


## 9.2 Uploading a Journal Spreadsheet as a Text File (Write to File)

**Purpose:** Use this document as a reference for how to upload a journal spreadsheet as a text file or 'Write to File' in ctcLink.

**Audience:** Financial staff.

Occasionally, you will find a need to convert your journal spreadsheet into a text file for manual upload into ctcLink. When the journal has a large number of lines, it is advisable to use this method to load your journal to avoid system time-out issues.

 You must have at least one of these local college managed security roles:

- ZZ GL Journal Entry

You must also set these User Preference Definitions:

- [User Preferences: General Ledger](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Prerequisite: You should have already created and saved your journal spreadsheet using the Spreadsheet Import Tool as described in Quick Reference Guide [Importing a Journal Spreadsheet](#).

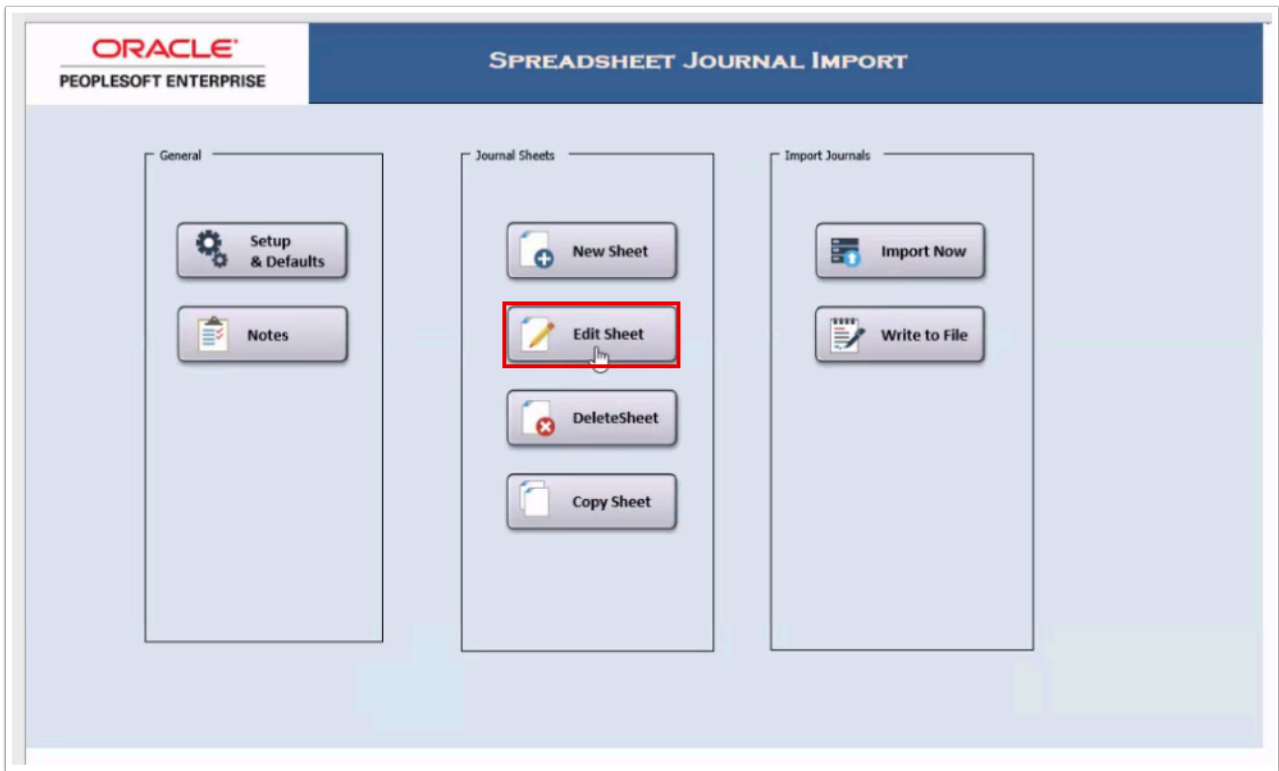
This process begins with the Spreadsheet Import Tool and your journal already created and saved.

