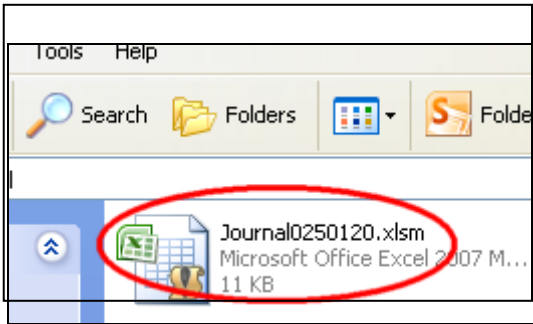

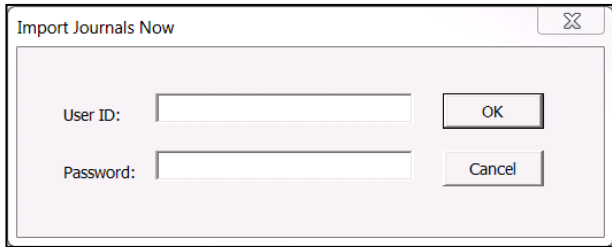




Uploading a Journal Created from a Template

This Addy Note is for users who know how to create a journal from a template and who want to upload the journal into UCF Financials. **As of November 2019, Microsoft Windows 10 is required to upload traditional offline and Standard Budget Ledger journals.** There are two ways to upload a journal template, Import Now and Write to File. Both processes are outlined in this Addy Note. To review how to create a journal using a template, review the Addy Note [“Creating an Offline Journal Using a Template.”](#)

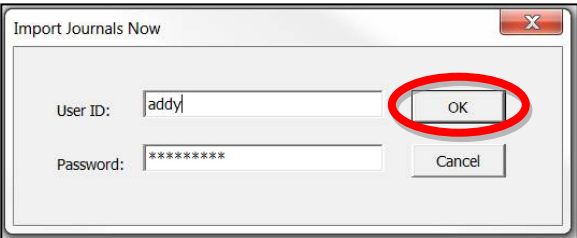
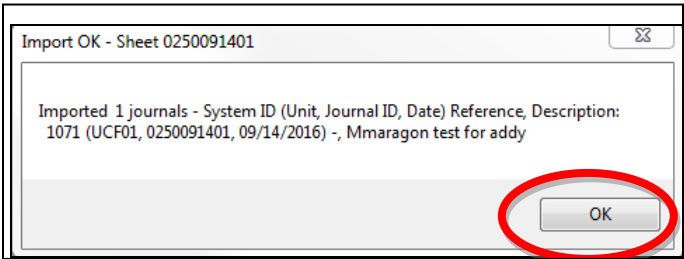
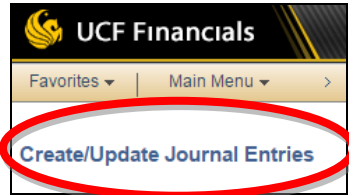
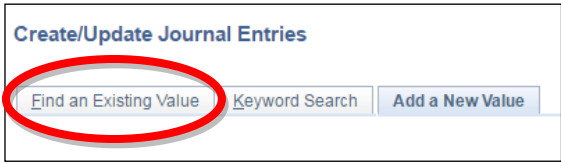
A. Upload a Journal Using Import Now

Step	Action
1.	Locate and open the journal created using a journal template. 
2.	Click the Import Now button to upload your journal into UCF Financials. 
3.	Enter your myUCF portal User ID and password . 



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Step	Action
4.	<p>Click OK.</p> 
5.	<p>Click OK on the Import OK confirmation.</p>  <p>Note: If your journal import fails, you'll receive an error message. Check that you used only active department or project numbers in your journal and that your User ID and Password are correct.</p>
6.	<p>Exit the journal and Excel, then open a new browser window.</p>
7.	<p>Navigate to UCF Financials, log in, then navigate to Main Menu > General Ledger > Journal > Journal Entry > Create/Upload Journal Entries.</p> 
8.	<p>Select the Find an Existing Value tab.</p> 



