

OVERVIEW

The e-Journal Entry system includes an option to upload journal entry data directly from a Microsoft Excel spreadsheet into the e-Journal Entry web application.

Purpose

The Excel option allows users to take full advantage of the features in Excel to prepare entries and avoid re-keying data into the online form. Users are leveraging the option in several ways: creating templates for recurring entries; dynamically building or importing entries from external sources; copying earlier entries into the e-Journal template to prepare a related entry.

The Business Process

Journal data is entered (or transferred) into a delivered Excel template. From the template users can choose to submit the entry directly, or upload the data into e-Journal only, without submitting, in order to take advantage of some features/functions only available in the web e-Journal application (i.e. attaching backup documentation, writing sticky notes, sharing, etc.) The rest of the journal entry processing takes place in the web application (routing for approvals, monitoring the status of entries, and so on).

Technical Notes

Users do not need to be technically savvy to leverage the Excel option. However, **users are responsible for meeting some system requirements, installing the e-Journal Excel package, and seeking Excel support, if needed, on their own.** These services are not provided by the central accounting offices, but are a condition for use. Most users will already have the required programs and knowledge needed to take advantage of the Excel option. The technical notes below are offered to help users understand the requirements.

The Excel template is embedded with macros used to launch the submission process. These macros reference program code stored in some additional "system" files delivered with the Excel template. The complete sets of files used in the Excel process are compressed (zipped) into a single package, and available for download from the e-Journal web application.

When the macros are launched, the program will search for the "system" folder in the same directory as the workbook being submitted, so the "system" folder must remain in the same folder directory as the Excel workbook for the submission process to work.

The macros use Visual Basic and Java programming languages, and will only work if **Java is installed on the user's computer.**

GETTING STARTED

Below are the requirements users must meet in order to use the Excel option.

Security Access

- Must have e-Journal Preparer access
- Must be granted additional access to the e-Journal Excel option. To request access:
 - o First review this guide
 - o Verify you meet the System Set Up requirements
 - o Submit the Excel Option - Security Access Request form

System Set Up

Must have or install, maintain, and seek your own training and support for the following applications on your computer:

- Microsoft Excel 2003, 2007 or newer. Mac versions of Excel are not currently supported.
- Java version 1.5 or greater
 - To see if you already have Java on your computer, [click here](#).
 - i. If so, follow the link to "[test the currently installed version of Java](#)"
 - To download the latest version of Java [click here](#).
- A file decompression utility (to unzip the compressed e-Journal package files). Most users will already have a utility on their computer, delivered with their operating system.

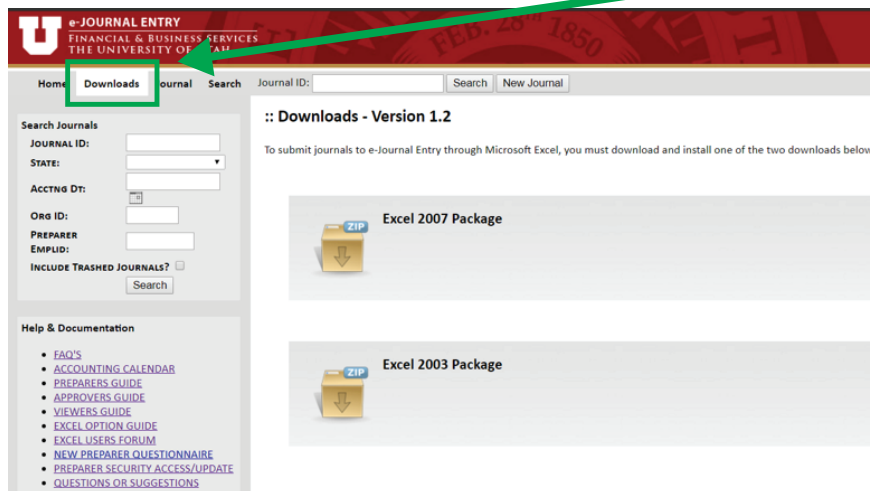
Installing the e-Journal Excel Package

Follow these steps to install the e-Journal files used in the Excel process:

Step 1:

Save the appropriate Excel Package to the directory of your choice by:

- Navigating to the e-Journal entry Home Page and click on the **Downloads** tab:



- Select the package that corresponds with your version of Microsoft Excel (select the Excel 2007 Package if you have Microsoft Excel 2007 or newer) and save it in any computer/network folder of your choice. You must save before opening.

