Offline Journal Entry Process

Training available through instructor-led course FGL223

Finance and Accounting
UCF Financials

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Overview

UCF's **spreadsheet journal template** allows you to rapidly create an offline journal using Microsoft Excel 2013. The template streamlines journal processing and simplifies data entry.

The template gives you the ability to arrange and configure the data you want to use in your journal. The interface provides you with an easy-to-follow menu for entering data, specifying defaults, and choosing import options.

Preparing to Use the Offline Journal Template

Before you can begin entering data into your offline journal, you must first complete the three steps listed below.

- **Step 1**: Download the template files from the UCF Financials website.
- **Step 2**: Understand the Offline Journal Template sections.
- **Step 3**: Learn how to use the Update section.

➢ *Step 1: Downloading the Template Files*

You will need to download the two files listed below from the UCF Financials website, financials.ucf.edu. Click the **Helpful Resources** tab on the left, and under the **Journal Resources** heading select the files and save them in the *same directory* on your hard drive.

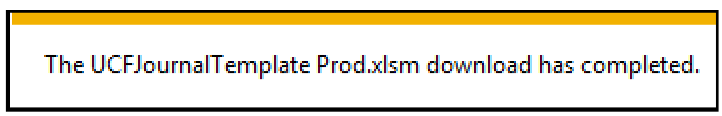
File Name	Description
UCF JournalTemplate Prod.xlsm	Journal Workbook Template
Jrnlmcro.xlam	Journal Template Excel Add-in

The first file, **UCF JournalTemplate Prod.xlsm**, is the journal workbook template and is used to create and maintain journal entries.

The second file, **Jrnlmcro.xlam**, is the journal template add-in for Excel and is needed for creating and importing journal lines and headers.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>
Download each file, <u>one at a time</u>, by right clicking its link and then for each file selecting Save Target As or Save Link As, depending on your browser.
The file extension for each file <u>must</u> be saved as shown below.

UCF JournalTemplate Prod.xlsm
Jrnlmcro.xlam

Note: Save these files in the same directory. Do not open them directly from your computer’s browser or save them on your computer’s desktop.
After you download the first file, close the “…download has completed” window.


Repeat the same process for the other file.
You are now ready to open the UCF JournalTemplate Prod.xlsm file, which we will explain in the next section.
</td></tr>
</table>

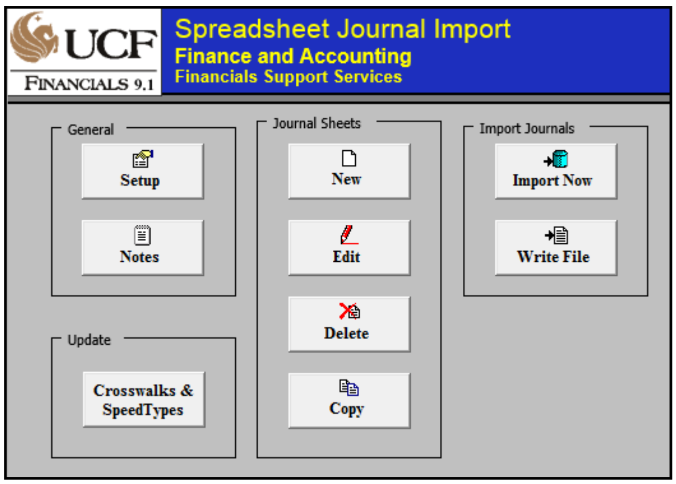
➢ *Step 2: Understanding the Offline Journal Template Sections*

The **Offline Journal Template** has four sections: **General**, **Journal Sheets**, **Import Journals**, and **Update**.

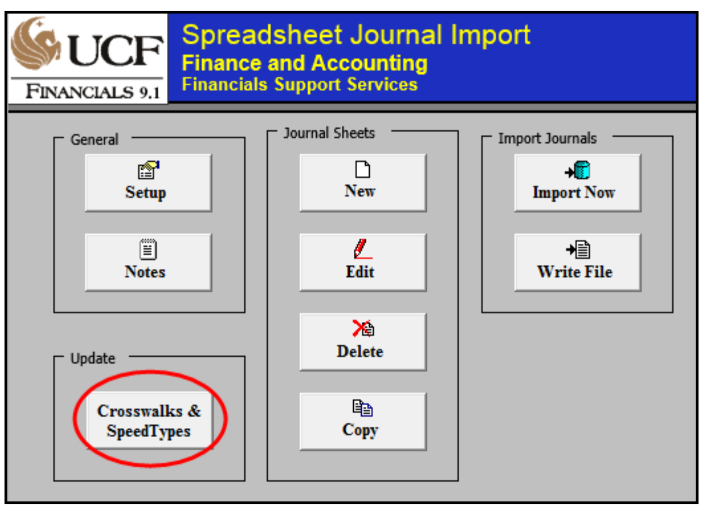
Button	Category/Description
General	
Setup	Activates the **Define Options and Defaults** dialog box. Use this dialog box to set journal header defaults, import options, message logging options, online import control options for the workbook, and general options.
Notes	Displays the **Notes** worksheet in the workbook, which you can use as “scratch paper” for entering instructions, calculations, notes, etc.
Journal Sheets	
New	Inserts a new journal sheet. You can add as many journal sheets as necessary and enter as many journals on each sheet as you like.
Edit	Selects a specific journal worksheet from a list of journal sheets in the workbook to edit.
Delete	Selects one or more journal sheets in the workbook to delete.
Copy	Copies a selected journal worksheet to a new name.
Import Journals	
Import Now	Imports one or more journal sheets directly into UCF Financials.
Write File	UCF does not use this functionality.
Update	
Crosswalks & SpeedTypes	Click this button to update the Crosswalk and SpeedType information in the Offline Journal Template.

