

# CREATE JOURNALS THROUGH SPREADHSEET

### **QUICK REFERENCE GUIDE GL-03**

### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Create Journals Through Spreadsheet in the North Carolina Financial System (**NCFS**).

### Introduction and Overview

This QRG covers the process of creating journals with multiple lines using the Application Development Framework Desktop Integration (ADFDI) spreadsheet.



### User Tip:

The following are prerequisites to creating and uploading a journal from spreadsheet:

 User must download desktop integration installer for using ADFDI spreadsheet (Navigation: Tools >> Download Desktop Integration Installer)



### Create Single Journals through Spreadsheet

To create single journals through spreadsheet, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the Home page, click the General Accounting tab and click the Journals app.

Good evening, GL Journal Entry Main!								
General Accounting Tools C	Dthers							
QUICK ACTIONS	APPS							
Manage Journals								
Create Journal	General Journals Period Close							
Manage Approvals for Journals	Dashboard							

3. On the **Journals Landing** page, select the appropriate Data Access Set on the top left corner by clicking **Change**. In this example, choose **NC CASH US**.

Data Access Set: NC CASH US [Change]						
Journals						
Journals						
					(	2
Build an end of the second						
Requiring Attention Incomplete Import Errors						
View 🔻 Format 👻 🎵 📴 Freeze 📓 Detac	h 🚽 Wrap	Ð				
Accounted						
	Source	Journal Batch	Accounting	Issue	Error Date	
Debit Credit			, onou			
65,258.60 65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2	Oct-22	Rejected	10/19/22	

4. Click the Tasks [ 📃 ] icon.

Data Access Set: NC CASH US [Change]										
Journals										
Journals										
0										
Requiring Attention Incomplete Import Errors										
View 🔻 Format 👻 💯 🔛 Freeze 📷 Detach	🚽 Wrap	Ð								
Accounted	Source	Journal Batch	Accounting	Issue	Error Date					
Debit Credit	course	oouniu Buton	Period	10000						
65,258.60 65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2	Oct-22	Rejected	10/19/22	A				

5. On the **Journals Landing Page**, choose **Create Journal in Spreadsheet** to download the spreadsheet.

Data Access Set: NC CASH US [Change]						Journals		
Journals						Manage Journals		
oounnaio						Create Journal		
	Create Journal in Spreadsheet							
Journals						Create Encumbrance Journal in Spreadsheet		
						Run AutoPost		
						Run AutoReverse     Manage Approvals		
Requiring Attention Incomplete Import Erro	ors				E			
View 🗸 Format 🖌 🚰 🕎 Free:	Clearing Accounts Reconciliation <ul> <li>Reconcile Clearing Accounts Automatically</li> </ul>							
Accounted						Reconcile Clearing Accounts Manually		
Debit Credit	Source	Journal Batch	Accounting Period	Issue	Error Date	Reverse Reconciliation		

Click the **Open** button to open the downloaded Excel file.

Note: Use Microsoft Edge or Google Chrome browser to open the spreadsheet. If working remotely, sign into a VPN before opening the spreadsheet.

⚠️ You are using DEV11 environment	You are using DEV11 environment								
	💼 What d	lo you want to do with JournalEntry.xlsx?           Open         Save as         V							
Data Access Set: NC CASH US [Change]									
Journals	See more								
✓ Journals         Requiring Attention       Incomplete         Import Errors         View ▼ Format ▼ 第 下 Freeze	Ξ	Create Journal in Spreadsheet     Create Encumbrance Journal in Spreadsheet     Run AutoReverse     Manage Approvals Journal Import     Import Journals							
Accounted Debit Credit	Source	Journal Batch	Accounting Period	Correct Import Errors Subledger Accounting					
65,258.60 65,258.60	Oct-22	Review Subleager Journals     Manage Accounting Errors							

6. Open the spreadsheet and click the **Enable Editing** button on top of the Excel file.

File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Help	Acrobat					Comment	ts 🛛 🖻 Sha	are
$\bigcirc$	PROTECTED V	IEW <u>Be car</u>	eful—files fro	om the Internet ca	in contain viruse	es. Unless y	you need to	edit, it's sa	fer to stay i	in Protected View	<u>ı.</u> [	Enable Editing					×
D8	•	: ×	$\checkmark f_x$														^
A	В			с	D			Е		F		C	3	н	1		-
з <b>С</b>																	
4																	

