



**UCF FINANCIALS**

# Offline Journal Entry Training Guide

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### OVERVIEW

UCF's **spreadsheet journal template** allows you to rapidly create an offline journal using Microsoft 10. The template streamlines journal processing and simplifies data entry.

The template also provides 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: DOWNLOADING THE TEMPLATE FILES

You will need to download the two files listed below from the UCF Financials website, [financials.ucf.edu](http://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
<b>UCF JournalTemplate Prod.xlsm</b>	Journal Workbook Template
<b>Jrnlmcro.xlam</b>	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.

Download each file, **one at a time**, by right clicking its link and then for each file selecting **Save Target As** or **Save Link As**, depending on your browser.

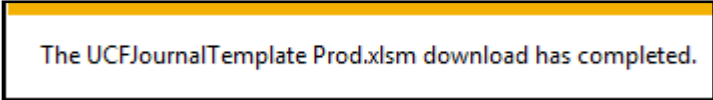
The file extension for each file **must** be saved as shown below.

- **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.

## STEP 2: UNDERSTANDING THE OFFLINE JOURNAL TEMPLATE SECTIONS

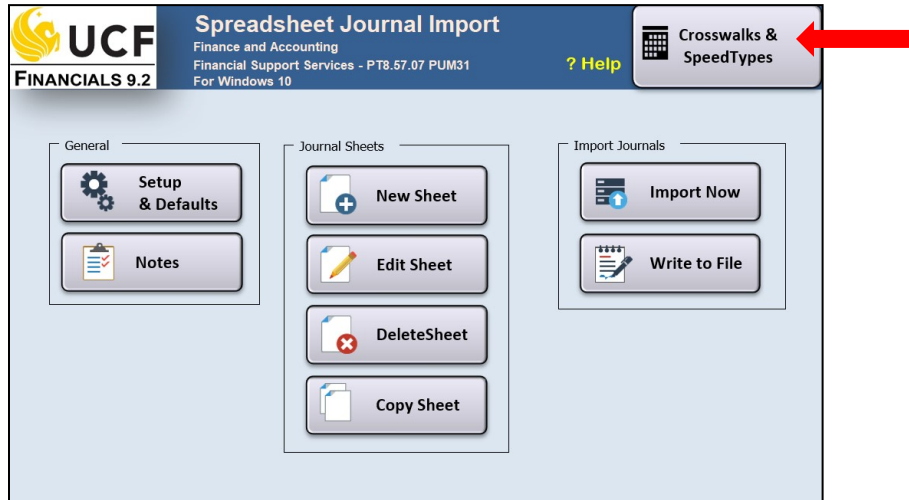
The **Offline Journal Template** has four sections: **General, Journal Sheets, Import Journals, and Update.**

Button	Category/Description
<b>General</b>	
<b>Setup</b>	Activates the <b>Define Options and Defaults</b> 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.
<b>Notes</b>	Displays the <b>Notes</b> worksheet in the workbook, which you can use as “scratch paper” for entering instructions, calculations, notes, etc.
<b>Journal Sheets</b>	
<b>New</b>	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.
<b>Edit</b>	Selects a specific journal worksheet from a list of journal sheets in the workbook to edit.
<b>Delete</b>	Selects one or more journal sheets in the workbook to delete.
<b>Copy</b>	Copies a selected journal worksheet to a new name.
<b>Import Journals</b>	
<b>Import Now</b>	Imports one or more journal sheets directly into UCF Financials.
<b>Write File</b>	UCF does not use this functionality.
<b>Update</b>	
<b>Crosswalks &amp; SpeedTypes</b>	Click this button to update the Crosswalk and SpeedType information in the Offline Journal Template.