➢ *Step 3: Using the Update Section*

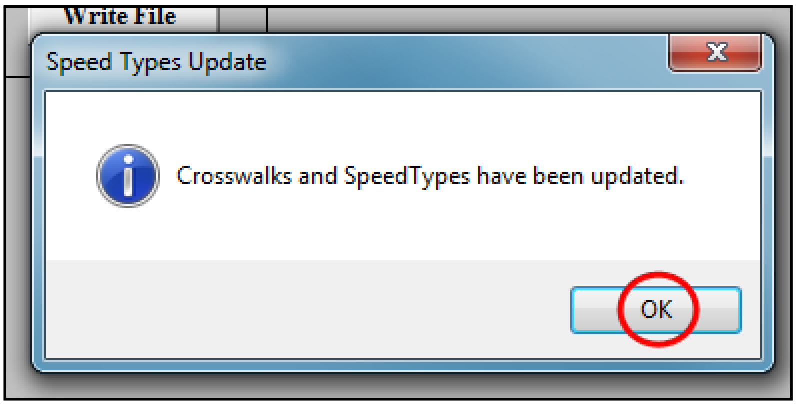
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Open the UCF JournalTemplate Prod.xlsm file you downloaded and saved on your computer. The Spreadsheet Journal Import page will display.



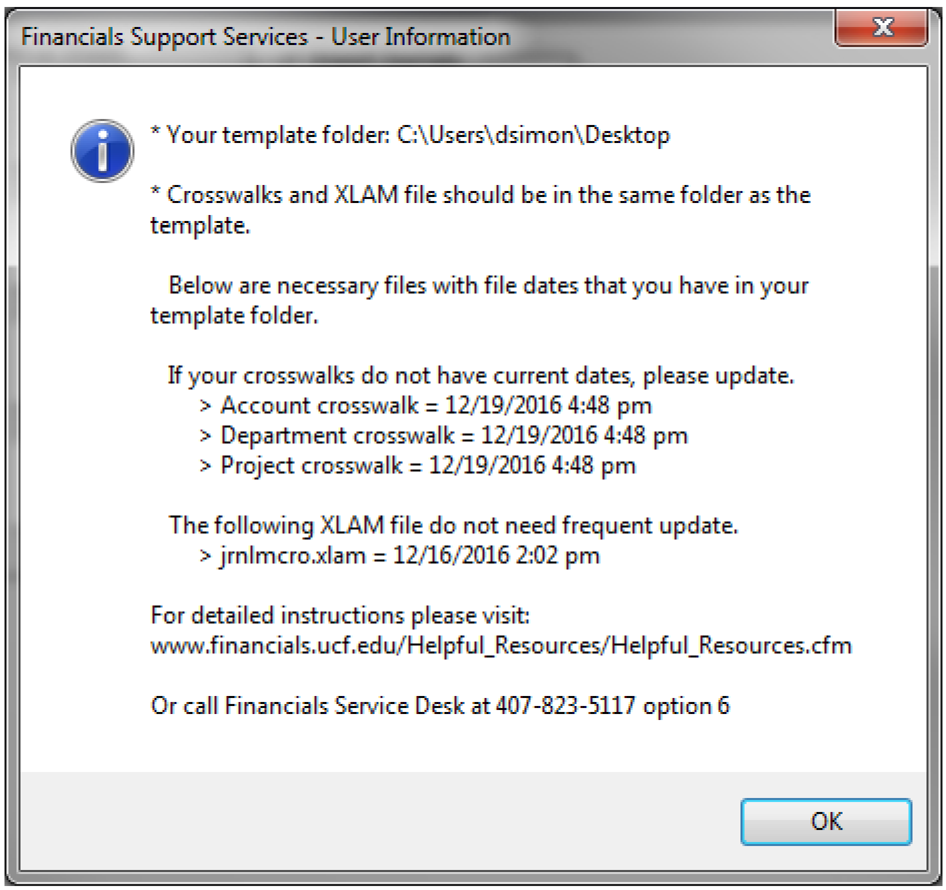
</td></tr>
<tr><td>2.</td><td>In the section marked Update, click the Crosswalks & SpeedTypes button.