## Uploading a Journal Spreadsheet as a Text File

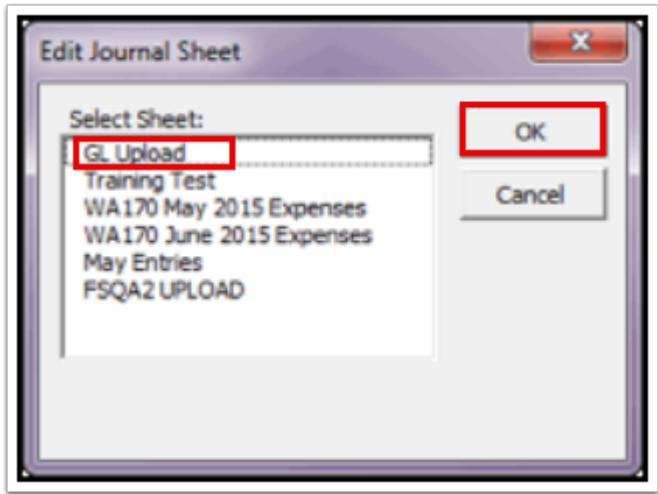
### Saving the Spreadsheet as a txt File

1. Before you can import a journal flat file, you must take your journal spreadsheet that was created using the Spreadsheet Import Tool, edit it, change the import status and save it.

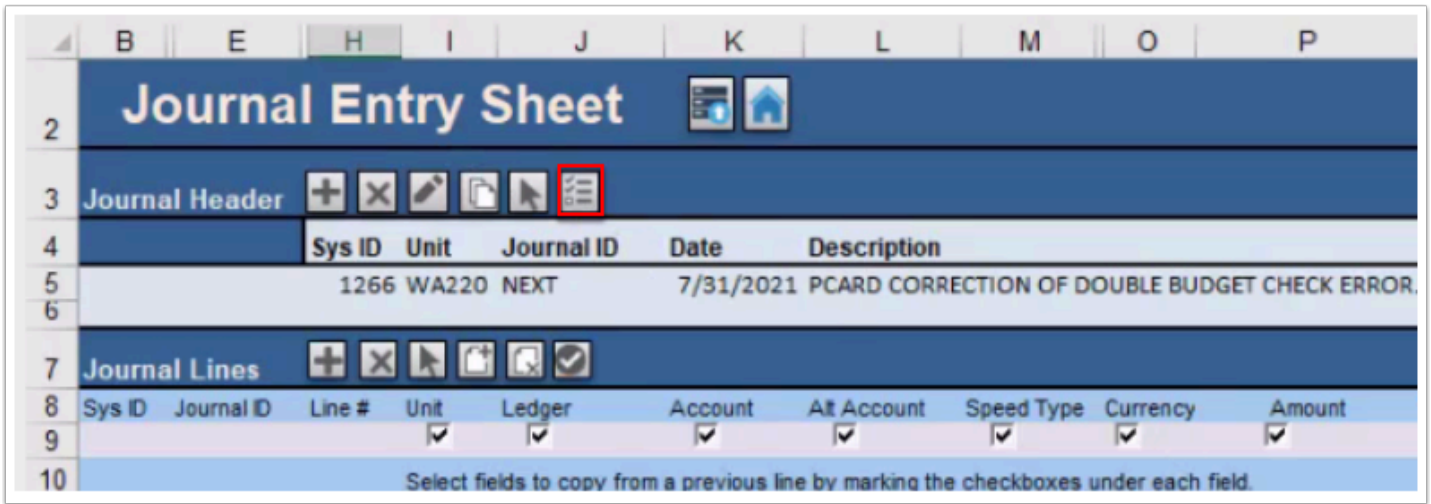
From the **Spreadsheet Journal Import Control** page (JRNL1\_WS.xlsm file), select the **Edit** button.



