File Requirements for Using GL Journal Spreadsheet Upload
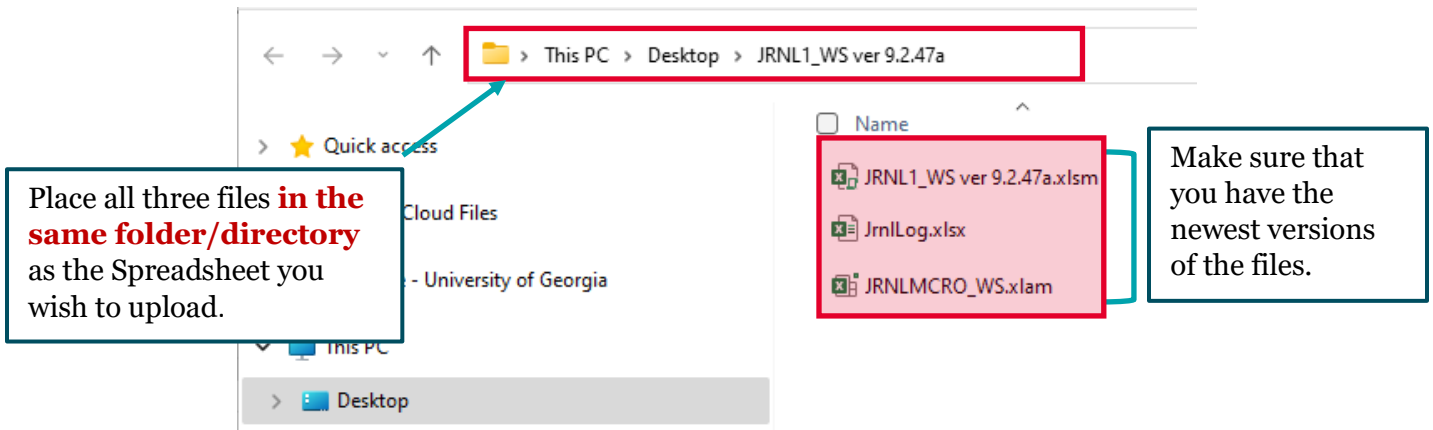
Uploading GL Journals from a Spreadsheet

When preparing to upload GL Journals from a Spreadsheet into the UGA Financial Management System, there are five files that must be saved in the same folder/directory for the entire upload process to be successful:

- **JRNL1_WS ver 9.2.47a.xlsm**: The Journal Spreadsheet file will have a version name change each time an update to the UGA Financial Management System is made.
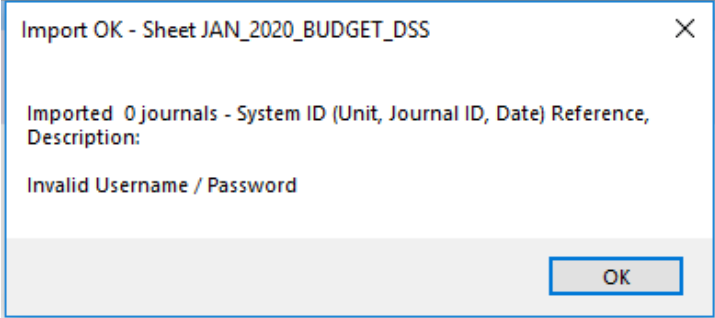- **JrnlLog.xlsx**
- **JRNLMCRO_WS.xlam**

If you do not have the files, a .ZIP file containing the newest version of these files is available on the OneSource GL Journal Uploads page.

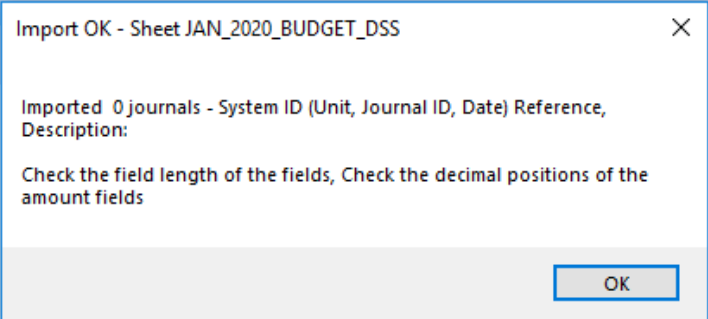**Note:** The contents **.ZIP** file must be extracted before adding them to the same folder as the spreadsheet.