Note: The SpeedType and Account Crosswalk files are updated each evening; therefore, you should refresh the macros by clicking this button <u>before each use</u> to ensure that your offline journal is using valid codes.</td></tr>
</table>

Step	Action
3.	When the system finishes updating the **Crosswalks** and **SpeedTypes**, the following message will appear:  Click the **OK** button.

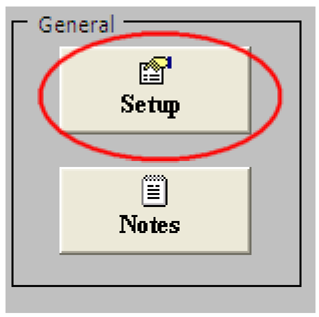
Step	Action
4.	**Optional**: Click the **Help** button in the upper right corner of the screen for additional details about Crosswalks, XLAM files, or to learn what version of the **Spreadsheet Journal Import** template that you are using.



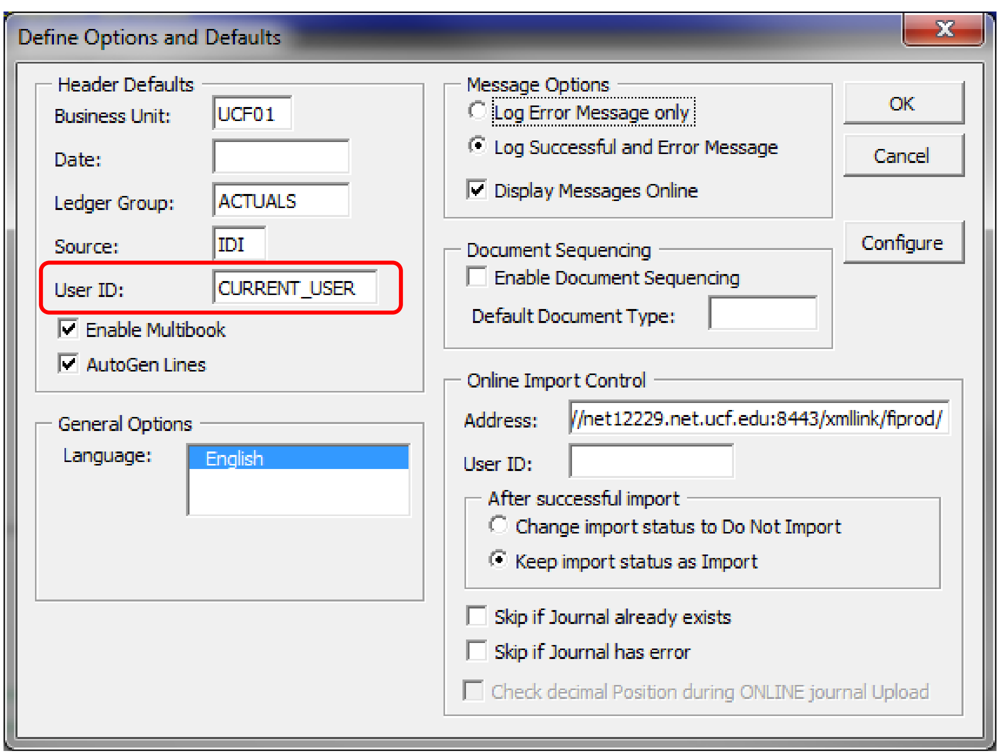
Making Entries into the Offline Journal Template

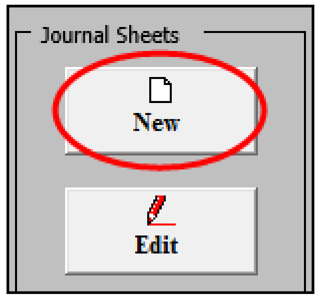
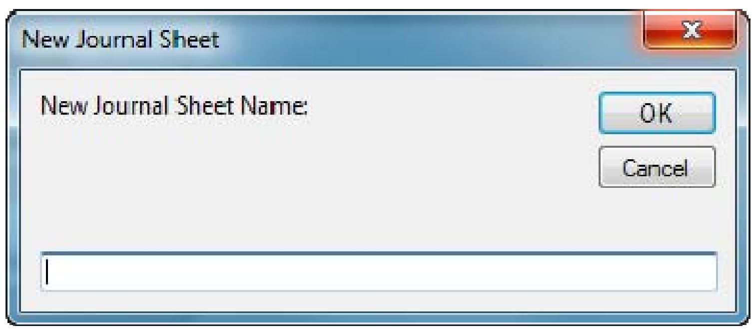
To make entries into your **Offline Journal Template**, follow the steps below.