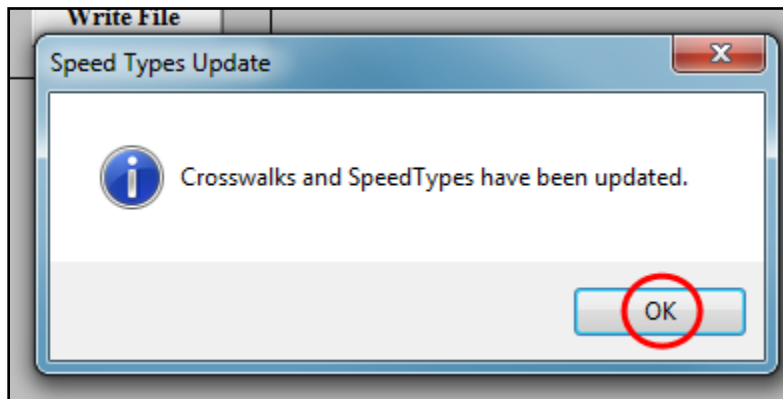


### STEP 3: UPDATING THE CROSSWALK MACROS

Ensure the Crosswalk & SpeedTypes button is always selected before using the Spreadsheet Journal Import. This is mandatory since the **SpeedType** and **Account Crosswalk** files are updated each evening. Therefore, refreshing the macros ensures that your offline journal is using valid codes.

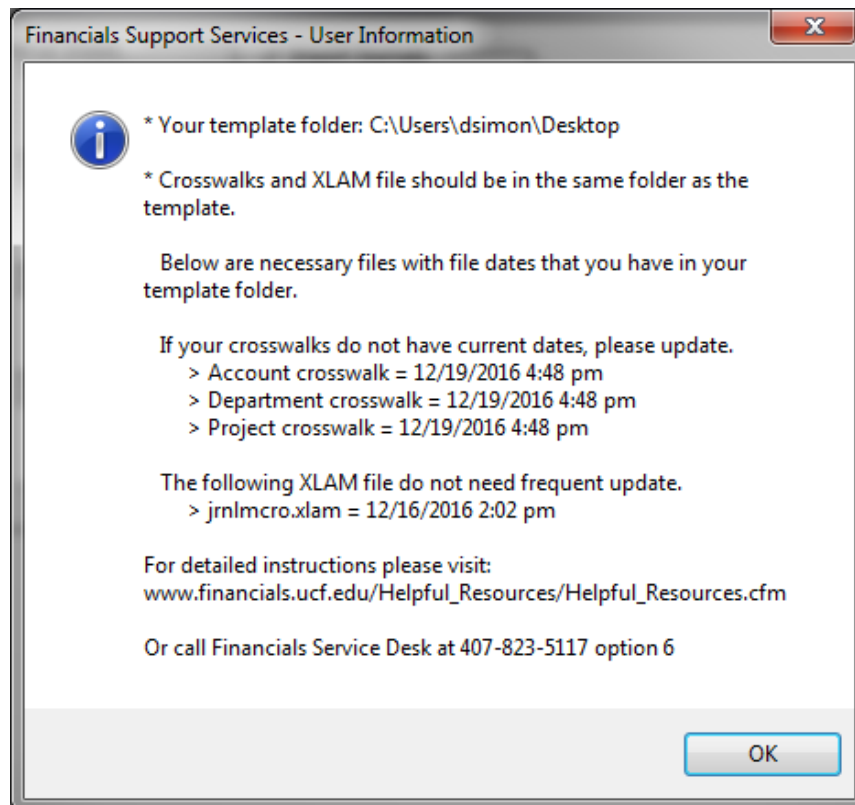
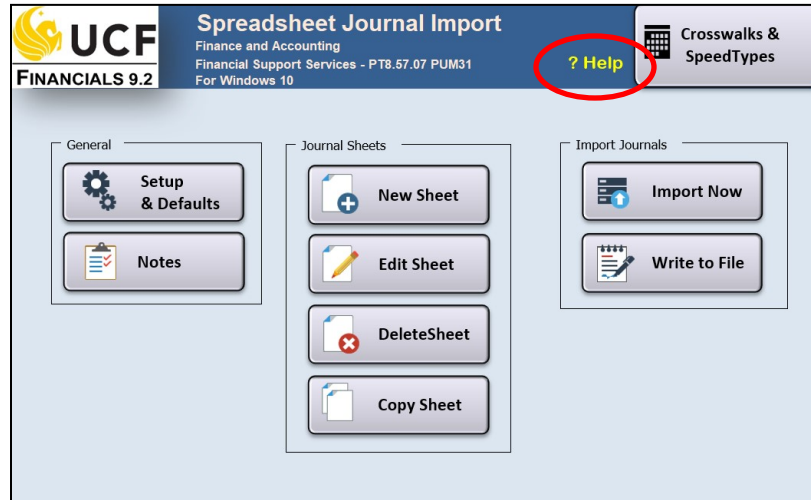


