ADI Journal Worksheet Guide

Use this guide to assist when processing an Oracle Application Desktop Integrator (ADI) Journal.

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Contents

1.0 Create an ADI Journal Worksheet

Create — Populate — Upload — Verify

1.1 Introduction

Use this process to create a journal template to input data for upload to the General Ledger. The user has a journal to enter in the General Ledger.

1.1.1 Prerequisites
- User has an Oracle General Ledger responsibility
- User has basic knowledge of MS Excel.

1.1.2 Features of ADI
ADI combines the power of Oracle Applications with the ease and use of a spreadsheet. You can:
- Enter journals directly into an Excel worksheet
- Take advantage of Excel data entry shortcuts such as
  - Copying and pasting
  - Drag and drop
- Upload many rows of journals simultaneously and easily
- Determine which journal lines cannot be loaded because of errors (i.e. bad coding)

1.1.3 ADI Process Overview

Note the ADI process consists of four parts:
1. Create / Generate
2. Populate
3. Upload / Import
4. Verify

1.1.4 Recommended Software
The recommended MS Excel version is 2016 (includes 365).

Please upgrade your software if the version is lower.

Oracle Web ADI is certified with web browsers: Firefox ESR, Chrome, or MS Edge.

Web ADI is currently <u>not</u> certified with a Mac.

1.2 Settings

This setting will fix "Runtime Error 1004".

1. Open Excel
2. On the **Menu bar** go to **File**, then **[Excel] Options**, then **Trust Center**, then **Trust Center Settings**, then **Macro Settings**
3. In the top section, select the radio button for "**Disable all macros with notification"**.
4. In the bottom section, check the box for "**Trust access to VBA project object model**".
5. Click **OK** to save the settings.
6. Close Excel.
7. In the spreadsheet which is being created, Excel will then ask if the Macros should be allowed to run.
8. Only enable macros from trusted sources.

This setting will fix when an WEBADI upload "hangs" on the Processing: Create Document screen.

1. In your Windows computer, search for "**Control Panel**",
2. **Open** Control Panel > (Windows 11: Network and Internet) > **Internet Options** > **Security** (tab) > click on the **Trusted sites** icon >
3. Click the "**Sites**" button >
4. **Uncheck** the box "Require server verification (https:) for all sites in this zone"
5. Then, **click in the box**, under "Add this Web site to the zone:"
6. Type ***.harvard.edu** > Click **Add**, The line should drop from the top box to the bottom box.
7. **Recheck** the box "Require server verification (https:) for all sites in this zone"
8. Click **Close** > Click **OK**.)

*This setting will fix Excel error of "*Security Risk Microsoft has blocked macros from running because the source of this file is untrusted" message when trying to use WebADI.

1. Open MS Excel
2. **Navigate to** Options > Trust Center > Trust Center Settings… > **Trusted Locations**
3. Click on the "**Add new location**" button and browse to **add the appropriate path where you plan to download / save the WebADI document.** Please note at times ADI has issues with uploading journals from share drives because of the long path names. If your ADI is on a share drive, you may want to try adding your desktop to upload from instead. But, some users have had success if they sync their SharePoint site with their One Drive and then add it as a Trusted Location in Excel.
4. Click the "Subfolders of this location are also trusted", if desired.
5. Click "**OK**", "**OK**", "**OK**" to exit and save the setting.

    Note: Alternatively, users can unblock a single document at a time. The user will be able to go to the *Properties* dialog for the file and select *Unblock* which will allow the macros to run, as long as no policy or Trust Center setting is blocking.

1.3 Procedure

1. To access the **Oracle E-Business Suite** go to https://huit.harvard.edu/finance , then click **Oracle System Applications, Personal Homepage**.

2. Log in with your Harvard Key. The **Oracle E-Business Suite Home Page** will open.

3. From the **Main Menu,** select your **General Ledger Responsibility**, then **Journals**, then **Generate**, then **ADI**.

4. Select one of the ADI spreadsheets:

- **Create Actuals Journal Worksheet** – has two header columns

- **Create ADI Original Format Worksheet** – has one header column

For this example, the first worksheet, Create Actuals Journal Worksheet, will be shown.

Note that you can also select the ADI worksheet within General Ledger from the **Navigator screen**.

5. The **Create Document** screen will appear. Click **Create**.

6. The worksheet will download in your web browser. Click to **Open**.

7. The worksheet will begin to be generated. (If needed, hold down the Control key to disable pop-up blockers.)

8. This action will launch Microsoft Excel. (Generating a worksheet works best when Excel is closed.)

9. A security warning may appear in Excel. Click **Enable Content**
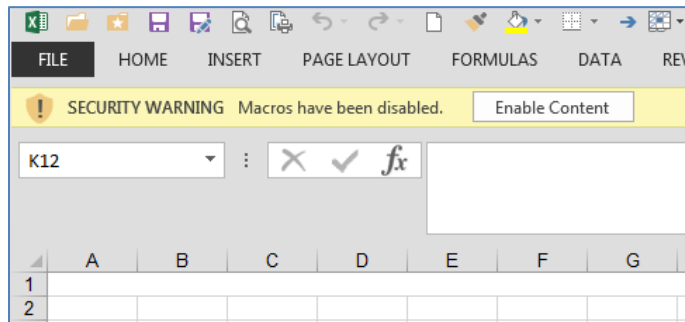
10. The worksheet will be created. Let this process complete, it may take a few moments.
         Note: It should not take more than a minute, if it does check your settings.

11. Below is how the resulting worksheet should look, for **Create Actuals Journal Worksheet**:

12. … and for **Create ADI Original Format Worksheet**:

Note: The difference between the two worksheets is the header area.
This worksheet has one header, the previous worksheet has two headers.

13. You have successfully generated an ADI journal worksheet.

14. NEW with Oracle 12.2.10

Prior to populating the ADI journal worksheet, choose your responsibility by going to the menu bar:
click on Oracle > Switch Responsibility > Choose your appropriate GL responsibility

2.0 Populate an ADI Journal Worksheet

Create   **Populate**   Upload   Verify

2.1 Introduction

Use this section to learn about inputting data into an ADI journal worksheet for upload to the General Ledger. At this point in the process, the user has created an ADI journal worksheet and needs to populate it with data for upload to the General Ledger.