Place all three files **in the same folder/directory** as the Spreadsheet you wish to upload.

Make sure that you have the newest versions of the files.
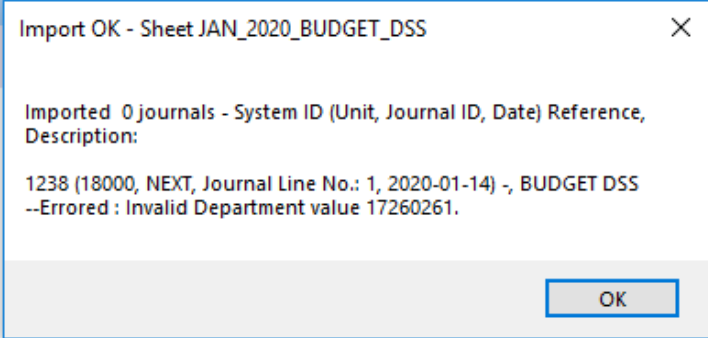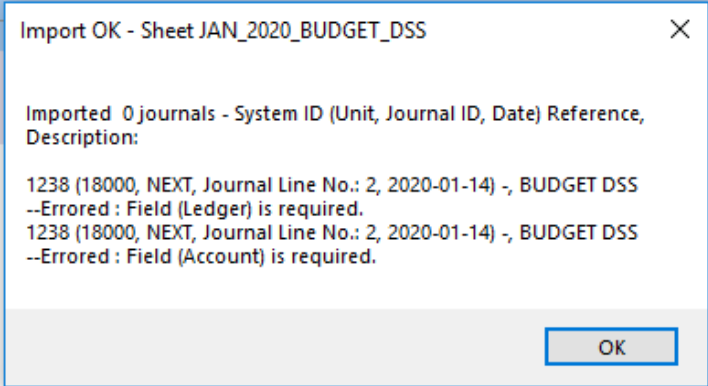
Types of Errors

You may encounter the following error messages after submitting the GL Journal Spreadsheet:

Import OK - Sheet JAN_2020_BUDGET_DSS ✕ Imported 0 journals - System ID (Unit, Journal ID, Date) Reference, Description: Invalid Username / Password OK	Error received when invalid login information is provided

Import OK - Sheet JAN_2020_BUDGET_DSS ✕ Imported 0 journals - System ID (Unit, Journal ID, Date) Reference, Description: Check the field length of the fields, Check the decimal positions of the amount fields OK	Error received when a field is too long or there are too many decimals in the Amount fields
Import OK - Sheet JAN_2020_BUDGET_DSS ✕ Imported 0 journals - System ID (Unit, Journal ID, Date) Reference, Description: 1238 (18000, NEXT, Journal Line No.: 1, 2020-01-14) -, BUDGET DSS --Errored : Invalid Department value 17260261. OK	Error received when an invalid ChartField value(s) is provided
Import OK - Sheet JAN_2020_BUDGET_DSS ✕ Imported 0 journals - System ID (Unit, Journal ID, Date) Reference, Description: 1238 (18000, NEXT, Journal Line No.: 2, 2020-01-14) -, BUDGET DSS --Errored : Field (Ledger) is required. 1238 (18000, NEXT, Journal Line No.: 2, 2020-01-14) -, BUDGET DSS --Errored : Field (Account) is required. OK	Error received when there are missing fields in a journal row

Troubleshooting Tips

When you encounter an error message after submitting the GL Journal Spreadsheet, please correct the error as indicated in the error message. Additionally, you may need to review and check the following:

1. Check to see if the required files are in exactly the same directory as the Spreadsheet upload file.
   - If not, place the missing file(s) into exactly the same directory with the uploaded Spreadsheet and try running the upload process again.

If you do not have a copy of any of the files, then those files can be obtained on the OneSource GL Journal Uploads page.

Additional Information

- Resources and any additional details are available in the **OneSource Training Library** (training.onesource.uga.edu).
- If you have questions and/or issues related to the GL Journal Spreadsheet Upload, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).