When the system finishes updating the **Crosswalks** and **SpeedTypes**, the following message will appear:





**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.



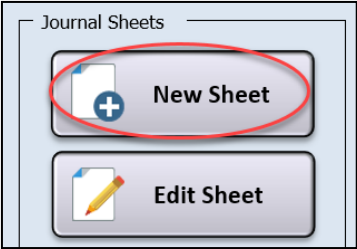
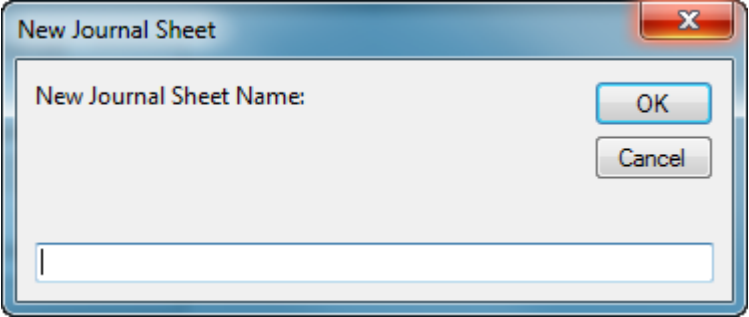


### MAKING ENTRIES INTO THE OFFLINE JOURNAL TEMPLATE

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

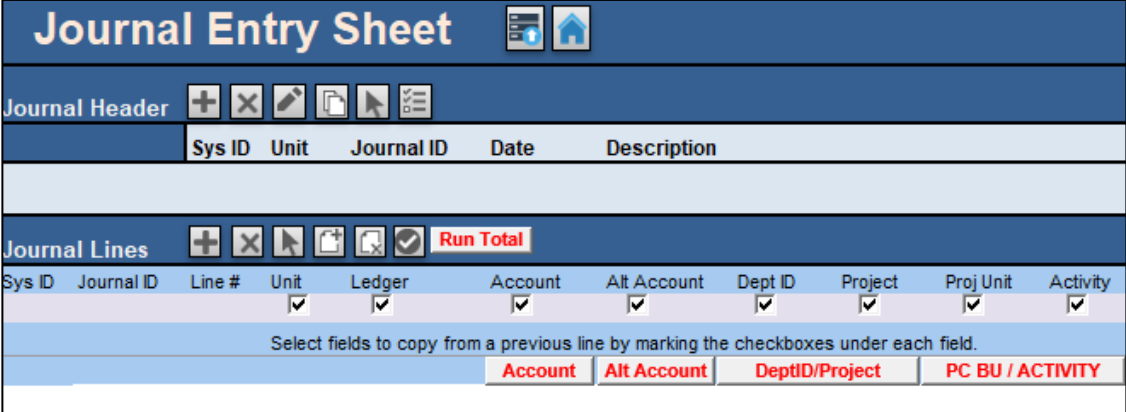
Step	Action
1.	Open the <b>UCF JournalTemplate Prod.xlsm</b> file.
2.	<p>Click the <b>Setup &amp; Defaults</b> button.</p> <div data-bbox="803 541 1088 772" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>The <b>Define Options and Defaults</b> page will display. Change the <b>User ID</b> to your <b>NID</b>. Leave the other defaulted information as is, and then click <b>OK</b>.</p> <div data-bbox="370 892 1360 1621" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> </div>