7. On the *Connect* pop-up, click the **Yes** button to connect to the server.

Confidential \ No Additional Protection 🖌 Public	Connect
A B C D	G H I
2 ORACLE 4 5 6 7 8	You are about to connect to the following application URL: https://emzn-dev7.fa.us8.oraclecloud.com/fscmUl/adfdiRemot eServiet Do you want to connect?
9 10 11 12 13	Yes No

8. On the *NCFS Login* pop-up, click the **Company Single Sign-On** button to login.

AutoSave ● off	✓ Search (Alt+Q)				
File Home Insert Page Layout Formulas Data F	eview View Help Acrobat			Comments	Share
$ \begin{array}{c c} & X \\ & & \\ Paste \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $	Sign In	Conditional Format as Ce Formatting V Table V Style	Insert ~ E Delete ~ S ~ E Format ~	∑ · A Z V Sort & Find & Filter · Select ·	
Clipboard 🔂 Font 🖾 Alig	Oracle Applications	Styles	Cells	Editing	^
D8 - : $\times \checkmark f_x$	Cloud				^
Confidential \ No Additional Protection / Public		Personal Information 👻			ж
A B C D		G	Н	I.	-
2 ORACLE 4 5 6 7 8 9 10 11 12 13 15 15	or or User ID Password Forgot Password				
17	Sign In				Ţ
Single Journal Multiple Journals +	: (				•
Ready Necessibility: Good to go					+ 100%

9. Click the **Single Journal** tab on the bottom left corner of the spreadsheet.

E	в с	D	E	F	G	Н	I	J		
2	ORACLE <sup>®</sup>	Create Journal								
4	* Required **At least one is	required								
5	If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.									
6 7 8 9 10 11 12 13 14 15	Data Access Set Journal Description *Ledger *Accounting Date Adjusting Period Worksheet Status Journal Lines	NC CASH US 1600 PAY 06/23/23 Payroll		*Group ID *Source *Category Reversal Period Reversal Date Reference Date Journal Validation Status	30000108981494 Spreadsheet			Total Entered Debit Total Entered Credit Total Accounted Debit Total Accounted Credit		
17	Changed Single Journal	Row Status Multiple Journals ①	*Agency []	*Budget Fund []	*Account []	*Agency Mgmt Unit [	*Agency Progra	*Funding Source [] *		
17	Changed Single Journal	Row Status Multiple Journals 🛛 🕀	*Agency []	*Budget Fund []	*Account []	*Agency Mgmt Unit [	*Agency Pro	ogra		

10. Enter the *Header* section information. Enter the *Journal Name* on the *Journal* field.

In this example, enter 1600 PAY 06/23/23 Payroll. Next, enter a Description if desired.

	3 C	D	E	F	G	Н					
2	ORACLE <sup>®</sup>	Create Journal									
4	* Required **At least one is	required									
5	If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.										
6											
7	Data Access Set	NC CASH US	_	*Group ID	300000108981494						
8	Journal	1600 PAY 06/23/23 Payroll		*Source	Spreadsheet						
9	Description		•	*Category							
10	*Ledger			Reversal Period							
11	*Accounting Date			Reversal Date							
12	Adjusting Period			Reference Date							
13	Worksheet Status			Journal Validation Status							

11. Select the *Ledger* name from the drop-down choice list. Double-click in the field to activate the choice list.

In this example, choose **NC CASH US**. Next, enter the *Accounting Date*. In this example, enter **6/23/2023**.

2										
4	* Required **At least one is required									
5	If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.									
6		***	200000100001404							
8	Journal 1600 PAY 06/23/23 Payroll	*Group ID *Source	300000108981494 Spreadsheet							
9	Description	*Category	opredabileet							
10	*Ledger NC CASH US	Reversal Period								
11	*Accounting Date 6/23/2023	Reversal Date								
12	Adjusting Period	Reference Date								
13	Worksheet Status	Journal Validation Status								

12. Double-click the field next to *Category* field to open a pop-up.

	В	С	D	E	F	G	Н					
4	* Required **At least one is required											
5	5 If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.											
6												
7		Data Access Set	NC CASH US		*Group ID	300000108981494						
8		Journal	1600 PAY 06/23/23 Payroll		*Source	Spreadsheet						
9		Description			*Category							
10		*Ledger	NC CASH US		Reversal Period							
11		*Accounting Date	6/23/2023		Reversal Date							
12	1	Adjusting Period			Reference Date							
13		Worksheet Status			Journal Validation Status							

13. The *Category* pop-up from NCFS appears. Enter the required **Category** or click the **Search** button to get a list of categories.

