Spreadsheet Journal Entry

This job aid serves two purposes:

1. To assist the user in selecting and entering the correct Ledger Group and Ledger values for non-budget spreadsheet journals. Note: A separate job aid is available to determine the valid Ledger Group and Ledger values for budget spreadsheet journal headers and lines.
2. To assist the user in reviewing the View/Trace Log files that are created after the Spreadsheet Journal Upload Process is run.
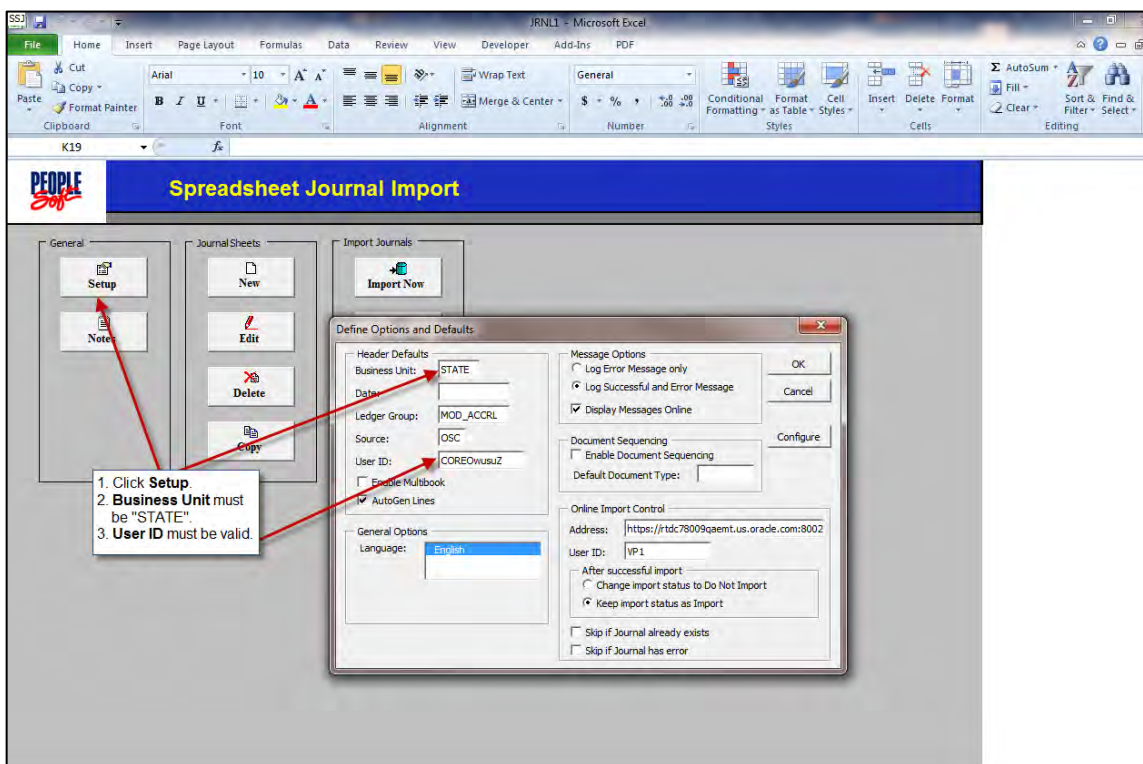
Spreadsheet Journal Upload Tool

Access the Spreadsheet Journal Upload Tool and Macro. You can download both files from the Core-CT website. http://www.core-ct.state.ct.us/financials/gl/spreadsheet/Default.htm

Note: Both the Spreadsheet Journal Upload Template and the Upload Tool Macro must be stored in the same file location. It is suggested that you create a special folder for these documents. *If you upgrade your version of Excel, you must download a new template and macro.*

Creating the Journal Entry

1. Open the spreadsheet_journal_upload.xls worksheet and enable macros. If this is the first time using the spreadsheet tool, click on the **Setup** page. You will only need to do this once.

Note for Excel 2007 users: When you open a file associated with macro workbook you are prompted: Security Warning – Some Active content has been disabled." There is an Option button to the right of the message. You have two choices at this point: work in protected mode or enable the content. Enable the content and click OK.
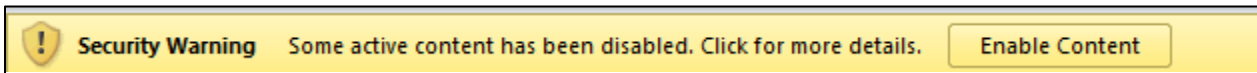
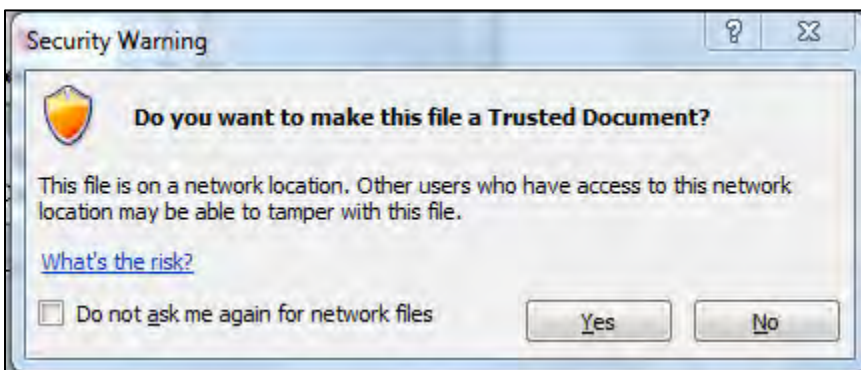Notice when you open a workbook associated with a macro workbook.