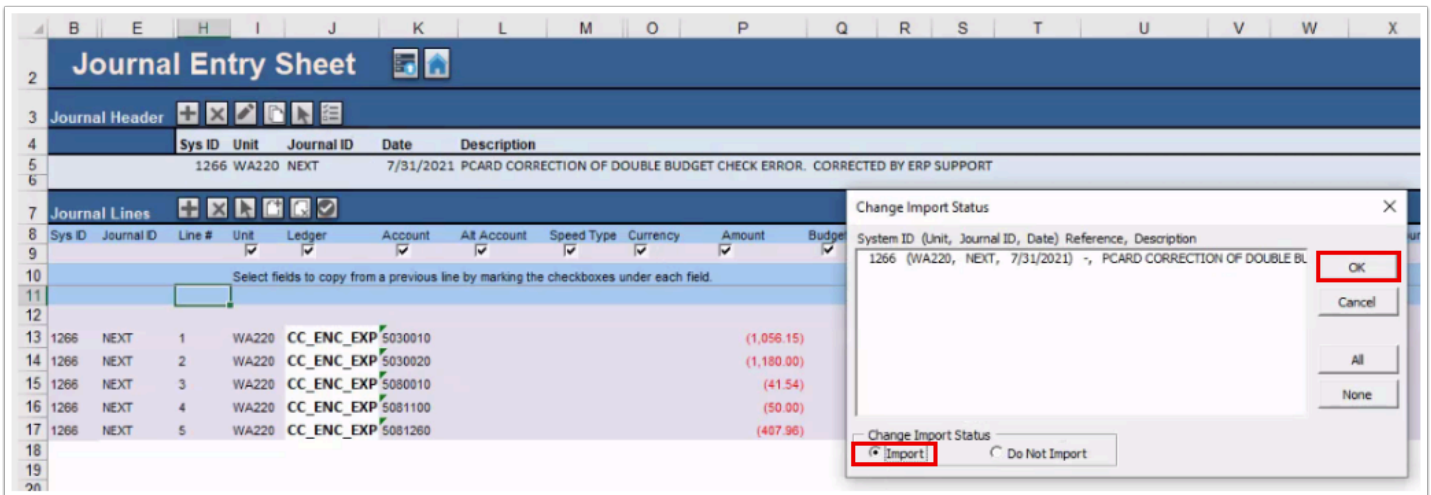
2. On the **Edit Journal Sheet** page, select your journal and select the **OK** button.



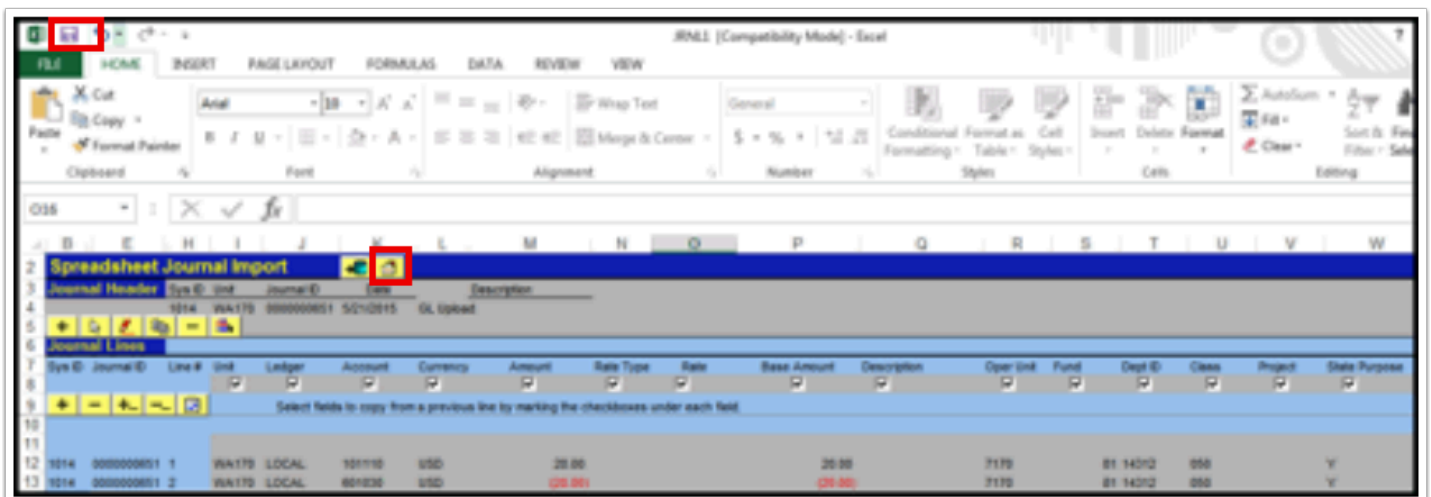
3. The spreadsheet journal opens. Select the **Change Import Status** button.



