Creating a Journal Spreadsheet

This training guide describes the process for creating a journal spreadsheet. The journal spreadsheet is an Excel file used to record actuals journal lines (not budget). The journal spreadsheet is an alternative to the Actuals Portal and is not subject to workflow approvals. Only users approved by Accounting Services (ASC) may submit the spreadsheet.

The spreadsheet must contain only transactional lines that all use the same journal purpose.

Acceptable journal purposes are limited to: balance sheet, internal sales, corrections, or transfer transactions.

Before you begin . . .

Upon completion of this guide you will be able to:

- Complete the Excel journal spreadsheet
- Troubleshoot spreadsheet journal errors

When should you use the spreadsheet?

- If you have one of these purposes: to record internal sales (ISJ), correction transactions (COR), transfers of actuals dollars (TFR), or adjust a balance sheet (BAL).
- If you can record 15 or more transactional lines where all lines share a journal purpose of: ISJ, COR, TFR, or BAL.
- If you have less than 15 lines, use the Actuals Portal.

Top 5 reasons spreadsheets must be revised:

1. It does not contain 15 or more lines.
2. The format has been adjusted or a corrupted spreadsheet has been reused (use a new one each time).
3. It is incomplete or contains $ or formulas.
4. The macros have been disabled.
5. Chart strings are invalid or do not have budget.

Quick FAQs . . .

- **How do I become a spreadsheet user?**
  Apply using the *Journal Spreadsheet Registration Form:*
  http://www.northwestern.edu/financial-operations/policies-procedures/forms/JournalSpreadsheetRegistration.pdf

- **What is a mask?**
  A 3-letter code assigned to a registered submitter by ASC. This mask becomes the first 3 characters of the journal ID.

- **Who are the approved spreadsheet submitters?**
  Each major division is limited to 4 spreadsheet submitters. View the list of submitters and masks:
  http://www.northwestern.edu/financial-operations/policies-procedures/finance/registrants.xls

- **Where do I submit the spreadsheet?**
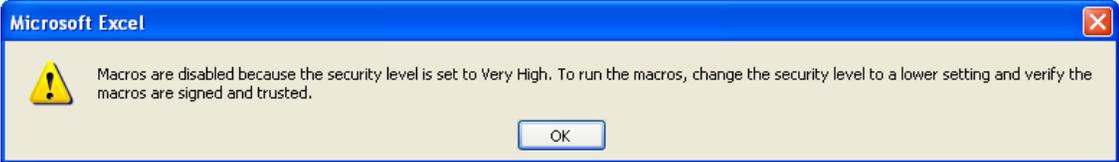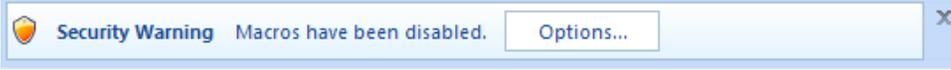 Email completed spreadsheet journals to

 upload-journal@northwestern.edu

- **Where do I get help?**
  Contact Accounting Services at 847-467-3608 or 847-467-5338 or the Help Desk at 847-491-HELP (4357).

Step 1: Download and open the spreadsheet

Warning: The journal spreadsheet may easily become corrupted. To avoid having it sent back to you, use a new spreadsheet every time. Visit http://www.northwestern.edu/financial-operations/policies-procedures/forms/PSJournalSpreadsheet.zip to download the template.

What happened when you opened the spreadsheet?	Respond by taking this action:
Spreadsheet opens without any warning messages.	Continue to step 2: *Save the file with a new name*
Some type of warning appears that the macros have been disabled.	Refer to *Appendix A* to reset your security. Then continue to step 2.
Some type of option appears allowing you to enable the macros.	Enable the macros and continue to step 2. Accounting Services uses these macros to process the journal. If you disable the macros, the spreadsheet will be sent back to you.

