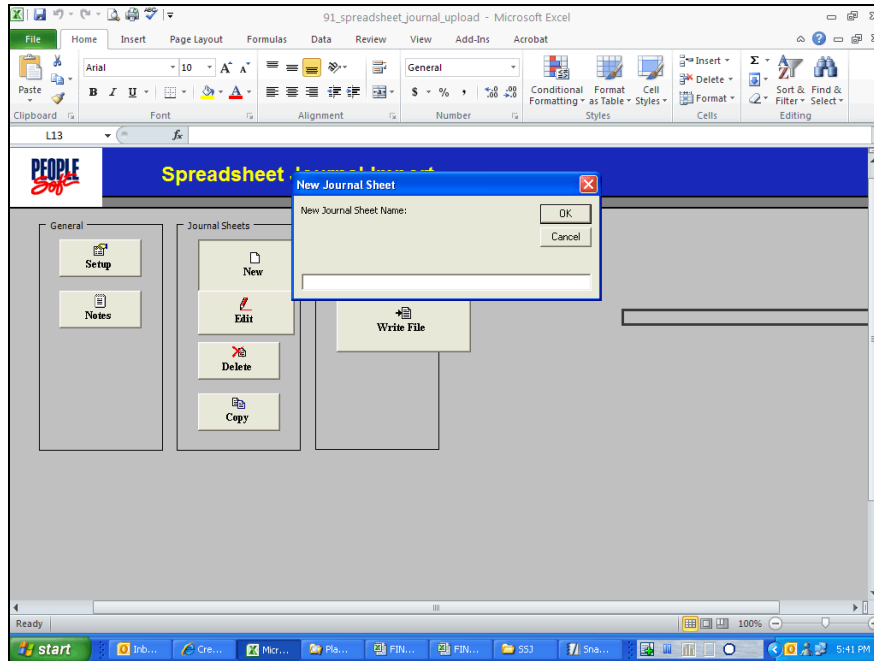
Navigation: Locating the Spreadsheet Journal Upload Tool will vary with each user.




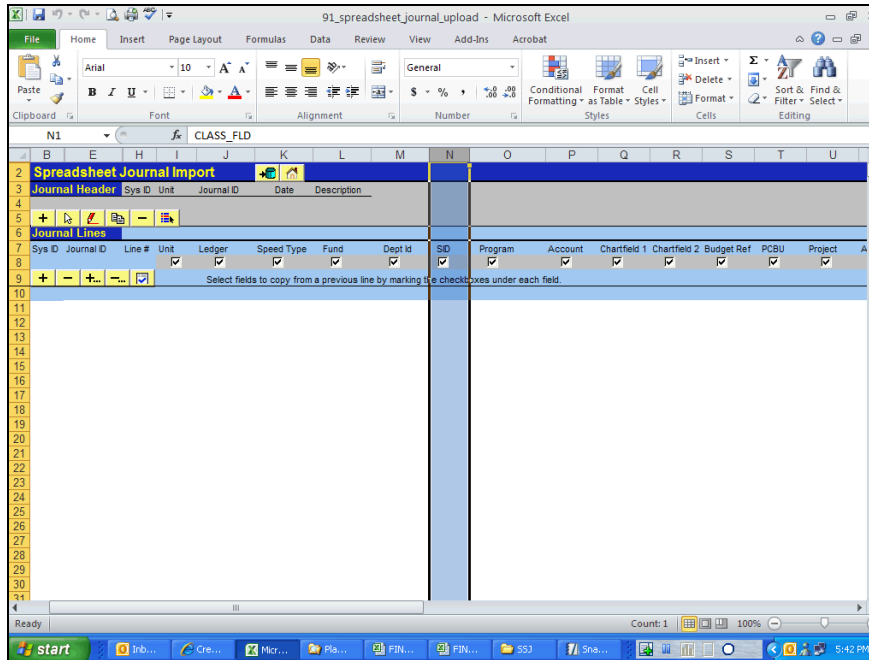
Step	Action
1.	Double-click the 91_spreadsheet_journal_upload list item. 




