GL332 Creating and Uploading Spreadsheet Journals

Creating and Uploading 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, first enter the journal information in an Excel template. The user initiates the Excel macro to write the journal data to a .txt 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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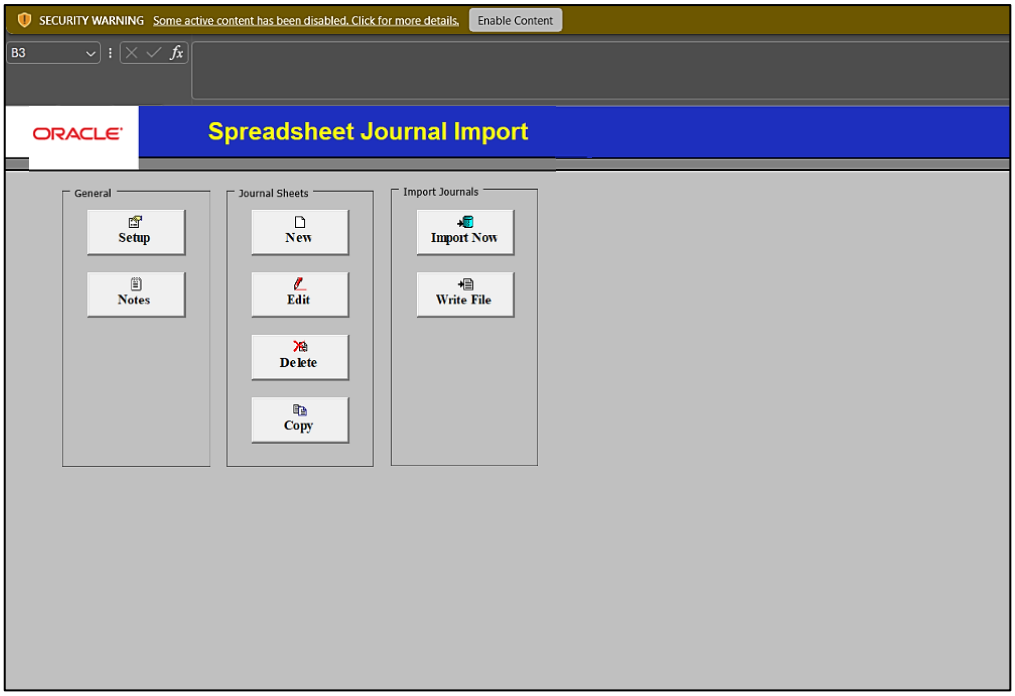
Revision History

Revision Date	Summary of Changes
4/15/2026	Updated location of the mass upload templates on the Cardinal website.
3/1/2025	Updated the screenshots of the Search pages (Section 2, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Creating a Spreadsheet Journal

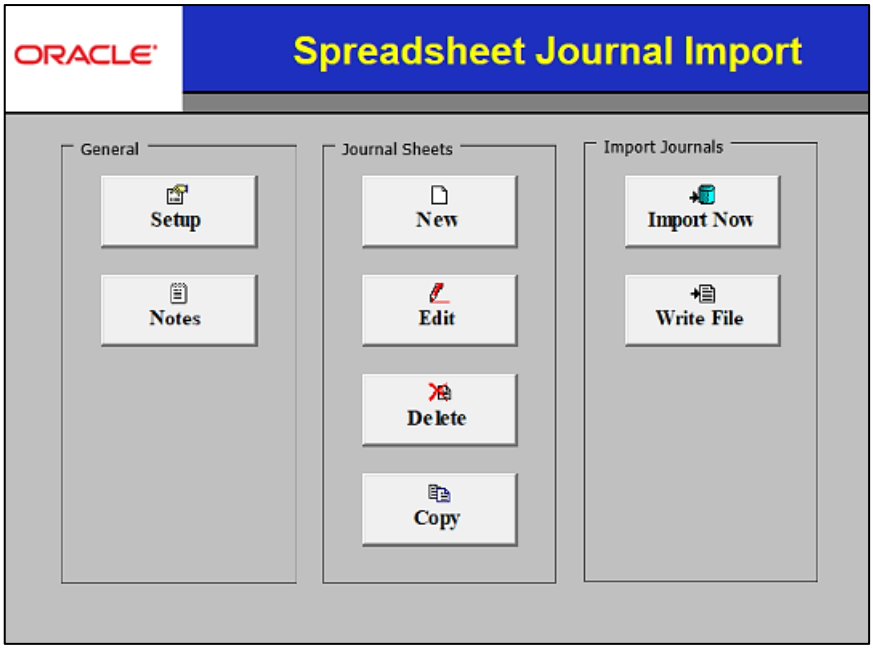
Step	Action
1.	Download the following two required files: • **GL Journal Spreadsheet Upload Excel Template** • **GL Journal Spreadsheet Upload XLA Macro File** These files are located on the Cardinal website in **Mass Upload Templates** under **Resources**. These two files must be saved to the same folder on the user's 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"**.** When downloading the **GL Journal Spreadsheet Upload Excel Template**, change the file name to "JRNL1.xls". When complete, the file name should read "JRNL1.xls"**.** Users 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.
	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.
2.	Open the Excel file ("JRNL1.xls").
	The Macro file "JRNLMCRO.xla" is connected to the "JRNL.xls" files and runs in the background.

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

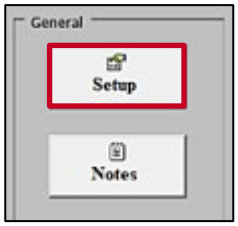


3.	Click the **Enable Content** button within the **Security Banner**.
	Depending on the user's version of Excel, the button may vary and be either **Options** or **Enable Editing**.
	If a pop-up box displays, select **Enable this content** and then click the **OK** button. If a second pop-up box displays, click the **Enable Macros** button.

Step	Action
	The **Spreadsheet Journal Import Home** page (Main menu) displays.

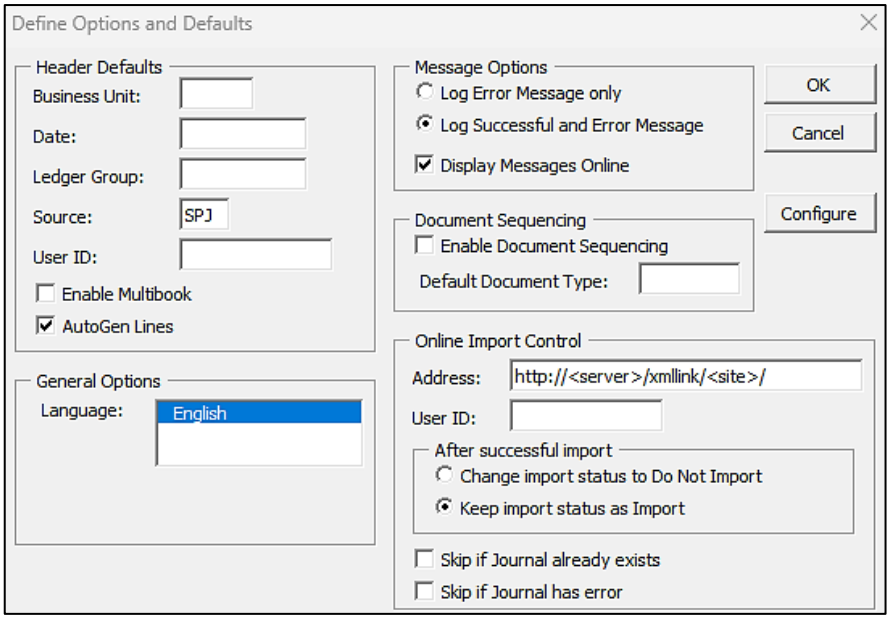


4.	Click the **Setup** button within the **General** section.

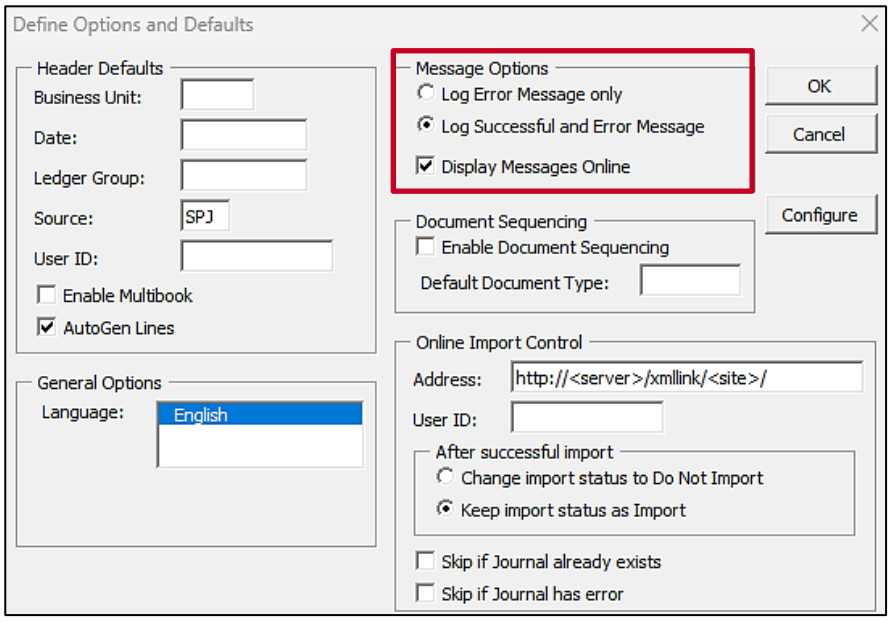


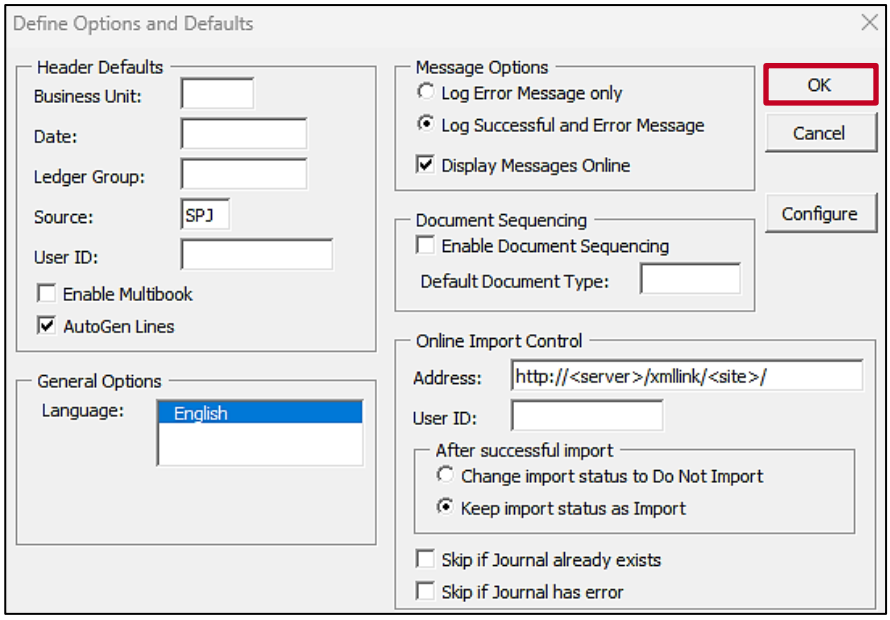
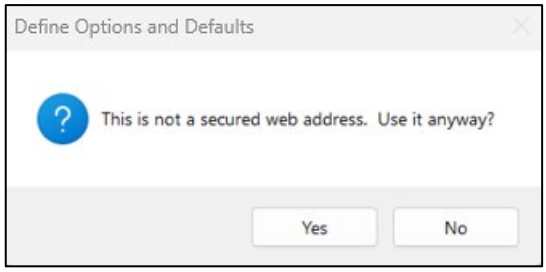
	The other button within the **General** section is the **Notes** button. This button can be used to access another worksheet in the workbook that can be used as a scratch pad for instructions, calculations, and comments.

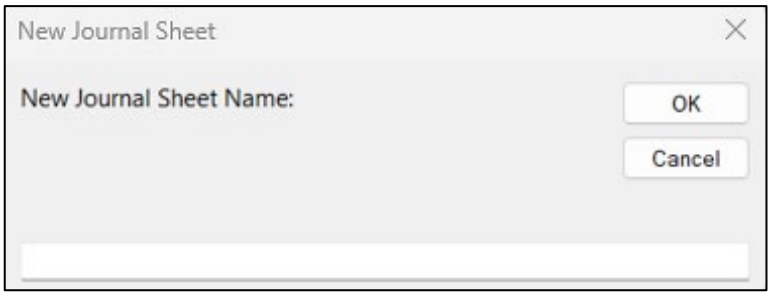
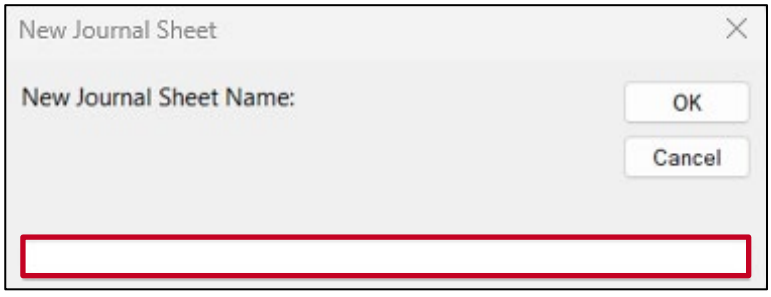
Step	Action
	The **Define Options and Defaults** page displays in a pop-up window.