Step	Action
3.	<p>Click the <b>New Sheet</b> button.</p>  <p>The <b>New Journal Sheet</b> dialog box will display.</p> 
4.	<p>Enter the <b>New Journal Sheet Name</b> (without using spaces) in the blank field at the bottom of the <b>New Journal Sheet</b> dialog box.</p> <p>The journal sheet name, which is normally the same name as the Journal ID, uses the following naming convention: <b>XXXXMMDD01</b>. These numbers represent the first four digits of the department or project, the month, day, and sequence number.</p> <p><b>Note:</b> 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.</p>

















Step	Action
5.	<p>Click the <b>OK</b> button. The <b>Journal Entry</b> worksheet will display.</p>  <p>Next, we will take a moment to look over the individual buttons on the worksheet.</p>



### BUTTONS ON SPREADSHEET JOURNAL IMPORT WORKSHEETS

Button	Category/Description
<b>Journal Header</b>	
	Displays the <b>New Journal Header</b> 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 <b>OK</b> .
	Allows you to copy a journal
	Allows you to delete a journal
	Changes the import status of a journal
	Returns you to the <b>Control Worksheet</b>
	Opens the <b>Import Journals Now</b> page
<b>Journal Lines</b>	
	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

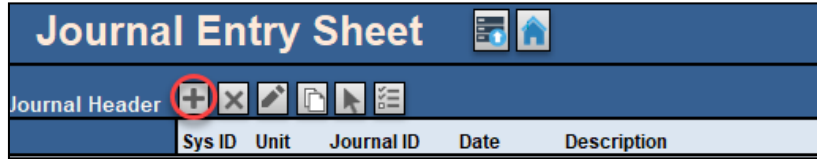


Button	Category/Description
<b>Run Total</b>	Allows you to view a running total of the journal, which will appear next to the <b>Speed Types</b> button. An <b>Out of Balance</b> or <b>Balance Entry</b> message will appear next to the total.
<b>Account</b>	Allows you to view a drop-down menu of valid values.
<b>Alt Account</b>	Populates the corresponding <b>Alternate Account</b> value under this button when <b>Account</b> populates from the drop-down menu.
<b>DeptID/Project</b>	Allows you to view a drop-down menu of valid values.
<b>PC BU/ ACTIVITY</b>	Populates the corresponding <b>PC BU</b> and <b>Activity</b> values if the <b>Account</b> or <b>Project</b> has been populated. These fields are only used for projects, not departments.
<b>PC Construction/ SubContract</b>	Populates the <b>Activity</b> field with the correct value for a construction project or project with subcontract <b>Activity</b> .
<b>Speed Types</b>	Populates the corresponding <b>Fund</b> and <b>Program</b> values under this button when <b>DeptID</b> populates from the drop-down menu. Populates corresponding <b>Project Costing Business Unit (PC BU)</b> , <b>Activity</b> , <b>Fund</b> , and <b>Program</b> values when <b>Project</b> populates from the drop-down menu.
<b>Note:</b> The fields below these buttons correspond to the column headers listed in the blue row above the buttons. The blue row starts with <b>Sys ID</b> and ends with <b>Open Item Key</b> .	



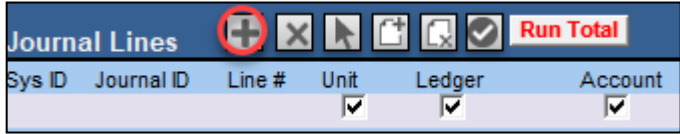
Step	Action
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6. Click the **Add New** icon under the **Journal Header**.