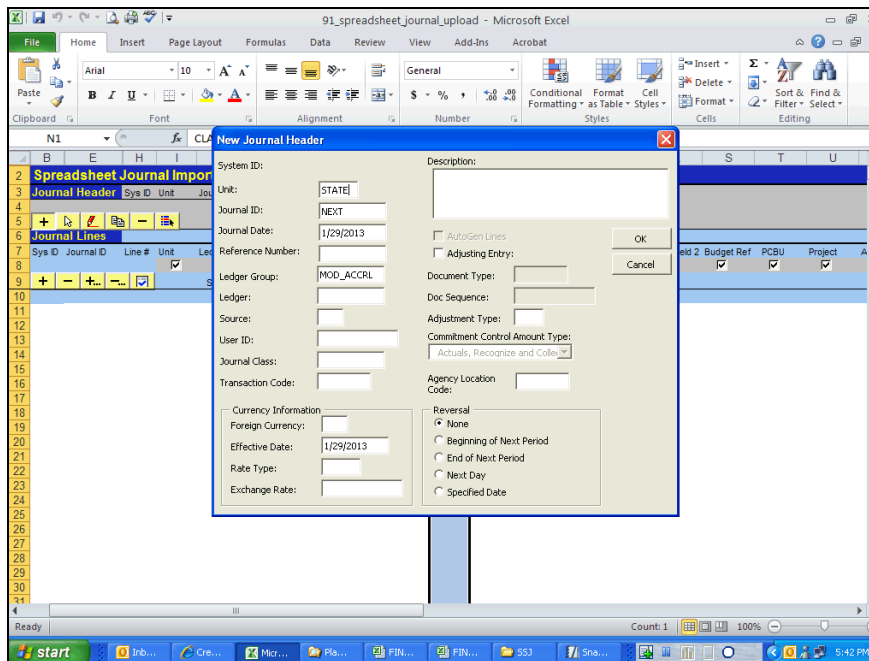
Step	Action
2.	Click the New button to add a new journal. 



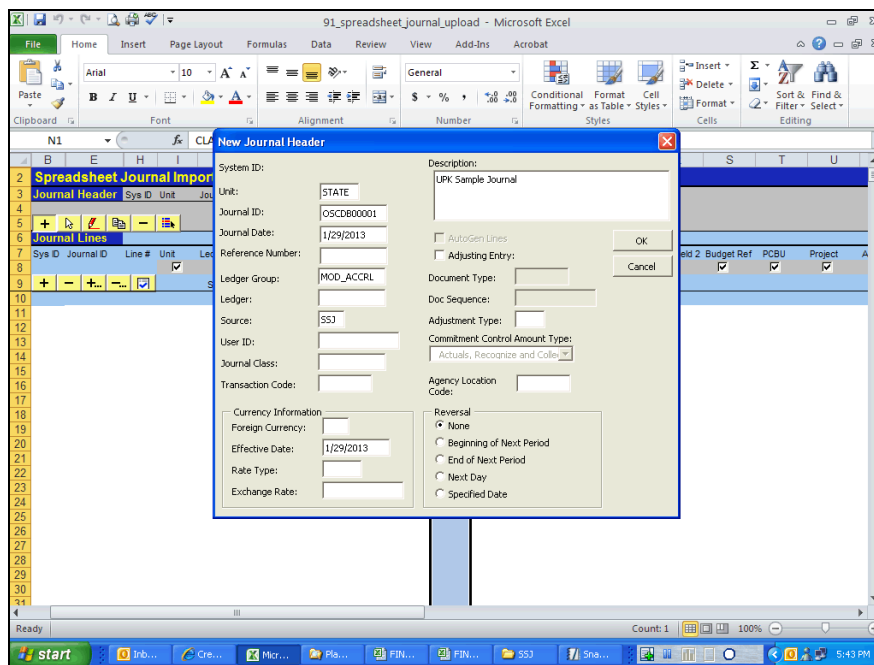
Step	Action
3.	The New Journal Sheet Name must be unique and should contain only letters and numbers. Do not use spaces or grammatical marks. Enter OSCDB00001 into the New Journal Sheet Name: field.
4.	Click the OK button. 



