eJournal Changes

Financial & Business Services
General Accounting
2020
eJournal Changes

eJournal is undergoing an overhaul. This is being done for two reasons:

• Oracle is now charging for JAVA. The University purchased a one year license last year. Read more about it.

• The University of Utah “Utah Health Plans” needs to have a separate reporting entity. A new Business Unit (BU06) with new ChartFields has been created to fulfill this need.
eJournal Changes

These changes will be made to the system on Saturday, June 6, 2020. While the system is being updated, eJournal will not be available. Beginning Sunday, June 7, 2020, the new process will be live and the current eJournal Excel option will not be available.
eJournal Changes

The current method uses a template with the “Validate,” “Upload to eJournal,” and “Upload and Submit” buttons on the Excel template. This design required JAVA to be installed on the user’s computer. The New method eliminates the use of JAVA for the upload from Excel.
eJournal Changes

The first change is that BU06 (which is the new Business Unit) and its ChartFields (see red box below) will be added to the eJournal applications (you will also see BU06 pop up in other applications).

Business Unit 01 users will not have any reason to use the new ChartFields, so just leave them blank.
eJournal Changes

A new Excel template has been created, it has the new ChartFields, plus, it does not need JAVA to upload the file. A new upload application has been created to upload the file into the eJournal application.
This is what the new template looks like. It can be downloaded from the “Downloads” tab of the eJournal application. It has the same fields as the current application, plus the three new ChartFields.
eJournal Changes

The New template is very similar to the Excel template:

Excel Template Header:

New Template Header:
eJournal Changes

These buttons have been removed from the template:

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
eJournal Changes

New ChartFields have been added. Unless you are in the new Business Unit, (BU06), you can leave the new ChartFields blank.
eJournal Changes

All the other Columns and Fields are the same. In this new template, values (not formulas) must be input in the Debit and Credit fields.
Using the new eJournal upload tool.

1. Download the template from the Downloads tab of eJournal.
Using the New eJournal Upload Tool

1. Save the new template on your computer or network drive. It does not need to be in a specific folder like the current/old Excel template.

2. As you create files for uploading, save with a new name so the template is always available and you do not need to download it again.

3. Fill out all the boxes in the Header section. All are required (Except Approvers).
Using the New eJournal Upload Tool

4. Fill out the Journal Lines section. Debits must equal credits. Please note the following:
   a. If copy and pasting from another spreadsheet, you must paste values. Formulas will not be uploaded.
   b. The “Line Description” field is required.
   c. If a ChartField is not required for a field in the Journal Line, leave it blank.

5. Save the file in any place on your computer with a name that you will be able to find through the upload tool.
Using the New eJournal Upload Tool

Uploading the File

1. Click on the new “e-Journal Upload Tool” (in the Finance/Accounting section of CIS).
2. Using the “Browse” button, select the file to upload.

Journal Entry

You can create a journal by uploading an excel document with data entered into the provided template.
Using the New eJournal Upload Tool

A “File Upload” box will appear. Select the desired file and click the “Open” button.
Using the New eJournal Upload Tool

The journal and all its lines will display in the Upload Tool. A message “Uploaded” will be displayed. The journal header and lines will be displayed below. You may need to scroll to the right to see all the columns.

Journal Entry
You can create a journal by uploading an excel document with data entered into the provided template or use the web form provided below.

Ejournal-Approver-test1.xlsx  Browse
Using the New eJournal Upload Tool

A validation is performed on upload. If it discovers errors, the errors will be displayed.

Journal Entry
You can create a journal by uploading an excel document with data entered into the provided template or use the web form provided below.

2 valid.xlsx Browse
Using the New eJournal Upload Tool

If you have an error, you need to make changes to the file you uploaded and upload the file again.
Using the New eJournal Upload Tool

Once the file is in an “Uploaded” status, click the “Validate” button. The “Uploaded” status will change to “Validated.”

Journal Entry
You can create a journal by uploading an excel document with data:

Journal_BU06.xlsx
Browse

Instructions
Click the buttons below to Validate (does not save), or to Save & Submit.

Validate    Save & Submit
Using the New eJournal Upload Tool

Once the file is in a “Validated” status, click the “Save & Submit” button. The “Saved” status will change to “Submitted”. A Journal ID will be displayed.
Using the New eJournal Upload Tool

• Copy the Journal ID from the Upload Tool.
• Paste the Journal ID in the eJournal Application and Click Search.
Using the New eJournal Upload Tool

The Journal status will be displayed. This will depend on Approvals and Backups needed for the Journal.

- Department Approvals
- Awaiting Backup
- CA Approvals
- Complete
Using the New eJournal Upload Tool

The rest of the processes for the Journal in the eJournal application is the same from this point.

Good luck using the new upload tool and eJournal application.
Using the New eJournal Upload Tool

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Contact Runar Boman at 801-587-9969 with any questions.