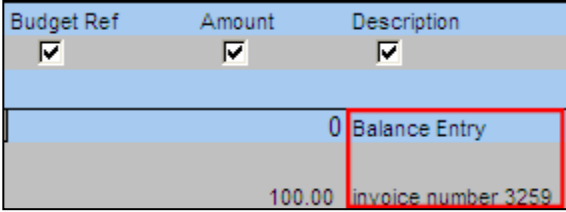
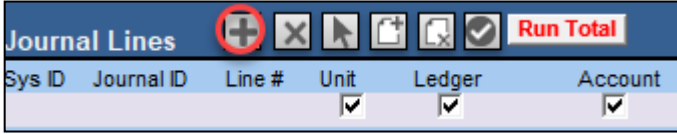
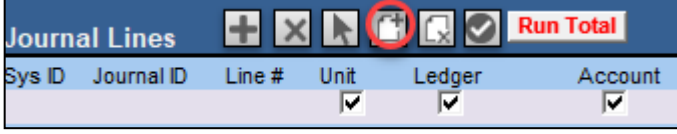
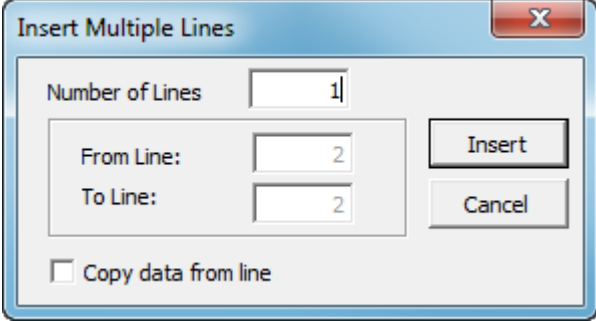


The **New Journal Header** box displays. There are four required fields: **Journal ID**, **User ID**, **Effective Date** (defaults), and **Description**. The **User ID** was previously set up in **Step 2**.

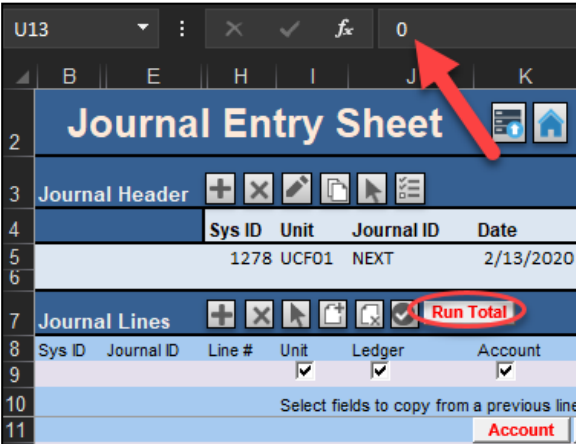
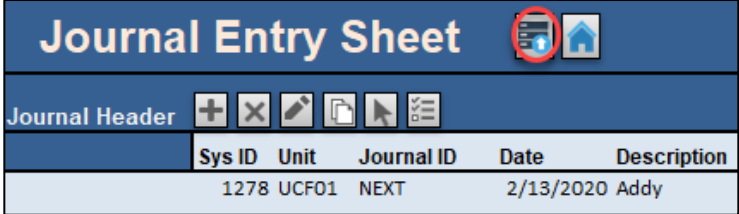


Step	Action
7.	Enter the <b>Journal ID</b> without spaces. (Refer to <b>Step 4</b> to review the <b>XXXXMMDD01</b> format.)
8.	The <b>Effective Date</b> field will default to the current date.
9.	<p>Enter a description in the <b>Description</b> field:</p> <ul style="list-style-type: none"> <li>To identify 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.</li> <li>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.</li> </ul> <p><b>Note:</b> The <b>Description</b> field allows a maximum of 254 characters. When you enter the description, do not use any symbols, such as \ / : * ? “ &lt; &gt;  .</p>
10.	Click the <b>OK</b> button.
11.	<p>Click the <b>Add New</b> icon under <b>Journal Lines</b>.</p>  <p>The screenshot shows a window titled "Journal Lines" with a toolbar containing icons for adding, deleting, and saving. Below the toolbar is a table with columns: Sys ID, Journal ID, Line #, Unit, Ledger, and Account. Checkmarks are visible under the Unit, Ledger, and Account columns.</p>
12.	Enter the <b>Account</b> number, and then press the <b>Tab</b> key to exit the field.
13.	Click the <b>Alt Account</b> button to display the values for the <b>Unit (UCF01)</b> , <b>Ledger (ACTUALS)</b> , and <b>Alt Account</b> number in their respective fields.
14.	<p>Enter the department/project number in the appropriate section of the <b>DeptID/Project</b> column.</p> <p><b>Note:</b> Department numbers go on the left section of the column (column M), while Project numbers go on the right (column N).</p>
15.	Click the <b>SpeedTypes</b> button to display the <b>Fund</b> and <b>Program</b> numbers when the <b>DeptID</b> is used or <b>PC BU, Activity, Fund, and Program</b> values when a <b>Project</b> number is used.