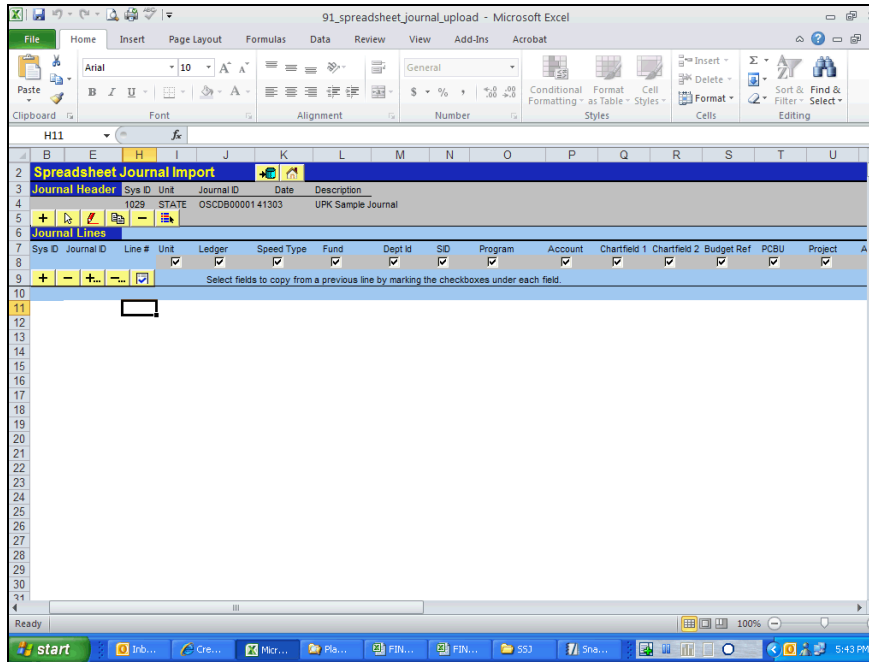
Step	Action
5.	<p>A new journal header is required for each journal included on the spreadsheet.</p> <p>Click the Add a New Journal Header button.</p> 




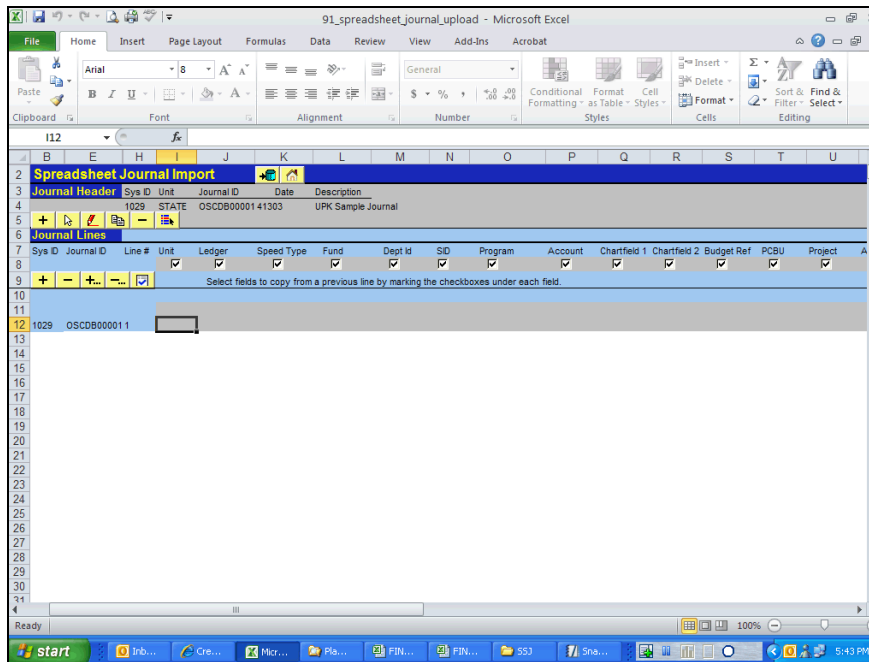
Step	Action
6.	Core-CT 9.1 allows users to let Core-CT automatically assign Journal IDs using the NEXT functionality. Follow agency naming convention when assigning Journal IDs . Click in the Journal ID field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">NEXT</div>
7.	Enter OSCD00001 into the Journal ID field.
8.	Use PC for Payroll correction journals and DC for AR Deposit correction journals. For all other journals use SSJ . Enter SSJ into the Source field.
9.	Description is a required field. Enter UPK Sample Journal into the Description field.