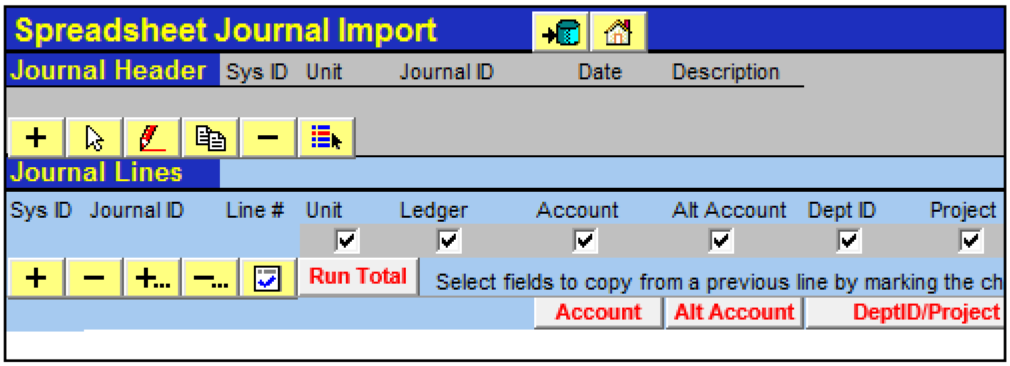
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Open the UCF JournalTemplate Prod.xlsm file.</td></tr>
<tr><td>2.</td><td>Click the Setup button.



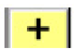
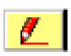
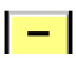
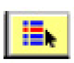
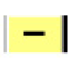
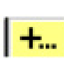
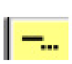
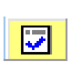
The Define Options and Defaults page will display. Change the User ID to your NID. Leave the other defaulted information as is, and click OK.


</td></tr>
</table>

Step	Action
3.	Click the **New** button.  The **New Journal Sheet** dialog box will display. 
4.	Enter the **New Journal Sheet Name** (without using spaces) in the blank field at the bottom of the **New Journal Sheet** dialog box. The journal sheet name, which is normally the same name as the Journal ID, uses the following naming convention: **XXXXMMDD01**. These numbers represent the first four digits of the department or project, the month, day, and sequence number. **Note**: If you have more than one person in your department processing any IDIs, assign sequence numbers. For example, one person may use 01-30; another person may use 31-60; and another person may use 61-99.

Step	Action
5.	Click the **OK** button. The **Spreadsheet Journal Import** worksheet will display.  Next, we will take a moment to look over the individual buttons on the worksheet.

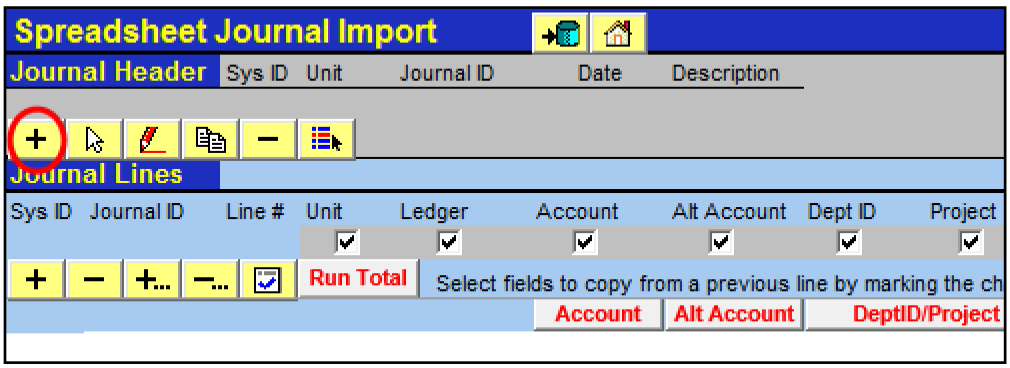
Buttons on Spreadsheet Journal Import Worksheets

Button	Category/Description
Journal Header	
	Displays the **New Journal Header** page, which you can use to add a new journal header with its own defaults
	Allows you to select a journal header
	Allows you to edit a journal header. Select the journal header (highlight it) and then click **OK**.
	Allows you to copy a journal
	Allows you to delete a journal
	Changes the import status of a journal
	Returns you to the **Control Worksheet**
	Opens the **Import Journals Now** page
Journal Lines	
	Adds a journal line
	Deletes the journal line where the cursor is currently located
	Allows you to copy a block of lines for the journal whose header is displayed at the top of the page
	Allows you to delete several lines within a range at one time
	Not used