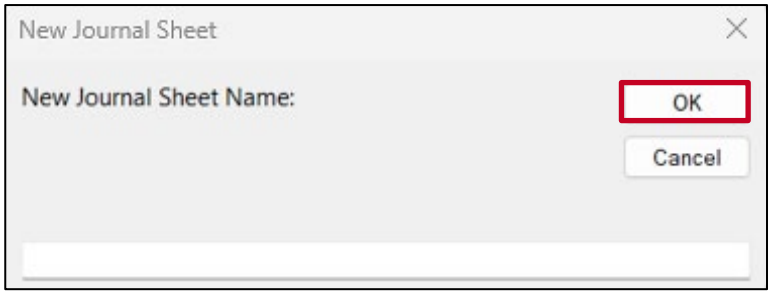
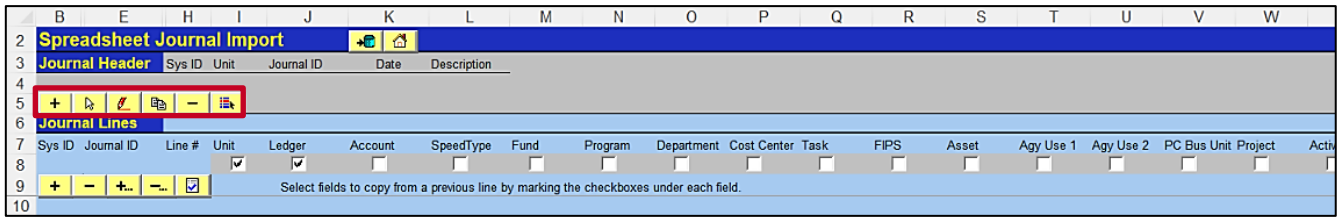
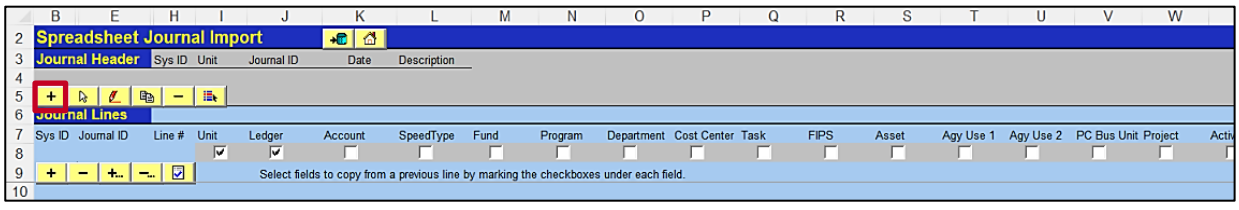


	The options defined on this page will default to journal sheets and journals created within this workbook.
5.	Enter the Agency Business Unit in the **Business Unit** field.
	DOA is the only Agency able to process Agency to Agency transactions (ATA's). When creating a spreadsheet journal and the .txt file that will be sent to DOA for Agency-to-Agency transactions, it is important to use business unit "99700" in the **Header Defaults** section on the **Define Options and Defaults** page. When DOA-General Accounting receives the .txt file for an Agency to Agency (ATA) transaction, the Accounting Analyst processing the journal reviews the .txt file attached to the email for minimum requirements to include **Business Unit Header** as "99700". If the **Business Unit Header** is not "99700", the Analyst will request the sender make the necessary correction and resubmit the .txt file for processing. The **Lines** section of the spreadsheet journal will not use business unit "99700". Use the correct Agency Business Unit to complete each line related to the Agency to Agency transaction.
6.	Enter the applicable date in the **Date** field.

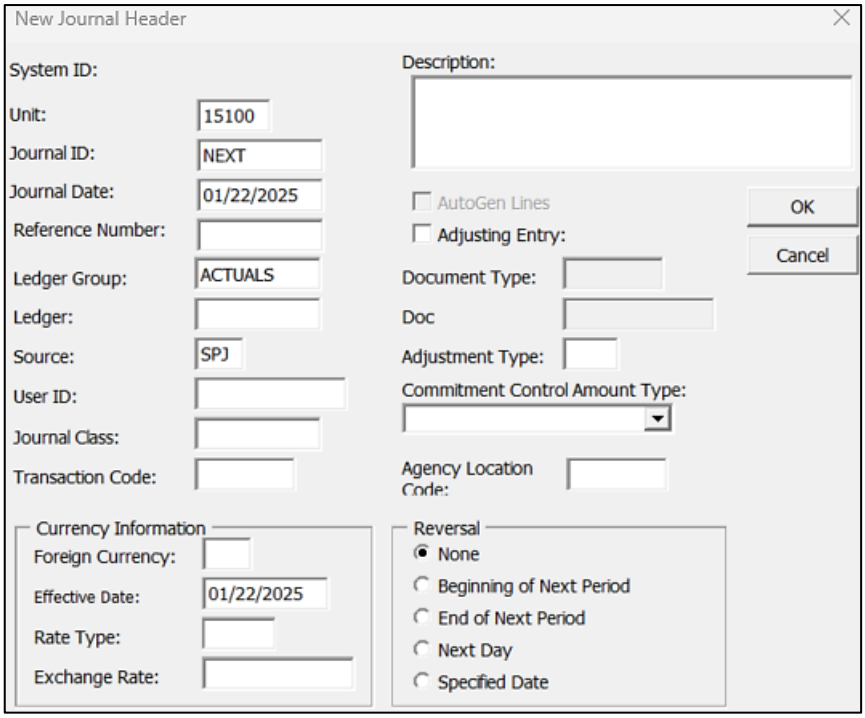
Step	Action
	User can enter the journal date or leave the date blank and enter the appropriate date for each journal header individually.
7.	Enter “ACTUALS” in the **Ledger Group** field (this must be entered in all capital letters).
	This **Source** field defaults to **SPJ** since this is a spreadsheet journal.
	Leave the **User ID** field blank because Cardinal will override this value with the ID of the user who uploads the spreadsheet journal into Cardinal.
8.	In the **Message Options** section, select either the **Log Error Message only** or **Log Successful and Error Message** radio button to see error messages only or successful and error messages. Also, select the **Display Messages Online** checkbox option in order to view error messages online rather than using the text file on the user’s workstation. 
	Always accept the defaults in the **Online Import Control** section. Do not change these values or options.

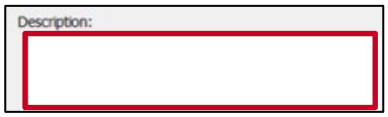
Step	Action
9.	Click the **OK** button. 
The following message displays: “This is not a secured web address. Use it anyway?” 	
10.	Click the **Yes** button.
	A workbook can contain as many Journal Sheets as needed. Each sheet will be a separate Journal. There are four buttons under the **Journal Sheets** section: • **New**: Click this button to create (insert) a new Journal worksheet • **Edit**: Click this button to edit an existing Journal worksheet within the workbook • **Delete**: Click this button to delete one or more Journal worksheets in the workbook • **Copy**: Click this button to copy one Journal worksheet to a new Journal worksheet saved under a new name within the workbook

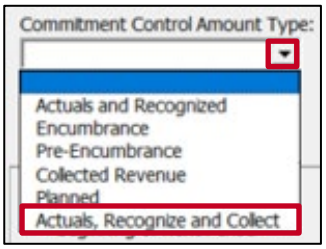
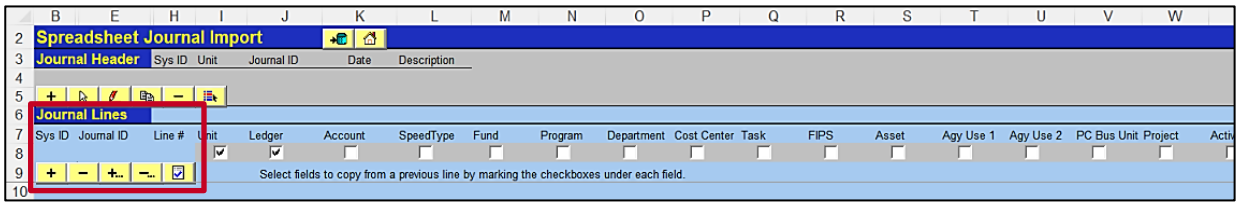
Step	Action
11.	Click the **New** button to create (insert) a new Journal worksheet.
The **New Journal Sheet** page displays in a pop-up window. 	
12.	Enter a name for the Journal worksheet into the **New Journal Sheet Name** field. 
	The Journal Sheet name does not correspond to, nor will it transfer to, anything within Cardinal during the upload.

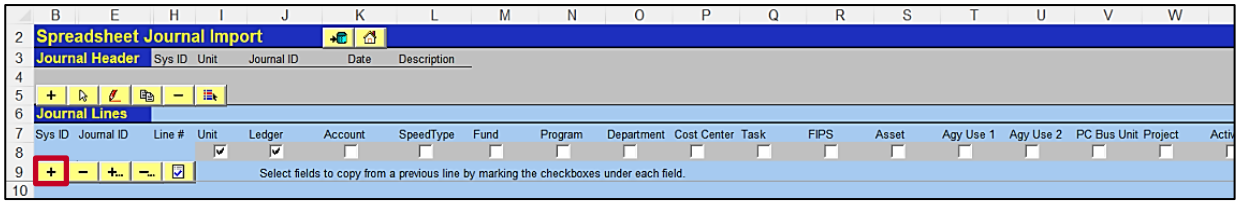
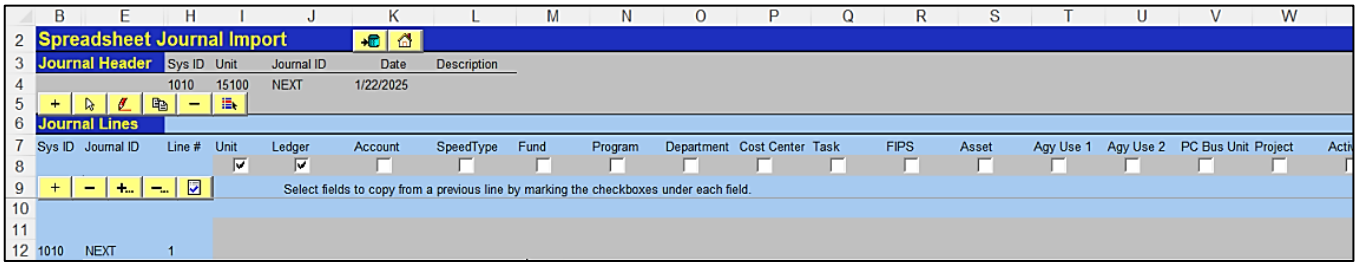
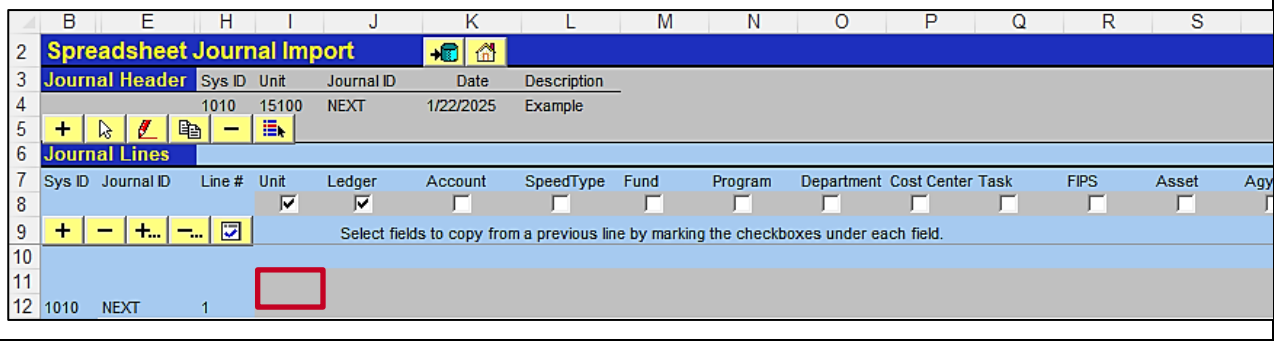
Step	Action
13.	Click the **OK** button. 
	The **Spreadsheet Journal Import** spreadsheet displays. 
	The following buttons are available in the **Journal Header** section: • **Add Journal Header** (plus sign): Click this button add the Journal Header information • **Select Journal** (white arrow): Click this button to open an existing Journal within the workbook • **Edit Journal Header** (red pencil): Click this button to edit the Journal Header information • **Copy Journal** (two sheets of paper): Click this button to copy the Journal Header and Journal Lines • **Delete Journal** (dash): Click this button to delete a Journal entry • **Change Import Status** (table with multi-color lines): Click this button to mark the Journal status to “Import” or “Do Not Import”
14.	Click the **Add Journal Header** (**+**) button. 

