

General Ledger ADI Journal Worksheet Guide Author: Sharon Olson

# **ADI Journal Worksheet Guide**

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



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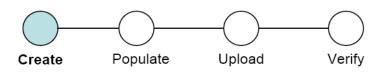
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# 1.0 Create an ADI Journal Worksheet



# **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
  - o 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 <u>https://huit.harvard.edu/finance</u>, 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**.

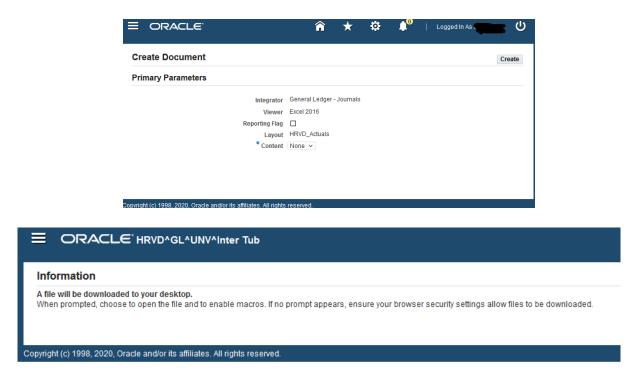
**4.** Select one of the ADI spreadsheets:

- 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.

**i** 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.

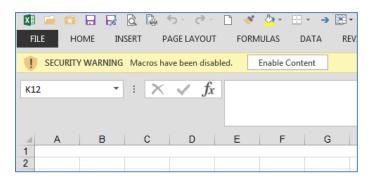


6. The worksheet will download in your web browser. Click to Open.





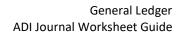
- 7. The worksheet will begin to be generated. (If needed, hold down the Control key to disable pop-up blockers.)
- 8. This action will launch Microsoft Excel. (Generating a worksheet works best when Excel is closed.)
- 9. A security warning may appear in Excel. Click Enable Content



**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 <u>settings</u>.

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

12	1	ABCDEF	G H I	J	К	L	M	Ν	0	Q
-	1	ORACLE								
· ·	2 3 4	Balance Type A								
·	4		PROD2.HUIT.HAF							
· · ·	5		RD UNIVERSITY							
Ŀ.	6	Currency USD								
륀.	2	Category	"List - Text		Batch Name					
	q	Accounting Date	*List - Date		Batch Description					
	10	Group ID	Number		Journal Name					
L·I	11				Journal Description	n				
	12									
·	5 6 7 8 9 10 11 12 13 14 15 16 17	UpI TUB ORG OBJE(FUND	ACTIVI SUBA ROOT		Credit	Line Description	Cap Captured Info	DFF	Messages	
· ·	14	*List - Text		*Number	*Number	Test	List - " List - Text			
· · ·	15									
	16									
· · ·	17									
· ·	19									
	20									
	20 21 22 23 24 25 26 27									
	22									
	23									
	24									
	25	Totals:		0	0					
	26	Tip: This is not the end of	the Template. Unprot	tect the sheet and i						
-	27	•								





#### 12. ... and for Create ADI Original Format Worksheet:

	A B C D E F	G H I	J	К	L	Μ	N	0	Q
1	ORACLE								
2 3									
	Balance Type A								
4		2.HUIT.HARVARD							
5	Ledger HARVARD UN	IVERSITY							
5 6 7									
4	Category	List - Text							
8	Source	List Text Spread	Isneet						
9 10	Currency Accounting Date	*List - Text USD *List - Date							
11	Group ID	Number							
12	Batch Name	Text							
13	Batch Description	Text							
14	Journal Name	Test							
15	Journal Description	Test							
15 16									
17	UpITUB ORG OBJE(FUND	ACTIVIT SUBA ROOT	Debit	Credit	Line Description	Cap Captured I	nfo DFF	Messages	
18	* List - Text		*Number	*Number	Test	List - "List - Text			
19									
20									
21									
21 22 23									
23									
24 25									
25									
26									
27									
28									
29	Totals: Tip: This is not the end of			0	0				
30									

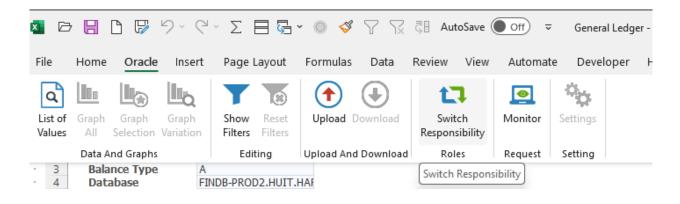
Note: The difference between the two worksheets is the header area.

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



# **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.

	A B C D E	F G	H I J	к	L	M	N	0	Q
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 7 8 9 10 11 12 22 22 22 22 22 22 23 24 25 26 27 7 7 7 7 7 7 7 7 7 7 7 7 7	ORACL Balance Type Database Ledger Currency	A FINDB-PROD2.HUIT HARVARD UNIVERS USD	ITY						
8	Category Accounting Date	*List - Test A	djustment 4/24/2023	Batch Name Batch Description					
10	Group ID	Number	.,	Journal Name					
11				Journal Description	n				
13	UpI TUB ORG OBJE	FUND ACTIVITS	UBA ROOT Debit	Credit	Line Description	Cap <sup>1</sup> Captur	ed Info DFF	Messages	
14	*List - Test		*Number	*Number	Test	List - "List - Text			
15									
10									
18									
19									
20									
21									
22									
23									
24	Tetele				n				
25	Totals: Tip: This is not the	and of the Templa	to Unprotect the she	eet and insert as many row					
27	op. mo b liot the	and of the fellipla	ce. onprotect the site	cee and indexe as many row	s as needed.				