Note: New versions of the package may be released on occasion. If a new version is released, or if you upgrade your version of Microsoft Excel, you must re-download a new package for use. Individuals authorized to submit e-Journals from Excel will receive email notification when new versions are released.

Step 2:

Extract the contents of the zipped folder using your system's file decompression wizard.

- If needed, see this [Windows tutorial](#) or contact your network administrator for support.
- The unzipped folder contains the e-Journal template titled "Journal.xlsx", and a folder titled "system":



- o You may rename the main folder and the "Journal.xlsx" template, if you choose.
- o The "system" folder and its contents must remain untouched, and reside in the same folder directory as the e-Journal workbook(s) being submitted. However, submitted workbooks may be moved to other directories.

Step 3:

Copy the delivered "Journal.xlsx" workbook to create your own e-Journal "master" workbook(s). To preserve the integrity of your master file Use your master file to create templates to do reoccurring journal entries. Next copy your "master" workbook to begin each new e-Journal Entry. This will allow you to:

- a. Create multiple journal workbooks from the delivered Journal.xlsx template without re-downloading the entire package for each new journal, and
- b. Save the data elements that are the same in each of your journal entries. For example, you may want to name your master "John Doe e-Journal Master" and key in your **Owner OrgID, Phone #, Dept Approvers**, and **Chartfields** that almost never change. You could then copy your "master" workbook each time you need to create a new journal entry, and only have to enter new or changed values to prepare your journal entry. The image below is an example of how you could set up your master:

Journal Information							Backup Documentation		Approval Level (1-9)		Approver Emplid	
Journal ID:							Retained (Y/N):	N	Dept Approver 1:	1	00342646	
Accts Date:							Being Mailed (Y/N):	N	Dept Approver 2:	1	00103917	
Requested By:							Explanation:				Dept Approver 3:	
Owner OrgID:	01111											
Preparer Information												
Preparer Phone:	1-5760											
Running Totals:							\$0.00	\$0.00				
BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	REFERENCE	RELATED JE	
1	01	01111	1001	13095								
2	01	01111	1001	13095								

- c. You may decide to create several "master" workbooks to facilitate various purposes. These "master" workbooks that you create are often referred to as templates. Examples of possible templates could be telecom charges, bank fees, etc.

PREPARING THE E-JOURNAL IN EXCEL

Step 1

Fill out the Journal form.

- Data elements on the form are the same elements found in the e-Journal web application. The web application provides selection options or lookup icons to help users specify valid values for some entry fields, but this luxury is not available in Excel. You may need to use external sources to look up chartfield values, employee id #'s, etc.
- If data is entered directly on the form, the cells are already formatted for this purpose.
- If copying data, building formulas or referencing cells from other worksheets...
 - You may need to reformat the cells first (delivered cell formats, including borders and shading, do not have to be retained).
 - Be cognizant of how cells are formatted to ensure values populate correctly. Transferring data from cells formatted differently than destination cells may result in changes to the data (due to the characteristics of Excel). It is up to users to ensure the final form of the journal data is correct. In particular, verify that:
 - leading zeros are not dropped from chartfield values
 - amounts do not carry out more than two decimal places
 - zero amounts return blank cells instead of cells populated with 0.00
 - See the table at the end of this guide for information about each field in the template: valid input values, delivered cell formats and other notes.

Step 2

Enable macros in the Excel workbook. Many users will see a Security Warning message below the menu bar that includes an "Enable Content" button for enabling macros. If the button is not visible, you may refer to this documentation for support. **You must enable macros for the e-Journal action buttons to work.**

Step 3

Upload your entry into e-Journal. You can actually choose one of **three** actions:

1. validate,
2. upload, or
3. submit

You cannot invoke the action buttons when your cursor is active in a cell, so be sure to tab out of your last entry cell. The three actions are circled in the below screen shot.