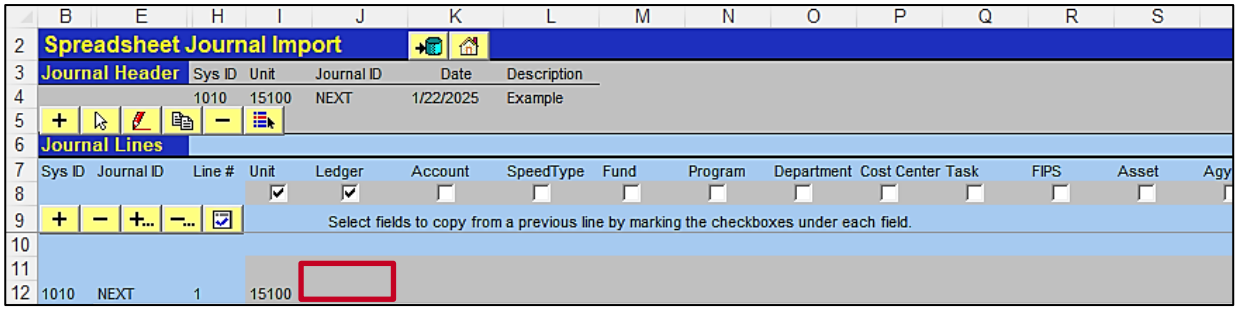
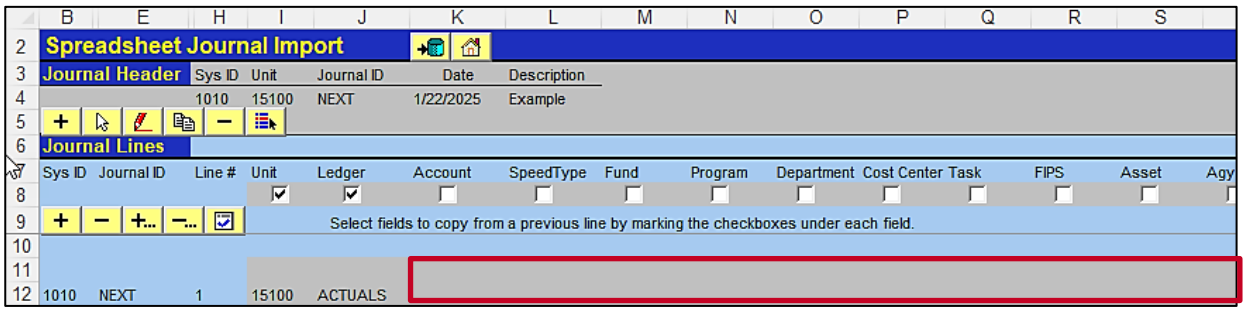
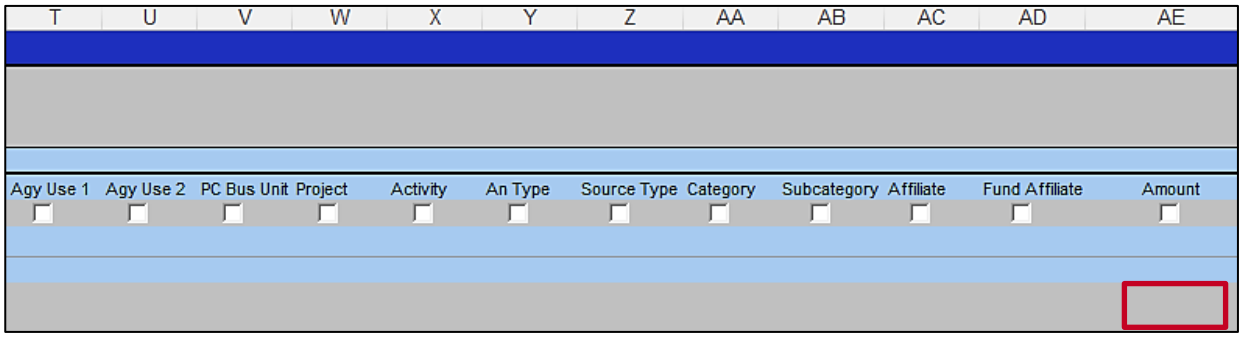
Step	Action
	The **New Journal Header** page displays in a pop-up window.

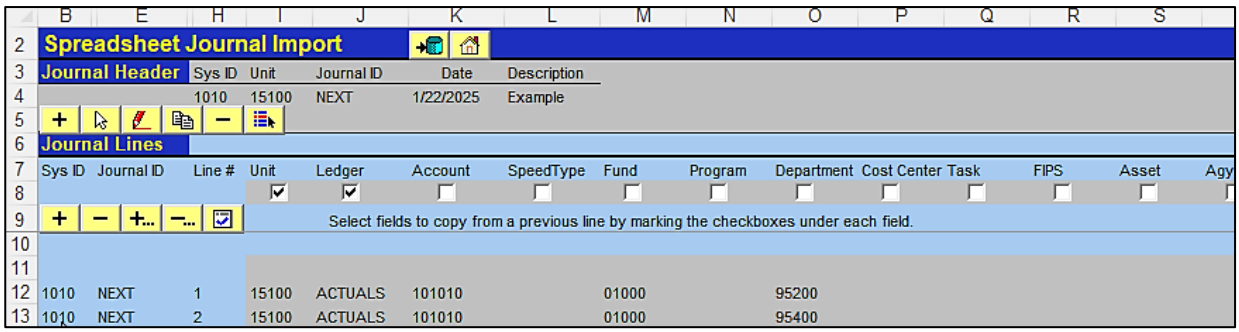
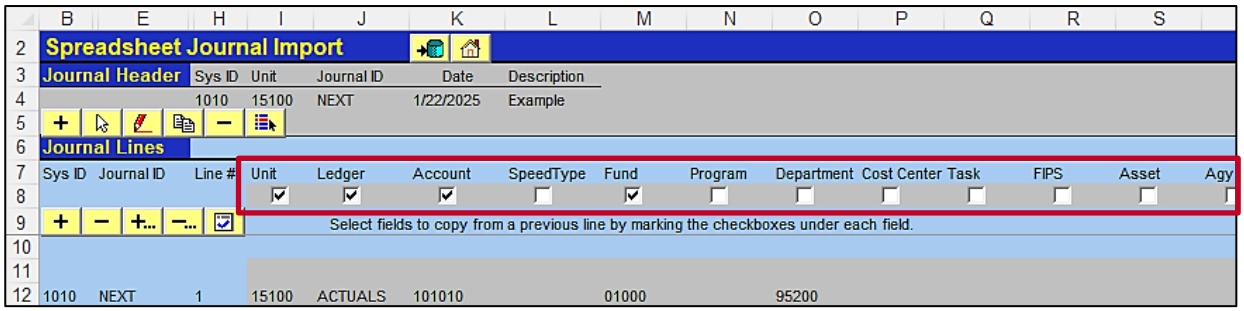


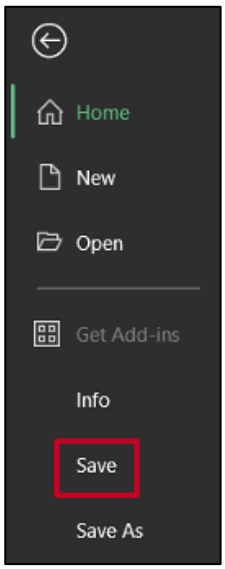
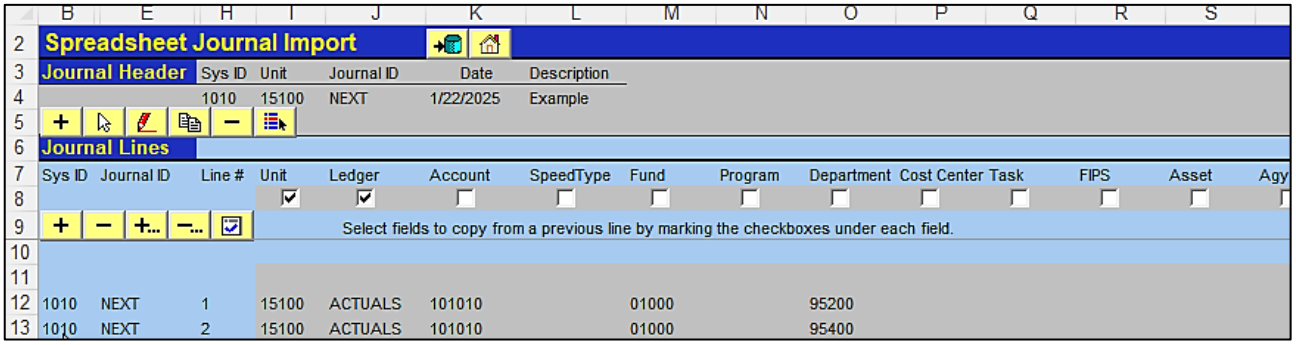
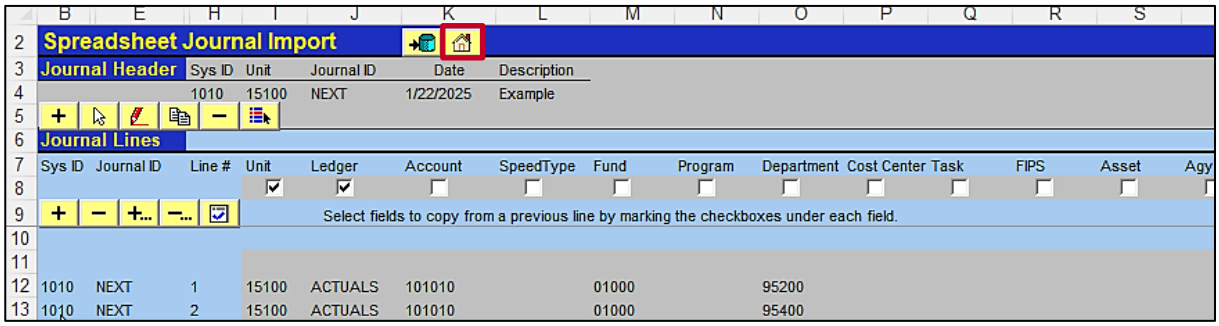
	The **Unit**, **Journal Date**, and **Ledger Group** fields all default based on the values previously entered during set up.
	The **Journal ID** defaults to **NEXT**. Do not change the default; the **Journal ID** will be assigned by Cardinal when the journal is uploaded.
15.	Enter a different date in the **Journal Date** field if it needs to be changed.
16.	Enter a description for the Journal in the **Description** field. 

Step	Action
17.	Select the **Commitment Control Amount Type** of **Actuals, Recognize and Collect** from the drop-down list. 
18.	Click the **OK** button.
	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.
19.	Next, complete the Journal Line(s) information. 
	The following buttons are available in the **Journal Lines** section: • **Add Line** (plus sign): Click this button add a new row (single Journal Line) • **Remove Line** (minus icon): Click this button to remove a row (single Journal Line) • **Add Lines** (plus sign and three dots): Click this button to add a defined number of new rows (multiple Journal Lines) • **Remove Lines** (minus icon with three dots): Click this button to remove the selected rows (multiple Journal Lines) • **Check Amounts**: Used to verify the amounts entered have the correct number of decimal points.