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Step	Action
9.	Enter your Journal ID into the Journal ID field. <div data-bbox="300 535 1019 703" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>▼ Search Criteria</p> <p>Business Unit = ▼ UCF01</p> <p>Journal ID begins with ▼ 0250091401 </p> </div>
10.	Click the Search button. <div data-bbox="300 829 669 997" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search</p> </div>
11.	Select OK to the formatting message.
12.	Select the Lines tab. <div data-bbox="300 1155 961 1243" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Header Lines Totals Errors Approval</p> </div>
13.	Ensure that Edit Journal defaults in the Process dropdown list. Click Process . <div data-bbox="300 1360 1344 1495" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Search Criteria Change Values</p> <p>*Process Edit Journal ▼ Process</p> </div>



ADDY NOTES

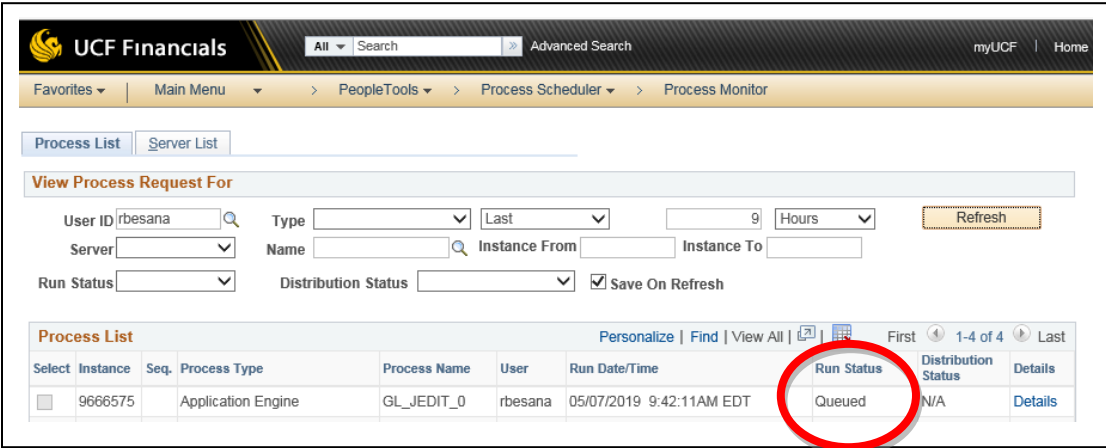
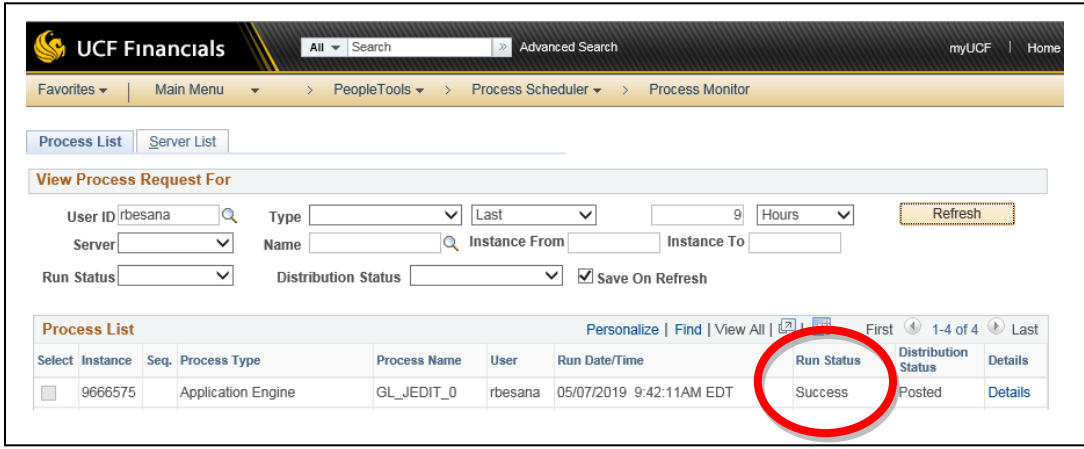