Step 2: Save the file with a new name
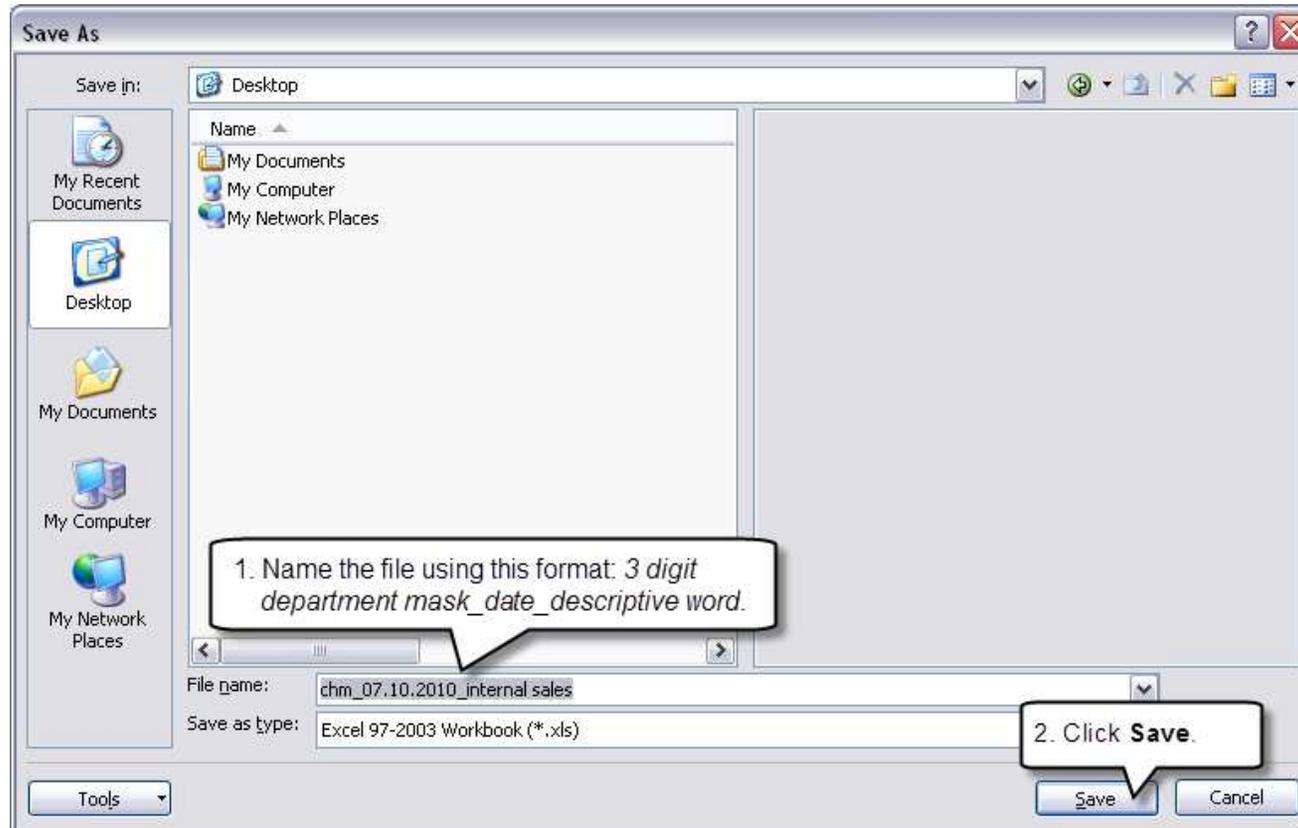
- When saving your Journal Spreadsheet us the following format: your 3-character code (mask) plus today's date.
  Example: ACS11082008.xls
- If you submit more than 1 spreadsheet per today the format should be your 3-character mask plus today's date plus an alpha character A, B, C, etc.
  Example: ACS11082008A.xls