Step	Action
10.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">OK</div>

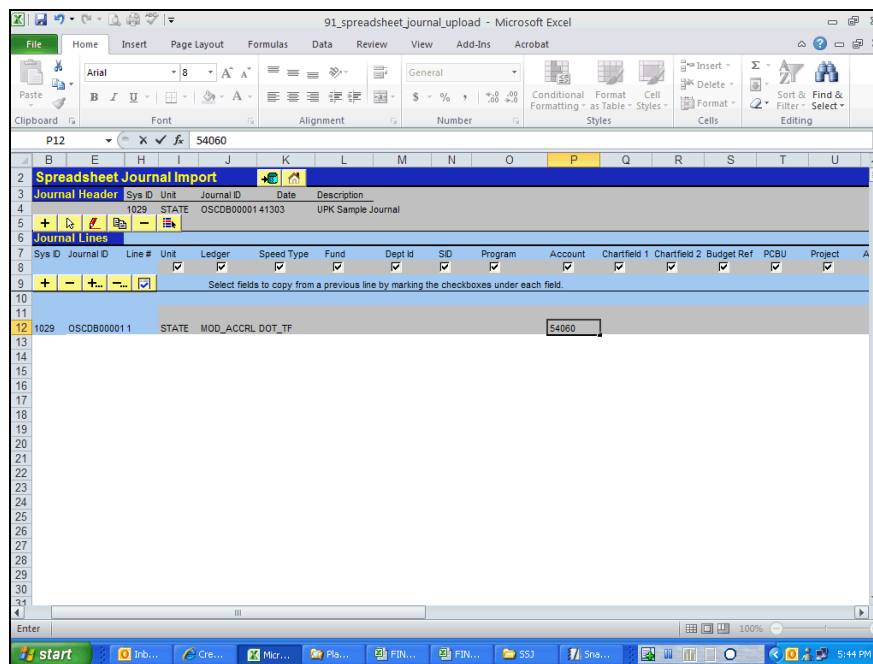


Step	Action
11.	Click the Add a New Journal Line button. 

