

Preparing Journal Upload Workbook

After the Journal template has been prepared, the next step is to download the journal files that will generate the .txt file that can actually be imported into myUFL. This instruction guide covers the steps for preparing the Journal Upload Workbook.

1. Open a **web browser**.
2. **Maximize** the window.
3. In the address bar, enter the web address: <http://www.fa.ufl.edu/forms-and-publications/forms/>.
4. Click the **General Accounting** link at top of page.



5. Download the **three (3)** needed files to prepare the journal.

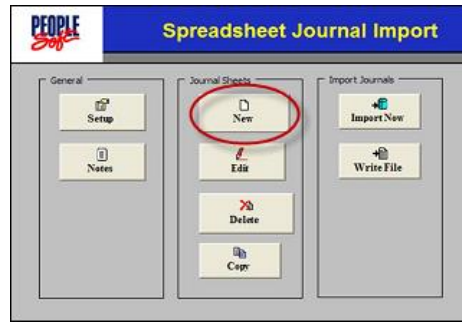
- General Ledger (Actuals) Journal Upload Workbook (JEMACRO1 and JEMACRO2 files required)
- General Ledger (Actuals) Compiled Macro Sheet (JEMACRO1)
- General Ledger (Actuals) Compiled Macro Sheet (JEMACRO2)

Note: Each file should be downloaded to a single folder on your computer. For convenience you may choose to download them to the same folder where the journal template was stored.

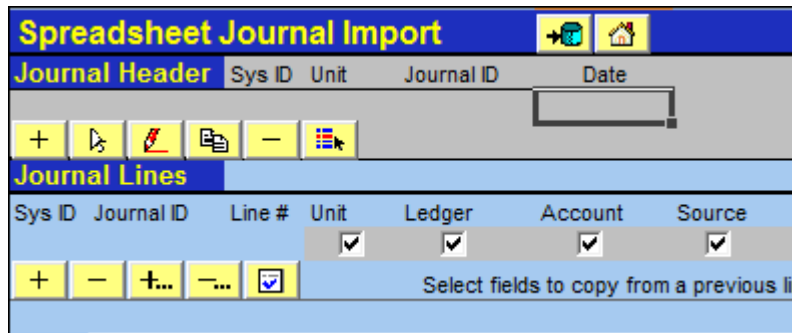
6. Once all needed files have been saved to your computer, **close** the browser window.
7. Navigate to the location where the files are saved.

General Ledger (Actuals) Journal Upload Workbook = JRNL1.xlsm
General Ledger (Actuals) Compiled Macro Sheet (JEMACRO1) = jrnlmacro.xls
General Ledger (Actuals) Compiled Macro Sheet (JEMACRO2) = JRNLMCRO.xlam

8. Double-click the **JRNL1.xlsm** file to open.
9. Click the **New** button in the Spreadsheet Journal Import screen.



10. Enter the Journal ID used in the Spreadsheet template into the **New Journal Sheet Name:** field.
11. Click the **OK** button.
12. The Journal Spreadsheet is comprised of the **Journal Header** and **Journal Lines** sections (just like the Spreadsheet Template).



Journal Header

We must first complete the Journal Header, and then fill in the Journal Lines.

13. Click the **plus-sign (+)** in the Journal Header section.
14. Enter Journal ID into the **Journal ID** field.
15. Enter the UFID of the person entering the JE into the **User ID** field.
16. Enter the same description that was entered in the Spreadsheet Template into the **Description** field.
17. Click the **OK** button.

Journal Lines

18. Click the **2nd plus-sign (+...)** in the Journal Lines section.
Note: This button allows you to add multiple transactions lines at one time.
19. Enter the desired number of transaction lines in the **Number of Lines** field.
20. Click the **Insert** button.
Note: At this point the number of added lines have appeared and are waiting for the needed transaction data.

Copying Data from Template to Journal

You will copy the data from the Spreadsheet Template and paste the values into this Journal Upload workbook.

21. Return to the spreadsheet and **highlight** all the rows that contain data.
22. **Right click** on the selected section. (or choose Copy command)
23. Click the **Copy** menu.
24. Return to the **JRNL1.xlsm** file and in the Journal Lines section right-click on **Line #1 under the Unit field**.
25. Click the **Paste Special...** menu.
26. Click the **Values** option.
27. Click the **OK** button.
28. Confirm all the data appears within the correct location in the journal.

Writing the File

Now we will **Write (Save)** the file in the format that can be imported into myUFL.

29. Then click the **Home** icon.
31. Click the **Write File** button.
32. Highlight the desired sheet to which you wish to **Write**.
33. Click in the **File Name** field and select the name of the default file. Change the name to match the name of your selected sheet.

IMPORTANT: Be sure to keep the **.txt** extension on the file name. The journal will NOT import successfully without the .txt extension.

34. Confirm the file name in the File name field matches the name in the Select Sheet field and possesses the .txt file extension.
35. Then click the **OK** button.

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Any other issues, contact the General Accounting Department:
392-1326
gahelp@ad.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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