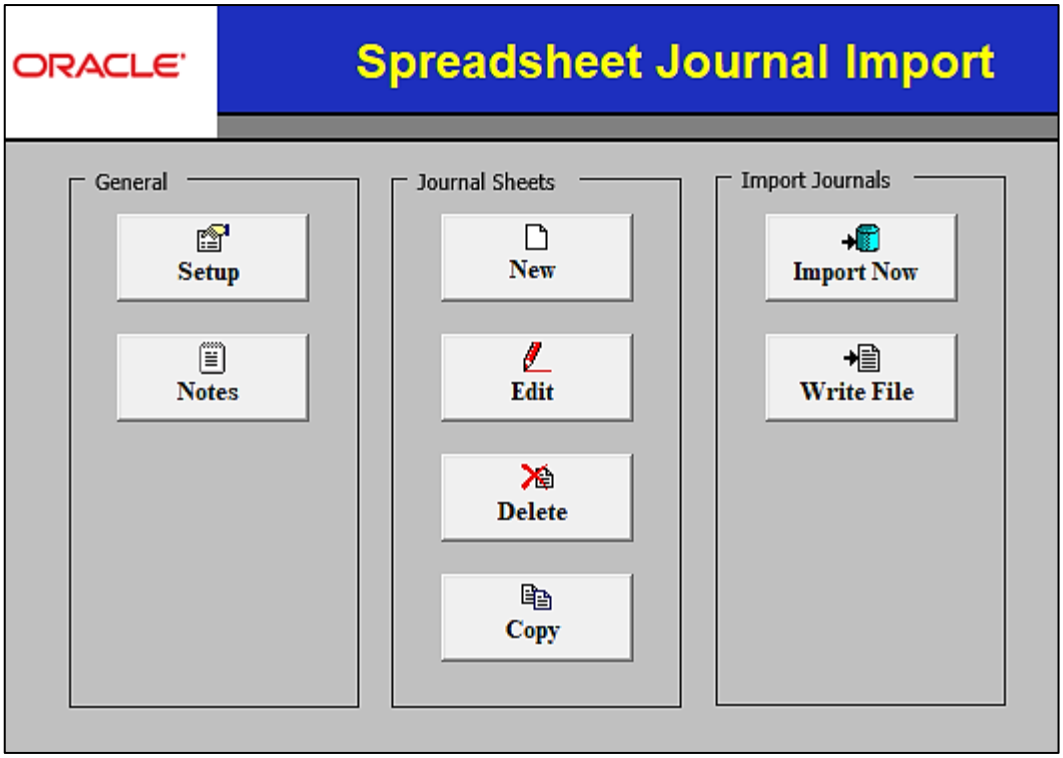
Step	Action
20.	Click the **Add Line** (**+**) button. 
	For each new Journal Line, the macro populates the **Journal ID** cell to “NEXT”. Additionally, the macro automatically populates the **Line #** cell to “1” for the first Journal Line and increments for each additional Journal Line added (“2”, “3”…).
The spreadsheet refreshes and a new row displays. 	
	DOA is the only Agency able to process Agency to Agency transactions (ATA’s). When creating a spreadsheet journal and the .txt file that will be sent to DOA for Agency-to-Agency transactions, it is important to use business unit “99700” in the **Header Defaults** section on the **Define Options and Defaults** page. When DOA-General Accounting receives the .txt file for an Agency to Agency (ATA) transaction, the Accounting Analyst processing the journal reviews the .txt file attached to the email for minimum requirements to include **Business Unit Header** as “99700”. If the **Business Unit Header** is not “99700”, the Analyst will request the sender make the necessary correction and resubmit the .txt file for processing. The **Lines** section of the spreadsheet journal will not use business unit “99700”. Use the correct Agency Business Unit to complete each line related to the Agency to Agency transaction.
21.	Enter the Agency Business Unit in the **Unit** field. 

Step	Action
22.	Enter “ACTUALS” in the **Ledger** field (entered in all capital letters). 
23.	Next, enter all of the applicable ChartField values (**Account** field through the **Fund Affiliate** field). 
24.	Enter the applicable amount in the **Amount** field. 

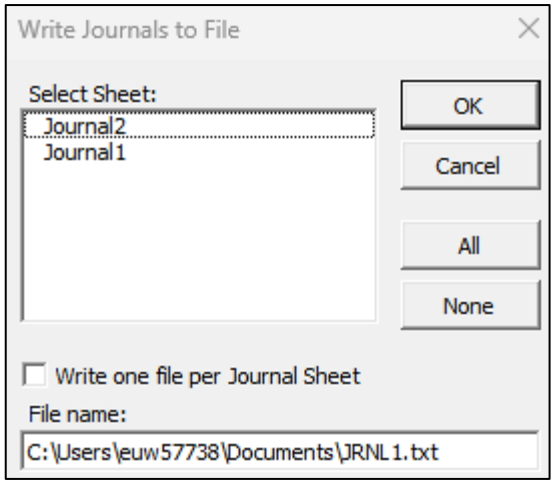
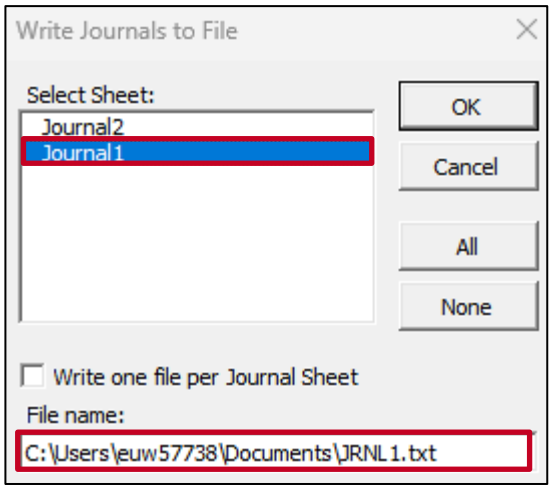
Step	Action
25.	Repeat **Steps 20 – 24** to add additional Journal Lines as needed. 
	Users can use the Copy Down functionality available on the **Spreadsheet Journal Import** spreadsheet to copy down specific data values and reduce data entry for the subsequent Journal Lines. Ensure that the **Select** 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 Journal Lines created (**Add Row** or **Add Rows** buttons).  Users can also copy and paste data from another Excel spreadsheet as needed. The following guidelines must be followed: • Ensure that the ChartField values are copied in the same order as the ChartField values are displayed on the **Spreadsheet Journal Import** spreadsheet • Ensure that all ChartField values copied are formatted as text. Copy-paste the ChartFields into the spreadsheet journal file as **Paste Options: Values (V)** • Ensure that the copied amount is formatted as a number with two decimal points • Before copying and pasting, add the applicable number of Journal Lines using the Add Lines button the **Spreadsheet Journal Import** spreadsheet

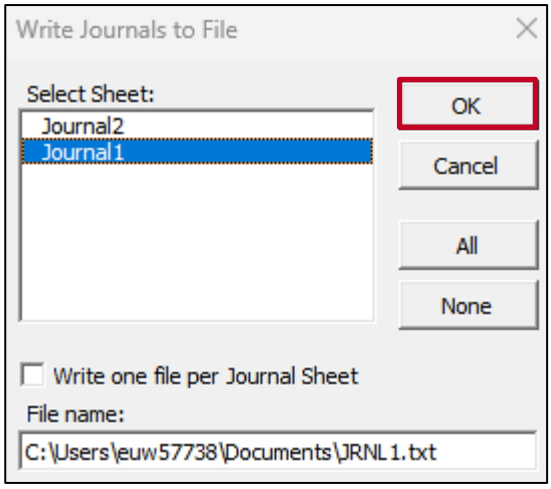
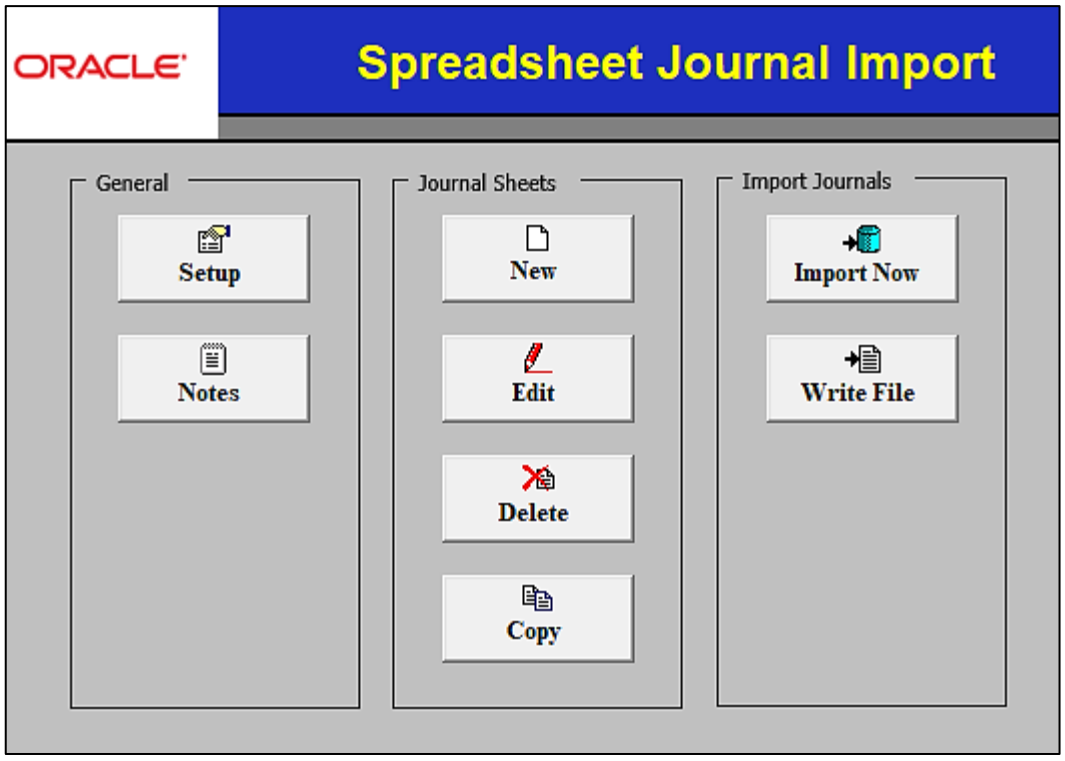
Step	Action
26.	Once all lines have been successfully entered for the journal, save the spreadsheet by clicking the **File** menu and clicking the **Save** list item. 
	The **Spreadsheet Journal Import** spreadsheet redisplays. 
27.	Click the **Home** icon to return to the **Spreadsheet Journal Import** (Main menu) page. 

Step	Action
	The **Spreadsheet Journal Import** (Main menu) page redisplays.



28.	Click the **Write File** button within the **Import Journals** section.

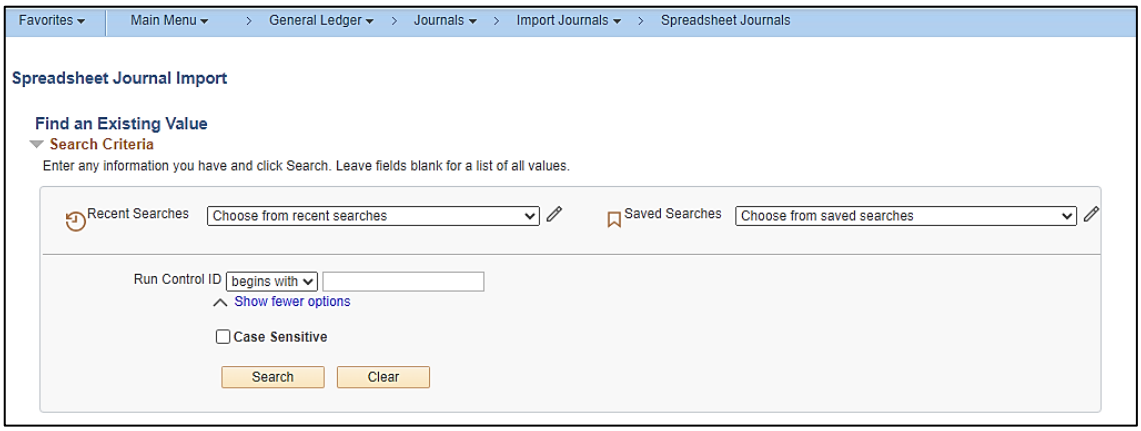
Step	Action
	The **Write Journals to File** page displays in a pop-up window. 
29.	Select the applicable Journal Sheet by clicking on the corresponding list item. 
	More than one Journal Sheet can be selected as needed. Take note of the location where the written file will be saved to (**File Name** field). The file name can be updated as needed but the .txt file extension must remain. The file name will be needed during the upload to Cardinal.

Step	Action
30.	Click the **OK** button. 
The **Spreadsheet Journal Import** (Main menu) page redisplays. 	
The Spreadsheet Journal has now been created. Proceed to the Uploading a Spreadsheet Journal to Cardinal section of this Job Aid for instructions on how to upload the Spreadsheet Journal to Cardinal.	