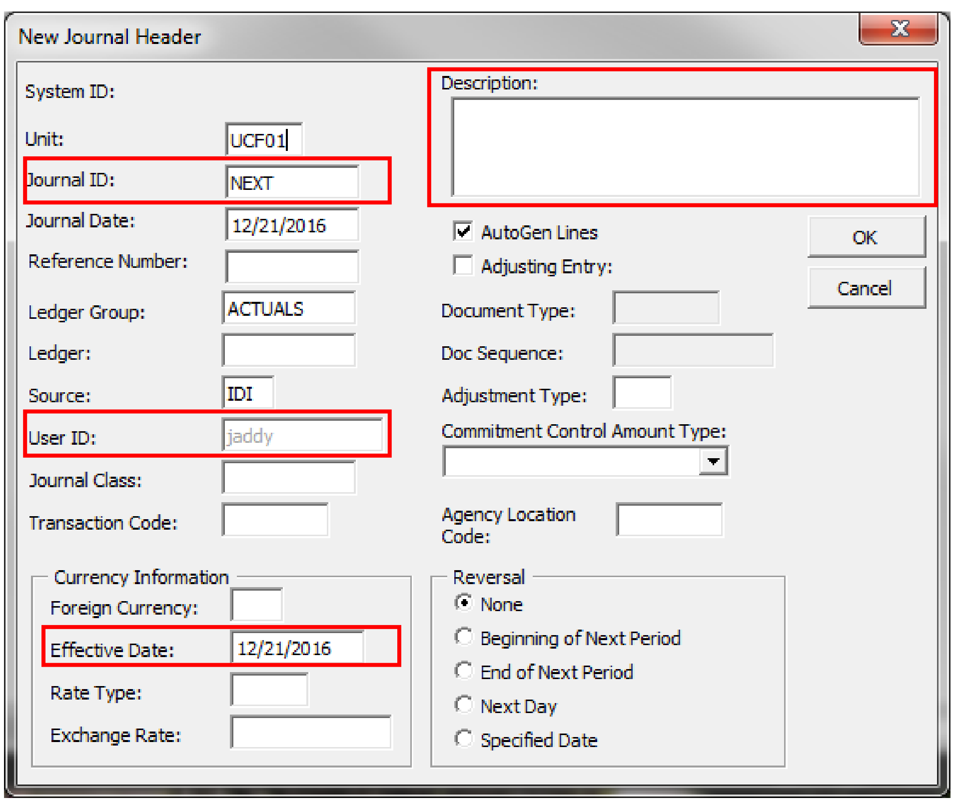
Button	Category/Description
Run Total	Allows you to view a running total of the journal, which will appear next to the **Speed Types** button. An **Out of Balance** or **Balance Entry** message will appear next to the total.
Account	Allows you to view a drop-down menu of valid values.
Alt Account	Populates the corresponding **Alternate Account** value under this button when **Account** populates from the drop-down menu.
DeptID/Project	Allows you to view a drop-down menu of valid values.
PC BU/ ACTIVITY	Populates the corresponding **PC BU** and **Activity** values if the **Account** or **Project** has been populated. These fields are only used for projects, not departments.
PC Construction/ SubContract	Populates the **Activity** field with the correct value for a construction project or project with subcontract **Activity**.
Speed Types	Populates the corresponding **Fund** and **Program** values under this button when **DeptID** populates from the drop-down menu. Populates corresponding **Project Costing Business Unit (PC BU)**, **Activity**, **Fund**, and **Program** values when **Project** populates from the drop-down menu.

Note: The fields below these buttons correspond to the column headers listed in the blue row above the buttons. The blue row starts with **Sys ID** and ends with **Open Item Key**.

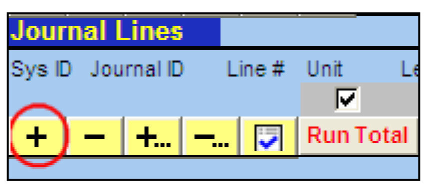
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>
Click the Add New icon under the Journal Header.

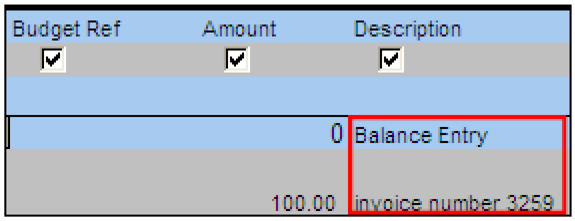
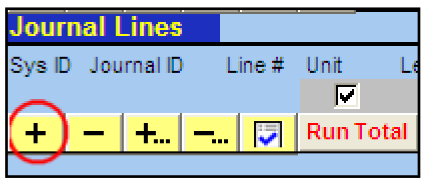
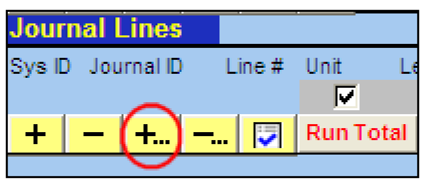


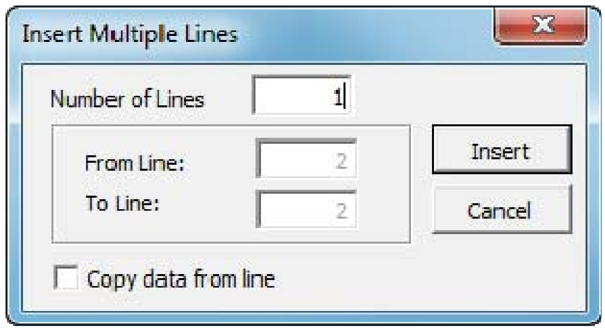
The New Journal Header box displays. There are four required fields: Journal ID, User ID, Effective Date (defaults), and Description. The User ID was previously set up in Step 2.



