
Entering a Managerial Budget Using the Excel Spreadsheet

Manager Budget Spreadsheet import requires three files to be downloaded from the General Accounting website at <http://www.fa.ufl.edu/forms-and-publications/forms/>. The files are:

- ▶ 9.1 General Ledger (Actuals) Journal Upload Workbook
- ▶ 9.1 General Ledger (Actuals) Compiled Macro Sheet
- ▶ 9.1 General Ledger (Actuals) Compiled Macro Sheet

NOTE: Do not open these files directly from the web. Use the following instructions to download them

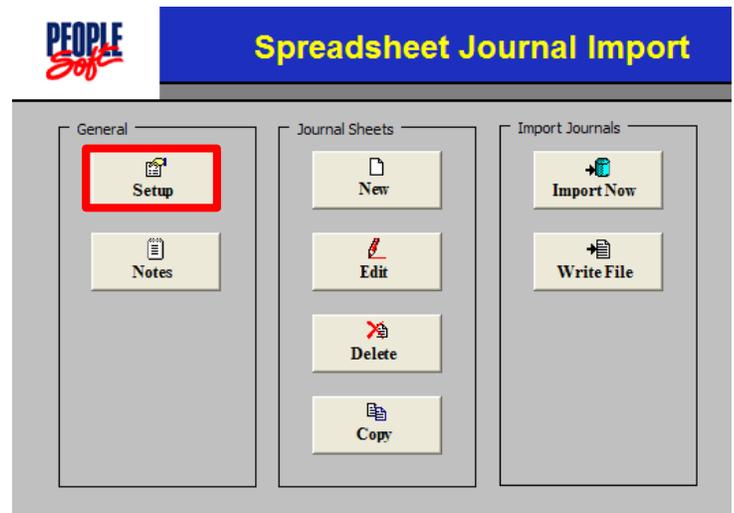
Download Files

Steps to download files

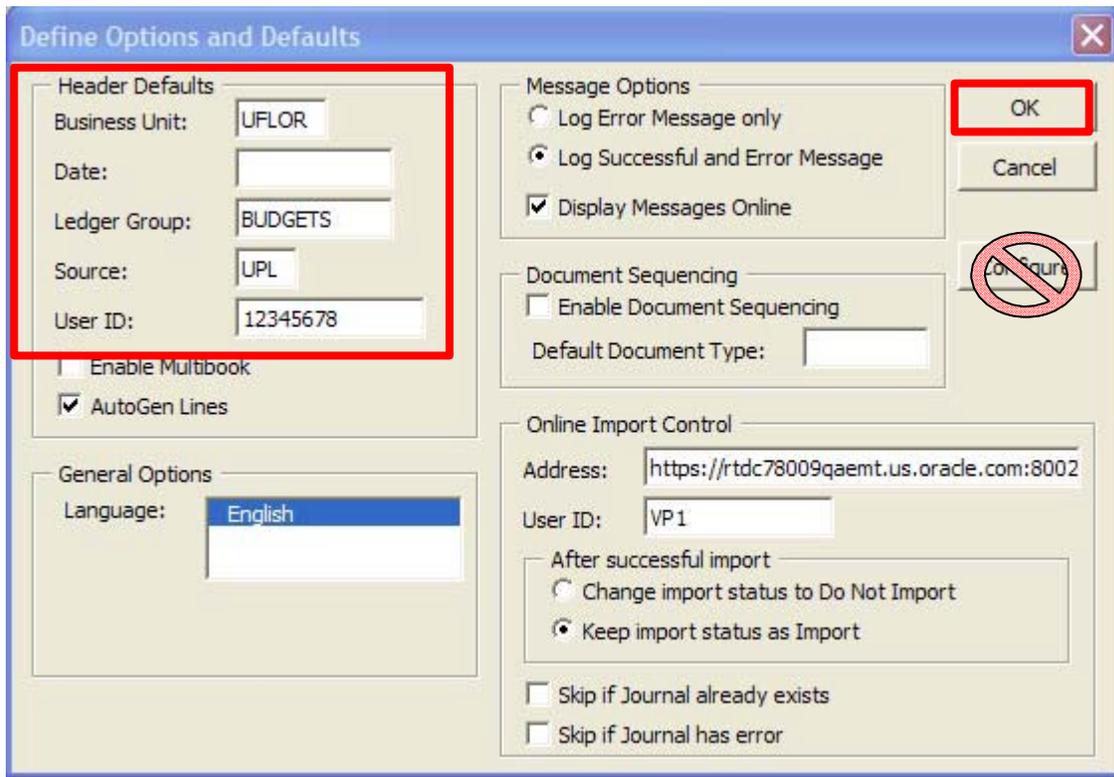
1. Create a folder on your computer to which you will download the needed files from the General Accounting website. Navigate to <http://www.fa.ufl.edu/forms-and-publications/forms/>. Click on **General Accounting** link.
 - ▶ Right-click on each file and choose Save Target As to download file
2. **Save** files to the folder created earlier
 - ▶ Note the excel file names of each file:
 - ▶ FA-GA-JEUPLOAD – JRNL1.xlsm
 - ▶ FA-GA-JEMACRO1 – jrnlmacro.xla
 - ▶ FA-GA-JEMACRO2 – JRNLMCRO.xlam