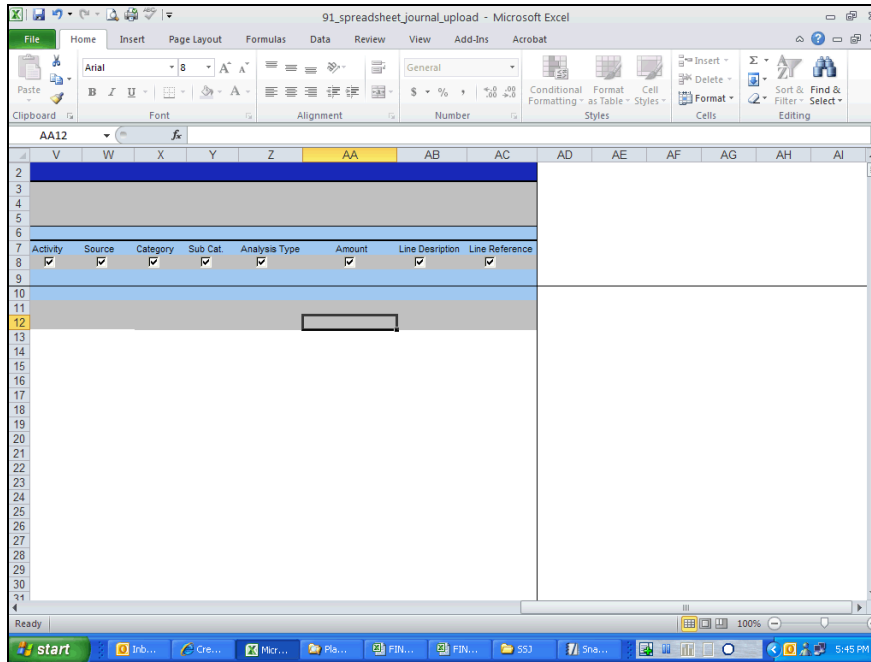


Step	Action
12.	Enter STATE into the Unit field.

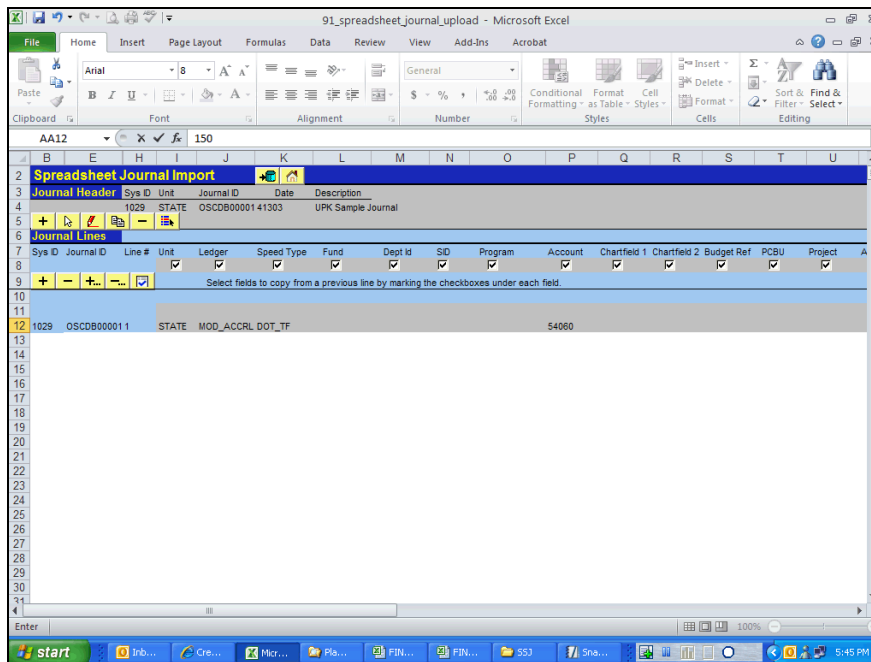
Step	Action
13.	The value in the Ledger field on the line must be the same as the value in the Ledger Group field in the Edit Journal Header dialogue box. Enter MOD_ACCRL into the Ledger field.
14.	Users can enter a SpeedType code in the SpeedType field. Core-CT will automatically populate the distribution values once the spreadsheet journal is uploaded to Core-CT. Enter DOT_TF into the Speed Type field.
15.	Enter 54060 into the Account field.