Spreadsheet Journal Entry
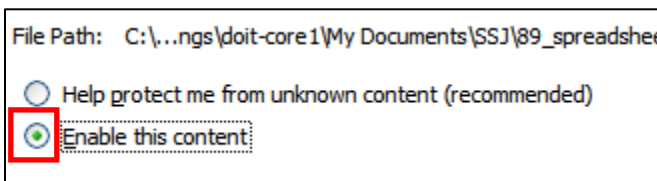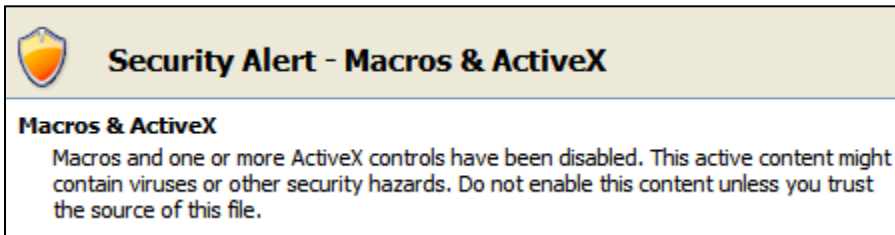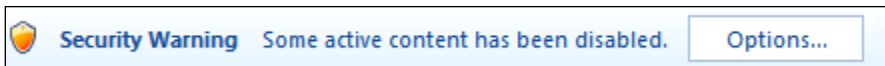
Note to Excel 2010 and Office 365 users: Some changes were made in the Excel 2010 version and Office 365. By default, the active content has been disabled. Click the Enable Editing button.
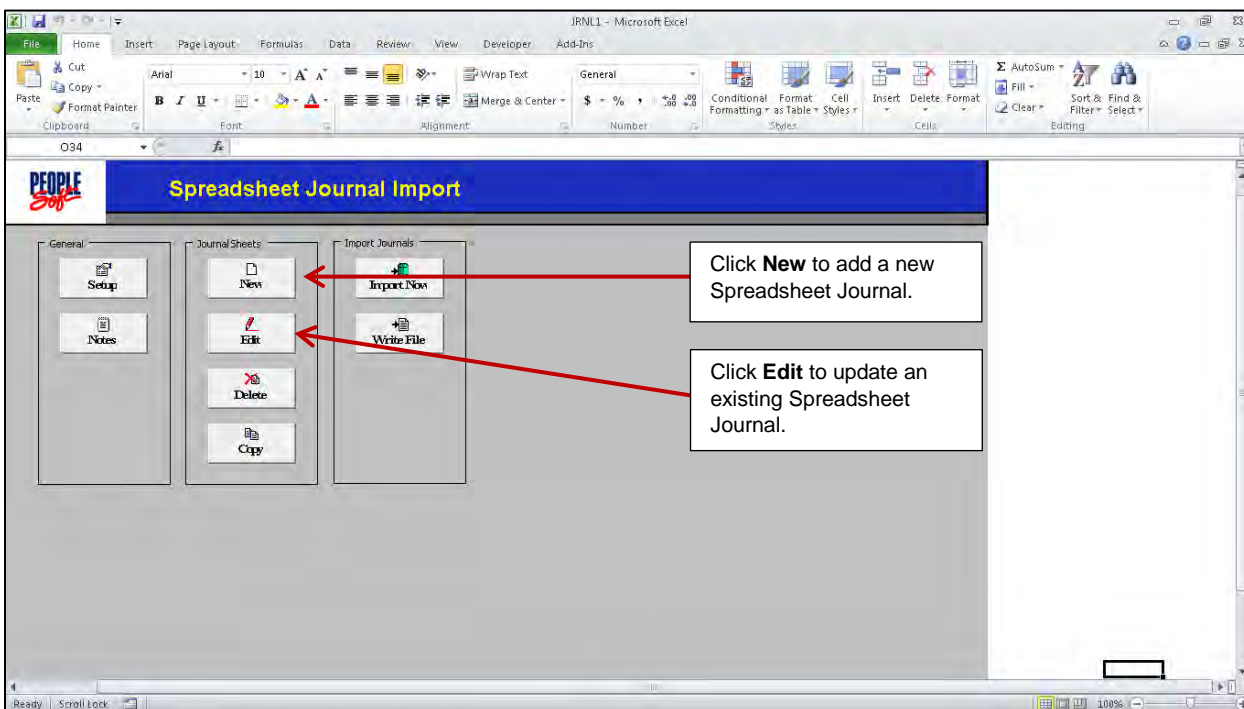
ⓘ **Protected View**	This file originated from an Internet location and might be unsafe. Click for more details.	Enable Editing

K22	▾	fx
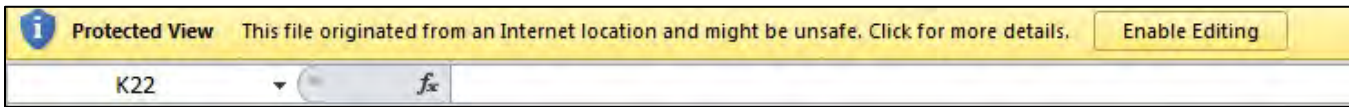
The Security warning will appear. Click the Enable Content button.

⚠ **Security Warning**	Some active content has been disabled. Click for more details.	Enable Content

You may receive a further message. Click Yes. You can now continue as normal.

Security Warning

Do you want to make this file a Trusted Document?

This file is on a network location. Other users who have access to this network location may be able to tamper with this file.

What's the risk?

☐ Do not ask me again for network files

[Yes]   [No]

2. Click the **New** button to add a new a new spreadsheet journal or **Edit** to update an existing spreadsheet

Spreadsheet Journal Import

General — Setup, Notes

Journal Sheets — New, Edit, Delete, Copy

Import Journals — Import Now, Write File

Click **New** to add a new Spreadsheet Journal.

Click **Edit** to update an existing Spreadsheet Journal.

Spreadsheet Journal Entry

3. When creating **New** journals, **Enter** a name for your Journal Sheet. Your Agency's naming convention, your initials, followed by numbers is recommended and a maximum of 10 alphanumeric keystrokes. Use *only* letters and numbers in the name, no spaces, grammatical marks, and do not use any DOS characters.

4. Then click **OK**. If you want to **Edit** a journal, click on the Edit button and select the spreadsheet journal from the list and click **OK**.