Entering Information into the Spreadsheet

3. Open the JRNL1 file and click the "Setup" button



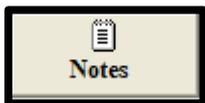
Define Options and Defaults



4. Enter information in all CAPS
5. Complete the **Header Defaults** section:
 - ▶ **Business Unit:** Enter UFLOR
 - ▶ **Date:** Leave blank
 - ▶ **Ledger Group:** BUDGETS
 - ▶ **Source:** UPL is entered for you
 - ▶ **User ID:** Enter your UFID number
6. Make no other changes
7. Click the **OK** button
8. Click the **Yes** button when the web security message is displayed

Click the "Notes" button if needed (optional)

9. The Notes worksheet is for your use
10. Can be used for instructions, calculations, notes, etc.



	A	B	C	D	E	F	G	H	I	J	K
1	Notes			Go Home							
2											
3	Use this page to record notes about entries.										
4											
5											

Create a New Journal Sheet

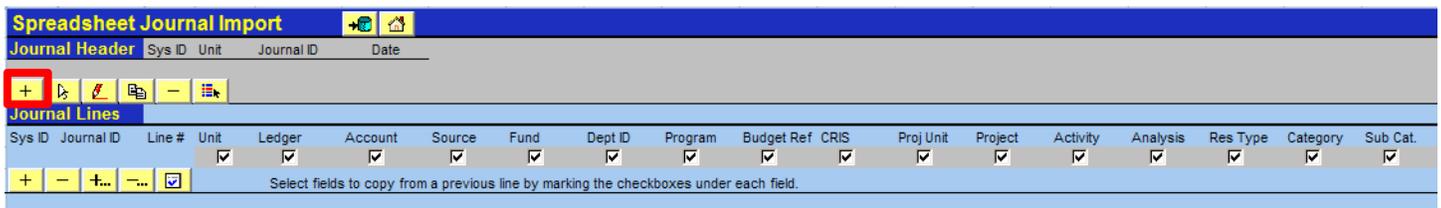
11. Click **New** button to start a new spreadsheet journal
12. Name the New Journal Sheet the same name as the Journal ID entered
13. Click the **OK** button
 - ▶ This creates a new journal sheet that is a copy of the template sheet in your system

Worksheet Button Reference

Button	Description
	Return to the Control Worksheet
	Open the Import Journals Now page
Header Section	
	Display the New Journal Header page, used to add a new journal header with its own defaults
	Select the journal header you wish
	Edit a journal header Select the journal header (highlight it) and click the OK button
	Copy a journal
	Delete a journal
	Change the import status of a journal
Line Section	
	Add a journal line
	Delete the journal line where the cursor is currently located
	Allows you to delete several lines within a range at one time
	Copy a block of lines for the journal header displayed at the top of the page

Insert Header

1. Insert a journal header by clicking the (+) button on the far left of the journal entry worksheet



The new journal header dialog box appears with the default information provided from the Setup page.

