

Updated As Of: August 8, 2019 Core-CT Financials 9.2

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.

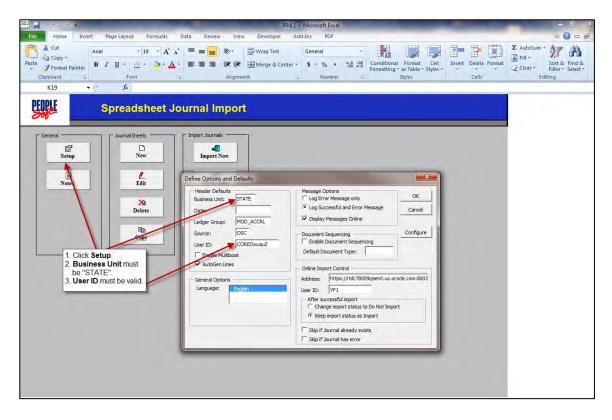
Spreadsheet Journal Upload Tool

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

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.





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2. Click OK		<u></u>						
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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.





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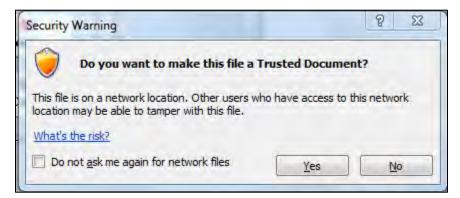
Note to Excel 2010 and Office 365 users: Some changes were made in the Excel 2010 version and Office 365. By default, the active content has been disabled. Click the Enable Editing button.

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The Security warning will appear. Click the Enable Content button.

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



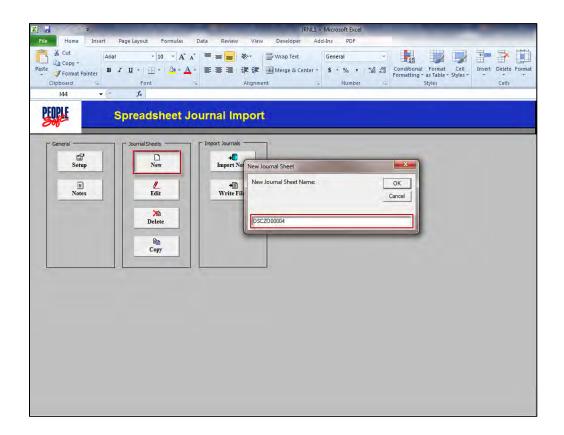
2. Click the **New** button to add a new a new spreadsheet journal or **Edit** to update an existing spreadsheet

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- 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**.



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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**.



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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.



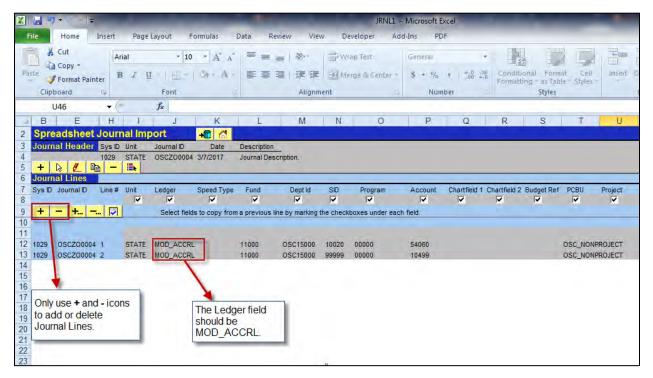
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Journal ID: Enter a manual Journal ID, using a combination of your agency's acronym, your initials, and a sequential number.

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:



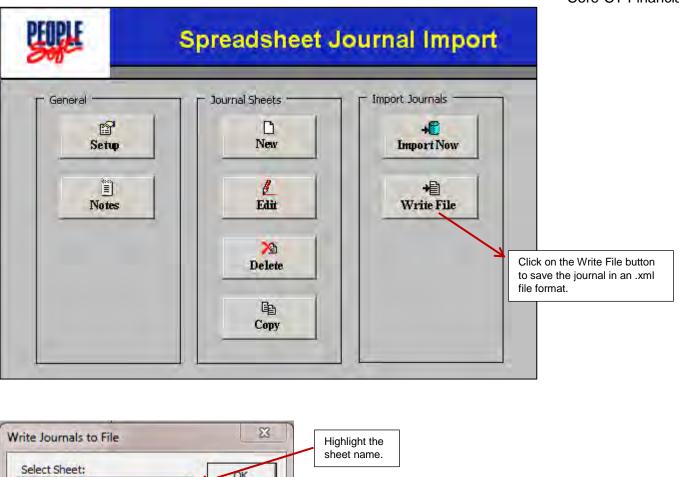
The Ledger value you type into the Ledger column on each Journal line should be identical to the Ledger Group and Ledger value you specified in the Journal Header distribution. Entering the Speed Type will automatically populate the distribution values when the spreadsheet is uploaded.

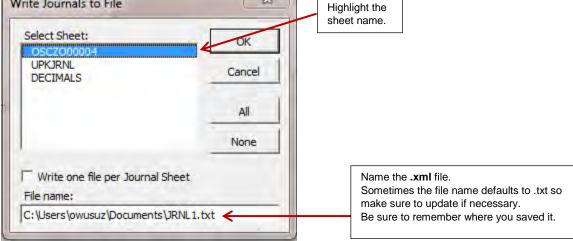
6. Once values have been entered, save the sheet. Then click the Home 2 button.

- 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.