</td></tr>
</table>

Step	Action
7.	Enter the **Journal ID** without spaces. (Refer to **Step 4** to review the **XXXXMMDD01** format.)
8.	The **Effective Date** field will default to the current date.
9.	Enter a description in the **Description** field: • To identify who is sending the journal, begin the description by entering the same letter combination that comprises your NID as the first word in your entry. • Then, describe the reason (what and why) you created the journal. Be sure to supply specific details. If your description does not contain enough detail, your journal could be sent back for additional information. **Note:** The **Description** field allows a maximum of 254 characters. When you enter the description, do not use any symbols, such as \ / : * ? " < > |.
10.	Click the **OK** button.
11.	Click the **Add New** icon under **Journal Lines.** 
12.	Enter the **Account** number, and then press the **Tab** key to exit the field.
13.	Click the **Alt Account** button to display the values for the **Unit** (**UCF01**), **Ledger** (**ACTUALS**), and **Alt Account** number in their respective fields.
14.	Enter the department/project number in the appropriate section of the **DeptID/Project** column. **Note:** Department numbers go on the left section of the column (column M), while Project numbers go on the right (column N).
15.	Click the **SpeedTypes** button to display the **Fund** and **Program** numbers when the **DeptID** is used or **PC BU**, **Activity, Fund**, and **Program** values when a **Project** number is used.

Step	Action
16.	Add a brief description in the **Balance Entry** column. 
17.	To add another line, click the **Add New** icon under **Journal Lines.** 
18.	If you want to add a block of lines, click the multiple-lines **Add New Block** icon. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>19.</td><td>In the Number of Lines field, enter the number of lines you want to add and click the Insert button.


For example: If you have a separate spreadsheet containing 50 lines, enter 50 to open up 50 lines.

Note: Each journal allows a maximum of 200 lines. Copy and paste the data from the additional lines on your spreadsheet (column by column) into the journal until the journal is complete.</td></tr>
<tr><td>20.</td><td>Check your journal to verify the following:

The journal header contains the Unit (UCF01) and Ledger Group (ACTUALS)
The data is entered in the proper fields and in the proper format
The following are valid for all lines:

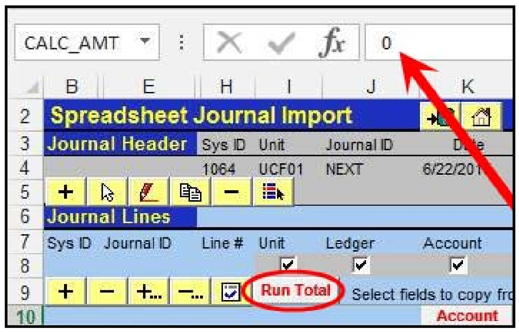
Department or Project. To verify, clear the Program, Fund, PC BU, and Activity fields and then click the Speed Types button. The PC BU/Activity fields will only populate for projects. Any other rows with blank data are invalid.
Account Code. Click on the Alt Account button.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21.</td><td>

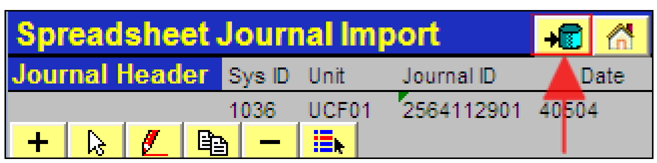
Click the **Run Total** button. Clicking this button does the following:

- Verifies that all entries equal zero and that your journal balances
- Automatically rounds all entries to two decimal places, which allows you to save your completed journal



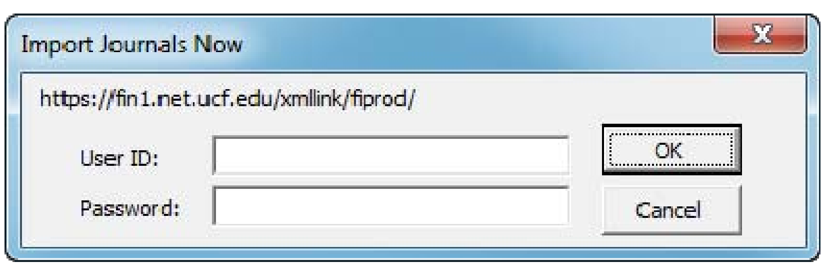
</td></tr>
<tr><td>22.</td><td>

Click the **Import Journals Now** icon to import the completed journal.



</td></tr>
<tr><td>23.</td><td>

Enter your **myUCF** portal **User ID** and **Password** in the **Import Journals Now** login box.