Edit/Verify the Journal Header

2. Verify/Enter the following values

- ▶ **Unit:** UFLOR
- ▶ **Journal ID:** ABCYMMnnn (use the same Journal ID that was used to name the new Journal sheet)
 - ▶ DO NOT USE ANY SYMBOLS - use alpha/numeric values only
- ▶ **Journal Date:** Change the date to match the desired accounting period and fiscal year. The format is MM/DD/YYYY. If you are entering budget detail for each:
 - ▶ Monthly, enter the first day of the month
 - ▶ Quarterly, enter the first day of the quarter
 - ▶ Annually, enter the first day of the fiscal year
- ▶ **Ledger Group:** BUDGETS
- ▶ **Source:** UPL
- ▶ **User ID:** Your UFID
- ▶ **Description:** Use the description of your choice—the more descriptive the better. This description will be important when you need to research a journal entry
 - ▶ NOTE: The first 30 characters will be displayed on the Managerial Budget reports in Enterprise Reporting

Note: If you want to review your budget monthly, enter the budget for each month.

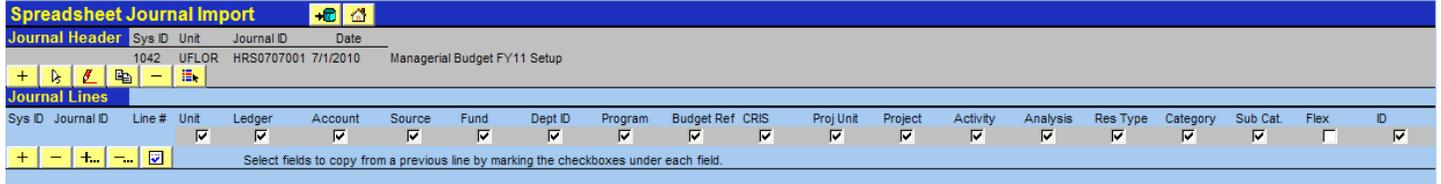
3. Click the **OK** button

The header information will be displayed on the spreadsheet.

Journal Header															
Sys ID	Unit	Journal ID	Date												
1041	UFLOR	HRS1007001	7/1/2010	Managerial Budget FY11 Setup											

Journal Lines																						
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Source	Fund	Dept ID	Program	Budget Ref	CRIS	Proj Unit	Project	Activity	Analysis	Res Type	Category	Sub Cat.	Flex	ID	Fund Aff	
Select fields to copy from a previous line by marking the checkboxes under each field.																						

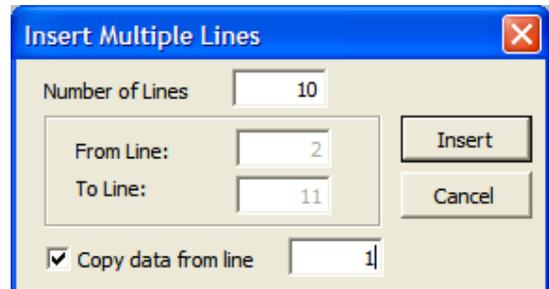
Enter Journal Line Information



4. In the Line section, click the insert line (+) button
 - ▶ If no lines exist, the system will insert Line 1 in the journal line area
 - ▶ For each journal line added, you will enter the appropriate ChartField string along with the amount of the transaction until all lines of the budget are entered
 - ▶ Remember that revenue is entered as a negative number and expenses as positive
 - ▶ Reversing revenue is entered as a positive number and reversing expenses as negative
5. Repeat the entry of data until the journal is complete
6. When you have completed entering data for the line, click the insert line (+) button again to add additional lines as needed
 - ▶ NOTE: Select the checkboxes under the journal line labels to copy them to the next line. If the check box for a column is selected, the system copies the contents to the next line; otherwise the value is left blank
7. If you are copying from a different journal (or spreadsheet), do not copy formulas.
 - ▶ To copy values only, navigate to Edit > Paste Special. Select Values, then Text and click the OK button
8. **NOTE: In a Managerial Budget journal, debits do not have to equal credit**