2.2 Procedure

2.2.1 Open your ADI journal worksheet in MS Excel.

The correct database is: FINDB-PROD2.HUIT.HARVARD.EDU.CFINPROD

2.2.2 ADI Template Areas:

The areas of the worksheet are the Context (Excel lines 4-7), the Header (Excel lines 9-12), the Lines (Excel lines 14 through the Totals line, in this example line 26).

The outline groups at the left side of the worksheet can be used to quickly collapse/un-collapse these areas.

2.2.3 ADI Template Input:

The template expects users to input into the white fields of the template. These fields are available for immediate input by the user.

To make any other changes, requires the user to unprotect the template.

- On the Excel menu bar, select **Review**, then **Unprotect Sheet**

One of the most common reasons to unprotect the worksheet, is to add rows to the lines area of the template. Best practice is to insert rows between lines 15 and 24 (on this worksheet).

Another best practice is to not alter the fields which Oracle is using for their macros. The areas in the red boxes should not be altered. Columns should not be inserted, until past the "Messages", column Q.

The area to the right of the context, header, and lines is okay for any input (in red boxes below). Additionally, users may add new sheets to the workbook.

2.2.4 Data Entry - Batch Header Fields

| Category | * List - Text | Batch Name |
Accounting Date	* List - Date	Batch Description
Group ID	Number	Journal Name
		Journal Description

Field	Data Entry Convention
Category	Must be spelled correctly and is case-sensitive *List - double clicking in the white field will produce a pop-up window with a list of values
Accounting Date	Manual format: DD-MMM-YYYY; pick list format: MM-DD-YY *List - double clicking in the white field will produce a pop-up window with a list of values
Group ID	Your 5, 7, or 10-digit phone number with *no dash*
Batch Name	Follow Harvard naming conventions (see below), 50-character limit (Best practice) During Journal Import, Oracle will append to the user's batch name, the Journal Source, A (for Actuals), Group ID, and the Concurrent Request ID number. Please note users can currently put up to 85 characters in this field, with Oracle only appending the concurrent request number to the end. As the concurrent request number gets larger, the amount of characters will be reduced accordingly.
Batch Description	Description of your batch, 240-character limit.
Journal Name	Follow Harvard naming conventions (see below), 25-character limit
Journal Description	Description of your journal, 240-character limit

2.2.5 Data Entry - Pick Lists

Certain fields offer a pick list. Those fields are noted as *List. The ADI worksheet must be connected to Oracle Financials to enable the pop-up windows to work. (To connect to Oracle Financials, see section 1.0 above.) For example, the Category field has a pick list. (The word "Adjustment" will be auto filled.)

- Double click on the white field to the right

Or

- Single click on the white field to the right, then on the **Menu Bar**, select **Add-Ins**, then **Oracle**, then **List of Values**.
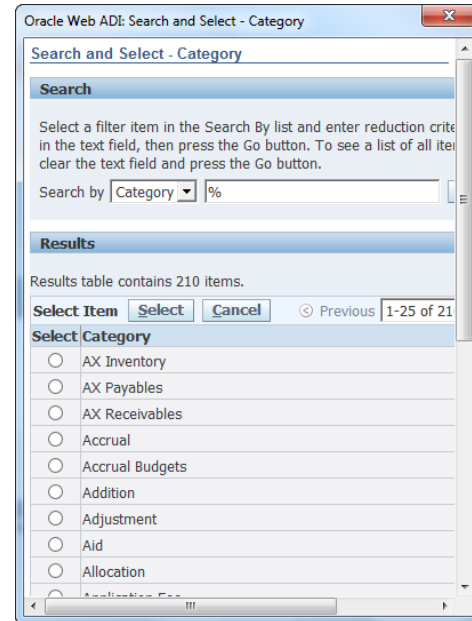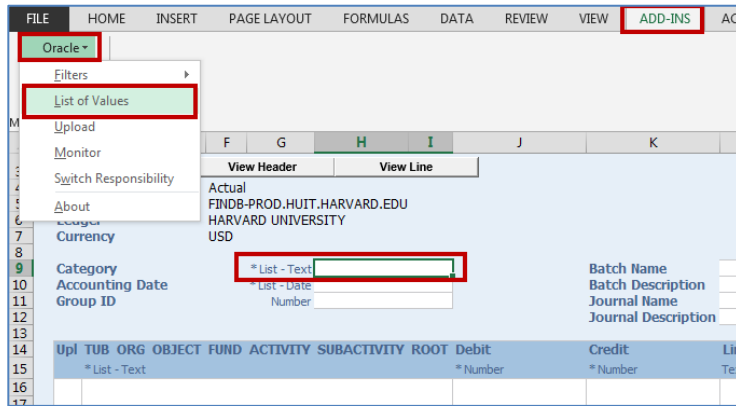
2.2.6 Harvard naming convention:
TUB^Your Initials^Description

Provide your phone number in the batch name for journals which may affect other users; i.e. CADM^SDO^6-4692 Reclass Objects

If more detail is desired, the batch description holds up to 240 characters.

Remember to provide a good audit trail - more details in a journal saves you time in the future!

> **i** Note that the caret (^) is used to indicate only one space. It is not required.
> Remember to not use commas (,) as they parse your data in csv format.