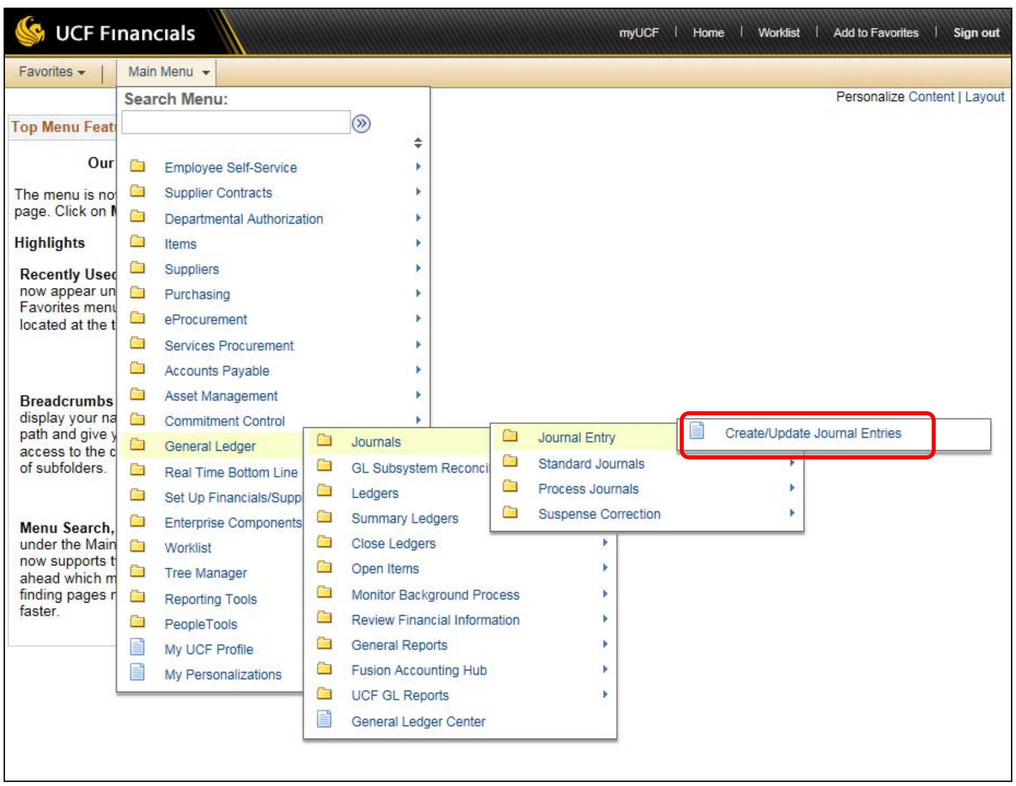


</td></tr>
<tr><td>24.</td><td>

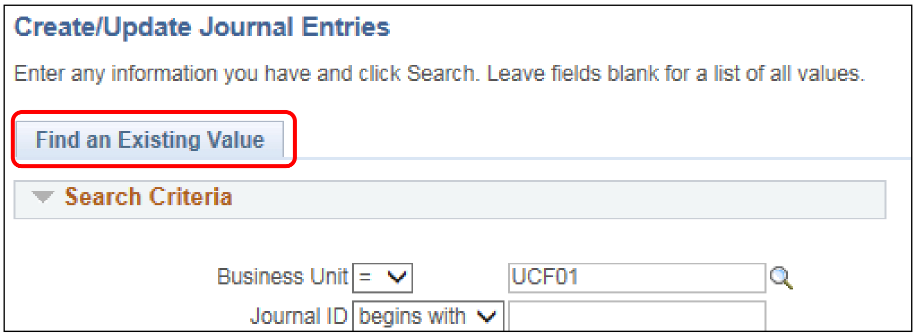
Click **OK**.

</td></tr>
</table>

Step	Action
25.	A confirmation message displays. **Note**: If your journal import fails, you'll receive an error message. Check that you used only active department or project numbers on your journal. Click **OK**.
26.	Navigate to the **UCF Financials** home page from the **myUCF** portal.
27.	Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.