	B	С	D	E	Category		×		J
4	;	* Required **At least one is If any rows on the worksheet	required have an Insert failed status, none o	f the rows are loaded to GL	⊿ Search				
6 7 8	; ;	Data Access Set	NC CASH US		Name				Total Entered Debit
9	,   	Description *Ledger	NC CASH US			Search F	Reset		Total Entered Credit Total Accounted Debit
1:	1 2	*Accounting Date Adjusting Period	6/23/2023		Category				Total Accounted Credit
1:	3 - 5	Worksheet Status			No data to display.	OK	Cancel		
	5						Jansei		

14. Select the required **Category** and click the **OK** button.

In this example, choose **PAY-2-PAYROLL** and click the **OK** button.

Category	
OSC UNRESER	
Operational Me	
PAY-1-DEBT SE	
PAY-10-SPECIA	
PAY-2-PAYROLL	
PAY-3-STATE AID	
PAY-4-HEALTH/	
PAY-5-E-PAYME	
PAY-6-GENERA	
	O <u>K</u>

15. Scroll down to the *Journal Lines* section. Double-click the cell below the *Agency* field to open a pop-up from NCFS.

15 Journal Lines									
17	Changed	Row Status	*Agency []	*Budget Fund []	*Account []	*Agency Mgmt Unit [	*Agency Progra	*Funding Source []	
18									
20									

16. The Accounts pop-up appears. On the Accounts field, click the Select [ 🔤 ] icon.

Note: Additional lines can be added if the number journal lines exceed the ones enabled.

15	Journal Lines								
				Accounts		$\times$			
17	Changed	Row Status	*Agency []		E.		y Mgmt Unit [	*Agency Progra	*Funding Source []
18							_		
20					<u>ок</u>	<u>C</u> ancel			
21									
22									

17. The *Key Flexfield* pop-up appears. Enter the required account information and click **OK**.



Key Flexfield	×
Hide Segments	
Agency	1600 DEPARTMENT OF ENVIRONMENTAL QUALITY
Budget Fund	603196 DEQ 6185 WIF -CLEAN WATER REVOLVING FUND (DWQ) BC 64311
Account	11120000 CONSOLIDATED BUDGET CODE CASH
Agency Mgmt Unit	0000000 V DEFAULT AMU
Agency Program	0000000   DEFAULT AGENCY PROGRAM
Funding Source	0000 VUNDESIGNATED
Project	0000000000 V DEFAULT PROJECT
Inter Fund	000000   DEFAULT Inter Fund NC CASH
Future 1	0000   DEFAULT Future 1
Future 2	000000   DEFAULT Future 2
Future 3	00000   DEFAULT Future 3
	Search Reset   OK Cancel

18. The respective COA combination fields are auto populated with this information.

15	Journal Lines					
				Accounts	×	
17	Changed	Row Status	*Agency []	1600-603196-11120000-0000000-0000		Progra *Funding Source []
18 19 20 21 22 23					OK Cance	

19. Scroll to the right and select the *Currency* from the drop-down choice list. In this example, choose **USD**. Next, enter the required credit amount on the *Entered Credit* field.

In this example, choose **4000**.

17	*Project [ ]	*Inter Fund [	*Euture 1 [ ]	*Euture 2 [ ]	*Euture 2 [ ]	*Currency	**Entered	**Entered	Conversion	Conversion Pate Type	Conversion
	FIOJECULI	The Fund In	Future I []	Future 2 []	Future 5 []	currency	Debit	Creuit	Date	Nate Type	Nate
18	000000000	000000	0000	000000	00000	USD		4,000.00			

20. Scroll further to the right and fill in the *Line Descriptive Flexfield Context* and *Line Descriptive Flexfield Values* fields.

In this example, choose **PAY – DISBURSEMENT** and **0000161** respectively.