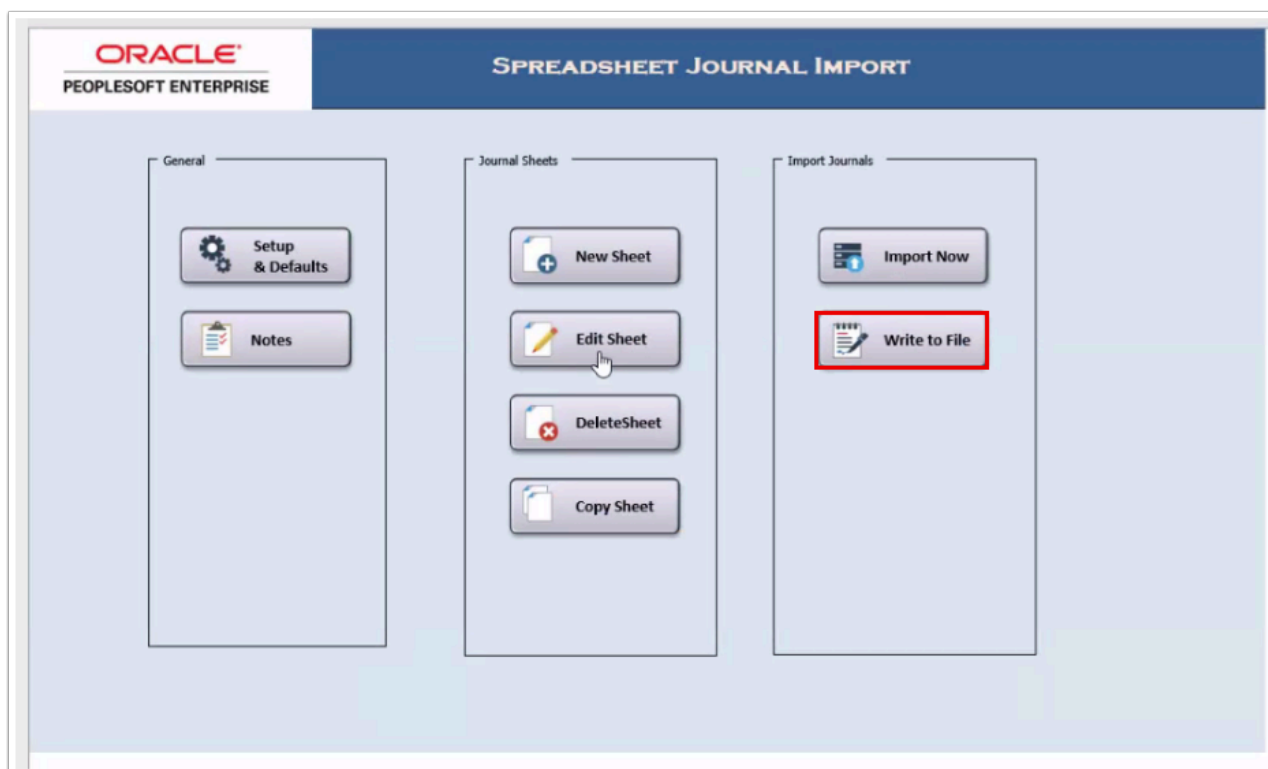
- The **Change Import Status** window opens. Select the **Import** radio button and then select the **OK** button.