Spreadsheet Journal Entry
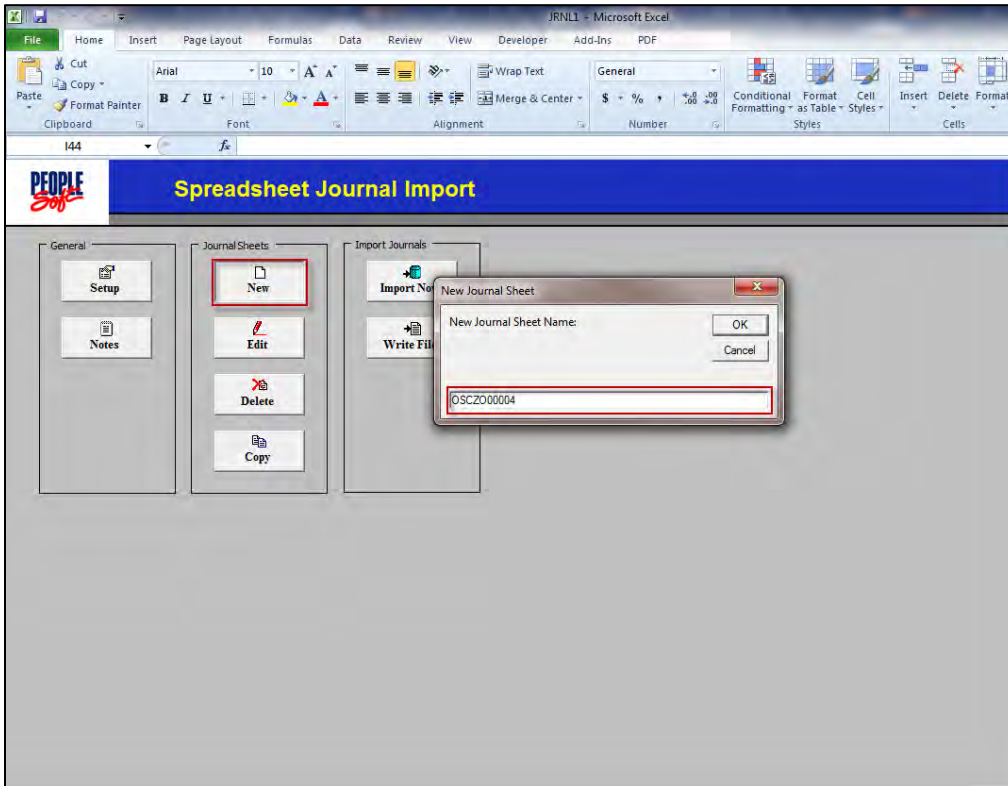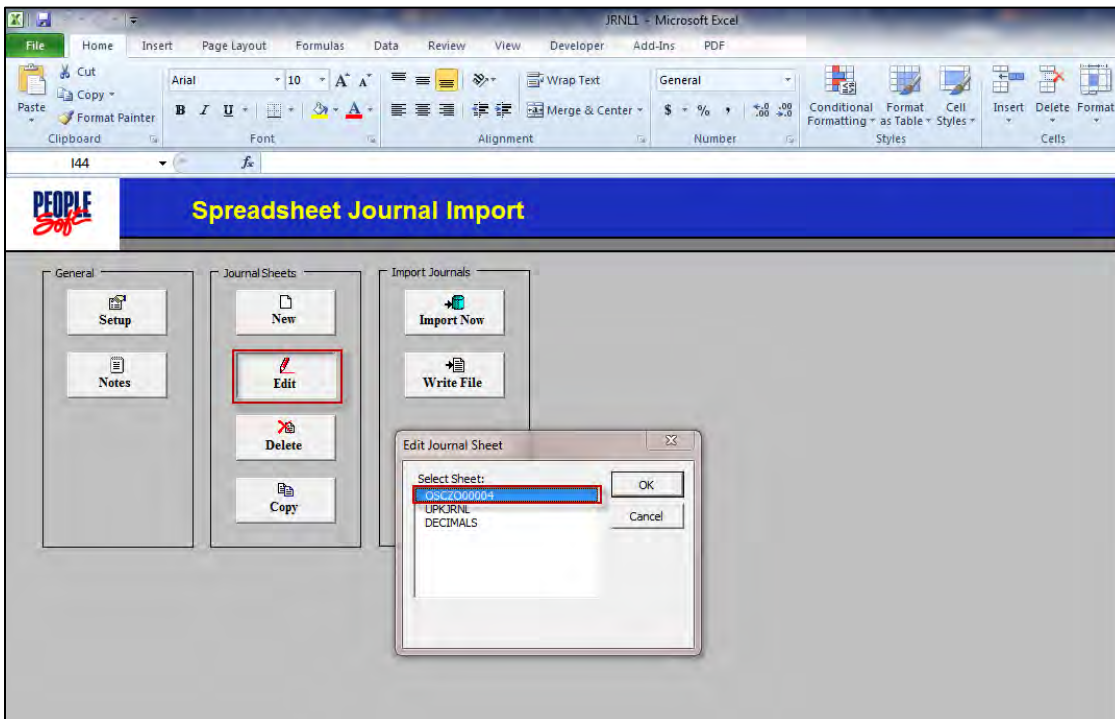
5. For each **New** journal, you will have to fill out a new journal header. When filled out, per the instructions detailed below on Journal Header Ledger Group Values, click **OK**.