Step	Action
14.	<p>A pop-up window appears with the following message:</p> <div data-bbox="305 527 1409 869" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Message</p> <p>Would you like to wait for confirmation that the Edit process has completed? (5010,465)</p> <p>Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated Journal. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the Journal.</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p>Select the Yes button if you want to wait for the process to be completed. Proceed to step 17 of this Addy Note.</p> <p>Select the No button if you do not want to wait. The Process Monitor needs to be checked to verify the schedule process has completed before accessing the journal. Proceed to step 15 of this Addy Note.</p>



ADDY NOTES



Step	Action
15.	<p>Go to the Process Monitor by using the following navigation: PeopleTools > Process Scheduler > Process Monitor.</p> <p>The Process List tab displays. The Run Status column will display the journal's current status. If the journal is not completed the process, it will display a status of Queued as shown below:</p>  <p>If the journal has completed processing, the Run Status will be shown as Success as shown below:</p> 



ADDY NOTES

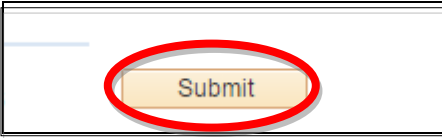
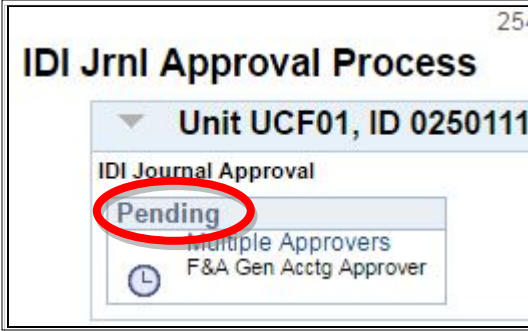


Step	Action
<p>16.</p>	<p>Go to the Create/Update Journal Entries page by using the following navigation: General Ledger > Journals > Journal Entry > Create/Update Journal.</p> <p>Enter the Journal ID and click the Search button.</p> <div data-bbox="365 646 1349 1493" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows the 'Create/Update Journal Entries' search interface. It includes a breadcrumb trail: 'General Ledger > Journals > Journal Entry > Create/Update Journal'. Below the title, there are search options: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. A 'Search Criteria' section contains various filters such as 'Business Unit' (set to UCF01), 'Journal ID' (begins with), 'Journal Date', 'Document Sequence Number' (begins with), 'Line Business Unit', 'Journal Header Status', 'Budget Checking Header Status', 'Source', 'Entered By' (begins with), and 'Attachment Exist'. A 'Case Sensitive' checkbox is also present. At the bottom, the 'Search' button is highlighted with a red circle, along with 'Clear', 'Basic Search', 'Save Search Criteria', and 'Delete Saved Search' buttons.</p> </div> <p>Open the journal that was successfully processed. Proceed to Step 18 in this Addy Note.</p>
<p>17.</p>	<p>Click the Approval tab.</p> <div data-bbox="305 1688 961 1776" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a horizontal row of five tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is highlighted with a red circle.</p> </div>