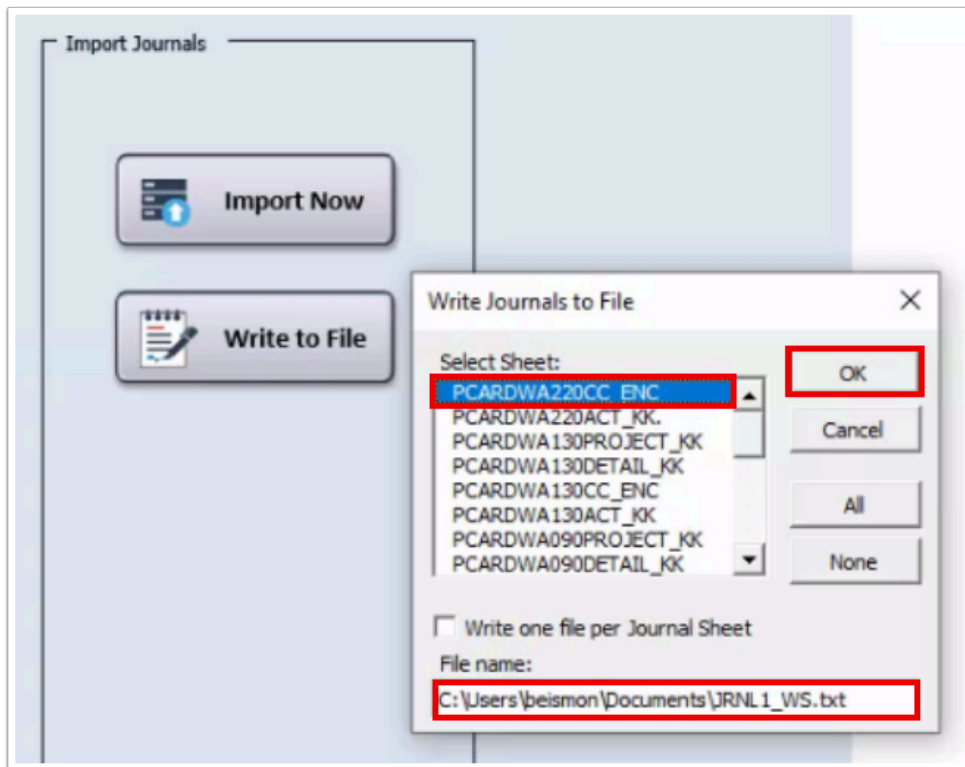
- Select the **Save** button in Excel to save the spreadsheet.
- Select the **Home** button to return to the **Spreadsheet Journal Import** control page.



7. From the **Spreadsheet Journal Import Control** page, select the **Write to File** button.



8. Use the **Write Journals to File** page to select the Excel file to write to a text file for external upload to ctcLink:
1. Select the appropriate journal in the **Select Sheet** field.
  2. In the **File Name** field, the menu path defaults in the computer location to which the new file will be located once the file is written. Write over this portion of the string with the name of the new file that you want to import into ctcLink, i.e. the name of your journal (my new File name for the screen capture below looks like this: C: Users\SVenable\ Documents\GLUpload.txt).
  3. Select the **OK** button.



## Importing Spreadsheet Text Files

**Navigation: NavBar > Navigator > General Ledger > Journals > Import Journals > Spreadsheet Journals**

1. The **Spreadsheet Journal Import** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Select **Add**.

[< Manager Self Service](#)

Spreadsheet Journal Import

### Spreadsheet Journal Import

[Find an Existing Value](#)[Add a New Value](#)


Run Control ID

IMPORTJE

Add

[Find an Existing Value](#) | [Add a New Value](#)

4. The **Spreadsheet Journal Import Request** page displays.
5. In the **Process Request Parameters** section, enter the file processing parameters.
  1. Leave the defaulted values as is for these fields:
    - Number of Data Files
    - Character Set
    - If Journal Already Exists
    - If Journal is Invalid
  2. In the Journal Processing Options section, select the **Edit Journal(s)** box.
  3. Select the **Add** button, navigate to the text file located on your computer and upload in order to attach. After this step is complete, the **Attached File** name appears on the **Spreadsheet Journal Import Request** page.

 If you are re-using a run control, you will have to delete the current file before you can add a new file.