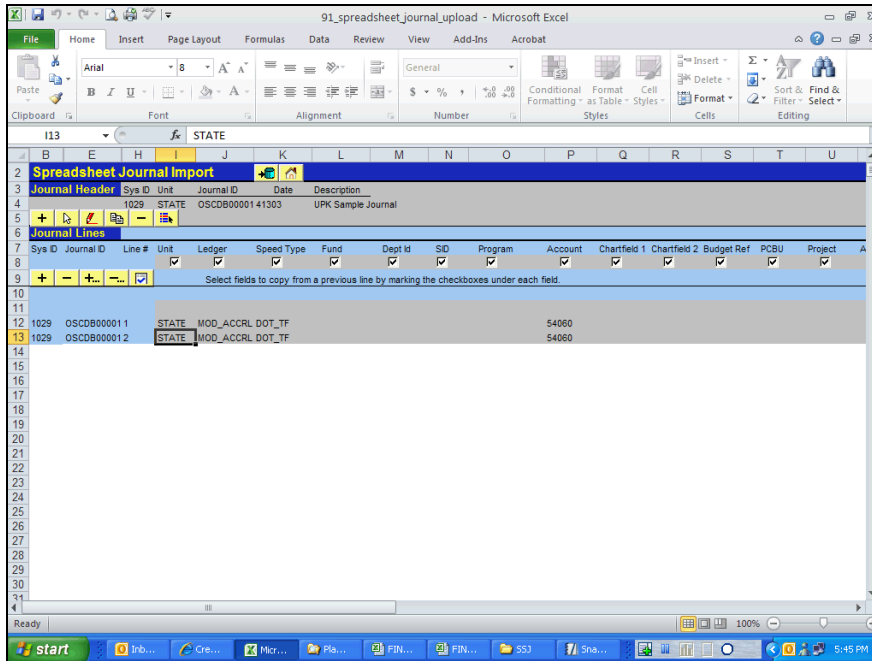
Step	Action
16.	Click the Scroll bar to move to the right of the sheet.




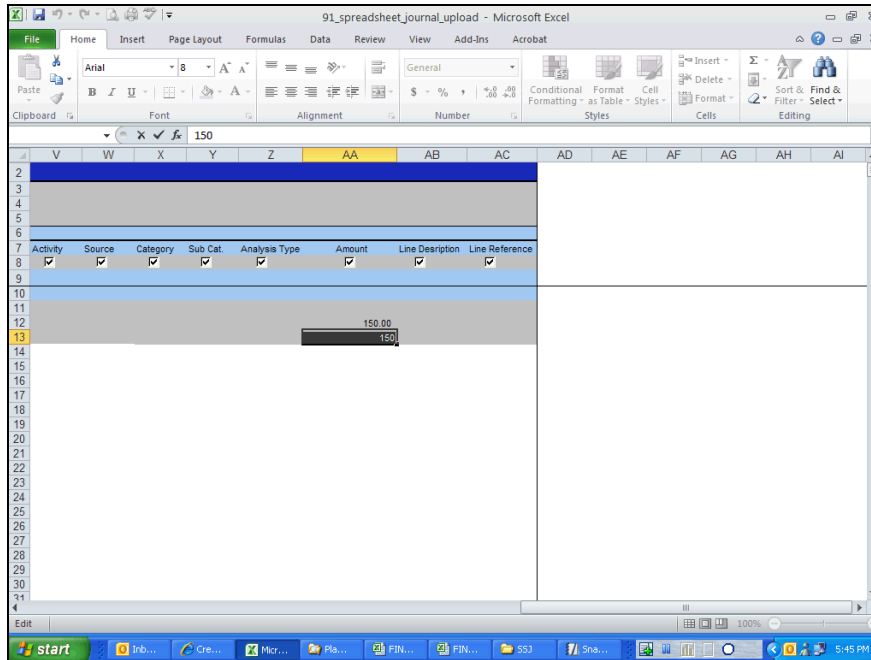
Step	Action
17.	Enter 150 into the Amount field.
18.	Click the scrollbar to move to the left of the sheet.