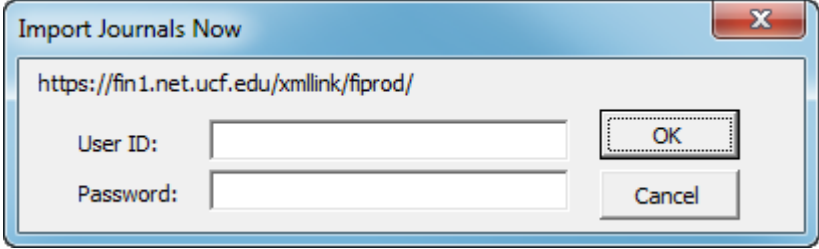


Step	Action
16.	<p>Add a brief description in the <b>Balance Entry</b> column.</p> 
17.	<p>To add another line, click the <b>Add New</b> icon under <b>Journal Lines</b>.</p> 
18.	<p>If you want to add a block of lines, click the multiple-lines <b>Add New Block</b> icon.</p> 
19.	<p>In the <b>Number of Lines</b> field, enter the number of lines you want to add and click the <b>Insert</b> button.</p>  <p><b>For example:</b> If you have a separate spreadsheet containing 50 lines, enter <b>50</b> to open up 50 lines.</p> <p><b>Note:</b> 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.</p>