6. Select **Run**.

### Spreadsheet Journal Import Request

Run Control ID spreadsheet\_jrn\_import [Report Manager](#) [Process Monitor](#) Run

#### Report Request Parameters

\*Number of Data Files

Single data file

\*Character Set

ISO\_8859-1

\*If Journal Already Exists

Skip

\*If Journal is Invalid

Skip

Add

Delete

View

Attached File

PCARDWA220CC\_ENC.txt

#### Journal Processing Options

☒ Edit Journal(s)  
☐ Recalc Exchange Rates  
☐ Approval Option

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

7. Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.
  1. Use the **Server Name** drop-down button to select the appropriate processing server for the request.

**Note:** You can leave the Server Name field blank.

8. Select **Journal Import with Edit** then select **OK**.

### Process Scheduler Request

User ID CTC\_BEISMON Run Control ID spreadsheet\_jrn\_import

Server Name

Run Date

08/04/2021

Recurrence

Run Time

8:40:52AM

Time Zone

Reset to Current Date/Time

#### Process List

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

OK
Cancel

**Note:** A Process Instance number appears. This number helps you identify the process you have run when you check its status.

9. Select **Process Monitor**.

**Spreadsheet Journal Import Request**

Run Control ID spreadsheet\_jm\_import Report Manager **Process Monitor** Run

Process Instance:1206775

**Report Request Parameters**

\*Number of Data Files Single data file

\*Character Set ISO\_8859-1

\*If Journal Already Exists Skip

\*If Journal is Invalid Skip

Add Delete View

Attached File PCARDWA220CC\_ENC.txt

**Journal Processing Options**

☒ Edit Journal(s)

☐ Recalc Exchange Rates

☐ Approval Option

Save Notify Add Update/Display

10. Use the **Process List** page to view the status of submitted process requests.

**Note:** The process has finished successfully when the **Run Status** column indicates "Success" and the **Distribution Status** is "Posted".

11. Select the **Details** link for the GL\_EXCL\_JRNL process name.

Process List

Server List

View Process Request For

User ID

CTC\_KEBERT

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

☒ Save On Refresh


Process List

1-2 of 2

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1206776		Application Engine	GL_JRNL_UPLD	CTC_KEBERT	08/05/2021 10:08:14AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1206775		Application Engine	GL_EXCL_BATC	CTC_KEBERT	08/05/2021 10:07:48AM PDT	Success	Posted	<a href="#">Details</a>

12. Select the **View Log/Trace** link to check for any errors.



Note: Once errors are addressed, the View Log/Trace log will read import successful and you can move onto the next step.