The screenshot shows the e-Journal form interface. The form is divided into several sections: Journal Information, Backup Documentation, Approval Level, Approver Employee ID, Preparer Information, and a table for journal entries. A green box highlights the 'Instructions' panel on the right, which contains three buttons: 'Validate', 'Upload to e-Journal', and 'Upload and Submit'. A green arrow points from the text above to this panel. Below the instructions panel is a 'VALIDATION ERROR MESSAGES' section. The table at the bottom has columns for BU, ORG, FUND, ACTIVITY, PROJECT, ACCOUNT, A/U, DEBIT AMOUNT, CREDIT AMOUNT, LINE DESCRIPTION, REFERENCE, and RELATED JE. The 'Running Totals' row shows \$0.00 for Debit and \$0.00 for Credit.

Instructions
 Click the buttons below to validate (only), upload to e-Journal (to validate and send the journal to the e-Journal for completion), or submit this journal (which does all 3 in one step). You will be required to authenticate with your unid and password -- the same username and password you use to login to the Campus Information System (CIS).

Validate Upload to e-Journal Upload and Submit

1 2 3 al client v1.2

1. Validate: shows any journal errors without uploading or submitting the journal. Error messages display below the action buttons.

2. Upload to e-Journal: validates the journal and, if the journal contains no validation errors, uploads the data into e-Journal so you can review and/or edit it in the e-Journal application before it is submitted. You must go to the e-Journal web application to submit the entry.

3. Upload and Submit: validates, uploads and submits the journal.

Note: You will be prompted for your CIS username and password. This is the same login information you use when logging into the Campus Information Services (CIS).

Step 4

Verify the entry in the e-Journal web application. Once the upload to e-Journal is complete, the Journal ID # is assigned and populated on your Excel worksheet in the Journal ID field. You can click on the Journal ID to open your e-Journal (you may be prompted to log in) and verify the content, update and submit the entry (if not submitted from Excel), and view the approval path. You should save your Excel workbook after the Journal ID is populated.

TROUBLESHOOTING

Most problems can be resolved by re-installing the package from the e-Journal Downloads tab. Users may have missed a step during installation or unintentionally modified a file or configuration. If this does not resolve the problem, explore the following avenues:

- For questions that relate to e-Journal and the e-Journal driven set up requirements:
 - See the e-Journal FAQ's page. If not answered here,
 - Use the QUESTIONS OR SUGGESTIONS link on your e-Journal Home page
- For Microsoft Excel related questions, formulas and tips
 - See the e-Journal Excel Users Forum, a place where users can ask questions and exchange their knowledge of Microsoft Excel.
- For questions related to Java, extracting compressed files, system set up, etc.
 - See your network administrator

APPENDIX: TEMPLATE FIELDS

Field	User Input	Format	Notes
Journal ID	Must Leave Blank	General	Populated by system after upload
Acctg Date	Required	d-mmm-yy	Must be in an open acctg period
Requested by	Optional	Text	Can enter name, not Emplid
Owner OrgID	Required	Text	Must be authorized
Retained	Required	General	Enter Y or N
Being Mailed	Required	General	Enter Y or N
Dept Approver Level	Optional	Text	Only specify if approvals must occur sequentially. Enter #'s 1-9.
Dept Approver Emplid	Optional	Text	Emplid (not uNID). Do not need to specify your default approvers, they will be added during upload.
Explanation	Required	Text	
Running Totals	Do not modify	Currency	Rounds amounts to 2 decimal places before summing to match how amounts are sent to e-Journal.
BU	Required	Text	
ORG	Valid combo	Text	
FUND	Valid combo	Text	
ACTIVITY	Valid combo	Text	
PROJECT	Valid combo	Text	
ACCOUNT	Required	Text	
A/U	Valid combo	Text	
DEBIT AMOUNT	One Amount Req'd	Num,2	No negative amts. Cannot be 0.00
CREDIT AMOUNT	One Amount Req'd	Num,2	No negative amts. Cannot be 0.00
LINE DESCRIPTION	Required	Text	
REFERENCE	Optional	Text	10 char for Department use
RELATED JE	Optional	Text	Enter an existing Journal ID value
Validation Error Msgs	Leave Blank	General	System generated