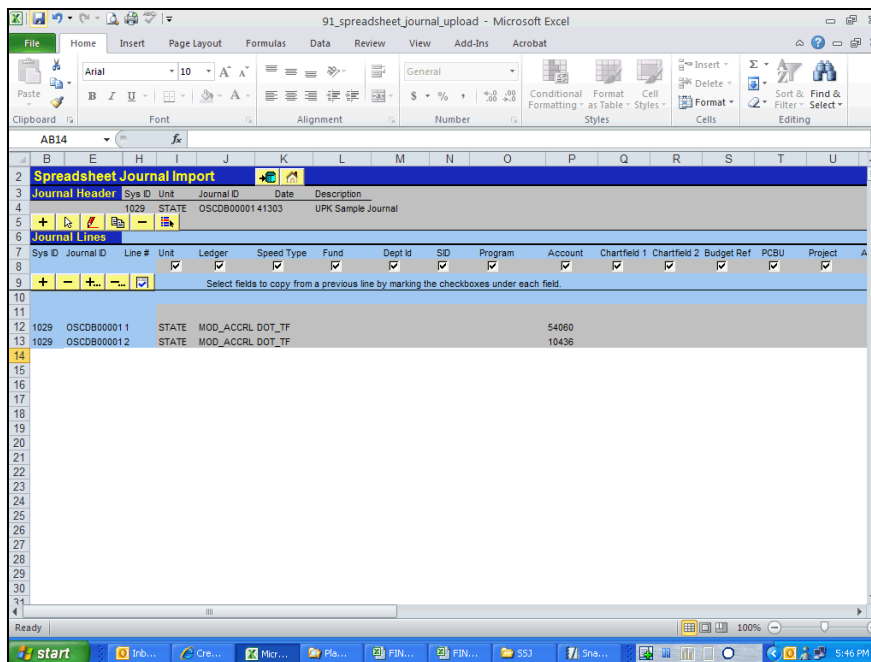
Step	Action
19.	Click the Add a New Line button to add a second line. 





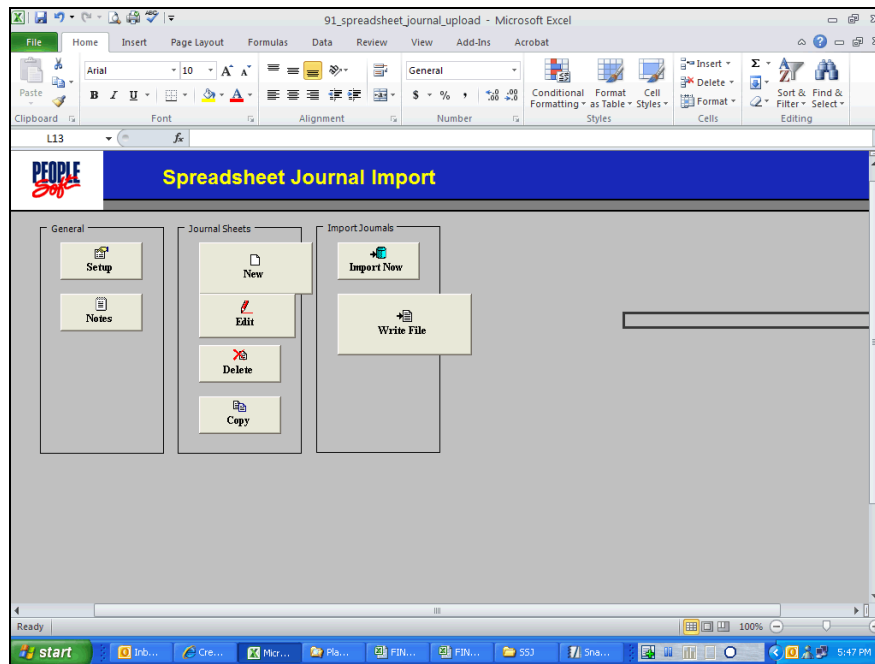
Step	Action
20.	The second line inherits values from the first line. The values in the Account and Amount fields must be edited. Click in the Account field of the second line. Double-click the desired object. 
21.	Enter 10436 into the Account field on the second line.
22.	Click the scrollbar to move to the right of the sheet.