Z	AA	AB	AC	AD	AE	AF	AG
			-				
Clearing Company	Line Descriptive Flexfield Context	Line Descriptive Flexfield Values	Captured Information Context	Captured Information	Reconciliation Reference	Error	Кеу
	PAY - DISBURSE	M0000161					B2177581W88)EU.0
							B2177581W88)EU.0
							R2177581W88)FILO

21. NCFS Scroll back to the left and double-click the second cell below the *Agency* field to open a pop-up.

15	Jou	Journal Lines									
17		Changed	Row Status	*Agency []	*Budget Fund []	*Account []	*Agency Mgmt Unit [	*Agency Progra	*Funding Source []		
18				1600	603196	11120000	0000000	0000000	0000		
19											
20											

22. The *Accounts* pop-up appears. On the *Accounts* field, click the **Select** [ $\overline{\underline{so}}$ ] icon.

Note: Additional lines can be added if the number journal lines exceed the ones enabled in the sheet.

15		Journal Lines								
	Ш				Accounts		×			
17		Changed	Row Status	*Agency []		E.		y Mgmt Unit [	*Agency Progra	*Funding Source []
18		<b></b>		1600				-	0000000	0000
20						oK	Cancel			
21					-					
22					-					

23. The *Key Flexfield* pop-up appears. Enter the required account information and click the **OK** button.

In this example, choose: *Agency:* 1600 *Budget Fund:* 603196 *Account:* 51575000

Key F	Flexfield	×
4	Hide Segments	
	Agency	1600 TEPARTMENT OF ENVIRONMENTAL QUALITY
	Budget Fund	603196 DEQ 6185 WIF -CLEAN WATER REVOLVING FUND (DWQ) BC 64311
	Account	51575000   EMPLOYEE ASSISTANCE PROGR
	Agency Mgmt Unit	0000000 🔻 DEFAULT AMU
	Agency Program	0000000   DEFAULT AGENCY PROGRAM
	Funding Source	0000 VUNDESIGNATED
	Project	0000000000 V DEFAULT PROJECT
	Inter Fund	000000   DEFAULT Inter Fund NC CASH
	Future 1	0000   DEFAULT Future 1
	Future 2	000000   DEFAULT Future 2
	Future 3	00000
		Sea <u>r</u> ch Reset   O <u>K</u> <u>C</u> ancel

24. The respective COA combination fields get auto populated with this information.

15	Journal Lines		Accounts			
			1600-603196-51575000-0000000-0000 至			
47	Channed David Status	**	O <u>K</u> Cancel	A Mount Unit f	* 4 Duo	*Franking Course [1]
17	Changed Row Status	*Agency 1600	,	Agency Mgmt Unit [ )000000	*Agency Progra 0000000	*Funding Source [] 0000

25. Scroll to the right and select the *Currency* from the drop-down choice list.

In this example, we choose **USD**. Next, enter the required debit amount on the *Entered Debit* field. In this example, choose **4000**.

17	*Project []	*Inter Fund []	*Future 1 []	*Future 2 []	*Future 3 []	*Currency	**Entered Debit	**Entered Credit	Conversion Date	Conversion Rate Type	Conversion Rate
18	3 000000000	000000	0000	000000	00000	USD		4,000.00			
19	0000000000	000000	0000	000000	00000	USD	4,000.00				
20	1										

26. On the **Create Journal** tab on top of the sheet, click **Submit** icon to attempt the upload of your journal entry.

Fil	e Home	Insert	Draw	Page Layout	Formulas Data	Review Vie	ew Help	Create Journal	Acrobat		Comments	🖻 Share
	gin Logout Cla All [	ear Edit	About s	Submit Status Viewer								
	Worl	tbook		Worksheet								^
	$\cdot$ : $\times$ $f_x$										^	
<i>&lt;</i>	Confidential \	No Additio	nal Protec	tion 🧪	Public	Confic	dential 👻	High Risk Confidential	Personal Information			×
	ВС			D	E		F	G	Н	1	J	<b></b>
13	Workshe	et Status				Journal Val	lidation Statu	ar s				
15	Journal Li	nes										
17	Chan	aed	Row Sta	atus	*Agency []	*Budaet Fun	d []	*Account []	*Agency Mamt Unit [	*Agency Progra	*Funding Source	[] *!
18	<b>A</b>				1600	603196		11120000	0000000	0000000	0000	00
19	<b>A</b>				1600	603196		51575000	000000	0000000	0000	00

27. The *Submission Options* pop-up appears. Ensure the **Submit Journal Import** radio button is selected and click the **Submit** button.