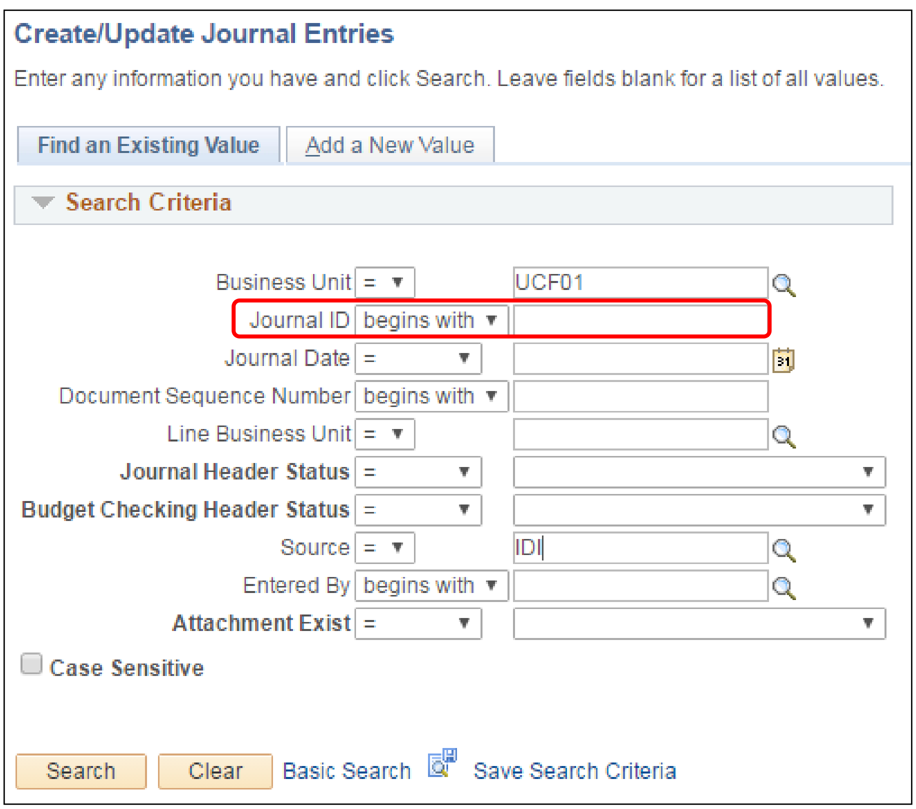


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>28.</td><td>On the Create/Update Journal Entries page, make sure you are on the the Find an Existing Value tab (if you have the option of other tabs).

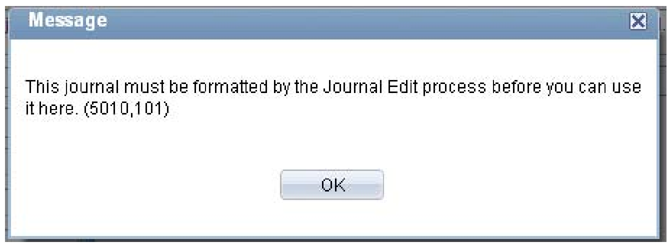
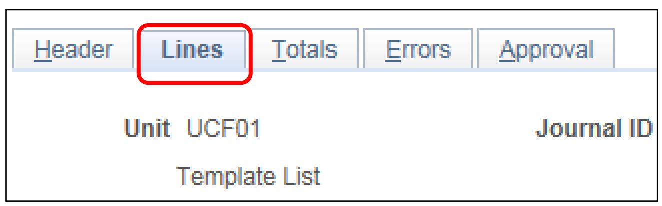
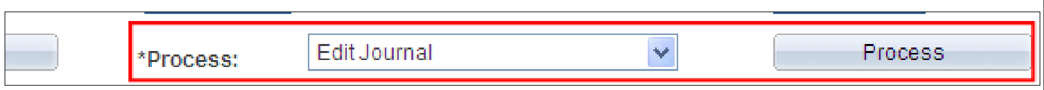
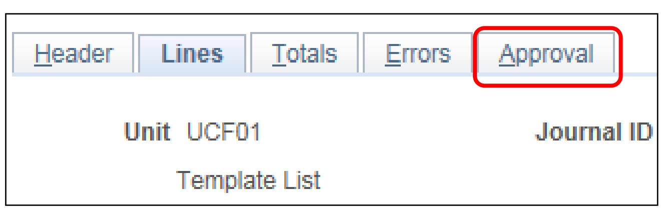


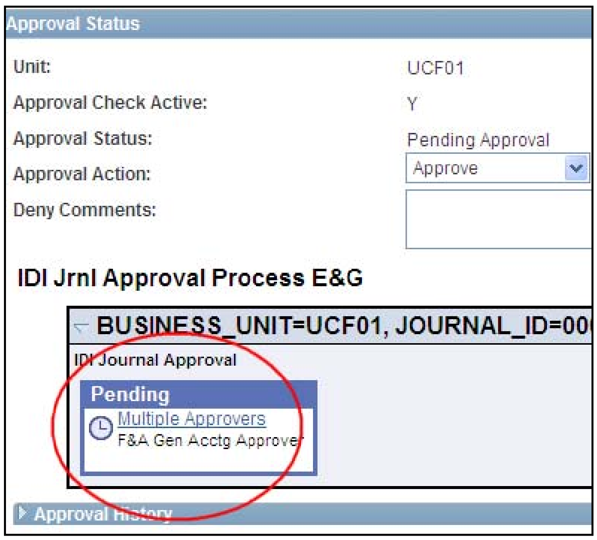
</td></tr>
<tr><td>29.</td><td>Enter your Journal ID in the Journal ID field.

Note: Be sure to verify your journal source.



</td></tr>
<tr><td>30.</td><td>Click Search.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>31.</td><td>A message box indicates that you must edit your journal. Click OK.

</td></tr>
<tr><td>32.</td><td>If the Header tab defaults, click the Lines tab.

</td></tr>
<tr><td>33.</td><td>Ensure that Edit Journal defaults in the Process drop-down list and click Process.

</td></tr>
<tr><td>34.</td><td>Click the Approval tab.

</td></tr>
</table>

Step	Action
35.	Submit your journal by simply clicking the **Submit** button. The pending workflow notification displays.  You have successfully submitted a journal.