Uploading a Spreadsheet Journal to Cardinal

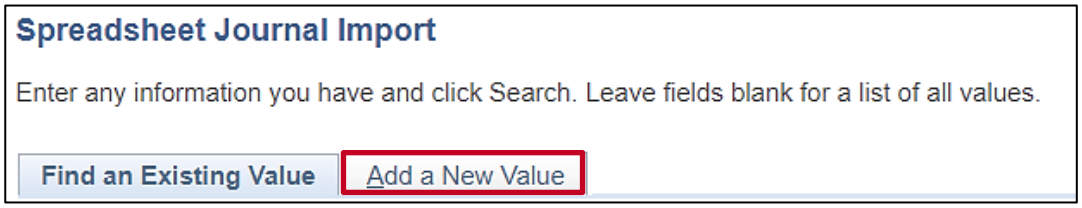
Step	Action
1.	Log into Cardinal and navigate using the following path: **Main Menu > General Ledger > Journals > Import Journals > Spreadsheet Journals**

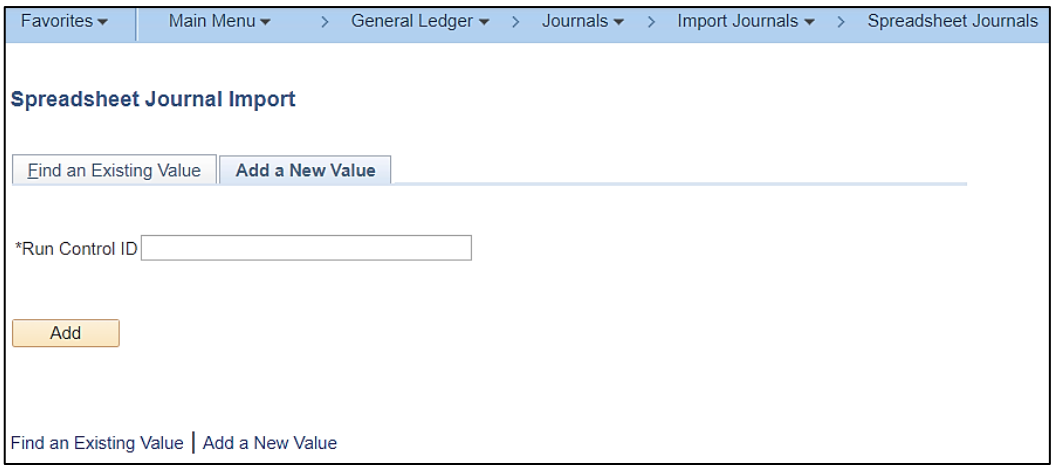
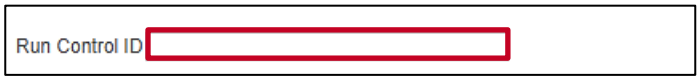
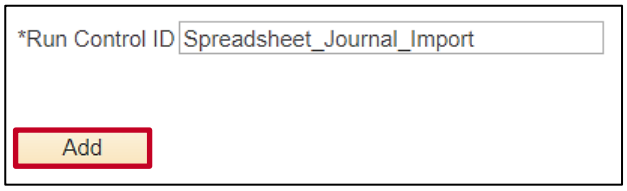
The **Spreadsheet Journal Import Find an Existing Value Search** page displays.



For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

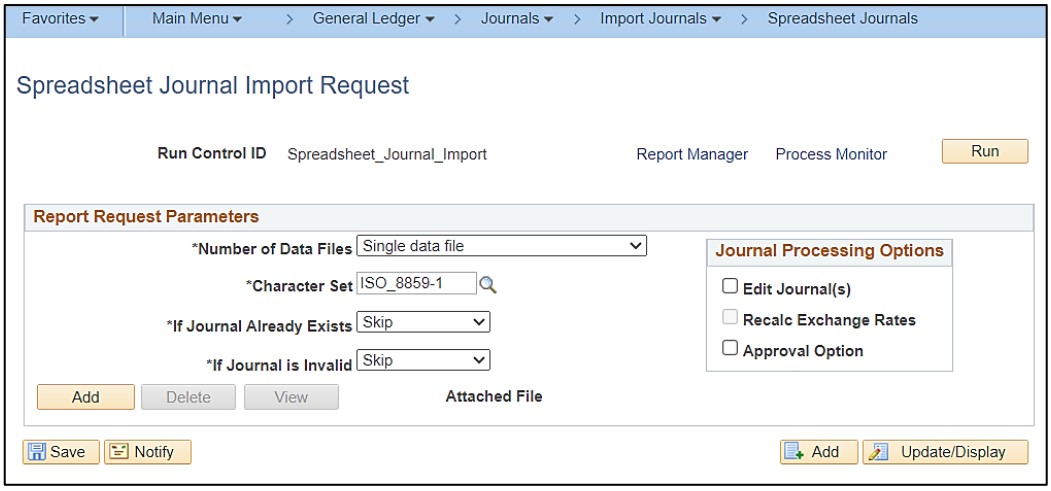
If this is not the first time performing this process, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided in **Steps 2 - 4** assume that this is the first time that this process is being performed.

2.	Click the **Add a New Value** tab. 

Step	Action
	The **Add a New Value** page displays. 
3.	Enter a Run Control ID in the **Run Control ID** field based on the following guidelines: • The Run Control ID must be unique and should be descriptive enough to help locate for future use • Up to 30 characters are allowed • No blank spaces can be used. However, an underscore can be used in lieu of spaces • Do not use wildcard symbols (%) 
4.	Click the **Add** button. 

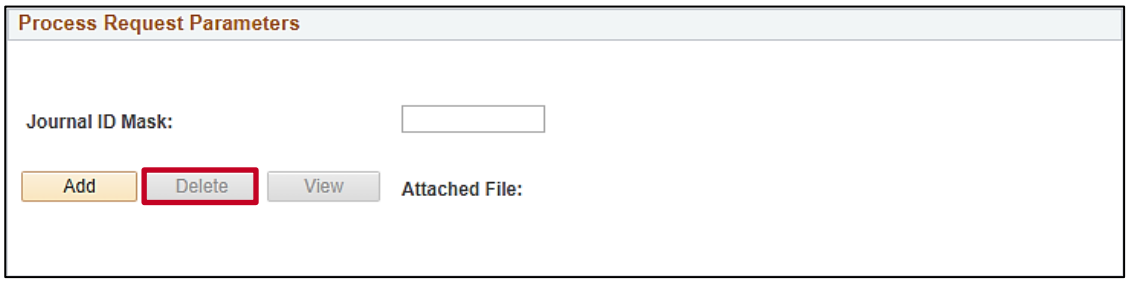
Step	Action

The **Spreadsheet Journal Import Request** page displays.



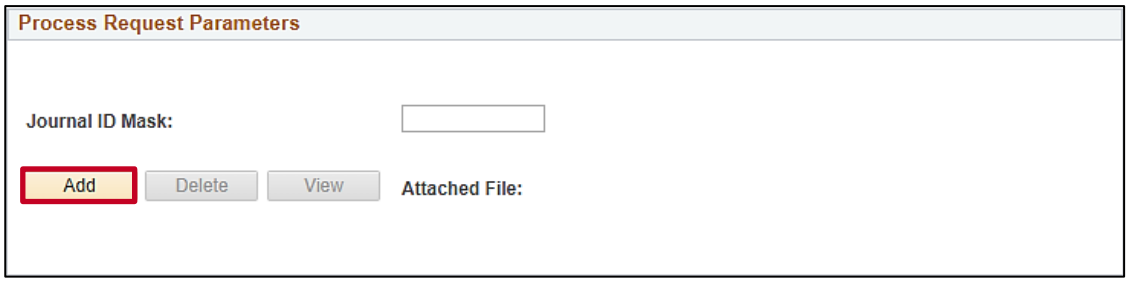
If an existing Run Control ID was used, the user must delete the existing attached file by clicking the **Delete** button.

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

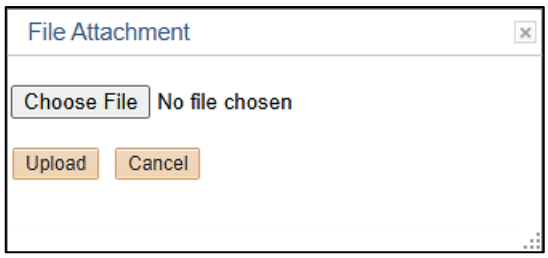


5. Next, attach the Journal Sheet (the .txt file identified after **Step 29** during the Creating a Spreadsheet Journal process).

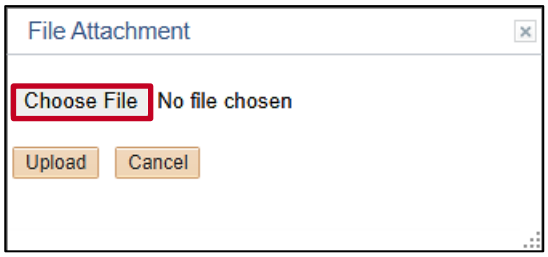
Click the **Add** button.



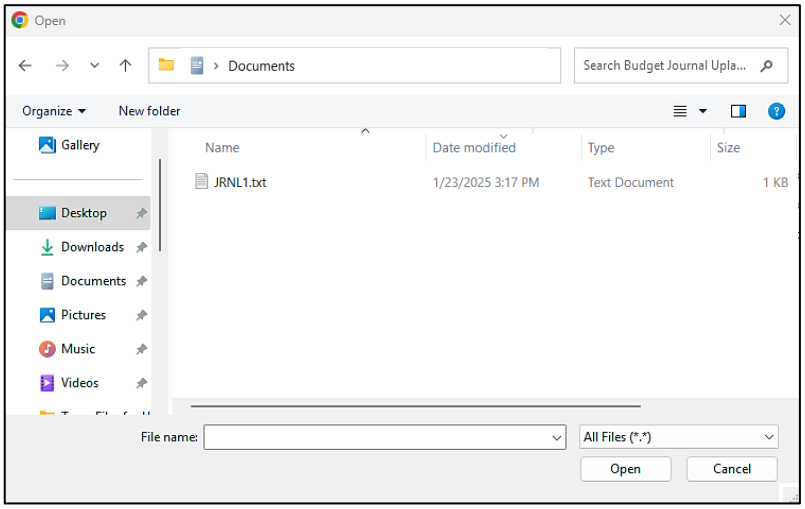
Step	Action
	The **File Attachment** page displays in a pop-up window.

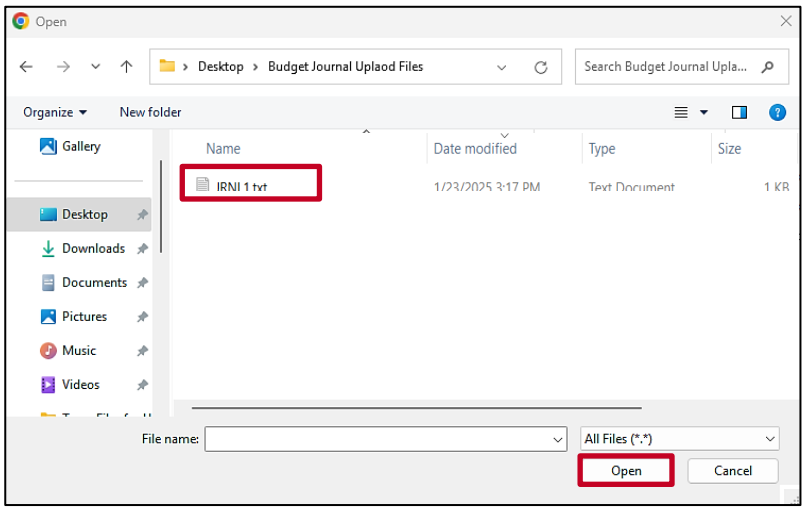
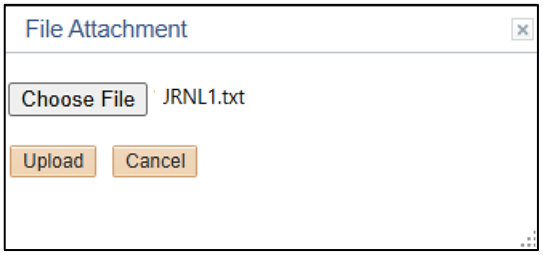
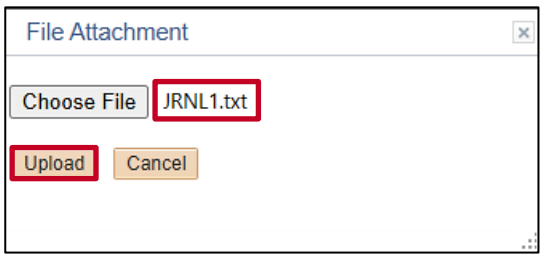


6.	Click the **Choose File** button.



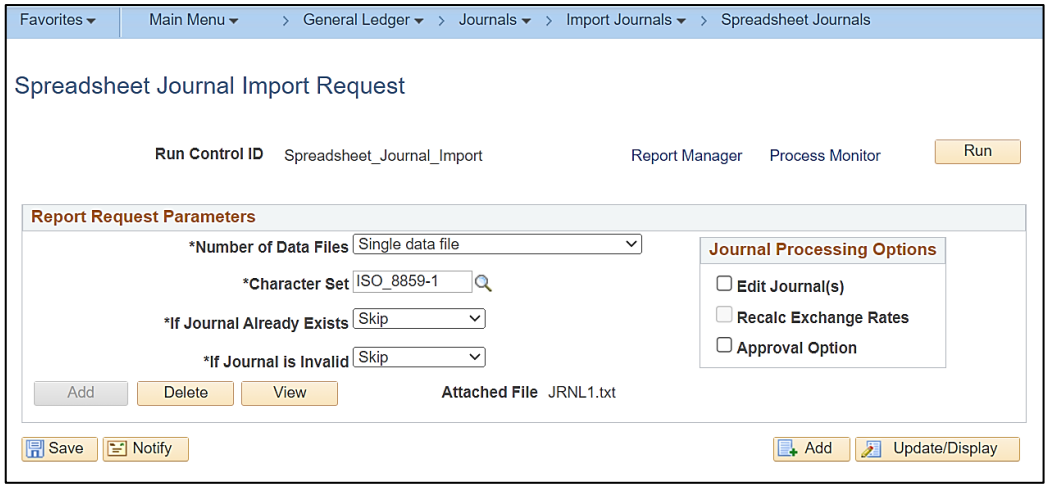
The **File Upload** folder displays in a pop-up window.