Submi	ssion Options		×
	Submission Option	O Submit Journal Import	
Import	Descriptive Flexfields	Yes with validation	
	Other Options	Send Email Notification for Journal Import Failures	
		Submit Cancel	

28. The *Confirmation* pop-up appears, which indicates that the process has been submitted. Click the **OK** button.

B	C	D	E		F	G		Н
13	Worksheet Status			Journal	Validation Status	itatus		
15	Journal Lines			Confirmation				
				Your process 224832	22 has been submitted.			
17	Changed	Row Status	*Agency []	*Budget F	OK			Agency Mgmt Unit [
18		Row inserted successfully	1600	603196	<u>or</u>			00000
19		Row inserted successfully	1600	603196				00000
20							_	

## 29. Once the Submission Status showcases that the journal entries have been submitted, the *Row Status* field gets updated with **Row Inserted Successfully**.

15	Journal Lines									
47	Channed I	David Charles	***	*Budget Fund ( 1	***	*	***			
17	Changed	Row Status	*Agency []	*Budget Fund []	*Account []	*Agency Mgmt Unit [	*Agency Progra			
18		Row inserted successfully	1600	603196	11120000	0000000	0000000			
19		Row inserted successfully	1600	603196	51575000	0000000	0000000			

Note: If the process fails, an error message will appear either on the header or the journal line causing the error.

In this example, we choose to show a worksheet error where the submission failed since the accounting date must be in an open or future enterable period. The error can be viewed on the *Status Viewer* section.

	Confidential \ No Additio	nal Protection 🖍	Public	Confidential  + High Risk F	Confidential - Personal G	Information 👻	N 	Status Viewer × Messages for this worksheet
567	If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.  Data Access Set NC CASH US  *Group ID 300000108981494							are listed below
7 8 9 10 11 12 13	Data Access Set Journal Description *Ledger *Accounting Date Adjusting Period Worksheet Status	NC CASH US 1600 PAY 06/23/23 Payroll NC CASH US 12/22/2021 Submit failed	,	*Group 1D *Source *Category Reversal Period Reversal Date Reference Date Journal Validation Status	Spreadsheet PAY-2-PAYROLL			<ul> <li>You must select an accounting date in an open or future enterable period. (GL-780452)</li> <li>Messages for this table row are listed below</li> </ul>
15	Journal Lines							No error.
17 18 19	Changed	Row Status	*Agency [] 1600 1600	*Budget Fund [] 603196 603196	*Account [] 11120000 51575000	*Agency Mgmt Unit [ 0000000 0000000	*Agency Prog 0000000 0000000	

30. Make the required fixes as per the nature of the error and click the **Submit** icon.

In this example, we choose to enter an *Accounting Date* in an open or future enterable period.

File Log	e Home Insert	Draw Page Layout	Formulas Data	Review View Help	Create Journal Acro	obat		다 Comments 🖄 Sha		
	Workbook	Worksheet								
	<ul> <li>I × ✓ fx</li> <li>Confidential \ No Additional Protection   Public</li> <li>Confidential   High Risk Confidential   Personal Information  </li> </ul>									
$\checkmark$			Public	Coniidentiai +		Personal miormation •				
	s C	D	E	F	G	Н		J		
7 8 9 10 11 12 13 15	6 7 Data Access Set NC CASH US 8 Journal 1600 PAY 06/23/23 Payroll 9 9 Description 10 *Ledger NC CASH US 1 *Accounting Date 6/23/2023 12 Adjusting Period Worksheet Status Submit failed 1		*Group ID *Source *Category Reversal Period Reversal Date Reference Date Journal Validation Status	300000108981494 Spreadsheet PAY-2-PAYROLL			Total Entered Debit Total Entered Credit Total Accounted Debit Total Accounted Credit			
17 18 19	Changed	Row Status	*Agency [] 1600 1600	*Budget Fund [] 603196 603196	*Account [] 11120000 51575000	*Agency Mgmt Unit [. 0000000 0000000	*Agency Progra 0000000 0000000	*Funding Source [] 0000 0000		

31. The *Submission Options* pop-up appears. Ensure the **Submit Journal Import** radio button is selected and click the **Submit** button.