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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





	ournais → > Import Journais → > Spreadsheet Journais Home HRMS Worklist FIN Worklist Add to My Links Sign out
Core-OT All + Search >>	
	My Links Select One:
My HR Finance Core-CT Help	
Spreadsheet Journal Import Request Run Control ID GL_SPRD_UPLOAD Report Request Parameters *Number of Data Files Single data file *Character Set ISO_8859-1 C *If Journal Already Exists Skip *If Journal is Invalid Skip	Help Personalize Page
Check Decimal Position: Attached File	Click the Add button to attach and upload the .xml you saved.
Save Tr Notify	Add Update/Display

5. Click the Browse... button to find the .xml file

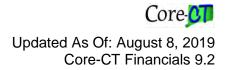
File Attachment	×
	Help
Browse	
Upload Cancel	
	:

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.

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

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- 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.

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Spreadsheet Journal Import Request	
Run Control ID GL_SPRD_UPLOAD	Report Manager Process Monitor Run
Report Request Parameters	
*Number of Data Files Single data file	
*Character Set ISO_8859-1	
*If Journal Already Exists Skip	
*If Journal is Invalid Skip 🗸	
Check Decimal Position:	
Add Delete View Attached File JRNL1.xml	
Save Notify	Add Update/Display

- 13. The Process Scheduler Request page displays.
- 14. Select the **PSNT** server.
- 15. Then click **OK**.

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User ID COREOwusuZ	Run Control ID GL_SPRD_UPLOAD										
Server Name PSNT	V Run Da	ate 03/07/2017	31								
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ect Description	Process Name	Process Type	*Туре	*Format	Distribution						
Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	V TXT	 Distribution 						

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

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My HR Finance Core-CT Help	
preadsheet Journal Import Request	
Run Control ID GL_SPRD_UPLOAD	Report Manager Process Monitor Run Process Instance:3018
Report Request Parameters	
*Number of Data Files Single data file	
*Character Set ISO_8859-1 Q	
*If Journal Already Exists Skip	
*If Journal is Invalid Skip	
Check Decimal Position:	
Add Delete View Attached File JRNL1.xml	
R Save Votify	Add Update/Display

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).

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Select Instance Seq. Pr	ocess Type	Process Name User	Run Date/Time	Run Status	Distribution Status	Details
3018 At	oplication Engine	GL_EXCL_JRNL COREOwusu	Z 03/07/2017 2:50:45PM EST	Success	Posted	Details

- 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.

Process Detail					×
					Help
Process					
Instance 3018	Туре	Application Engi	ne		
Name GL_EXCL_JRNL	Description	Spreadsheet Jou	urnal Import		
Run Status Success Distrit	oution Status	Posted			
Run	Update Pro	ocess			
Run Control ID GL_SPRD_UPLOAD Location Server Server PSNT Recurrence	 Hold Red Queue R Cancel F Delete R 	Request Request			
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Date/Time	Actions				
Request Created On 03/07/2017 2:51:45PM EST	Paramete	ers 1	Transfer		
Run Anytime After 03/07/2017 2:50:45PM EST	Message	Log \	view Locks		
Began Process At 03/07/2017 2:52:12PM EST	Batch Tim	nings			
Ended Process At 03/07/2017 2:52:25PM EST	View Log/	/Trace			
OK Cancel					

- 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.

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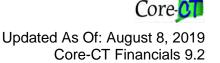
Herein meters in the state	View Log/Trace		1
Name GL_EXCL_JRNL Process Type Application Engine Run Status Success Spreadsheet Journal Import Distribution Details Distribution Node PRODRPTFTP Expiration Date 03/09/2017 Click on either message log link. Name File Size (bytes) AE_GL_EXCL_JRNL_1754.log 486 02/07/2017 9:20:01.647142AM EST GL_EXCL_JRNL_1754.LOG 1,453 Distribute To *Distribution ID	Report		Help
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Distribution Node PRODRPTFTP Expiration Date D3/09/2017 File List Click on either message log link. Name File Size (bytes) Date AE_GL_EXCL_JRNL_1754.LOG 486 02/07/2017 9:20:01.647142AM EST GL_EXCL_JRNL_1754.LOG 1,453 02/07/2017 9:20:01.647142AM EST Distribute To bistribution ID Type *Distribution ID	Spreadsheet Journal Import		
File List Click on either message log link. Name File Size (bytes) Date AE_GL_EXCL_JRNL_1754.log 486 02/07/2017 9:20:01.647142AM EST GL_EXCL_JRNL_1754.LOG 1,453 02/07/2017 9:20:01.647142AM EST Distribute To *Distribution ID Type *Distribution ID	Distribution Details		
File List link. Name File Size (bytes) Date AE_GL_EXCL_JRNL_1754.log 486 02/07/2017 9:20:01.647142AM EST GL_EXCL_JRNL_1754.LOG 1,453 02/07/2017 9:20:01.647142AM EST Distribute To Distribution ID Type *Distribution ID	Distribution Node PRODRPT	11 Expiration Date	
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Distribute To Distribution ID Type *Distribution ID	AE_GL_EXCL_JRNL_1754.log	486 02/07/201	17 9:20:01.647142AM EST
Distribution ID Type *Distribution ID	GL_EXCL_JRNL_1754.LOG	1,453 02/07/201	17 9:20:01.647142AM EST
	2010/01/21/ (0.11)	*Distribution ID	
User ACC_GLAZERR			
	User	ACC_GLAZERR	

- 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.

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

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Unit	t STATE Template	List		Journal I	D OSCZO0004 Search Criteria			Date	03/07/2017 Change Values		[Errors Only		
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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.