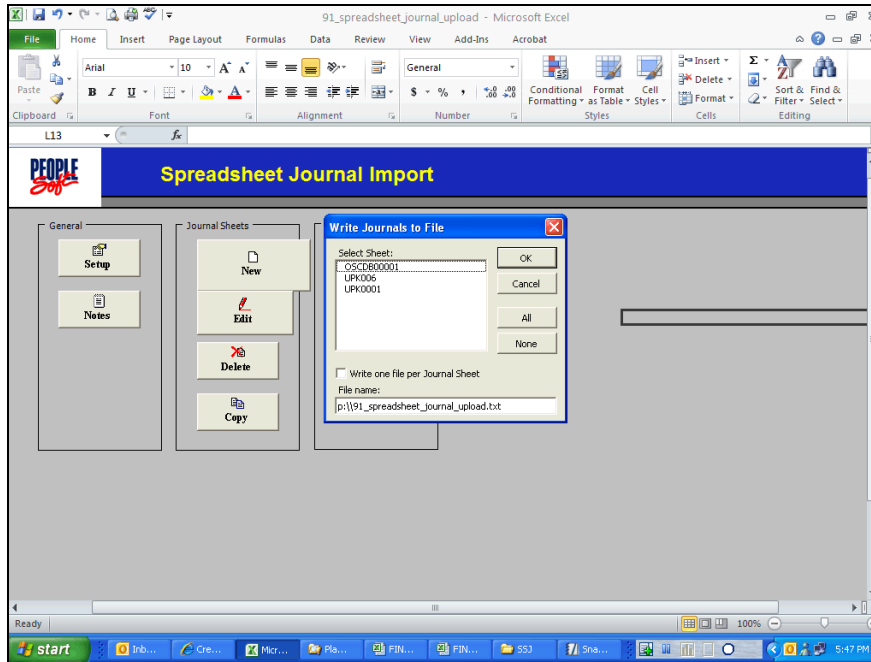
Step	Action
23.	Enter -150.00 into the Amount field of the second line.
24.	Click the away from the Amount field. <input type="text"/>
25.	Click the scrollbar top move to the left of the sheet.



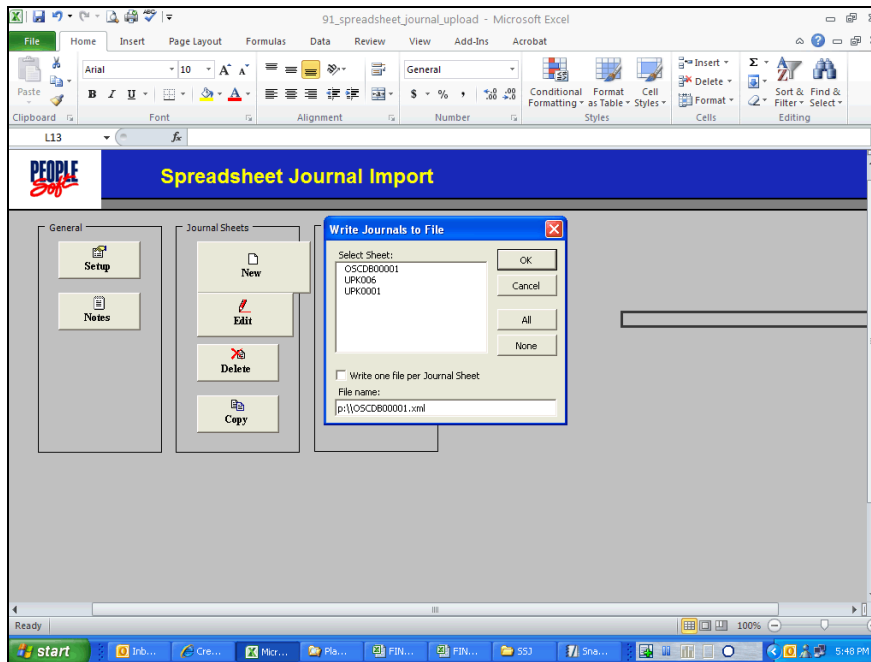
Step	Action
26.	Click the Save button. 
27.	Click the Home button. 

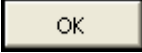


Step	Action
28.	Click the Write File button.



Step	Action
29.	Click in the File name field. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">p1_spreadsheet_journal_upload.txt</div>
30.	Enter OSCDB00001.xml in the File Name field.



Step	Action
31.	Click the OK button. 
32.	End of Procedure.