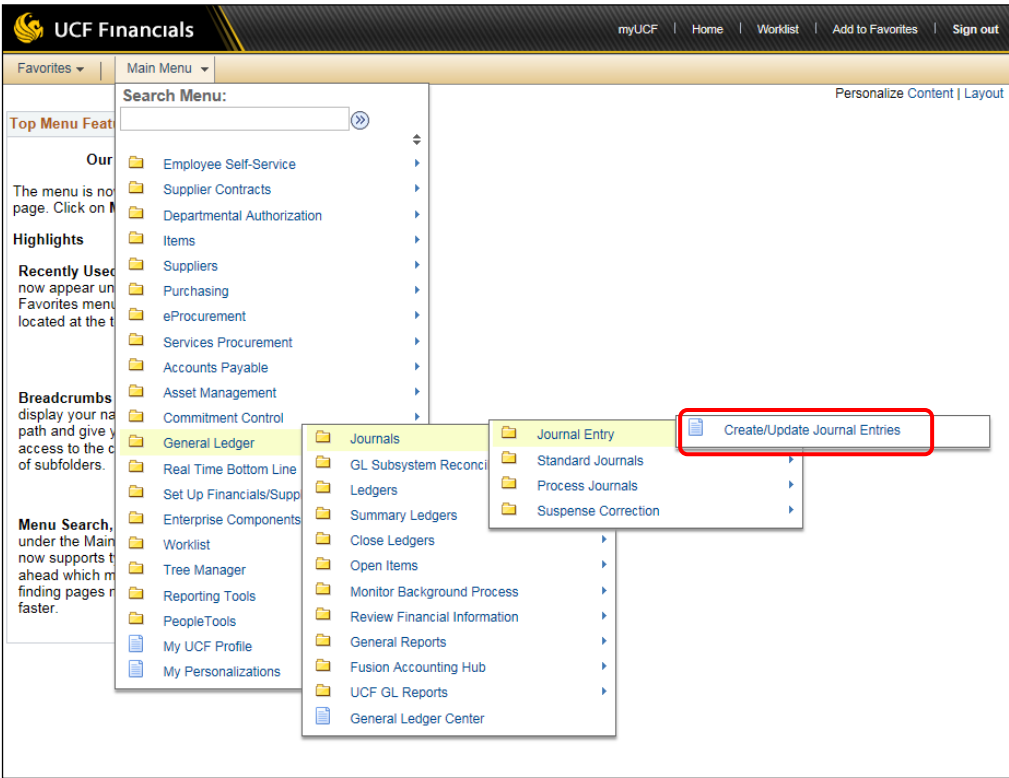
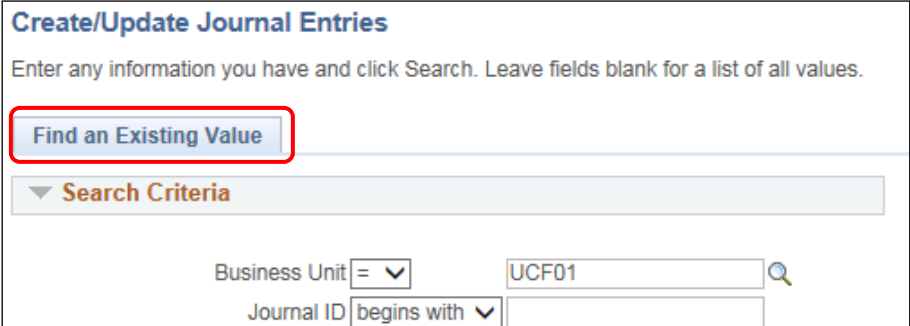
Step	Action
20.	<p>Check your journal to verify the following:</p> <ul style="list-style-type: none"> <li>The journal header contains the <b>Unit (UCF01)</b> and <b>Ledger Group (ACTUALS)</b></li> <li>The data is entered in the proper fields and in the proper format</li> <li>The following are valid for all lines:               <ul style="list-style-type: none"> <li>Department or Project. To verify, clear the <b>Program, Fund, PC BU,</b> and <b>Activity</b> fields and then click the <b>Speed Types</b> button. The PC BU/Activity fields will only populate for projects. Any other rows with blank data are invalid.</li> <li>Account Code. Click on the <b>Alt Account</b> button.</li> </ul> </li> </ul>
21.	<p>Click the <b>Run Total</b> button. Clicking this button does the following:</p> <ul style="list-style-type: none"> <li>Verifies that all entries equal zero and that your journal balances</li> <li>Automatically rounds all entries to two decimal places, which allows you to save your completed journal</li> </ul>  <p>The screenshot shows the 'Journal Entry Sheet' interface. At the top, there is a toolbar with a '0' button highlighted by a red arrow. Below the toolbar, the 'Journal Header' section contains a table with columns: Sys ID, Unit, Journal ID, and Date. The data row shows: 1278, UCF01, NEXT, 2/13/2020. Below the header is the 'Journal Lines' section, which includes a 'Run Total' button circled in red. The 'Journal Lines' table has columns: Sys ID, Journal ID, Line #, Unit, Ledger, and Account. The data row shows: 1278, UCF01, NEXT, 2/13/2020, Addy.</p>
22.	<p>Click the <b>Import Journals Now</b> icon to import the completed journal.</p>  <p>The screenshot shows the 'Journal Entry Sheet' interface. At the top right, there is an 'Import Journals Now' icon circled in red. Below the toolbar, the 'Journal Header' section contains a table with columns: Sys ID, Unit, Journal ID, Date, and Description. The data row shows: 1278, UCF01, NEXT, 2/13/2020, Addy.</p>



Step	Action
23.	<p>Enter your <b>myUCF</b> portal <b>User ID</b> and <b>Password</b> in the <b>Import Journals Now</b> login box.</p> 
24.	Click <b>OK</b> .
25.	<p>A confirmation message displays.</p> <p><b>Note:</b> If your journal import fails, you'll receive an error message. Check that you used only active department or project numbers on your journal.</p> <p>Click <b>OK</b>.</p>
26.	Navigate to the <b>UCF Financials</b> home page from the <b>myUCF</b> portal.