2.2.7 Data Entry: – Journal Line Fields

Field	Data Entry Convention
Upl	Upload flag; Indicates this line should be uploaded, it usually is a flag when any change is made to the line. If a line is not desired, un-flag it for it to not be uploaded. The font in this field is "Wingdings", a capital letter O will turn into a flag.
Account Coding **(Tub, Org, Object, Fund,** **Activity, Subactivity, Root)**	All 33 digits in 7 segments. *List - double clicking in the white field will produce a pop-up window with a list of values In these fields, type "0" or "01" and tab then the rest of the zeros will automatically fill in.
Debit & Credit	Number field, use two decimals only – formulas often work, but are not recommended – use the value. • Best practice for formulas – use the fields on the right of the spreadsheet, past column R, then copy and paste value to the fields in the lines section • Either the Debit or the Credit amounts should be filled in. • The Debit and Credit amounts must be on separate lines. • Placing zeros in both the Debit and Credit amount fields will cause an error. • If the line is not desired, un-flag it in the "Upl" field for it to not be uploaded.
Line Description	Add information about this journal line, 240-character limit.
Captured Info Context	Input Object Code if adding a Descriptive FlexField (DFF) in the next column, Captured Info DFF. See section *2.2.11 DFF Requirements.*
Captured Info DFF	Pop-up window which provides fields to add more information about the journal line. See section *2.2.11 DFF Requirements* to determine which object codes have these additional DFF fields.
Messages	Field where Oracle returns green success faces, yellow warning faces, or red error faces with descriptive error messages after attempting to upload the worksheet.

2.2.8 Invalid Data Entry:

Try not to use characters which have other meaning in Oracle, such as the wildcard or delimiters.

Using the percent sign in descriptions is confusing to users, since this is Oracle's wildcard symbol.

Using the comma, period, single quote and double quote can affect how your data is parsed in reports.

DO NOT USE	
Percent	%
Comma	,
Period	.
Single Quote	'
Double Quote	"

2.2.9 Global Descriptive Flexfields

Two global descriptive flexfields (DFFs) are available for use with any object code. DFFs provide additional information about the journal line.

Double-clicking in either the **Captured Info Context** or the **Captured Info DFF** field opens a window for the global DFFs.
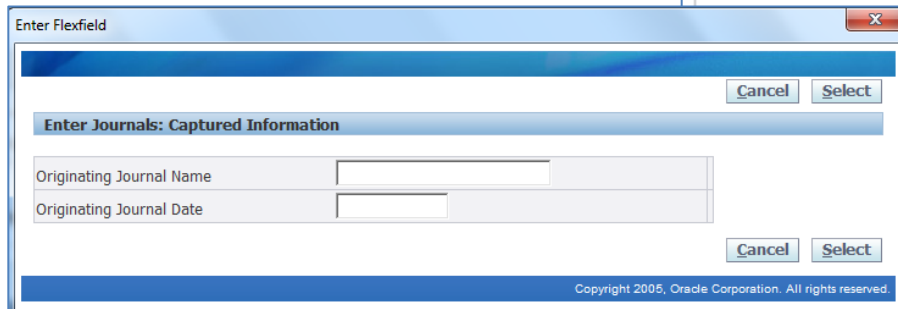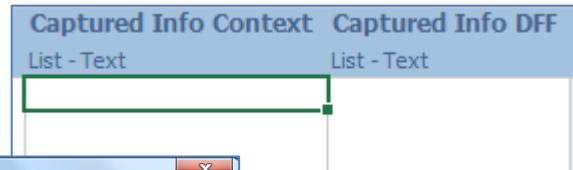
There is no need to type the Object Code in the "Captured Info Context" column to get these fields (applies to Global DFFs only).
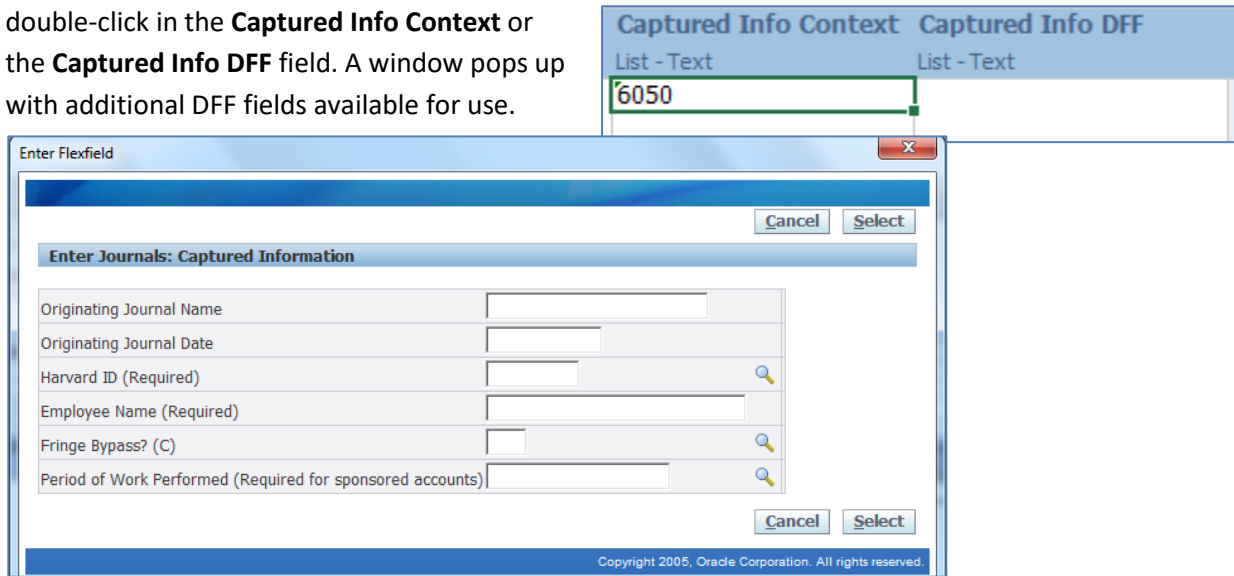
Field	Data Entry Convention
Originating Journal Name	Optional text field with 100-character limit; should be used for all adjusting entries with information to identify the original transaction
Originating Journal Date	Optional date field with DD-MON-YYYY format; should be used for all adjusting entries with information to identify the original transaction

2.2.10 Additional Descriptive Flexfields

Additional descriptive flexfields (DFFs) are available for use with specific object codes. DFFs provide additional information about the journal line.

When an Object Code that has associated DFFs is entered in the **Captured Info Context** column, double-click in the **Captured Info Context** or the **Captured Info DFF** field. A window pops up with additional DFF fields available for use.