Insert or Delete Multiple Lines

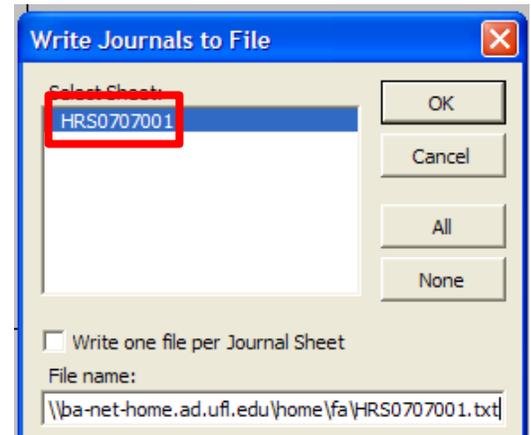
1. Multiple journal lines can be inserted or deleted for a journal
2. Delete Block (-...)
▶ Delete multiple journal lines
▶ Specify the range of the line numbers to delete
3. Insert Block (+...)
▶ Click the Insert Block (+...) button



- ▶ Enter the number of journal lines to insert
- ▶ Click the Copy data from line option
- ▶ Enter the line number you want to copy
- ▶ Click the **Insert** button

Create a flat file containing the journal

9. Click the **Home** icon to return to the opening page of the Spreadsheet Journal ()
10. Click the **Write File** button to begin writing (saving) the Journal
11. Highlight the journal to save
12. Save to the appropriate file name
 - ▶ The file will be saved at your Excel default location



- ▶ **Change the name** of the file in the file name field to **match** the selected sheet in the Select Sheet field
 - ▶ Make sure to keep the .txt file extension

13. Once you have changed the name of the Spreadsheet Journal file to match the selected sheet name, click **OK**

Import to myUFL

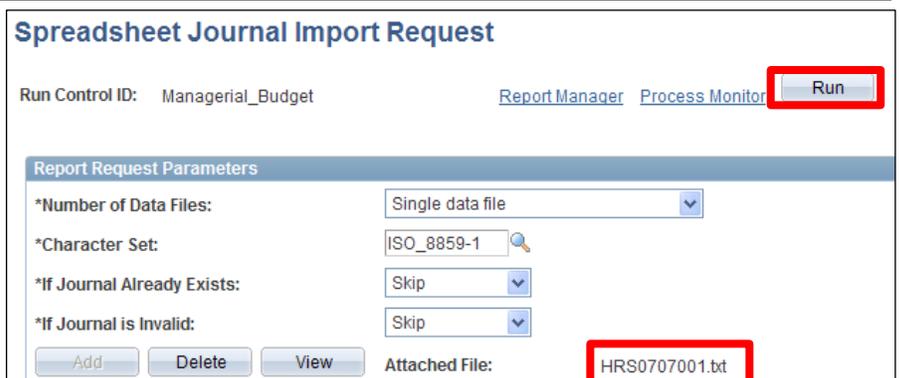
14. Login to myUFL by navigating to <https://my.ufl.edu>. Click the **Access myUFL** button, enter your GatorLink username and password and click the Login button
15. Navigate to **General Ledger > Journals > Import Journals > Spreadsheet Journals**



16. The first time this report runs, it will be necessary to create a Run Control ID
 - ▶ To do this, select the **Add a New Value** Tab
 - ▶ Create a Run Control ID
 - ▶ NOTE: This step is only necessary once. On subsequent Spreadsheet Journal Import run controls, you can use the search feature on the "Find an Existing Value" to locate the Run Control ID created in this step
 - ▶ Find the Run Control ID
 - ▶ Click in the Run Control ID field and type a name for your run control –OR– Click **Search** and choose from the list
 - ▶ In this example, Managerial_Budget is used as the Run Control
 - ▶ Click the **Add** button