Step	Action
7.	Select the applicable file (.txt document) by clicking on the corresponding list item and then click the **Open** button. 
The **File Attachment** page redisplays. 	
8.	The file name displays to the right of the **Choose File** button. Verify for accuracy before continuing. Click the **Upload** button. 

Step	Action

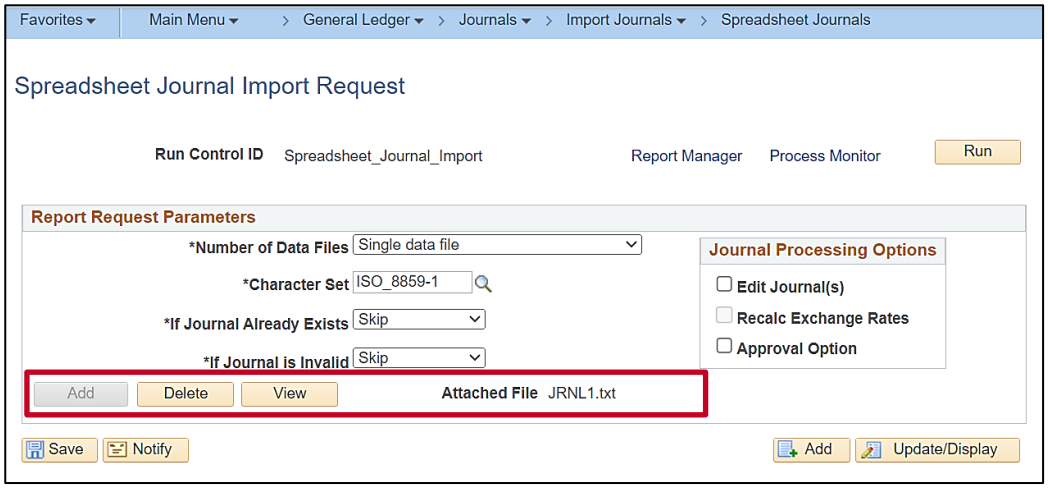
The **Spreadsheet Journal Import Request** page redisplays.



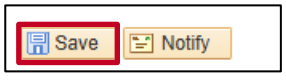
The file name displays in the **Attached File** field. Verify for accuracy before continuing.

If the incorrect file was attached, use the **Delete** button to remove it and then upload the correct file.

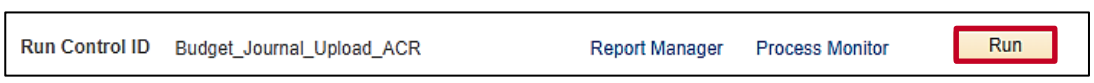
The **View** button can be used to view the attached file.



9. Click the **Save** button.

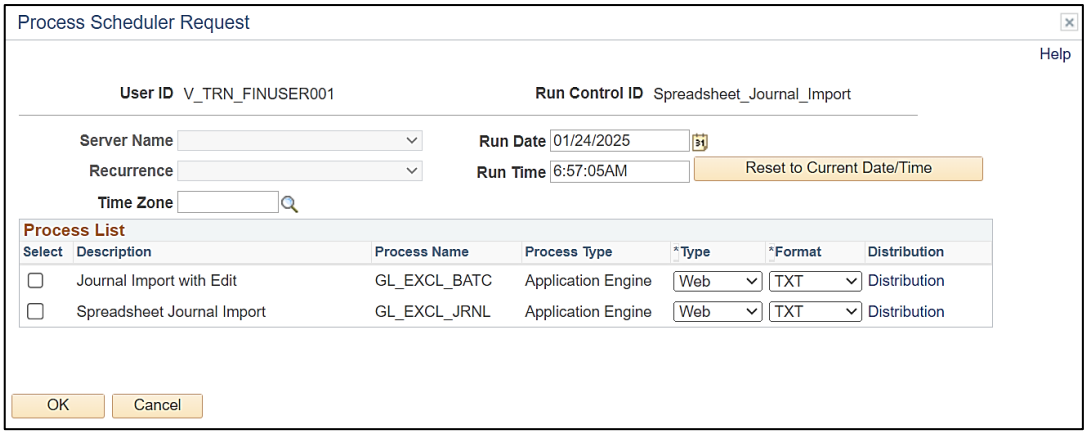


10. Click the **Run** button.

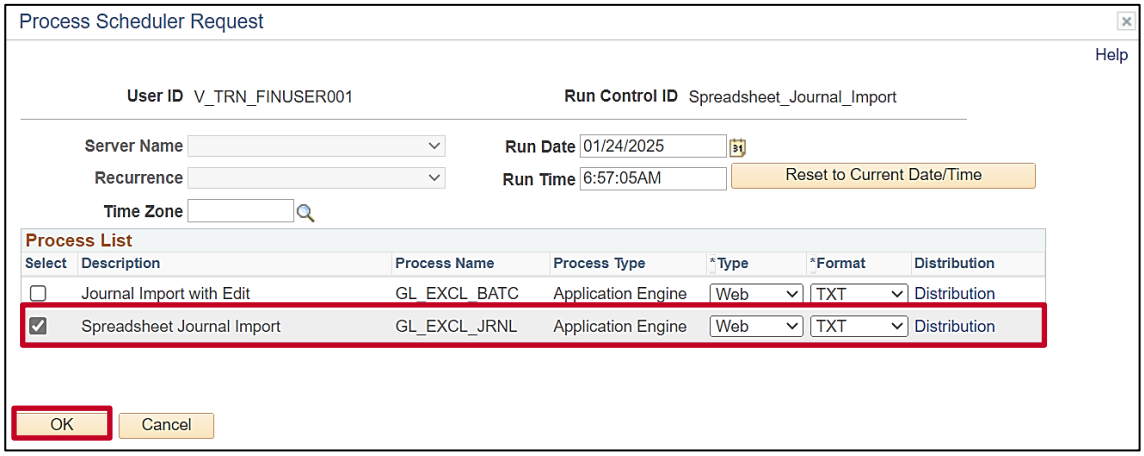


Step	Action

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

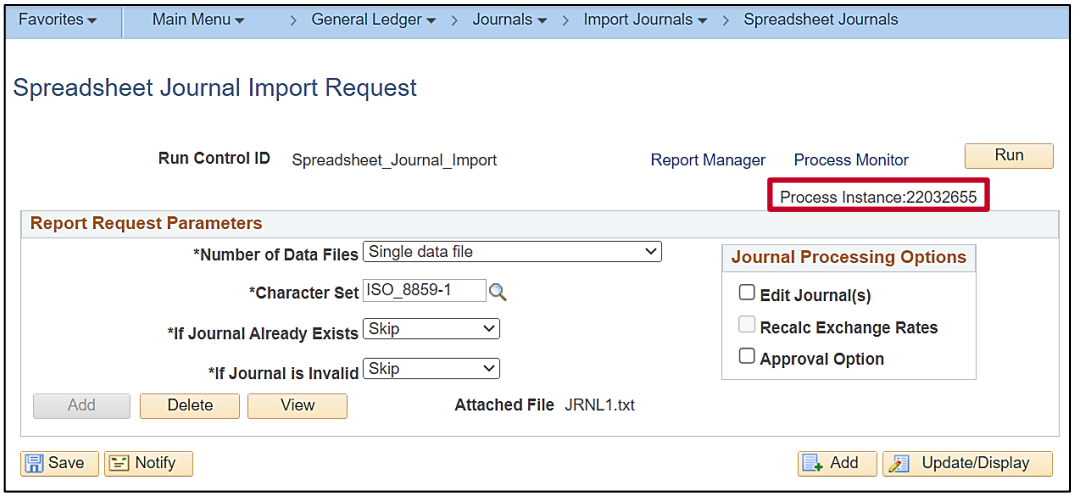


11. Review the **Process List** section and verify that the “Spreadsheet Journal Import” process is selected (**Select** checkbox selected) and then click the **OK** button.



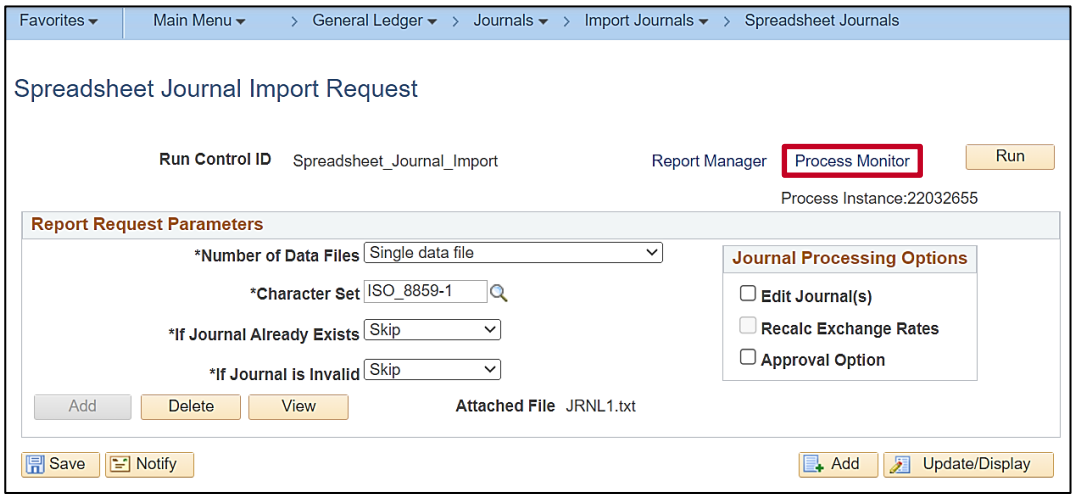
Step	Action

The **Spreadsheet Journal Import Request** page redisplays.

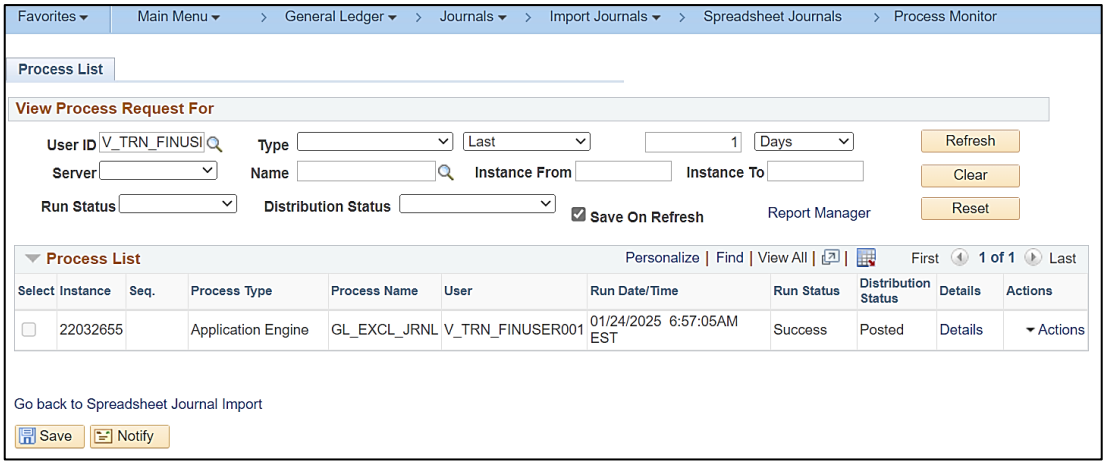


The assigned Process Instance Number displays below the **Process Monitor** link. Take note of the Process Instance Number.

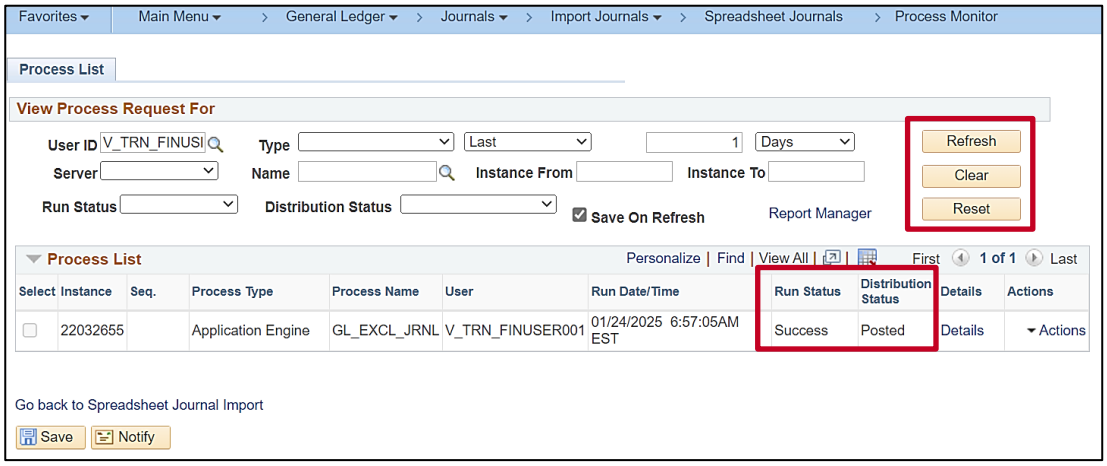
12. Click the **Process Monitor** link.