Spreadsheet Journal Entry
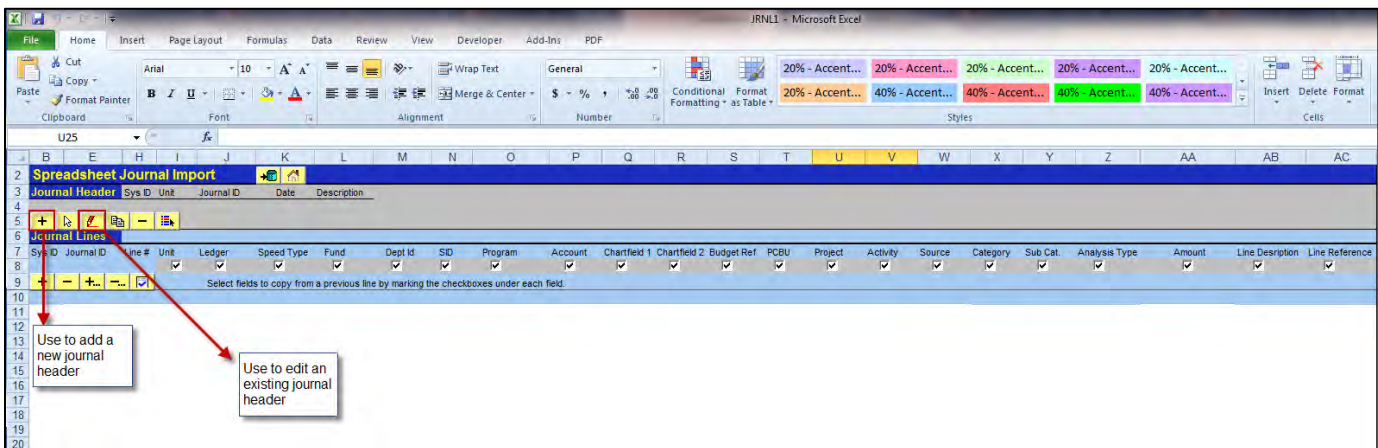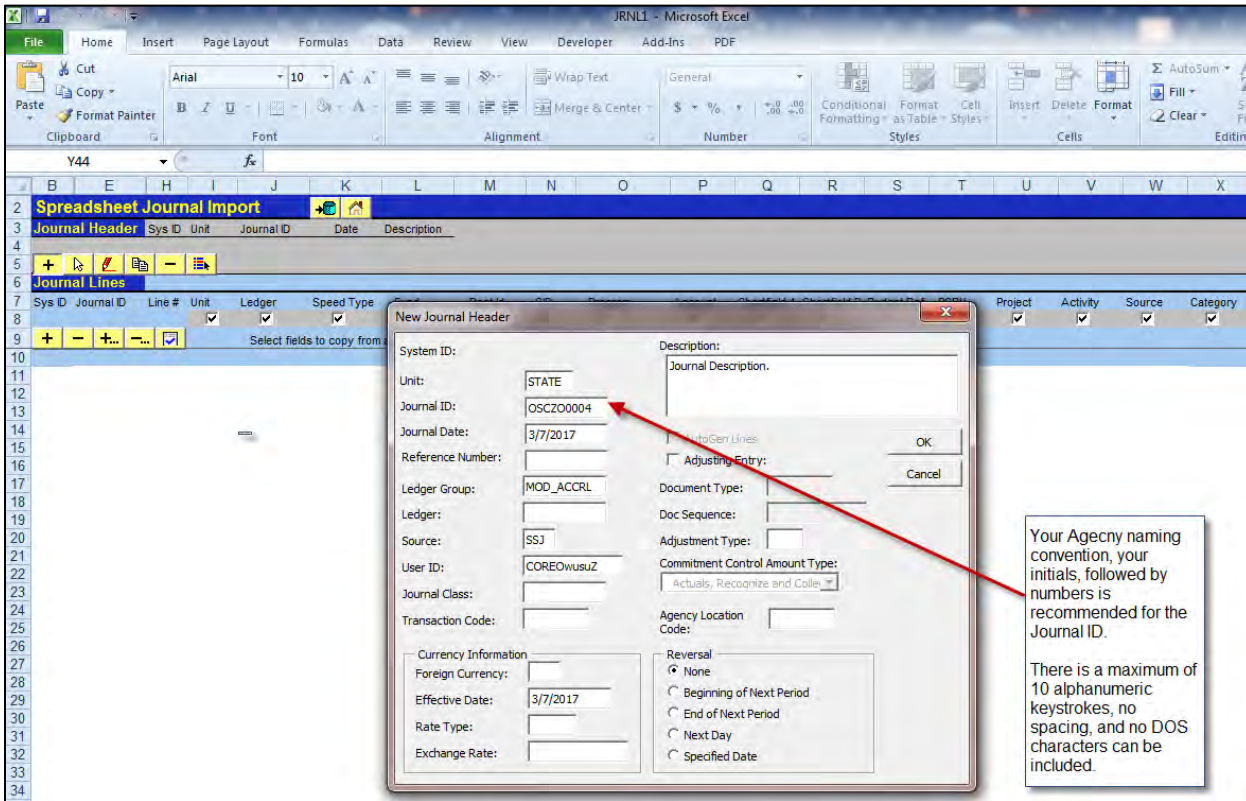
Journal Header Ledger Group Values

Only the Effective Date should be completed in the Currency Information box.

Journal Description is required. Please us only alpha-numeric characters in the Description field.

For all agencies, the following values may be selected for the Ledger Group and Ledger fields on the Journal Header.

Note: *All non-budget spreadsheet journals Ledge Group values are the same as their associated ledger.*

Below is an example of a Journal for OSC. Please use the relevant values for your Agency for the Journal ID, Ledger Group, Ledger and User ID.

Note: CORE-CT is case sensitive, so be sure to use CAPS when entering these values in the spreadsheet.

Ledger Group/Ledger Name	Value	Comments
Modified Accrual	**MOD_ACCRL**	
Accrual	ACCRUAL	Internal Service & Enterprise Funds

Business Unit: The General Ledger Business Unit will always be STATE.

Spreadsheet Journal Entry

Journal ID: Enter a manual Journal ID, using a combination of your agency's acronym, your initials, and a sequential number.