Field	Data Entry Convention
Harvard ID	First 8 digits of HUID; use 99999999 for Bulk Payroll Transfers
Employee or Student Name	Text field with 40-character limit
Fringe By-pass	For payroll codes: a capital "C" tells the system to not move the fringe automatically
Period of Work Performed	For payroll codes: month and quarter in the fiscal year, for which the transaction amount value is accounted. This is only required when an adjustment journal has been created for specific payroll object codes used in conjunction with Sponsored Funds or Activity. (see section 2.2.11 below for specific payroll object codes) It is desired that this DFF be filled in for both sides of the transaction (debit & credit).

2.2.11 DFF Requirements

Below is a list of Object Codes and their associated DFF requirements. This list does not include any Central Only object codes.

The "X" indicates a field which is suggested to be filled in for an adjustment journal line. The "O" indicates and optional field available for use. Those fields marked with "Required" must be filled in by the end user in order for the journal to import properly to the General Ledger.

For example, object code 6010 in the Payroll range, the chart below shows the Originating Journal Name and Originating Journal Date are suggested to be filled in; Harvard ID and Employee Name are required; Fringe By-pass is Optional; and Period of Work Performed is Required for a Sponsored Fund or Activity

ADI Column:	Captured Info Context	Captured Info DFF						
Description:	Object Code	Originating Journal Name	Originating Journal Date	Harvard ID	Asset Number**	Employee or Student Name	Fringe By-pass	Period of Work Performed
Format:	4 characters	100 characters	2-Jul-99	8 characters	10 characters	40 characters	C	FY2013Q4 APR-JUN
All Object codes	blank	X	X					
Student Receivables	0070, 0071	X	X	O		O		
Federal Work Study	0139-0160, 0170-0171	X	X	Required		Required		
Equipment	1180	X	X		O			
Student Loans	4500	X	X	O		O		
Fees	5721	X	X	O		O		
Payroll	6010, 6020, 6030, 6040, 6050, 6051, 6070, 6071, 6080, 6090, 6110, 6120, 6140, 6150, 6152	X	X	Required		Required	O	Required for Sponsored Fund or Activity
	6052, 6054, 6072, 6074, 6190, 6191, 6200 – 6208, 6210, 6220	X	X	Required		Required	O	
	6049, 6055, 6059, 6075, 6129, 6229, 8590	X	X	Required		Required		
	6079, 6089	X	X	Required		Required		Required for Sponsored Fund or Activity
Grants/Awards/Flwsp	6410, 6430, 6432, 6440	X	X	Required		Required		
	6450	X	X	Required		Required		
	6452	X	X	O		O		
Equipment	7570 – 7571	X	X		O			
Write offs	7761, 7762, 7763	X	X	O		O		

i Note GL-PCR should be used for Payroll object codes as of FY22.

3.0 Upload an ADI Journal Worksheet

Create   Populate   **Upload**   Verify
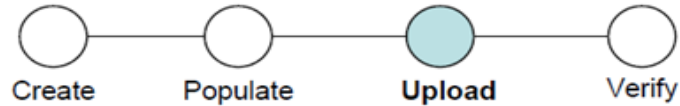
3.1 Introduction

Use this section to upload a completed journal worksheet to the General Ledger Interface table. An ADI spreadsheet has been created and populated and needs to upload it to the General Ledger.

3.1.1 Helpful Hints
The General Ledger Journal Posting program runs each business day at 6:30pm. Any journal imported after the program begins would not be posted until the next business day.

Journals posted at 6:30pm will be subsequently updated in the Harvard Data Warehouse that night and available for reports the following day.
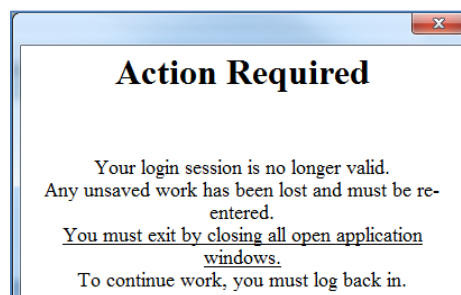
3.2 Procedure

3.2.1 Establish a connection between Excel and Oracle

Create a new ADI journal worksheet. This establishes a secure connection between Excel & Oracle.

To check your connection at any time, use the **Oracle List of Values** on the **Category** or **Accounting Date** fields. If the worksheet is connected, a list of values will appear in a pop-up window.

i   If at any time the screen below is shown, you are not connected into Oracle.

Action Required

Your login session is no longer valid.
Any unsaved work has been lost and must be re-entered.
You must exit by closing all open application windows.
To continue work, you must log back in.

If you are not connected, close Excel and create a new worksheet.

3.2.2 Populate the new worksheet or open an old worksheet

After establishing a connection, populate your worksheet or open a previously saved (*.xls or *.xlsm) worksheet with data. For assistance, please see section 2.0 *Populate an ADI Journal Worksheet* above.

3.2.3 ADI Journal Upload to the GL Interface table

The journal above in MS Excel is filled in completely. It is ready for upload to the General Ledger Interface table.

Best Practice is to save the worksheet before the upload is attempted. Using the yellow disk, File > Save, or Ctrl-S, **save the worksheet as an Excel Macro-Enabled Workbook (*.xlsm)**.
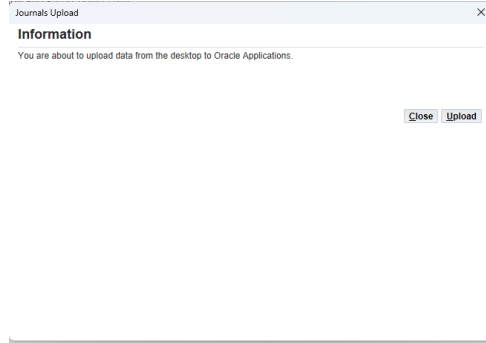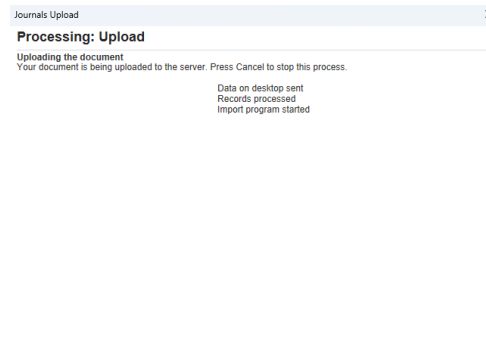
On the menu bar, click…