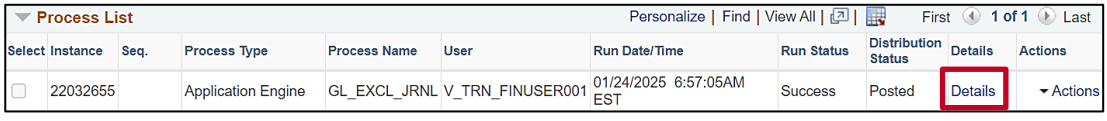
Step	Action
	The **Process Monitor** page displays with the **Process List** tab displayed by default.



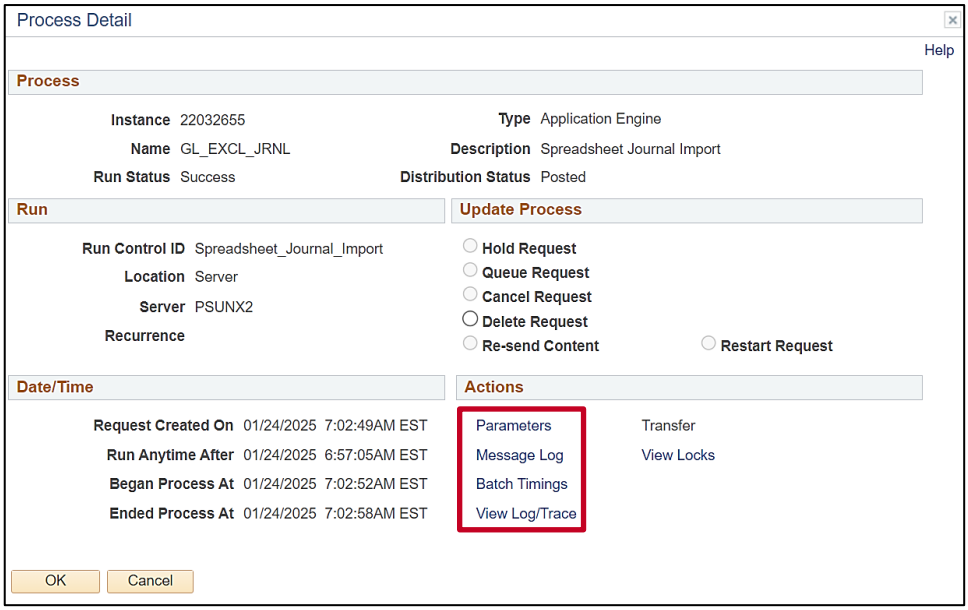
13.	Locate the applicable process within the **Process List** section using the Process Instance Number previously captured. The upload is complete once the **Run Status** field updates to either "Success" or "No Success" and the **Distribution Status** field updates to "Posted". Periodically click the **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



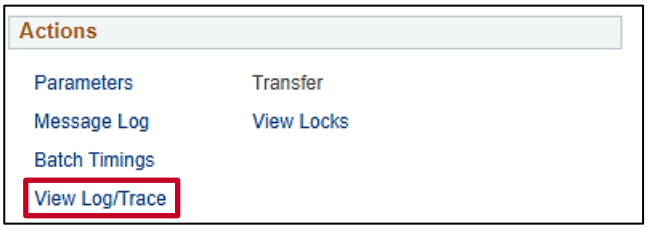
14.	Click the **Details** link.



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

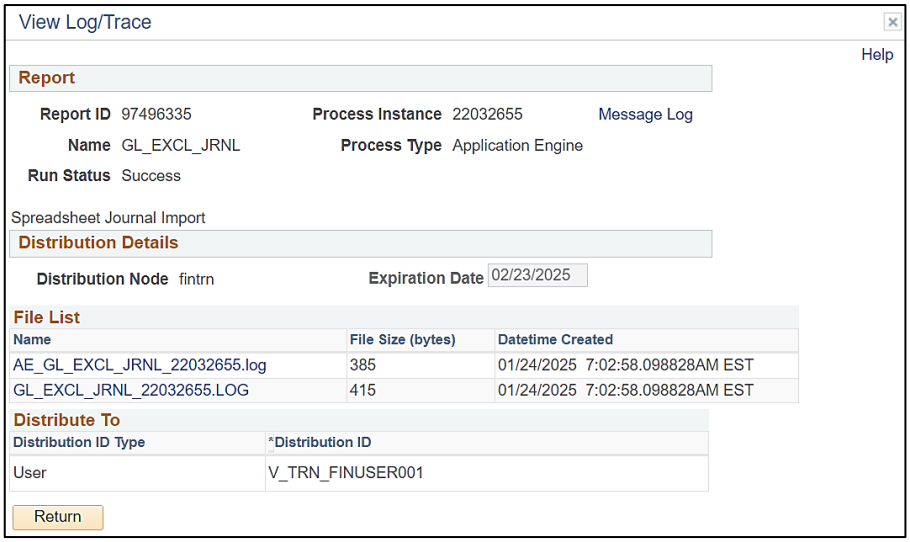


	If the upload completed with a Run Status of “Success”, click the **View Log/Trace** list item. If the upload completed with a Run Status of “No Success”, use the **Message Log** list item to review why the upload failed.
15.	Click the **View Log/Trace** link.

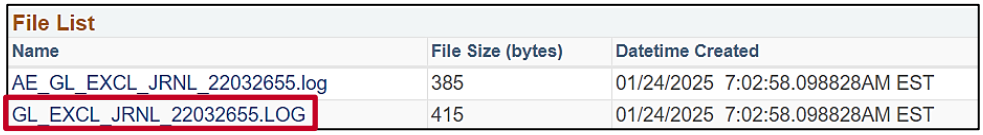


Step	Action

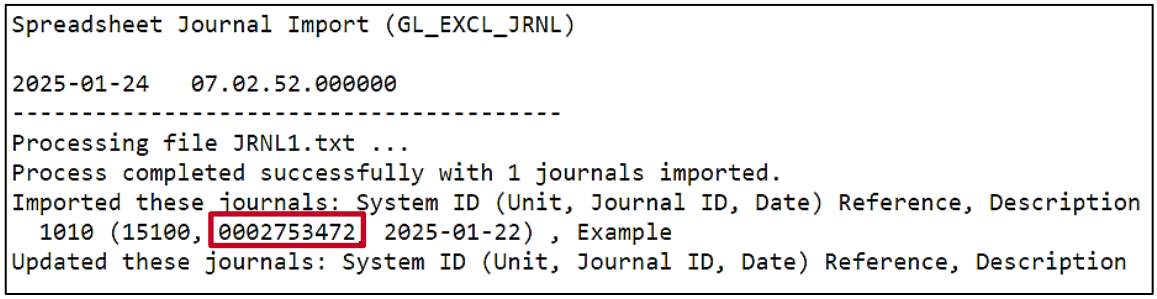
The **View Log/Trace** page displays in a pop-up window.



16. Click the **"GL_EXCL_JRNL….LOG"** link within the **File List** section to review the Journal Import Log and capture the assigned Journal ID.



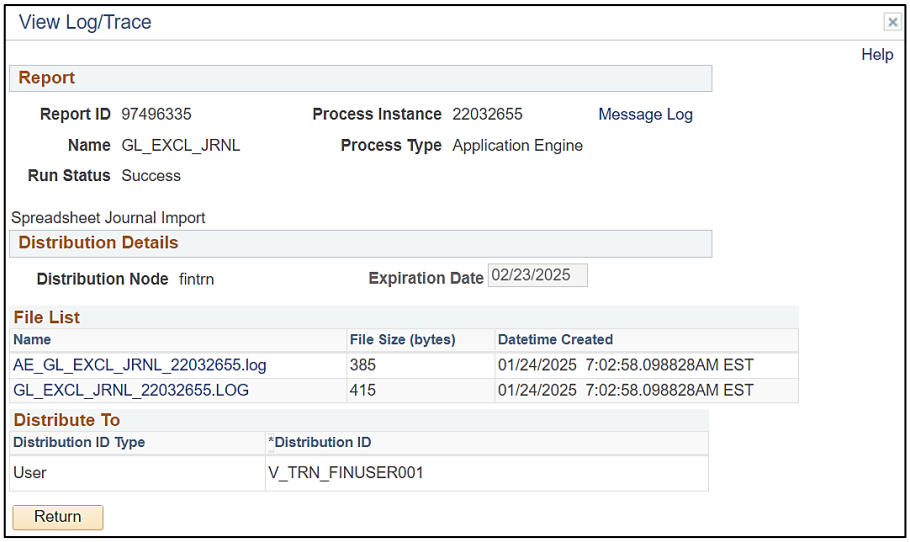
The **Journal Import Log** displays.



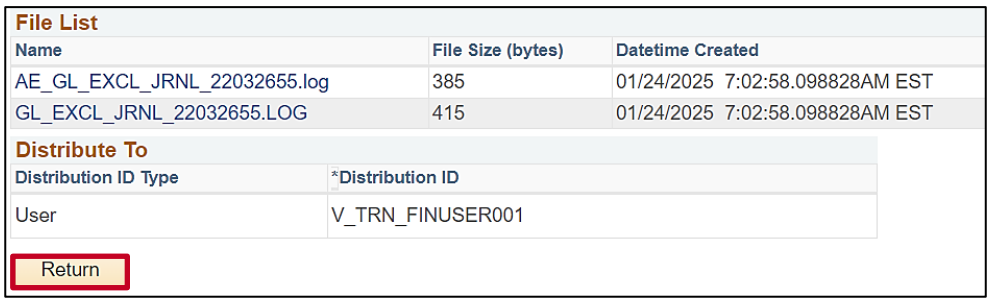
17. Take note of the Journal ID and then close the Journal Import Log.

Step	Action

The **View Log/Trace** page redisplays.

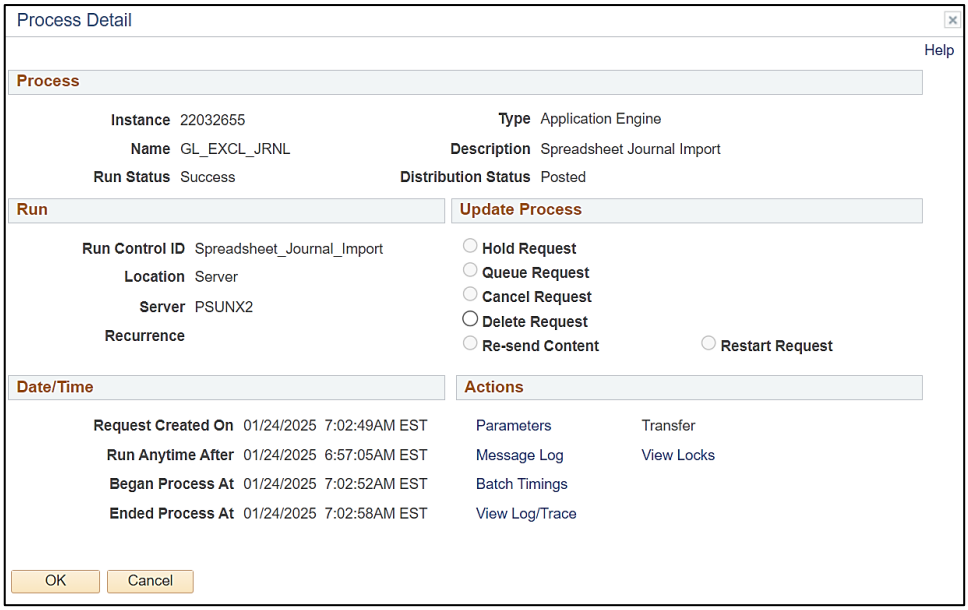


18. Click the **Return** button.



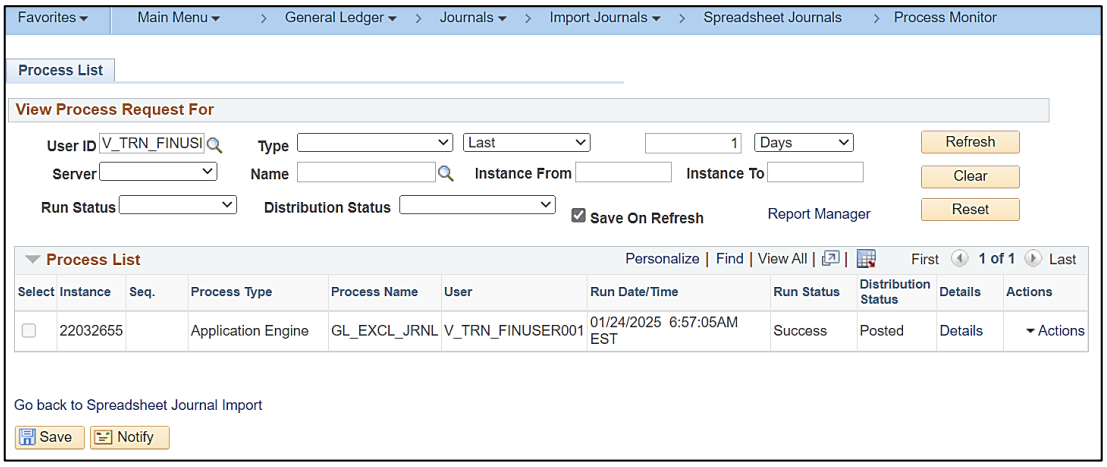
Step	Action

The **Process Detail** page redisplays.