Spreadsheet Journal Import screen

17. Click **Add**
18. Click **Browse** and locate the .txt file you wish to import
19. **Select** the file once you have found it
20. Click **Open**
21. Click the **Upload** button
 - ▶ The filename will appear in the Attached File field
22. Click the **Run** button



Process Scheduler Request

23. Click the **OK** button

Spreadsheet Journal Import

24. Click the **Process Monitor** link to check on the status of the Journal Import process

Spreadsheet Journal Import Request

Run Control ID: Managerial_Budget [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

[Add](#) [Delete](#) [View](#) Attached File: HRS0707001.bt

Process List tab

25. Click the **OK** button

26. Click **Refresh** until:

- ▶ Run Status is Success
- ▶ Distribution Status is Posted

27. Click the **Details** link

Process List Server List

View Process Request For

User ID: 12345678 Type: Last 1 Days **Refresh**

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7199618		Application Engine	GL_EXCL_JRNL	97116391	02/21/2011 11:47:08AM EST	Success	Posted	Details

Process Detail page

28. Click the **Message Log** link to display text indicating if the journal imported successfully or not

Process Detail

Process

Instance: 7199618 Type: Application Engine

Name: GL_EXCL_JRNL Description: Spreadsheet Journal Import

Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: Managerial_Budget Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time **Actions**

Request Created On: 02/21/2011 11:48:05AM EST [Parameters](#) Transfer

Run Anytime After: 02/21/2011 11:47:08AM EST **Message Log** [View Locks](#)

Began Process At: 02/21/2011 11:48:14AM EST [Batch Timings](#)

Ended Process At: 02/21/2011 11:48:24AM EST [View Log/Trace](#)

Message Log

29. You will see a line that indicates the import was successful

Message Log

Process

Instance: 7199621 Type: Application Engine
 Name: GL_EXCL_JRNL Description: Spreadsheet Journal Import

Customize | Find | View All | [2] | [grid] | First 1-6 of 6 Last

Severity	Log Time	Message Text	Explain
10	11:55:49AM	Journal Import processing has started.	Explain
	11:55:49AM	Processing file HRS0707001.bt ...	Explain
	11:55:56AM	Process completed successfully with 1 journals imported.	Explain
10	11:55:56AM	Journal Import processing has finished.	Explain
	11:55:59AM	Published message with ID 74f6cede-3ddb-11e0-b271-93494b0abbf to create entry in folder GENERAL.	Explain
	11:55:59AM	Successfully posted generated files to the report repository	Explain

Unsuccessful Import – Identify the Error

If the line indicates the import was not successful (Process completed successfully with 0 journal imports):

30. Click the **Return** button

Message Log

Process

Instance: 7199622 Type: Application Engine
 Name: GL_EXCL_JRNL Description: Spreadsheet Journal Import

Customize | Find | View All | [2] | [grid] | First 1-8 of 8 Last

Severity	Log Time	Message Text	Explain
10	11:58:20AM	Journal Import processing has started.	Explain
	11:58:21AM	Processing file HRS0707001.bt ...	Explain
	11:58:28AM	Journal HRS0707001 has error. Skip this journal and continue.	Explain
	11:58:28AM	Journal HRS0707001 already exists. Skip this journal.	Explain
	11:58:28AM	Process completed successfully with 0 journals imported.	Explain
10	11:58:28AM	Journal Import processing has finished.	Explain
	11:58:30AM	Published message with ID cf50e450-3ddb-11e0-b271-93494b0abbf to create entry in folder GENERAL.	Explain
	11:58:30AM	Successfully posted generated files to the report repository	Explain

[Return](#)