Subr	nission Options		×
	Submission Option	O Submit Journal Import	
Impo	rt Descriptive Flexfields	<ul> <li>Yes with validation</li> </ul>	
	Other Options	Send Email Notification for Journal Import Failures	
		Submit Cancel	

32. The *Confirmation* pop-up appears, which indicates that the process has been submitted. Click the **OK** button.

6								
7	Data Access Set	NC CASH US			*Group ID	300000108981494		
8	Journal	1600 PAY 06/23/23 Payroll			*Source	Spreadsheet		
9	Description				*Category	PAY-2-PAYROLL		
10	*Ledger	NC CASH US		Reversal Period				
11	*Accounting Date	6/23/2023			Reversal Date			
12	Adjusting Period				Confirmation	X		
13	Worksheet Status			Jou				
15	Journal Lines				Your process 2248464 has	s been submitted.		
					oK			
17	Changed	Row Status	*Agency []	*Budg	jet Fund []	*Account []		*Agency Mgmt Unit [

33. Once the Submission Status showcases that the journal entries have been submitted, the *Row Status* field gets updated with **Row Inserted Successfully**.

Note: To search for this journal, go to the **Manage Journals** page and search for your journal by selecting **Source** equals **Spreadsheet** as part of your search criteria.

	15	Journal Lines										
	17	Changed	Row Status	*Agency []	*Budget Fund []	*Account []	*Agency Mgmt Unit [	*Agency Progra	*Funding Source []			
	18		Row inserted successfully	1600	603196	11120000	0000000	0000000	0000			
Г	19		Row inserted successfully	1600	603196	51575000	0000000	0000000	0000			
	20											

### **Create Multiple Journals through Spreadsheet**

To create multiple journals through spreadsheet, please follow the steps below:

- 1. Follow steps 1-9 from the above section.
- 2. Click the **Multiple Journals** tab on the bottom left corner of the spreadsheet.

	3 С	D	E	F	G	Н		
2	ORACLE <sup>®</sup>	Create Journals						
4	* Required **At least one i	s required						
5	If any rows on the workshee	et have an Insert failed status, none	e of the rows are loaded to GL Interface table					
7	Data Access Set	NC CASH US		*Group ID	300000108981494		]	
8	Worksheet Status			Journal Validation Status				
10		1		1			1	
11	Changed	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger	*Acc
12	enungeu	Now Status	Southar Batch	Description	Journal	bournar Description	Louger	Duc
13								
14								+
16								
17								
10	Single Journal	Multiple Journals	+	1	: •		1	•

3. Enter the *Journal Batch* and *Journal* names in the respective fields.

10							
11	Changed	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger
12	<b>▲</b>		1600 PAY 2 06/23/23 Payroll		1600 PAY 06/23/23 Payroll		
13							

4. Select the *Ledger* name from the drop-down choice list.

In this example, we choose **NC CASH US**. Next, enter the *Accounting Date*. In this example, choose **6/23/2023**.

11	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger	*Accounting Date
12		1600 PAY 2 06/23/23 Payroll		1600 PAY 06/23/23 Payroll		NC CASH US	6/23/2023
13					•		

5. Double-click the cell below the *Category* field to open a pop-up.

11	Journal	Journal Description	*Ledger	*Accounting Date	*Source	*Category	*Agency []	*Budget Fund [	*Account []
12	1600 PAY 06/23/23 Payroll		NC CASH US	6/23/2023	Spreadsheet				
13	5 ·				Spreadsheet				

6. The *Category* pop-up appears. Enter the required **Category** or click the **Search** button to get a list of categories.

(	6 7 300000108981494		٦	Category	×			
	8			▲ Search				
1	0			Name				
			*1.1	Search	Reset		***	**
1	Journal	Journal Description	*Ledger				*Budget Fund [	*Account []
1	2 1600 PAY 06/23/23 Payroll		NC CASH US	Catagony				
1	3			Category				
1	4			No data to display.				
1	5					-		
1	6			oĸ	<b>C</b> ancel			
1	7							
1	8			JUICOUSTICCL				

7. Select the required **Category** and click the **OK** button.

In this example, choose **PAY-2-PAYROLL** and click the **OK** button.