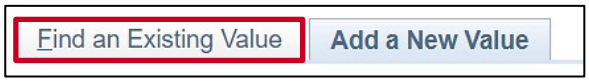
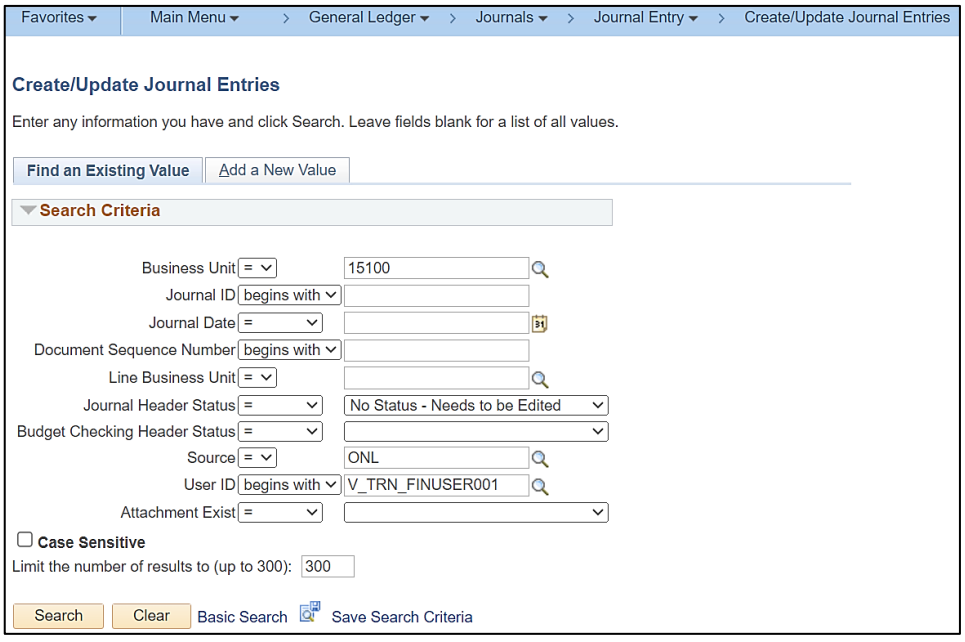
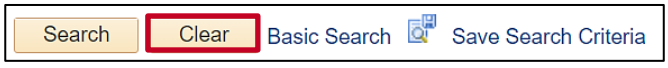


19. Click the **OK** button.

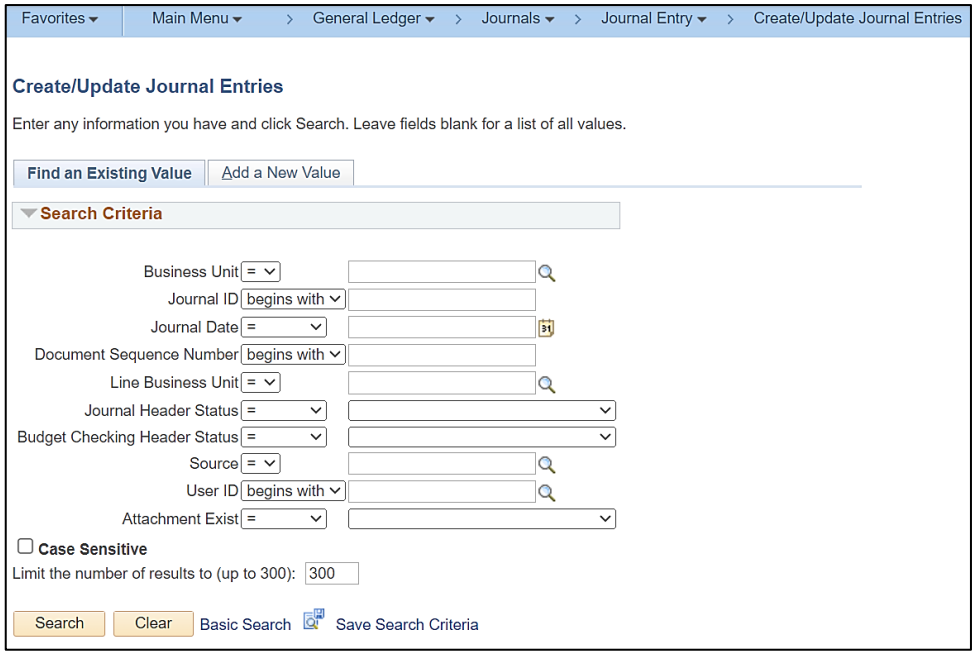
The **Process List** page redisplays.

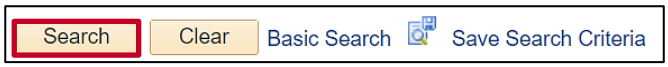


All spreadsheet journal entries uploaded into Cardinal must be formatted by the **Journal Edit** process.

Step	Action
20.	Navigate to the **Create/Update Journal Entries** page using the following navigation path: **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
21.	Click the **Find an Existing Value** tab. 
The **Find an Existing Value Search** page displays. 	
22.	Click the **Clear** button. 

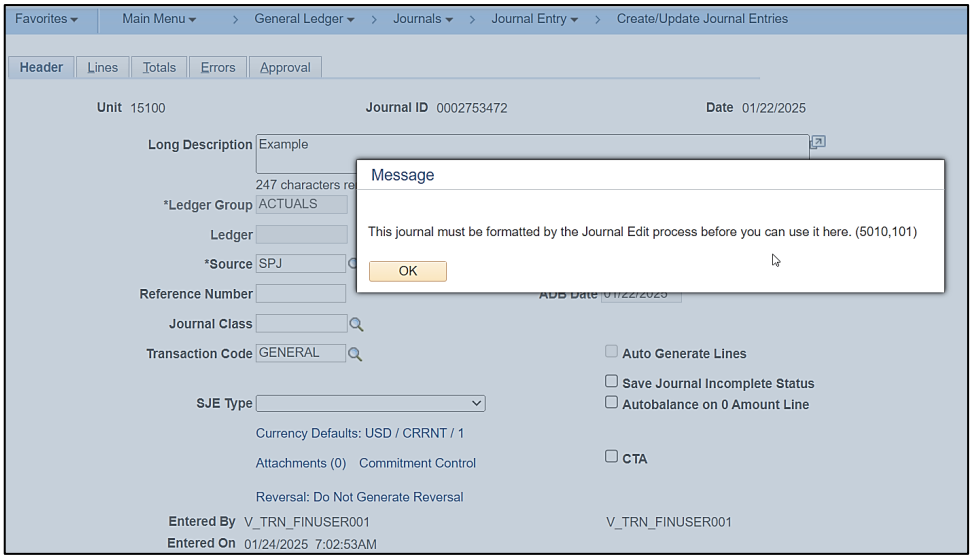
Step	Action
	The **Create/Update Journal Entries Search** page redisplays.



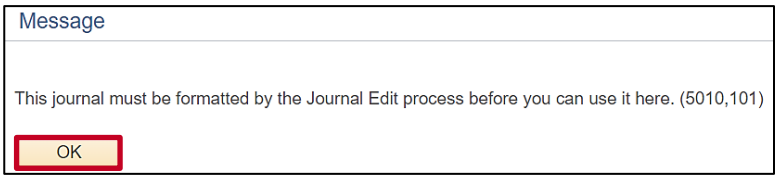
23.	Enter Agency number in the **Business Unit** field.
24.	Enter the Journal ID created during the upload process in the **Journal ID** field.
25.	Click the **Search** button. 

Step	Action

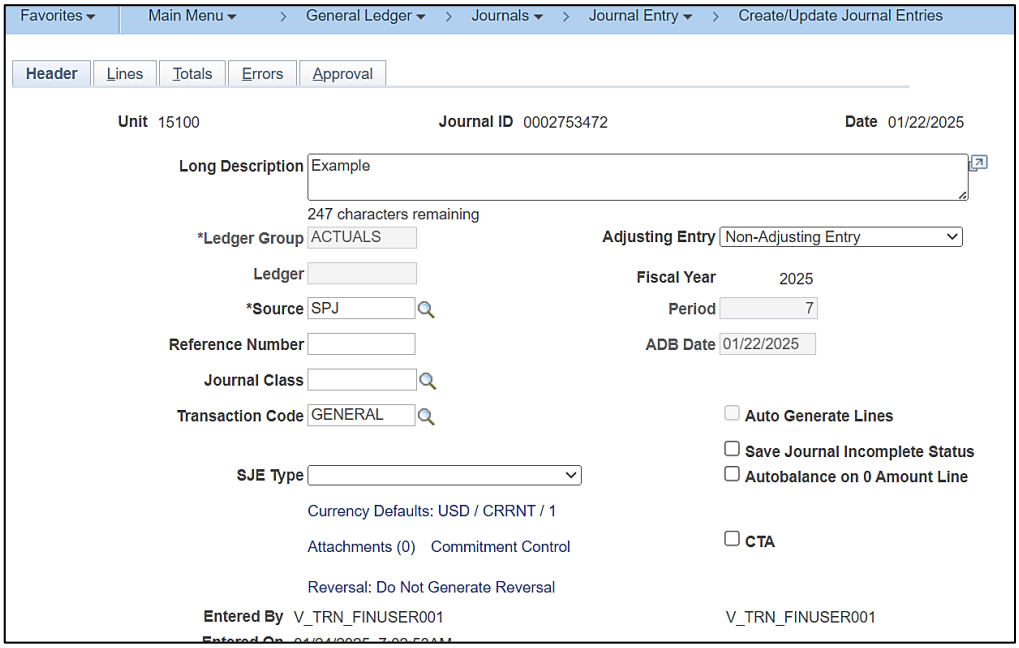
The **Header** page for the journal entry and a message pop-up window display.

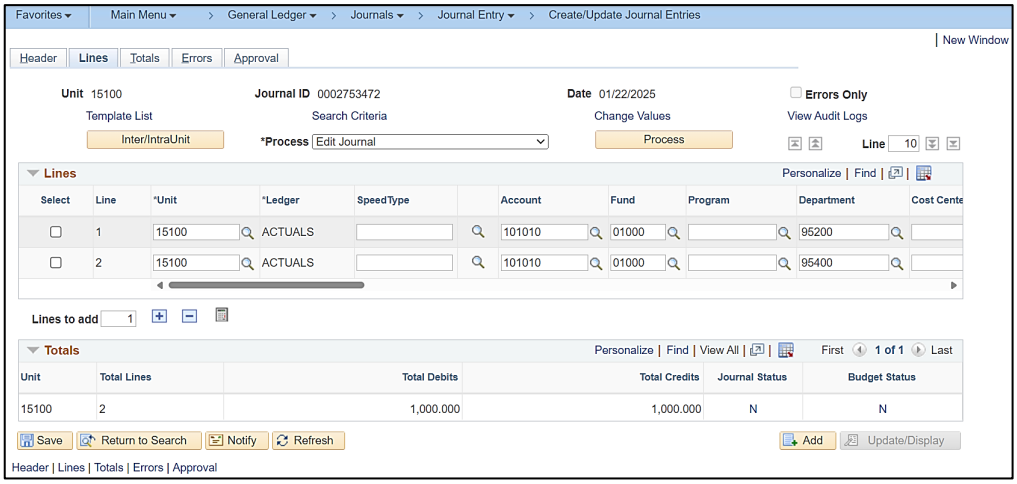


26. Click the **OK** button.



The **Create/Update Journal Entries Header** page redisplays.



Step	Action
27.	Click the **Lines** tab.
The **Lines** page displays. 	
28.	The **Process** dropdown field defaults to **Edit Journal**. Click the **Process** button to format the uploaded journal entry.
	The process to upload the Spreadsheet Journal is now complete. The Journal can be edited if necessary or posted manually (using the “Post Journal” process). The Journal will also be posted during the nightly batch posting process. Following successful Journal posting, the **Journal Status** will change to “P” for “Posted”.