31. Click the **View Log/Trace** link

Process Detail

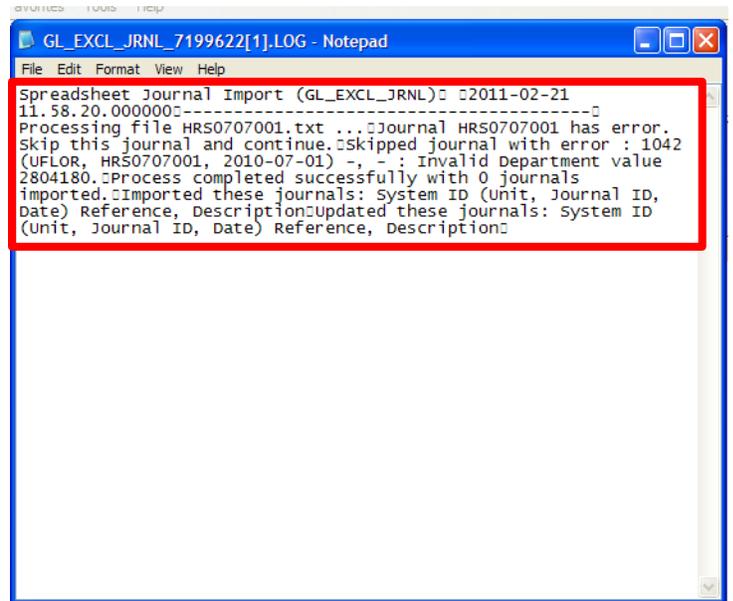
Process	
Instance: 7199618	Type: Application Engine
Name: GL_EXCL_JRNL	Description: Spreadsheet Journal Import
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: Managerial_Budget	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 02/21/2011 11:48:05AM EST	Parameters Transfer
Run Anytime After: 02/21/2011 11:47:08AM EST	Message Log View Locks
Began Process At: 02/21/2011 11:48:14AM EST	Batch Timings
Ended Process At: 02/21/2011 11:48:24AM EST	View Log/Trace

32. Click the **GL_EXCL_JRNL.LOG** link

View Log/Trace

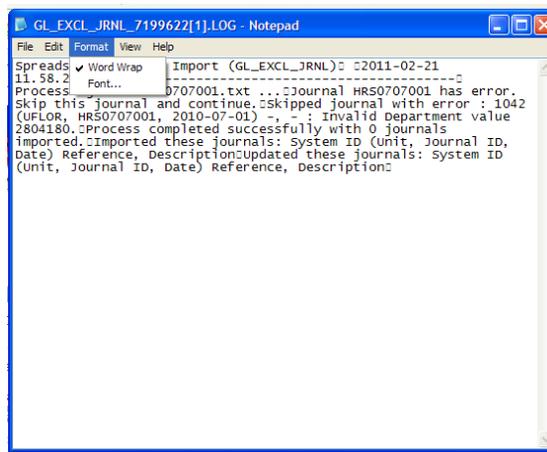
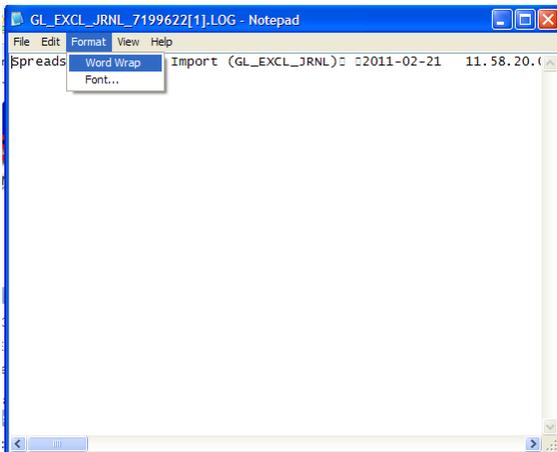
Report		
Report ID: 27603	Process Instance: 7199622 Message Log	
Name: GL_EXCL_JRNL	Process Type: Application Engine	
Run Status: Success		
Spreadsheet Journal Import		
Distribution Details		
Distribution Node: FINANCE	Expiration Date: 03/07/2011	
File List		
Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_JRNL_7199622.AET	5,326	02/21/2011 11:58:30.475001AM EST
AE_GL_EXCL_JRNL_7199622.log	3,167	02/21/2011 11:58:30.475001AM EST
AE_GL_EXCL_JRNL_7199622.trc	240,214	02/21/2011 11:58:30.475001AM EST
GL_EXCL_JRNL_7199622.LOG	1,084	02/21/2011 11:58:30.475001AM EST

33. A text document will be displayed with further detailed information about the error



34. Review and update the spreadsheet as needed and import again

NOTE: If the text document is not displayed in one screen, then click **Format**, and make sure **Word Word Wrap** is check marked.