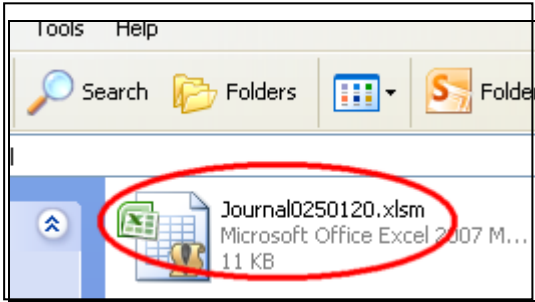

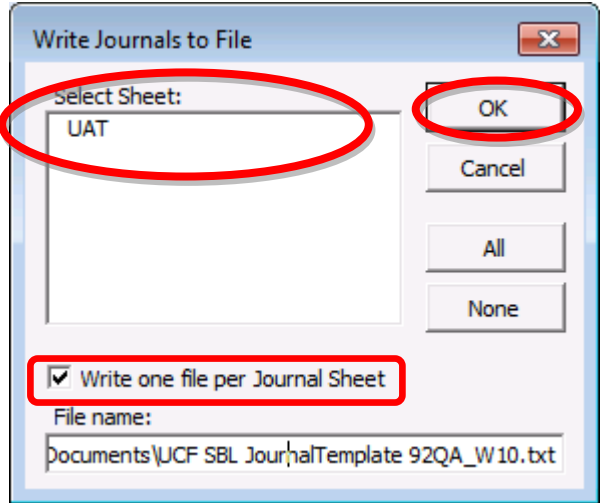
ADDY NOTES



Step	Action
18.	Your journal must now be reviewed by your department before submitting it to Finance and Accounting.
19.	After your departmental review, click Submit . 
20.	Your journal is now in Pending status awaiting approval. 



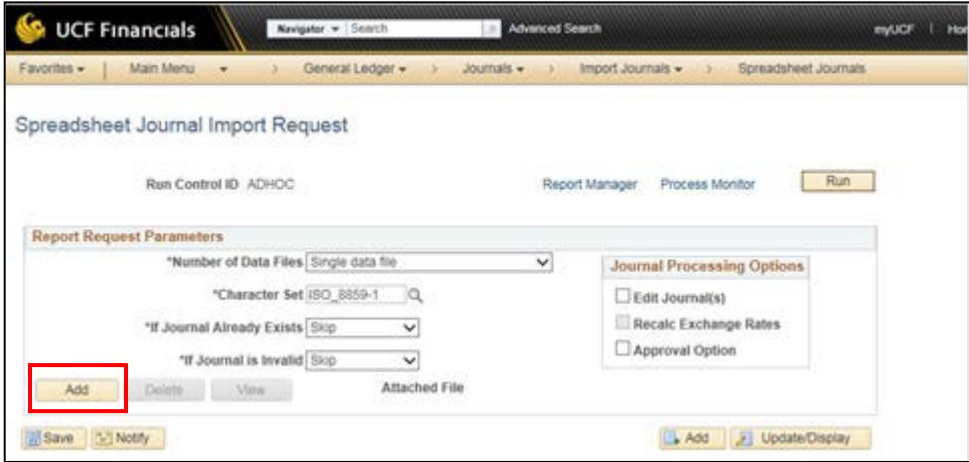
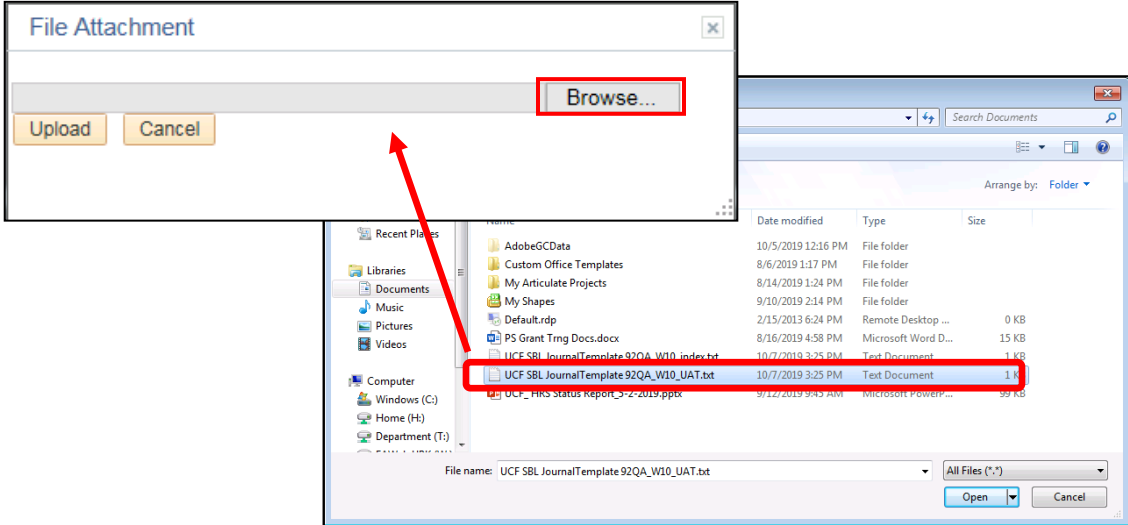
B. Upload a Journal Using Write to File