Process Detail

Process

Instance

1206776

Type

Application Engine

Name

GL\_JRNL\_UPLD

Description

GL\_JRNL\_UPLD

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

1206775

Location

Server

Server

PSUNX

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On

08/05/2021 10:08:14AM PDT

Run Anytime After

08/05/2021 10:08:14AM PDT

Began Process At

08/05/2021 10:08:29AM PDT

Ended Process At

08/05/2021 10:08:44AM PDT

Actions

[Parameters](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

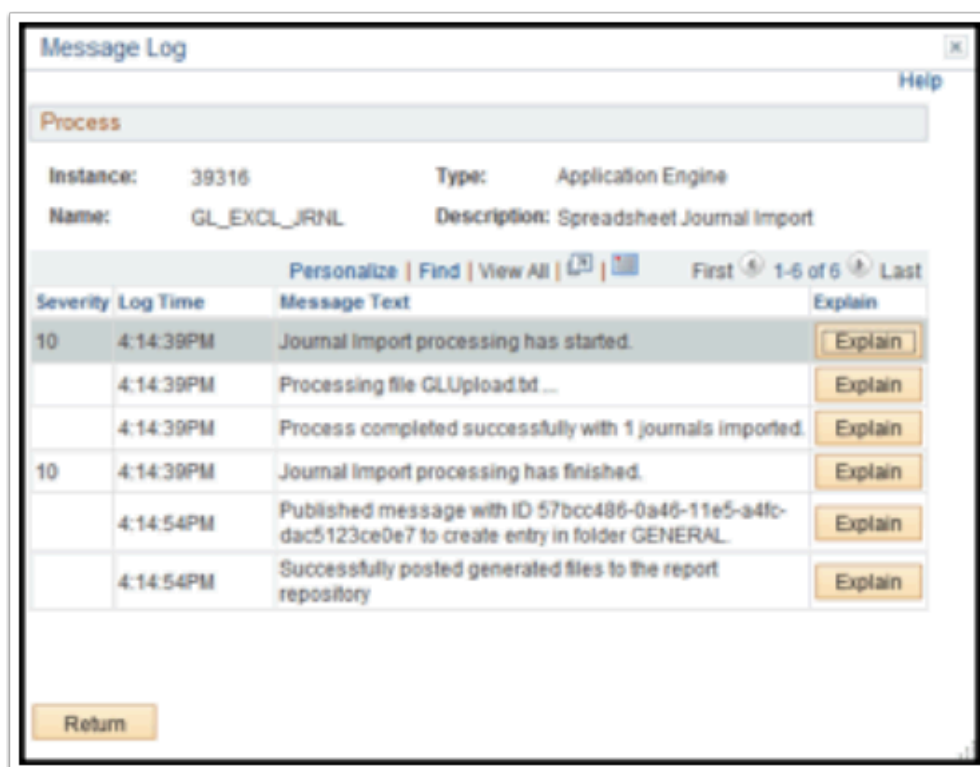
Transfer

View Locks

OK

Cancel

13. Verify that the process completed and that the journal imported successfully.



## Importing Spreadsheet Text Files

Finally, you should navigate to the **Create/Update Journal Entries** page to view your journals.

**Navigation: NavBar > Navigator > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

- Use the **Find an existing Value** tab on the **Create/Update Journal Entries** page to locate your newly posted journal.
  - If it did not automatically populate, enter or select the business unit in the **Business Unit** field.
  - Clear the **Journal Header Status** field.
  - Enter 'EXT' in the **Source** field.
  - Clear the **Entered by** field.
  - Select the **Search** button.
- Scroll down to locate your journal and then select the **Journal ID** link to open.

**Create/Update Journal Entries**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

**Search Criteria**

Business Unit: WA170  
Journal ID: begins with  
Journal Date: 09/11/2015  
Document Sequence Number: begins with  
Line Business Unit: begins with  
Journal Header Status: begins with  
Budget Checking Header Status: begins with  
Source: EXT  
Entered By: begins with  
Attachment Exist: begins with  
Journal Class: begins with

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

Only the first 300 results can be displayed.

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
WA170	0000000629	09/11/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	8	11390.75	
WA170	0000000629	09/11/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	8	-11390.75	
WA170	0000000636	09/30/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	4	2007.67	
WA170	0000000636	09/30/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	4	-2007.67	
WA170	0000000642	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	17	924.35	
WA170	0000000642	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	17	-924.35	
WA170	0000000670	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	23	1999.67	
WA170	0000000670	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	23	-1999.67	
WA170	0000000728	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	6	216.2	
WA170	0000000728	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	6	-216.2	
WA170	0000000751	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	6	205	
WA170	0000000751	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	6	-205	
WA170	0000000762	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	9	38962.37	
WA170	0000000762	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	9	-38962.37	
WA170	0000000790	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	41	3562.6	
WA170	0000000790	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	41	-3562.6	
WA170	0000000791	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	77	18129.05	
WA170	0000000791	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	77	-18129.05	
WA170	0000000801	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	7	280.55	
WA170	0000000801	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	7	-280.55	
WA170	0000000804	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	5	175.31	
WA170	0000000804	08/31/2015	1	(blank)	WA170	Posted	Valid	ACTUALS EXT	USD	5	-175.31	
WA170	0000000805	08/31/2015	0	(blank)	WA170	Unposted	Valid	ACTUALS EXT	USD	20	1134.63	

3. Select the **OK** button to acknowledge the message.

**Message**

This journal must be formatted by the Journal Edit process before you can use it here. (5010,101)

**OK**

4. Review the **Header** tab and then select the **Lines** tab.