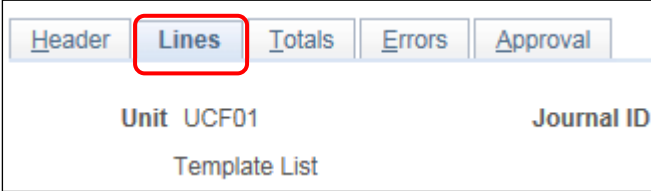

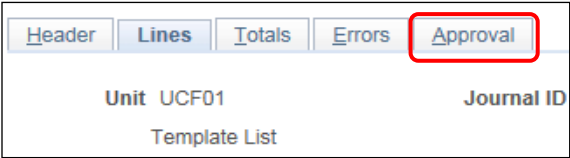
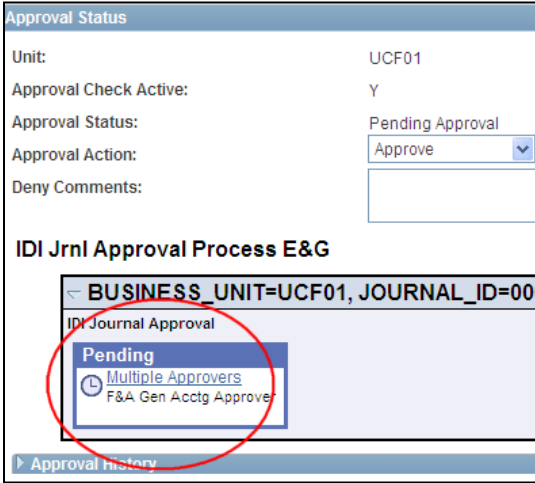


Step	Action
27.	<p>Navigate to <b>Main Menu &gt; General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</b>.</p>  <p>The screenshot shows the UCF Financials Main Menu. The navigation path is: Main Menu &gt; General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries. The 'Create/Update Journal Entries' link is highlighted with a red box.</p>
28.	<p>On the <b>Create/Update Journal Entries</b> page, make sure you are on the <b>Find an Existing Value</b> tab (if you have the option of other tabs).</p>  <p>The screenshot shows the 'Create/Update Journal Entries' page. The 'Find an Existing Value' tab is highlighted with a red box. Below the tab, there are search criteria fields: 'Business Unit' (dropdown menu) and 'Journal ID begins with' (text input field).</p>



Step	Action
29.	<p>Enter your Journal ID in the <b>Journal ID</b> field.</p> <p><b>Note:</b> Be sure to verify your journal source.</p> <div data-bbox="412 447 1317 1234"><p><b>Create/Update Journal Entries</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p>▼ <b>Search Criteria</b></p><p>Business Unit = ▼ UCF01 🔍</p><p><b>Journal ID begins with</b> ▼ <input type="text"/></p><p>Journal Date = ▼ <input type="text"/> 📅</p><p>Document Sequence Number begins with ▼ <input type="text"/></p><p>Line Business Unit = ▼ <input type="text"/> 🔍</p><p>Journal Header Status = ▼ <input type="text"/> ▼</p><p>Budget Checking Header Status = ▼ <input type="text"/> ▼</p><p>Source = ▼ ID  🔍</p><p>Entered By begins with ▼ <input type="text"/> 🔍</p><p>Attachment Exist = ▼ <input type="text"/> ▼</p><p><input type="checkbox"/> Case Sensitive</p><p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> 📄 <a href="#">Save Search Criteria</a></p></div>
30.	Click <b>Search</b> .
31.	<p>A message box indicates that you must edit your journal. Click <b>OK</b>.</p> <div data-bbox="500 1415 1154 1650"><p><b>Message</b> [X]</p><p>This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)</p><p><input type="button" value="OK"/></p></div>



Step	Action
32.	<p>If the <b>Header</b> tab defaults, click the <b>Lines</b> tab.</p> 
33.	<p>Ensure that <b>Edit Journal</b> defaults in the <b>Process</b> drop-down list and click <b>Process</b>.</p> 
34.	<p>Click the <b>Approval</b> tab.</p> 
35.	<p>Submit your journal by simply clicking the <b>Submit</b> button. The pending workflow notification will display.</p>  <p>You have successfully submitted a journal.</p>