Step	Action
1.	Locate and open the journal you created using a journal template. 
2.	Click the Write To File button to upload your journal into UCF Financials. 
3.	Select the journal file, check the Write one File per Journal Sheet box, and click OK .  <p>Note: Verify the file name before selecting OK to ensure the file is imported from the correct location.</p>



ADDY NOTES

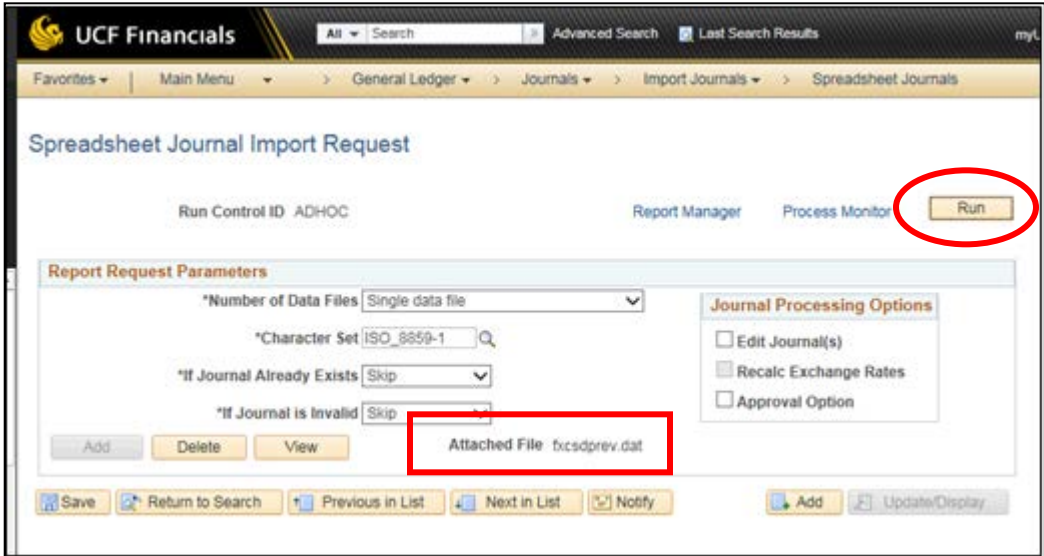


Step	Action
4.	Navigate to UCF Financials, log in, then navigate to Main Menu > General Ledger > Journal > Journal Entry > Import Journals > Spreadsheet Journals .
5.	<p>Select the Add button to locate the journal.</p> 
6.	<p>Select Browse to locate the journal template that was created with the Write to File option. Then, click Upload.</p>  <p>Note: Two files are created with the Write To File option. Do not select the index.txt file for this step.</p>



ADDY NOTES



Step	Action
7.	<p>Ensure the file is attached and then click the Run button.</p>  <p>Note: The user can select the Delete button to delete the attachment and the View button to view the attachment prior to selecting the Run button.</p>



ADDY NOTES



Step	Action																					
8.	<p>To check that the journal was imported successfully, go to Journal > Process Monitor. Select Journal Import with Edit > OK to view the import results.</p> <div data-bbox="293 581 1390 1060" data-label="Form"> <p>Process Scheduler Request</p> <p>User ID rbesana Run Control ID ADHOC</p> <p>Server Name PSUNX Run Date 10/07/2019</p> <p>Recurrence Recurrence Run Time 3:32:12PM Reset to Current Date/Time</p> <p>Time Zone Time Zone</p> <p>FTP Control Command</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Journal Import with Edit</td> <td>GL_EXCL_BATC</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Spreadsheet Journal Import</td> <td>GL_EXCL_JRNL</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p> </div> <p>Note: To view any errors, select the Distribution link.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution	<input type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																
<input checked="" type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution																
<input type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution																

Important Tip:

- ✓ When uploading less than 10 lines → Use **Import Now** option
- ✓ When uploading more than 10 lines → Use **Write To File** option