If you are unsuccessful with the import, please email the file to:

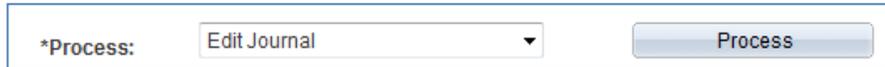
36. E-mail the file as an attachment to GLjournal@admin.ufl.edu

Save the Managerial Budget

37. Click the **Save** button to save your journal and then edit the journal
(See **Searching for a JE** simulation and/or Instruction Guide for details on finding the journal).

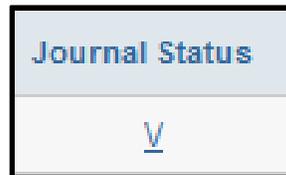
Edit the Managerial Budget

38. Verify **Edit Journal** appears in the Process drop down field. (If not, click the **Process** drop down field and choose **Edit Journal** from the list). Click the **Process** button



A screenshot of a web interface showing a dropdown menu for the 'Process' field. The dropdown is open, and 'Edit Journal' is selected. To the right of the dropdown is a button labeled 'Process'.

39. Once the **Journal Status** and column indicates '**V**' (**Valid**), the Journal Edit is successful and the JE is ready for posting.



40. If there are errors in the journal editing process, an '**E**' will appear in the Journal Status column.



41. Click the **E** link in the Journal Status column.
42. Note the indicated error and correct.

Common Journal Errors:

Error: Journal Not Balanced

Correction – Check Amount field values and confirm debits equal credits

Error: Combo Edit References – Incorrect Combination of Fund and Account

Correction – Change Fund and/or Account field values as required

Error: Combo Edit References – Incorrect Combination of Program and Fund

Correction – Change Fund and/or Program field values as required

Error: Missing Department, Fund, Program, Budget Reference or any combination of these fields

Correction – Find and add missing ChartField

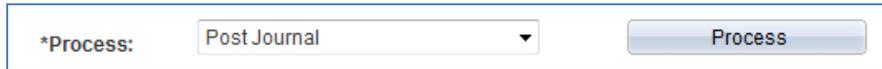
Error: Missing or Wrong Source of Fund

Correction – Add correct Source of Fund value for funds 171, 201, 209, 213 and 214

43. After correcting journal error, run **Journal Edit** again.
44. Once **V** appears in the **Journal Status** column, the JE has been corrected, passed Journal Edit and is now ready for posting.

Post the Managerial Budget

45. Click the **Process** drop down field and choose **Post Journal** from the list. Click the **Process** button



*Process:

Additional Notes

46. DO NOT change the extension from .txt when creating the flat file using the WRITE FILE feature of the spreadsheet
47. Consider renaming the file to mirror the Journal ID name, keeping the .txt extension
48. When entering a Fund that requires a project (Funds 201-214, 4xx, and 5xx), an Analysis Type and PC Business Unit must be entered
49. Contracts and Grants Funds (201-214)
 - ▶ 400000 – 599999 should use GLR; PC Business Unit is GRANT
 - ▶ 600000 – 899999 should use GLE; PC Business Unit is GRANT
 - ▶ Construction Funds (5xx)
 - ▶ 400000 – 599999 should use GLR; PC Business Unit is CONST
 - ▶ 600000 – 899999 should use GLE; PC Business Unit is CONST
 - ▶ Cost Sharing Funds (4xx)
 - ▶ 400000 – 599999 should use CGR; PC Business Unit is GRANT
 - ▶ 600000 – 899999 should use CGE; PC Business Unit is GRANT

If you need help please contact:

UF Computing Help Desk
352-392-HELP (4357)
helpdesk@ufl.edu
<http://helpdesk.ufl.edu>