Oracle > Upload
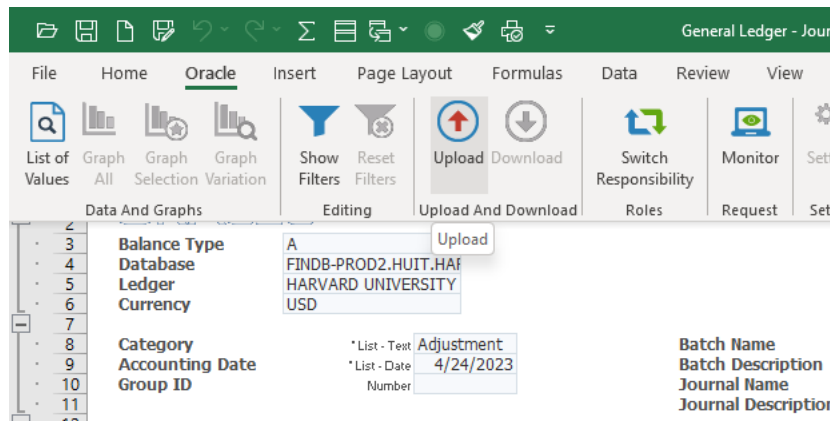
The following window will open. **Click** the **Upload** button.
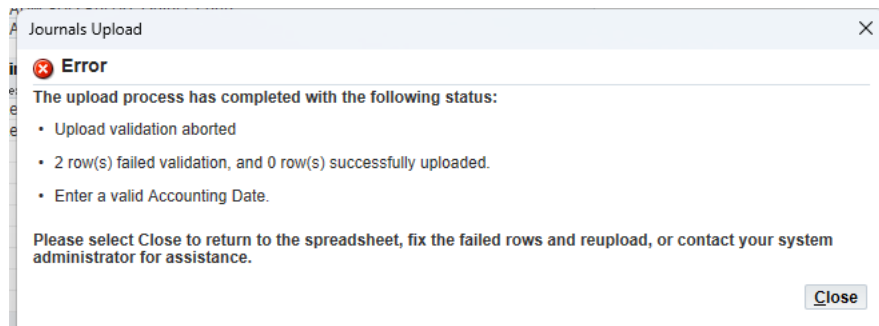

Resulting screen:

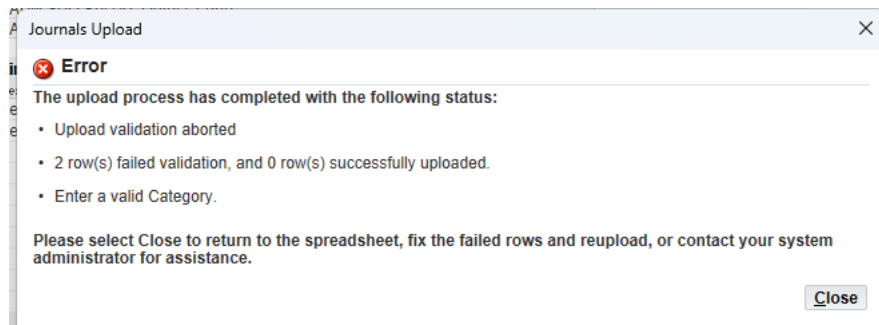## 3.2.4 Journal Upload Error in the Journal Header

ADI uploads the data to the GL Interface table and gives real time feedback.
During the upload, the Journal Header is validated.

Below are some examples of Errors.

In this example, **Accounting Date**, a field in the Journal Header, is invalid:

In this example, **Category,** another field in the Journal Header, is invalid

Repeat the below for all errors received, until there are no errors:

- Correct the worksheet in Excel
- Save the changes - Remember to save the worksheet using the yellow disk on the toolbar, File >
  Save, or Ctrl-S, as an Excel Macro-Enabled Workbook (*.xlsm).
- Upload the corrected journal (Section 3.2.3 above)

3.2.5 Journal Upload Error in the Journal Lines

ADI uploads the document to the GL Interface table and gives real time feedback. During the upload, after the journal header, the journal lines are validated.

The feedback in this pop-up window informs the user that there are two invalid rows.

The exact error message is shown within each journal line under the Messages, which is the last column to the right on the worksheet. The worksheet will also indicate that the line has an error with the red frown face, also found on a column to the right on the worksheet:

Repeat the below for all errors received, until there are no more errors:
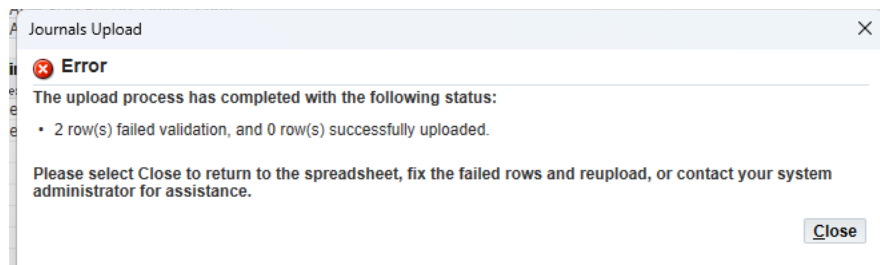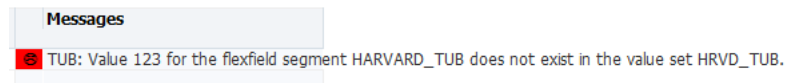
- Correct the worksheet in Excel
- Save the changes - Remember to save the worksheet using the yellow disk on the toolbar, File > Save, or Ctrl-S, as an Excel Macro-Enabled Workbook (*.xlsm).
- Upload the corrected journal (Section 3.2.3 above)

The following are some types of line errors/warnings with some examples/explanations:

- Disabled / Invalid values
    - OBJECT: Value xxxx has been disabled
    - ORG: Value xxxxx for the flexfield segment HARVARD_ORG does not exist in the value set HRVD_ORG
- Cross Validation Rules (CVR)
    - ACTIVITY: Object Code not valid with this ACTIVITY^ (6000 - 8999) ^OBJ 6000+ 3-5
- Debit / Credit fields
    - You must enter a value in either the Debit column or the Credit column
    - You cannot enter a value in both the Debit and Credit columns
- Total debits equal total credits
    - Entered amounts for Journal 1 are not balanced
        - This error often shows when the worksheet has another error and the calculation of debit to credits has removed the error line. After the error line is corrected, the balance is often restored.
- Flexfield Security Rules (FSR)
    - OBJECT: Value secured: This Responsibility cannot access Central Only Object Codes^OBJ - No Central Only
- Descriptive Flexfields (DFF)
    - The descriptive flexfield is not valid. Values have not been entered for one or more required segments
        - This warning indicates additional descriptive flexfield information is missing in the Capture Info DFF field.
    - The DFF concatenated context value does not match the separate context value
        - This warning indicates an object code was entered in the Captured Info Context field which does not have any additional descriptive flexfields assigned to it.

i Warnings are shown with a yellow neutral face. They indicate that the program found an issue, but the journal can still be imported with it.

Messages
☺ The DFF concat
☺ The DFF concat

3.2.6 Journal Upload Confirmation

When the upload is successful, a confirmation screen will appear instead of an error screen. This indicates that the worksheet has successfully moved to the GL Interface table.

After closing the Journal Upload window, each line that was uploaded successfully will show a green smiley face in the Messages column.

Lines which were not uploaded will not have a smiley face on it. This can occur if the upload flag (in column UPL) was removed or the macros are not working on that line.
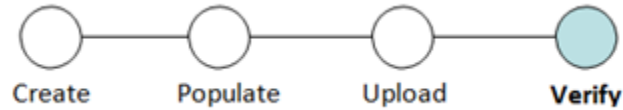

The Journals Upload Confirmation informs the user that the upload to the GL Interface table is complete. But, so far, the data is only in the GL Interface table.

A journal is <u>not</u> created at this point.

4.0 Verify an ADI Journal Worksheet

Create — Populate — Upload — **Verify**

4.1 Introduction

Use this section to verify an import of a completed spreadsheet to the General Ledger has become a journal. At this point in the process, an ADI worksheet has been created, populated, and uploaded and needs to verify it became a journal in the General Ledger.

4.1.4 Helpful Hints

The *HUGL ADI Interface Delete* program which removes data from the GL Interface table runs daily every 5 minutes.

After a successful import, the journal in the General Ledger can be deleted if the time is before 6:30pm on the same day as the import, on business days. See section *5.0 Delete an ADI Journal Worksheet* below.

4.2 Procedure

4.2.1 Confirmation of upload received

The worksheet has successfully moved to the GL Interface table. A window similar to the below is visible.
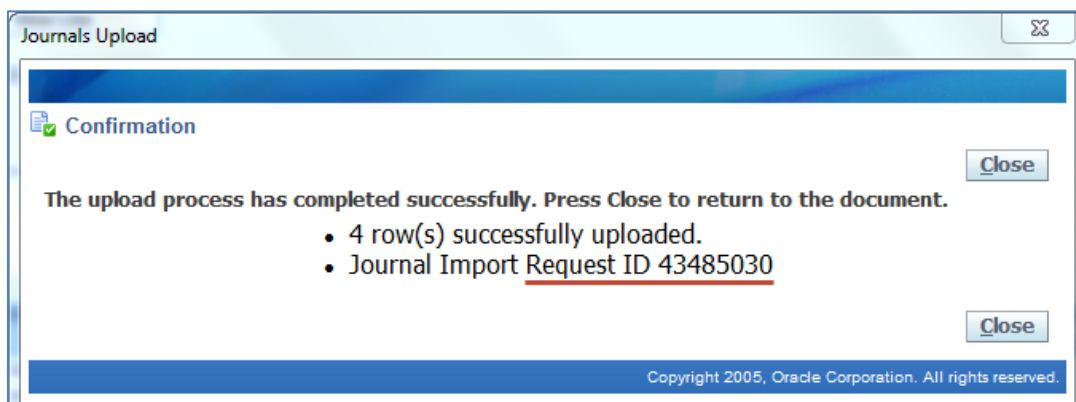
! The Journals Upload Confirmation informs the user that the upload to the GL Interface table is complete. But, so far, the data is only in the GL Interface table.
A journal is <u>not</u> created at this point.

i A best practice is to notate the Request ID for the Journal Import Program with this journal worksheet for any future reference.
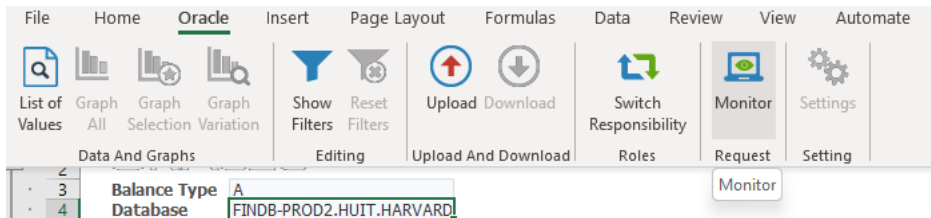
4.2.2 GL Journal Import

After the ADI upload to the GL Interface table, the GL Journal Import program runs. The Journal Import program moves the data from the GL Interface table to the Journal Batch, Journal Header and Journal Lines tables within the General Ledger.

The journal import performs checks on additional GL requirements at this time.

4.2.3 Journal Import status

Check the Journal Import program status:

- In **Excel s**elect **Add-Ins**, then **Oracle**, then **Monitor**

Look for the Request ID of the Upload. For example, based on the Confirmation of the Journals Upload above, the user would look for the Journal Import Request ID 43485030.