Step 3: Enter the required information

	A	B	C	D	E	F	G	H	I	J	K
1							**Actuals Journal Entry Form**				
2	Entered By (NetID)				Enter your **Net ID**.				**Instructions:** 1. Open the file and enable macros.		
3	Journal Mask				Enter your department **Journal Mask** (3 character code assigned by Accounting Services).				2. Click File > Save As. Rename the file with your department's name and date and Save. This will save the template (.xlt) file as a regular Excel (.xls) file so that the template is not modified. 3. Enter the required Journal Header information: NetID, Journal Date, Header Description, and Journal Purpose.		
4	Journal ID										
5	Journal Date (MM/DD/YYYY)				Enter the **Journal Date** (this determines which accounting period the journal will post to).				4. Verify the Required Fields Check box = OK. If it does not = OK, required header information is missing. 5. Select your Journal Purpose. Click on the drop-down arrow contained within the Journal Purpose entry box to select the purpose of the journal.		
6	Audit Entry & Ledger (Accounting Services Use Only)								6. Enter journal line information. As you type each new line the line number will automatically populate. If applicable, any Journal ID related to the transaction lines should be listed in Line Reference. Any date of service or good related to your transaction line should be indicated in the Line Description.		
7	Journal Source				ASC		Accounting Services		7. Verify the line totals balance (Journal Total =$0.00).		
8	Jrnl Header Reference								8. When the spreadsheet is complete, save the file. **Template Colors:** Gray = Acct. Services only White = Data entry cell Purple = Informational		
9	Header Description				Enter a **Journal Description** (30 char. max)				**Journal Total**	**Required Fields Check**	**Step 1** **Set Print Range** / **Step 2** **Output to Text File**
10	Journal Purpose				Select a **Journal Purpose** from the menu.				**$0.00**	**All required Fields have not been entered!**	
15	Line	Fund	Dept ID	Project ID	Revenue to Revenue Correction Expense to Expense Correction Internal Sales Journal Transfer Journal Balance Sheet				**Amount**	When all required fields are entered, this box says "ok".	**Line Reference**
16	1										

- Required spreadsheet fields are: Entered By (NetID), Journal Mask, Journal Date, Header Description and Journal Purpose.
- Ignore the gray fields; these are only for Accounting Services.
- Use the *Header Description* box to identify the spreadsheet contents. This 30-character field may be viewed when searching for journals.
- **Warning:** Do not alter the spreadsheet formatting! Use the right-click *Paste Special* option to paste data into the spreadsheet! Do not use the regular *Paste* option. Pasted data often contains unacceptable formatting or formulas.

Step 4: Enter the journal lines

- **Not sure whether to use a + or – sign?** To increase expense, enter a positive amount (debit). To increase revenue, enter a negative amount (credit). To decrease expense, enter a negative amount (credit). To decrease revenue, enter a positive amount (debit).

9	Header Description				Bookstore Sales				Journal Total	Required Fields Check		Step 1 Set Print Range	Step 2 Output to Text File
10	Journal Purpose				Internal Sales Journal				$0.00	This value should equal $0.00 if your debits and credits equal each other.			
15	Line	Fund	Dept ID	Project ID	Activity	Program	ChartField1	Account	Amount	Line Description		Line Reference	
16	1	133	2126500					50607	-781.12	Feb. '11 Bookstore Sales			
17	2	110	4651000					73010	207.00	4/23/11 Bookstore #19219			
18	3	110	8172400					76730	40.27	4/23/11 Bookstore #19230			
19	4	110	5007000					73010	170.95	4/23/11 Bookstore #19231			
20	5	110	4653500					73010	259.40	4/23/11 Bookstore #19235			
21	6	171	4011400	10003288	01			73010	103.50	4/23/11 Bookstore #19241			

Enter chartstings.

Required with Project ID
Activity is required with Project ID. If Project ID is not populated, this field should be left blank.

Values are 2 Digits Long.

Enter Amounts. (-) gives dollars. (+) takes dollars.