Journal Date: Enter the appropriate Journal Date for the transaction.
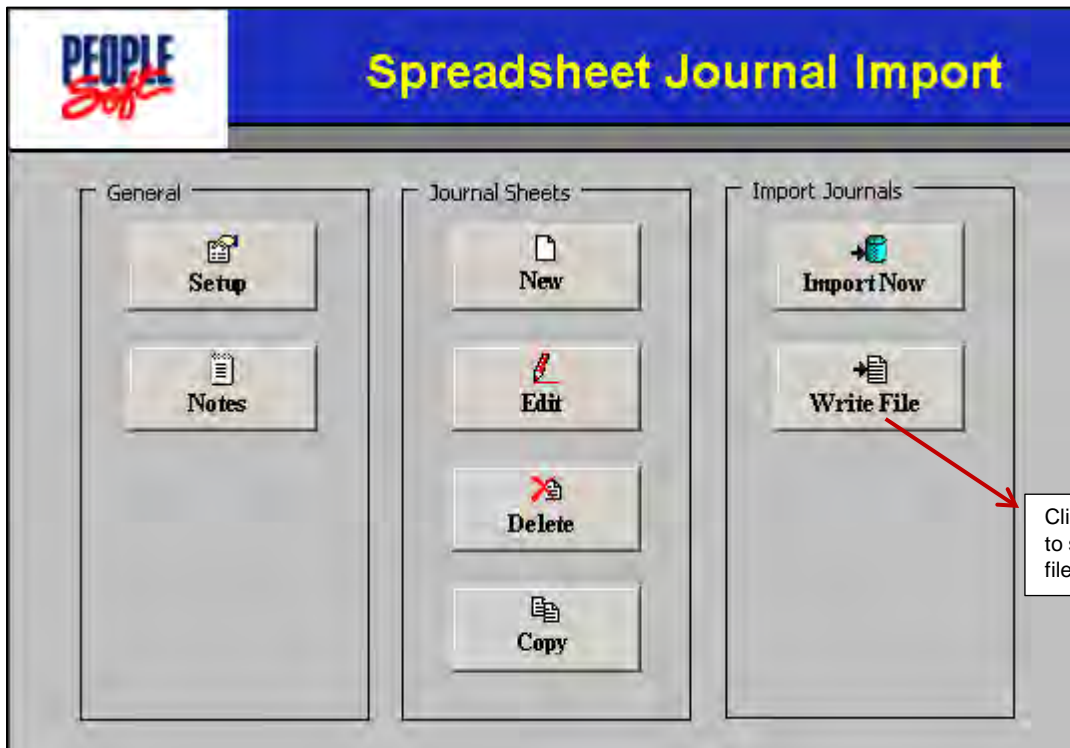
Journal Source: Enter PC for Payroll Correction journals, DC for AR Deposit Correction journals, and SSJ for spreadsheet journal and any other journals that are uploaded via spreadsheet.
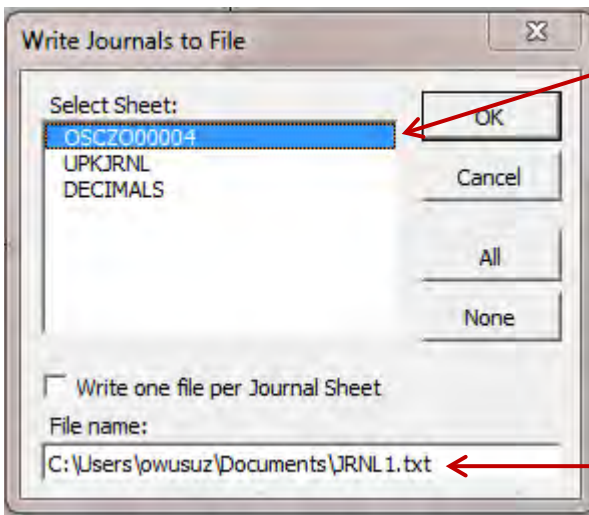
Journal Line Values:

The Ledger value you type into the Ledger column on each Journal line should be identical to the Ledger Group and Ledger value you specified in the Journal Header distribution. Entering the Speed Type will automatically populate the distribution values when the spreadsheet is uploaded.

6. Once values have been entered, save the sheet. Then click the Home [home icon] button.

7. Click the **Write File** button. The Write Journals to File box will display.

8. Highlight the sheet name.

9. Make sure the file extension is .xml

10. Click **OK**.

Spreadsheet Journal Entry

Spreadsheet Journal Import

General
- Setup
- Notes

Journal Sheets
- New
- Edit
- Delete
- Copy

Import Journals
- Import Now
- Write File

Click on the Write File button to save the journal in an .xml file format.

Write Journals to File

Select Sheet:
- OSCZO00004
- UPKJRNL
- DECIMALS

OK
Cancel
All
None

☐ Write one file per Journal Sheet

File name:
C:\Users\owusuz\Documents\JRNL1.txt

Highlight the sheet name.

Name the **.xml** file.
Sometimes the file name defaults to .txt so make sure to update if necessary.
Be sure to remember where you saved it.