It may be in one of the statuses below:

Phase	Status	Result
Pending	Standby	The program has not started running yet.
Pending	Normal	The program has not started running yet
Running	Normal	The program is running

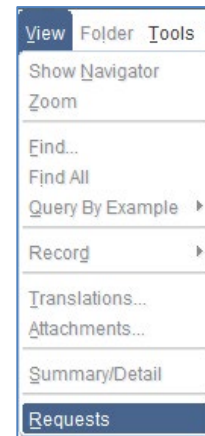On the Monitor Requests screen, in the lower left-hand corner, **click Refresh until the Phase equals Completed.**

Phase	Status	Result
Completed	Normal	A journal has been created
Completed	Warning	This particular journal import did not create a journal
Completed	Error	There may be a technical issue

Notate the Request ID for the Journal Import Program. Click **Close** on the Monitor screen.
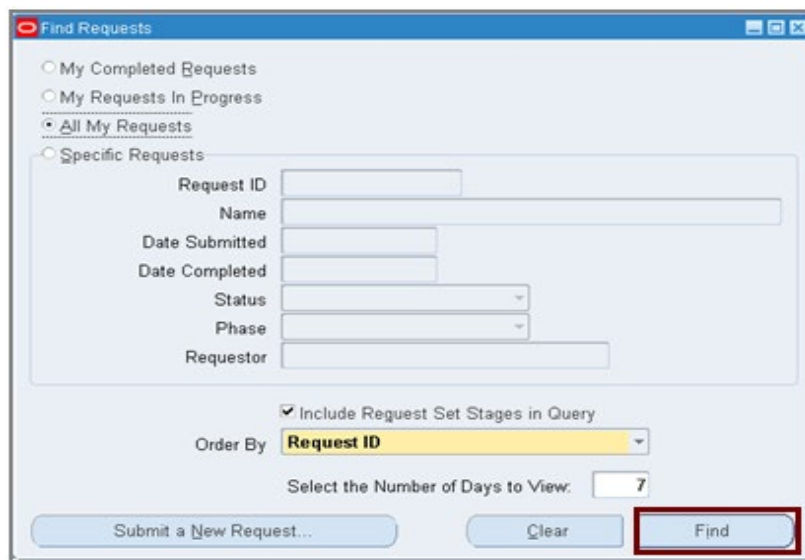
4.2.4 View General Ledger Output File

To see more information about your request immediately, the output file of the request, in the General Ledger, provides detail of the journal import.

i   Note that the *HUGL Web ADI Notification* program runs every 5 minutes and **will send the ADI output files** to the email address of the person who uploaded the worksheet.

Log on to the General Ledger. Select the **View** menu, then **Requests**

View	Folder	Tools
Show Navigator		
Zoom		
Find...		
Find All		
Query By Example	▶	
Record	▶	
Translations...		
Attachments...		
Summary/Detail		
Requests		

On the **Find Requests** screen, click **Find** in the lower right-hand corner.

On the **Requests** screen, place your cursor on the request number which matches your ADI journal upload/import request id number. Click **View Output**. Another window will be opened which contains the Journal Import Execution Report.
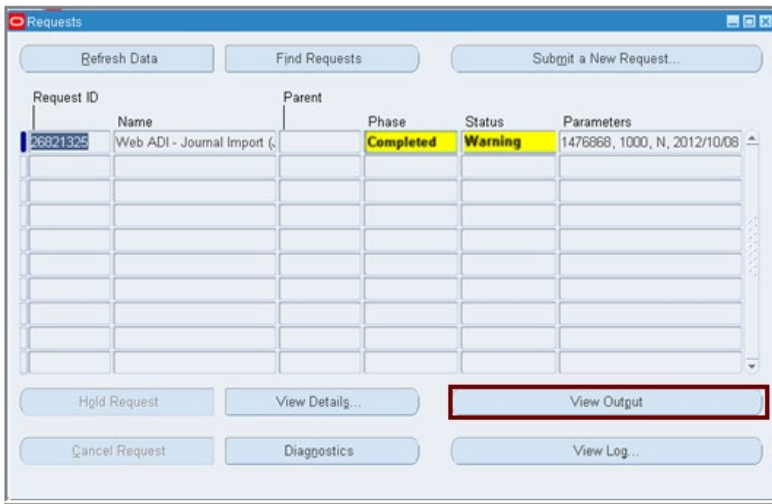
i If the program completes with a Status of **Warning**, the Phase and Status appear highlighted in **yellow**.

If the Journal Import program completes with a Status of **Error**, the Phase and Status appear highlighted in **red**

4.2.5 Output File with Success

The example below shows the top of the Journal Import Execution Report. In the report, the user should review the Status, Total Lines, and Total Batches.

In this example, the report shows a successful import of one journal batch with two journal lines in it:

If your output file shows Success with the correct number of lines and batches, continue with step 7.

4.2.6 Output File with Warning – Flexfield

In this example, the worksheet shows a flex-field error in a single journal batch with two lines in it.

Moving towards the right, the reports states there is one Total Flexfield Error.

Total Flex Errors	Total Non-Flex Errors
1	0
1	0

Looking further down on the report, under the header
 *** Error Lines *** the Error Code is "ED02" and some of the line information is given. This
information assists the end user determine which line(s) in the journal is/are in error.

```
=========================================================    Error Lines


                                              Accounting
Error Code                      Source        Date         Currency      Ent
-------------------------       ------------- ------------ ---------- ---------
ED02                            Spreadsheet   16-DEC-09    USD
```

Moving down a bit more on the report, additional information is given for Descriptive Flexfields under
the header *** Invalid Descriptive Flexfields ***. The full Accounting Coding Combination and a
Problem Description is shown. In this example, the Problem Description states "Please enter a value
for the parameter or segment Harvard ID (Required)".

```
 Source                    Date         Accounting Flexfield/Code Combination ID
 ------------------------- ----------   ------------------------------------------------
   Descriptive Flexfield Name        Descriptive Flexfield
   ------------------------------    ------------------------------------------------
   Problem Description
   ----------------------------------------------------------------------------------
 Spreadsheet               16-DEC-09    430.39880.6050.000001.657009.0000.00000
   Journals - Captured Information   .........
   Please enter a value for the parameter or segment Harvard ID (Required).
```

Towards the end of the report, the Error Code ED02 can be looked up under the header
*** Error Key ***. Below are some examples, these are the explanations for Error Code ED01, ED02,
and ED03:

```
Descriptive Flexfield Error Codes
---------------------------------
ED01    The context and attribute values do not form a valid descriptive flexfield for Journals - Journal Entry Lines.
ED02    The context and attribute values do not form a valid descriptive flexfield for Journals - Captured Information.
ED03    The context and attribute values do not form a valid descriptive flexfield for Value Added Tax.
```

If the journal import completed in warning, the data needs to be removed from the GL Interface table.