Describe transacation (30 characters max.) *Appears on GL008.*

Optional, a 10-character reference field that appears in NUFinancials budget drill-downs.

Warning: Do not reformat the spreadsheet in any way!

- Line numbers auto-populate when you enter a fund number. Do not enter line numbers.
- Data must be formatted in Arial font size 10 pt.
- Do not enter formulas, or dollar signs in any cell.
- Do not change the *Amount* column format. Amounts are formatted with two decimal points and no $ signs.

Step 5: Prepare the submission

The spreadsheet must be submitted by email. Make sure to do the following:

1. Follow your department internal review process.

2. Make sure you are in compliance with the 90-day rule.
   - Visit http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf for more information on the 90-day rule.
   - Attach all completed 90-day forms to the submission email (if applicable).

3. In the subject line of the email, type the file name of the journal spreadsheet.

4. Include the following information in the body of the email:
   - journal purpose
   - the name of the accounting period to which the journal should post
   - any other relevant information

5. Attach the spreadsheet to the email.

6. Send the spreadsheet with attachments to upload-journal@northwestern.edu.

Journal Spreadsheet Upload Process:

http://www.northwestern.edu/financial-operations/policies-procedures/finance/financejournalupload.html

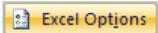# Step 6: Respond appropriately based on your circumstances . . .

Use this table to determine what action to take based on the feedback you receive from Accounting Services.

Accounting Services did this:	Your spreadsheet status:	What should you do?
Sent you a confirmation email. You received a journal ID number and a confirmation that the journal will post.	Contains no errors.	No additional action necessary.
Sent the spreadsheet back to you asking for a new spreadsheet.	Macros are not enabled or the spreadsheet is corrupted.	Download a fresh spreadsheet. Use *Appendix A* of this guide to reset your macro security. Enable the macros. Use *Paste Special* to copy your data into the new spreadsheet. Resubmit to Accounting Services.
Sent you an email you an email asking you to correct the errors.	Incomplete.	Complete the spreadsheet according to the guidance received from Accounting Services. Open the email you received from Accounting Services and click Reply. Attach the new spreadsheet and click Send.
	Contains $ or formulas.	Fix the errors. Open the email you received from Accounting Services and click Reply. Attach the new spreadsheet and click Send.
	Journal contains less than 10 journal line errors	The journal contains incorrect chart strings or budget errors. Email new chart strings to Accounting Services or add budget if it is a budget error and communicate the change to Accounting Services. Accounting Services will make the changes to the journal.
	Journal contains more than 10 journal line errors.	This journal contains incorrect chart strings or budget errors. Search for the journal using the *Searching for Spreadsheet Journals* job aid: http://cafe.northwestern.edu/documents/training/gl/712/SearchingJournalSpreadsheets.pdf Find the errors and create a new journal spreadsheet with corrected data and submit it to Accounting Services. The original journal with the errors will be deleted. When your new spreadsheet is processed, you will receive a new journal ID.

Appendix A: Setting macro security for Excel

If a security level warning appears indicating that the macros have been disabled, close the message and follow instructions in the table below for your version of Excel.

Configure the Excel macros security level:

Excel version	Instructions:
Excel 2003	• From the Excel **Tools** menu > Macro > **Security**. • From the **Security** box > **Security Level** tab, click the **Medium** radio button, and then click **OK**. • Close the file and any other Excel files that are open.
Excel 2007	• From the open Excel journal spreadsheet, click [icon]. A menu opens. Click [Excel Options] from the bottom right corner of the menu. • From the left navigation menu, click **Trust Center** > **Trust Center Settings**, and then click **Macro Settings**. • Click **Enable all macros.** This allows all macros to run.
Excel 2010	• Click the **File** tab, click **Options**, and then click the **Trust Center** category. • Click **Trust Center Settings**, and then click the **Macro Settings** category. • Click **Enable all macros.** This allows all macros to run. • Click **OK**.