Uploading the spreadsheet

1. Navigation: General Ledger> Journals> Import Journals> Spreadsheet Journals
2. Click the **Add A New Value** tab to add a new Run Control ID or Find an Existing Value if you already created one.
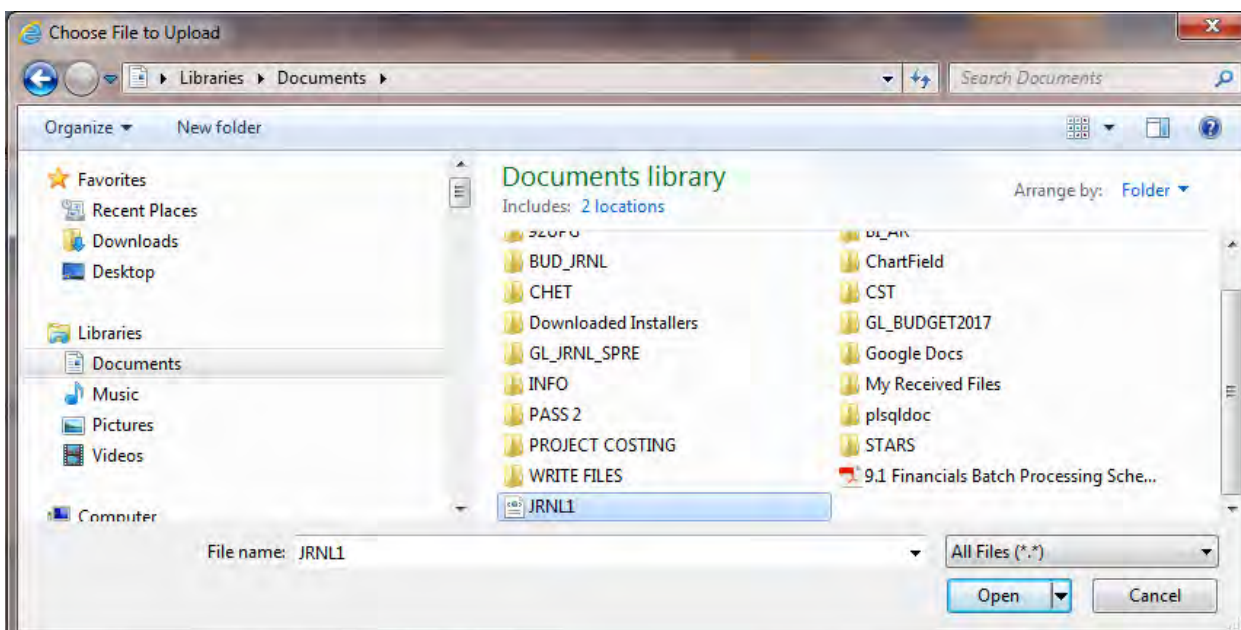3. Enter a **Run Control ID**
4. Click **ADD**
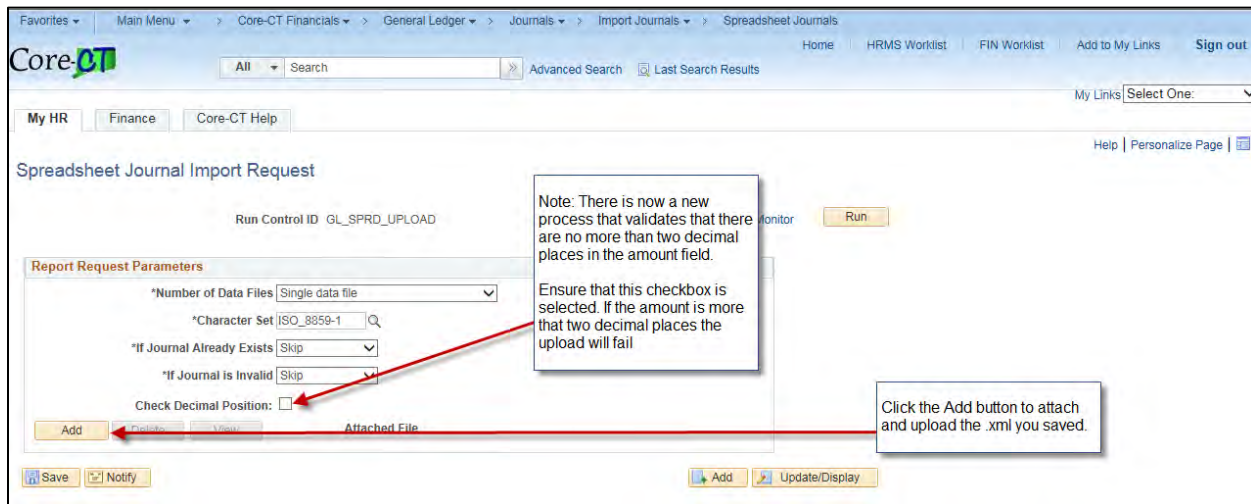
5. Click the **Browse…** button to find the .xml file
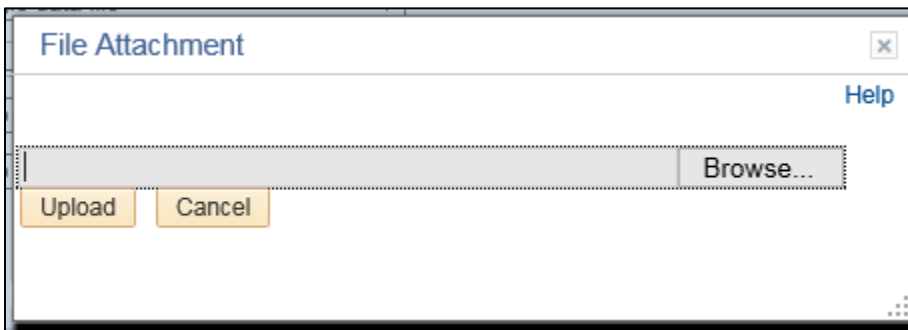
**Note:** If there is a file listed on the Attached File: line, click the Delete button first.

6. Highlight the appropriate file and click the **Open** button.

Spreadsheet Journal Entry

7. Then click the **Upload** button.

File Attachment

Help

C:\Users\owusuz\Documents\JRNL1.xml   Browse...

Upload   Cancel

8. The **Spreadsheet Journal Import Request** page displays.
9. The .xml file will appear as the Attached File. If you are updating a journal that has already been uploaded, then set the **If Journal Already Exists:** option to **Update** (the default is Skip).
10. If another .xml file needs to be uploaded, use the **Delete** button to delete the attached file. You may then attach a new file.
11. Save your run control.
12. Then click the **Run** button.
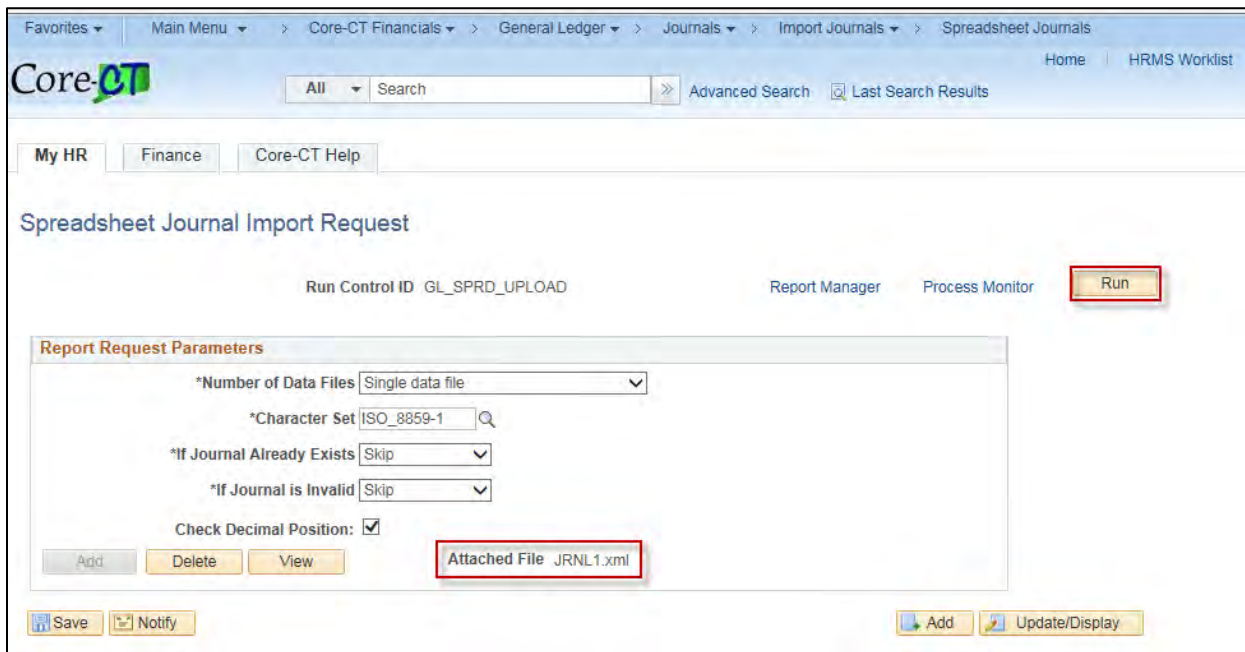
13. The Process Scheduler Request page displays.
14. Select the **PSNT** server.
15. Then click **OK**.