There is an automated program which clears the GL Interface table. Currently, this program runs daily every 5 minutes. When the program completes, it sends an email, to the person who uploaded, informing that the data in the GL Interface has been deleted.

> The email from the automated program will feature this header information:
> From: fdc@harvard.edu
> Subject: ADI Journal Upload Error
>
> The contents will include:
> - Request ID number
> - Date of attempted upload
> - Name of Batch
> - Information that the attempt was unsuccessful and that no journal was created
> - Information on how to review the request within the General Ledger

After the data in the GL Interface is removed (as the email will indicate), correct your error in your ADI worksheet and repeat the upload process until the journal import is a success.

!   If the GL Interface table is not cleared before the next upload, any journal data sent with the same Group ID number for the same accounting period is added to the existing data in the GL Interface table and will cause another failure upon journal import.

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4.2.7 Output File with Warning – No records

Another common reason for a journal import to complete with Warning is when no records are found. The output file, Journal Import Execution Report, states, "Journal Import finds no records in GL_INTERFACE for processing". This often happens when users are continuously uploading journals without allowing each journal import submission to complete before sending another journal import.

```
HARVARD UNIVERSITY                          Journal Import Execution Report                    Date: 21-DEC-09 11:20
Concurrent Request ID: 17986152                                                               Page:              1

Journal Import finds no records in GL_INTERFACE for processing.

Check SET_OF_BOOKS_ID, USER_JE_SOURCE_NAME, and GROUP_ID of import records.

If no GROUP_ID is specified, then only data with no GROUP_ID will be retrieved.  Note that most data
from the Oracle subledgers has a GROUP_ID, and will not be retrieved if no GROUP_ID is specified.




                                           ***** End of Report *****
```

If this occurs, take a look at the output file of the Journal Import directly before this request.

Journal Entry Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Unbalanced Headers	Total Flex Errors	Total Non-Flex Errors
Spreadsheet	4964692	Success	4	2	2	0	0	0	0
*** TOTALS ***			4	2	2	0	0	0	0

HARVARD UNIVERSITY — Journal Import Execution Report — Date: 21-DEC-09 11:24 — Concurrent Request ID: 17986185 — Page: 1

It may have two batches imported instead of just one. In the example below, four lines and two batches were successfully uploaded. In this case, the journal was imported with the prior journal import request. The journals were created. There is no problem. The user can continue uploading journals.

! Users should take the time to let each journal import complete before uploading the next to avoid confusion.

Journal Import Execution Report

Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbal Ba
4964692	Success	4	2	2	
		4	2	2	

4.2.8 Contacting the help desk

If there are any questions, contact the HUIT Support Center for assistance. Ask for a support ticket to be opened in the General Ledger/ADI area. Give them the Request ID number and inform them of your question.

The HUIT Support Center phone number 617-495-7777 or email ithelp@harvard.edu

4.2.9 Success – Journal Created

When the data uploaded into the GL Interface table has been imported into the General Ledger and the output file shows "Success", a journal has been created.

If any subsequent changes are desired to the journal, please adjust the journal in the General Ledger, noting any changes on your spreadsheet for your records.

Alternatively, the journal in the General Ledger can be deleted, if prior to 6:30 PM on a business day, and the spreadsheet can be adjusted and re-imported. If it is not a business day, the user has until 6:30 PM on the next business day to adjust/delete.

5.0 Delete an ADI Journal Worksheet

5.1 Introduction

Use this process to delete an ADI journal in the General Ledger. An ADI worksheet has been imported to the General Ledger, it is not posted, and it is no longer desired.

5.1.1 Helpful Hints

- A journal must be deleted before 6:30 PM on business days in order to avoid posting.
  - If it is not a business day, the user has until 6:30 PM on the next business day
- If the journal has been posted, it can only be reversed rather than deleted.
- You should only delete journals you created or have permission from the Creator to delete.
- If you delete a journal batch, the General Ledger deletes all journals within the batch.
- You can delete just one journal entry in a batch of many journals.
- When doing a search, the percent sign (%) is Oracle's wildcard

5.2 Procedure

1. Log into General Ledger, select **Journals**, and then **Enter**

2. On the Find Journals screen, fill in the appropriate criteria to reduce your search. Click **Find**.

For an ADI import, place the **Request ID number** in the Batch Name field surrounded by **percent signs**, add the Source = **Spreadsheet**. See the example below of the Find Journals screen.

i   If needed, clicking the **More** button will show some additional search fields.

3. The journal batch should appear on the Enter Journals screen.

4. Click the **Review Journal** button to see the journal lines.

Once it is determined that this is the journal to remove, close the journal by clicking the X in the upper right-hand corner. You will return to the **Enter Journals** screen.

ℹ   If it is decided this journal is not desired to be removed, simply close the journal,
      locate the correct journal, and place your cursor on the batch/journal name.

5. From the toolbar select the **Delete** icon (red X), or from the menu bar select **Edit**, then **Delete**
A decision window will appear:

6. Select whether to delete the one journal or all of the journals in the batch.

If You Want To	Then Click
Delete a journal within a batch	Journal
Delete a batch and all of its journals	Batch

i   If there is one journal to one batch, it does not matter which button is selected.

7. From the toolbar select the **Save** icon (yellow disk), or from the menu bar select **File**, then **Save**
(or, if using keyboard equivalents, **Ctrl + S**).

8. Check the status bar in the lower left-hand corner of the screen for the record to be applied and saved.
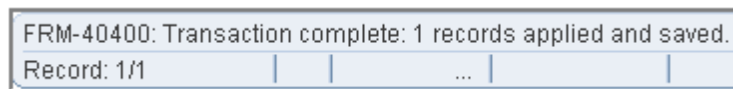
9. With the record applied and saved, the journal has been deleted.