Category		
OSC UNRESER		
Operational Me		
PAY-1-DEBT SE		
PAY-10-SPECIA		
PAY-2-PAYROLL		
PAY-3-STATE AID		
PAY-4-HEALTH/		
PAY-5-E-PAYME		
PAY-6-GENERA		•
	<u>o</u> <u>K</u>	<u>C</u> ance

8. To enter information on the COA Combination, Entered Debit, and Entered Credit fields, follow steps 16-28 from the previous section of this document.

10	1															
11	*Source	*Category	*Agency []	*Budget Fund (	*Account []	*Agency Mamt	*Agency Progra	*Funding Sourc	*Project []	*Inter Fund []	*Future 1 []	*Future 2 []	*Future 3 []	*Currency	**Entered Debit	**Entered Credit
12	Spreadsheet	PAY-2-PAYROLL	1600	603196	11120000	0000000	0000000	0000	0000000000	000000	0000	000000	00000	USD		3,000.00
13	Spreadsheet	PAY-2-PAYROLL	1600	603196	51575000	0000000	0000000	0000	000000000	000000	0000	000000	00000	USD	3,000.00	
14	Spreadsheet	PAY-2-PAYROLL	1600	603196	58300027	0000000	0000000	0000	000000000	000000	0000	000000	00000	USD		6,500.00
15	Spreadsheet	PAY-2-PAYROLL	1600	603196	48800000	1601850	1602022	0000	0000000000	000000	0000	000000	00000	USD	6,500.00	

9. On the **Create Journal** tab on top of the sheet, click **Submit** to submit the journal entries.

Fi	le Hon	ne Inse	ert Draw	Page Layout	Formulas Da	ata Review	View	Help	Create Journa	al Ac	robat		□ Comments	🖻 Share
ε Lo	gin Logout	Clear All Data O	Edit About	Submit Status Viewer										
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Y21	L	• = )	× v f	k										^
<i></i>	Confidenti	al \ No Ad	ditional Prote	ction 🖌	Public		Confidential	*	High Risk Confic	dential 👻	Personal Information	n 💌		×
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5 6	If any rows	on the worl	csheet have an Ir	nsert failed status, none	e of the rows are loade	d to GL Interface ta	ble.							
7 8	Data Works	a Access sheet Sta	Set NC CASH	I US			Journa	l Valida	*Group ID 30 ation Status	0000108	8981494			
10														
11	Cł	anged	Row St	atus	Journal Batch		Descripti	on	Jo	urnal		Journal Description	*Ledger	*Accou Date
12	<b></b>				1600 PAY 2 06/2	3/23 PAYROLL			16	00 PAY	06/23/23 PAYROLL		NC CASH US	6/23/20
13	<b></b>				1600 PAY 2 06/2	3/23 PAYROLL			16	00 PAY	06/23/23 PAYROLL		NC CASH US	6/23/20
14	<b></b>				1600 PAY 2 06/2	3/23 PAYROLL			16	00 PAY	06/23/23 PAYROLL		NC CASH US	6/23/20
15					1600 PAY 2 06/2	3/23 PAYROLL			16	00 PAY	06/23/23 PAYROLL		NC CASH US	6/23/20

10. The *Submission Options* pop-up appears. Review the options and click the **Submit** button.



11. The *Confirmation* pop-up appears, which indicates that the process has been submitted. Click the **OK** button.

6 7 8 10	Data Access Set Worksheet Status	NC CASH US		Confirmation Your process 2248418 has been submitted.	×	981494
11 12 13	Changed	Row Status Row inserted successfully Row inserted successfully	Journal Batch 1600 PAY 2 06/23/23 PAYR 1600 PAY 2 06/23/23 PAYR	OK	71	)6/23/23 PAYROLL J6/23/23 PAYROLL

12. Once the Submission Status showcases that the journal entries have been submitted, the *Row Status* field gets updated with **Row Inserted Successfully**.

7 8 10	Data Access Set Worksheet Status	NC CASH US		*Group ID Journal Validation Status			
11	Changed	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger
12		Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US
13		Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US
14		Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US
15		Row inserted successfully	1600 PAY 2 06/23/23 PAYROLL		1600 PAY 06/23/23 PAYROLL		NC CASH US

### Wrap-Up

This QRG demonstrates how to create journals using the ADFDI spreadsheet by following the steps above.

### Additional Resources

#### Virtual Instructor-Led Training (vILT)

- GL100c: Journal Entry
- GL100b: Journal Entry