16. The Spreadsheet Journal Import Request page displays.
17. Note the Process Instance number.
18. Click the **Process Monitor** link.

# Viewing the Journal Upload View/Trace Log Files

1. After running the Journal Upload process and confirming completion on the Process Monitor page, click on the **Details** link located on the right side of the page (see below).

Spreadsheet Journal Entry

Core-CT
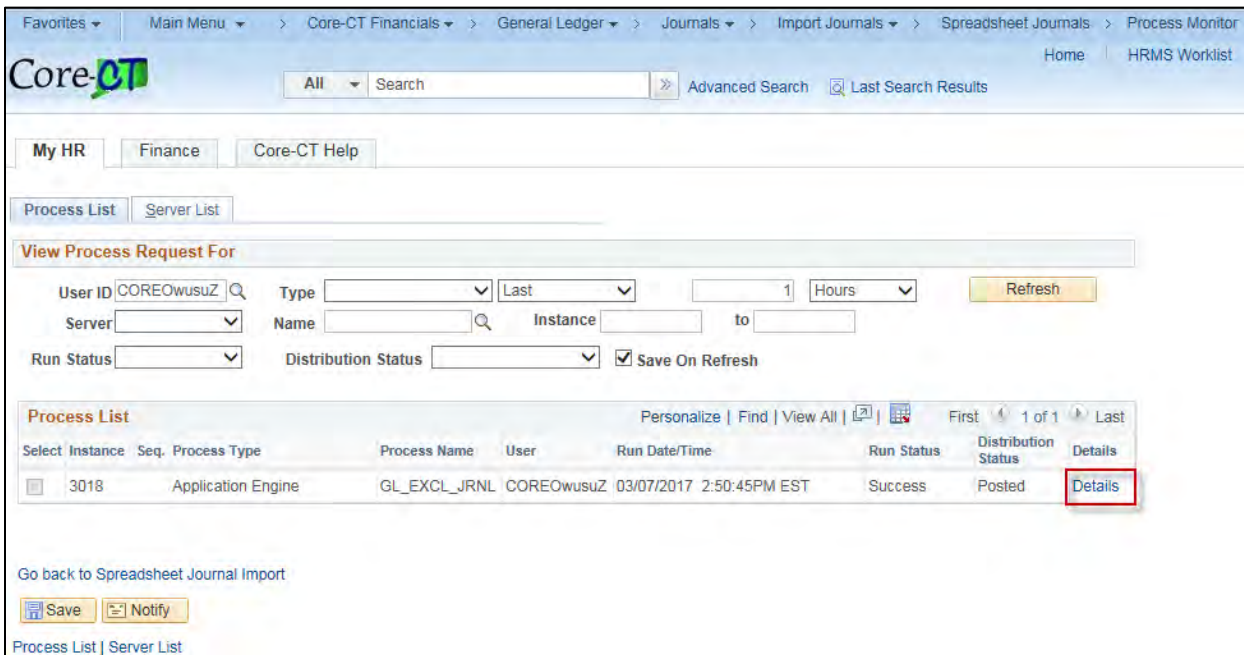
2. The Process Detail page will appear.
3. Click on the **View Log/Trace** link located in the Actions group section at the bottom right of the page.
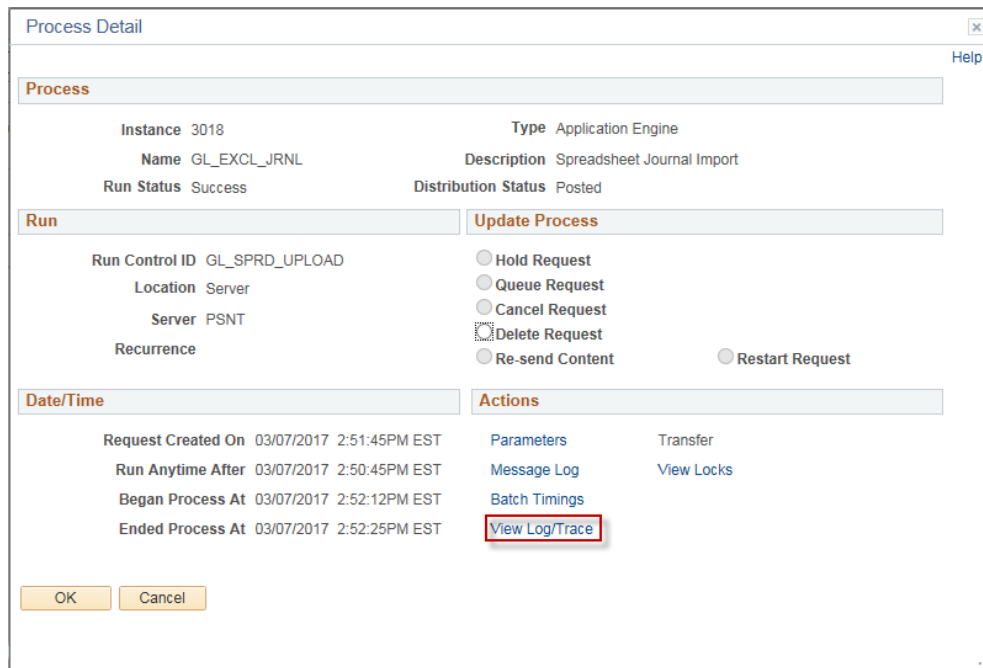
4. The View Log/Trace page displays.
5. Click on the **Message Log** link to view the log for running the upload process.
6. Use the **Return** button to go back to the Process Detail page.
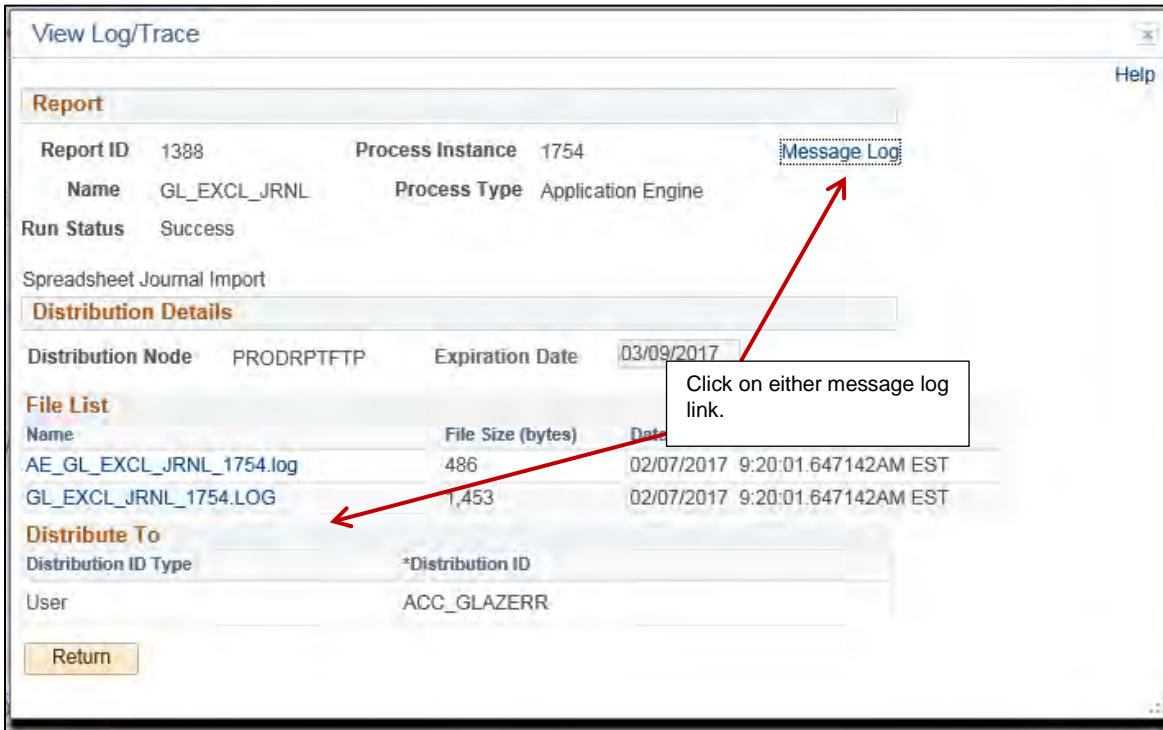
7. The Message Log link will open in a new window.
8. Review the Message Log for any errors. If necessary, go back to your Excel Spreadsheet Journal file and make any corrections to your journals, create a new Flat File, and Upload the corrected journals. You may overwrite the existing journal files and flat files with the corrected versions.
9. After reviewing the file you may print if necessary by clicking on the **Print** button located in the upper left corner of your window.
10. To close the report, click on the **Close** button located in the upper right corner of the window.

Sample Message Log Report:

```
Spreadsheet Journal Import (GL_EXCL_JRNL)

2017-02-07   09.19.49.000000
-----------------------------------------
Processing file JRNL1.SSJDCF1234.xml ...
Journal SSJDCF1234 has error.  Skip this journal and continue.
Skipped journal line with warning : 0 (State, SSJDCF1234,Journal Line No: 0,2017-02-07) -, - : Invalid Ledger value MOD_ACCR.
Skipped journal line with warning : 0 (State, SSJDCF1234,Journal Line No: 0,2017-02-07) -, - : Invalid Department value DCF91120.
Skipped journal line with warning : 0 (State, SSJDCF1234,Journal Line No: 0,2017-02-07) -, - : Invalid Fund Code value 1100.
Skipped journal line with warning : 0 (State, SSJDCF1234,Journal Line No: 0,2017-02-07) -, - : Invalid Special ID value 10010.
Skipped journal line with warning : 0 (State, SSJDCF1234,Journal Line No: 0,2017-02-07) -, - : Invalid Program Code value 28218.
Skipped journal line with warning : 0 (State, SSJDCF1234,Journal Line No: 0,2017-02-07) -, - : Invalid Budget Reference value 2013.
Skipped journal line with warning : 0 (State, SSJDCF1234,Journal Line No: 0,2017-02-07) -, - : Invalid Project value DCF_NONPROJECT.
Skipped journal line with warning : 0 (, Journal Line No: 0,) -, - : Invalid Account value .
Process completed successfully with 0 journals imported.
Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description
Updated these journals: System ID (Unit, Journal ID, Date) Reference, Description
```

11. Repeat this process until the message reads: "Process completed successfully with 1 journal imported."

```
Spreadsheet Journal Import (GL_EXCL_JRNL)

2017-03-07  14.52.13.000000
----------------------------------------
Processing file JRNL1.xml ...
Process completed successfully with 1 journals imported.
Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description
  1029 (STATE, OSCZO0004, 2017-03-07) , Journal Description.
Updated these journals: System ID (Unit, Journal ID, Date) Reference, Description
```

12. If you cannot successfully complete this process, Please log a FootPrints Ticket.

13. Once the journal has been imported, the user must still process it for posting. Navigate to **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.

14. On the **Find an Existing Value** tab, enter your Journal ID and click Search.

15. Go to the Lines tab and ensure the Process list displays Edit Journal. Click the **Process**. The Edit journal process budget checks the journal.

16. Once the Journal and Budget Statuses are V (valid), save the journal. OSC will process all valid journals for posting.

Spreadsheet Journal Entry

At this point, the journal has only been created but not posted. Refer to the 'Budget Journal Upload' UPK to review how to post a journal.