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).

A	B C D E F	G H I	J	К	L	MN	0 (	2
	ORACLE"							
	Balance Type A							Con
		3-PROD2.HUIT.HAF						
		ARD UNIVERSITY						
	Currency USD							K
	Category	"List - Text		Batch Name				
1	Accounting Date	* List - Date		Batch Description				Hea
)	Group ID	Number		Journal Name				г пеа
				Journal Descriptio	n			J
			D-Lu	Credit	Line Description	Contraction of the Contra		
	Upi TUB ORG OBJE(FUND	ACTIVII SUBA ROOT	'Number	Number	Line Description	Capl Captured Info DFF	Messages	
	Ent - Text		Number	reamper	1980	Est. Est. reit		
•								🛛 🕨 Line
)								
	Totals:			0 (	)			
								-

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.

2	A B C D E	F G H I	J	к	L	M	N (	0	Q
	ORACLE	20							
- 2		7							
3	Balance Type A Database FIN	IDB-PROD2.HUIT.HAF							
5		RVARD UNIVERSITY							
· 6	Currency US								
7	our circy				-				
· 8	Category	*List - Text Adjustment		Batch Name					
· 9	Accounting Date	*List - Date 4/24/2023	3	Batch Description					
· 10	Group ID	Number		Journal Name					
11				Journal Description	η				
12	UpI TUB ORG OBJE( FUI	ND ACTIVI SUBA ROOT	Dehit	Credit	Line Description	Cap Captured Info	DEE	Messages	
· 14	List - Text		*Number	*Number	Text	List - List - Text		··	
· 14 · 15									
14 15 16									
· 14 · 15 · 16 · 17									
14 15 16 17 18									
14 15 16 17 18 19									
14 15 16 17 18 19 20									
14 15 16 17 18 19 20 21									
14 15 16 17 18 19 20 21 22									
14 15 16 17 18 19 20 21 22 23									
14 15 16 17 18 19 20 21 22 23 24	Lipt-Test								
14 15 16 17 18 19 20 21 22 22 23 24	List-Test	of the Template. Unpro	* Number	'Number	Test				

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 🔺 A	B C D E F	G H I	J	К	L	м	Ν	0	Q
2 3 4 5 6 7		ROD2.HUIT.HAF RD UNIVERSITY							
7 8 9 10 11 12 13		* List - Text Adjustment * List - Date 4/24/2023 Number		Batch Name Batch Description Journal Name Journal Description					
13	UpI TUB ORG OBJE(FUND	ACTIVI SUBA ROOT	Debit	Credit	Line Description	Cap Captured In	nfo DFF	Messages	
14	* List - Text		*Number	*Number	Text	List - List - Text			
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
· 24 · 25 · 26 27	Totals:			0 0					



-1

# 2.2.4 Data Entry - Batch Header Fields

Category Accounting Date Group ID	* List - Text * List - Date Number	Batch Name Batch Description 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 <i>no dash</i>
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



evious 1-25 of 21

Oracle Web ADI: Search and Select - Category

clear the text field and press the Go button.

Select a filter item in the Search By list and enter reduction crite in the text field, then press the Go button. To see a list of all iter

Search and Select - Category

Search by Category V

Search

#### 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.

												earch by p		70	
FIL	e home	INSERT	PA	GE LAYOUT	FORMULAS	DAT	A REVIEW	VIEW	ADD-INS	ACI	R	esults			
F	Oracle •	F											contains 210 i	items.	
	List of Values										Se	elect Item	Select	Cancel	🔇 Pre
м	<u>U</u> pload										Se	lect Cate	gory		
	Monitor		F	G	Н	I	J		K			🔿 🗛 In	ventory		
3	Switch Responsi	ibility		w Header	View	Line							yables		
4	About		Actual FINDB-		T.HARVARD.EDU								ceivables		
è	Lougo		HARVA	ARD UNIVER								O Accru	al		
7 8	Currency		USD									O Accru	al Budgets		
9	Category		L	* List - Text					Name			Additi			
10	Accounting D Group ID	ate		* List - Date Number					n Description nal Name			-	tment		
10 11 12 13 14								Jourr	nal Descriptio	on			anone		
14	Upl TUB ORG	OBJECT	FUND	ΑCTIVITY	SUBACTIVITY	ROOT D	ebit	Credi	t	Lin		-	tion		
15	* List - Text					*	Number	* Numi	ber	Tex		-			
16											•	/ / A			

## 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: – Journa	
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	<ul> <li>Number field, use two decimals only – formulas often work, but are not recommended – use the value.</li> <li>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</li> <li>Either the Debit or the Credit amounts should be filled in.</li> <li>The Debit and Credit amounts must be on separate lines.</li> <li>Placing zeros in both the Debit and Credit amount fields will cause an error.</li> <li>If the line is not desired, un-flag it in the "Upl" field for it to not be uploaded.</li> </ul>
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.

# 2.2.7 Data Entry: - Journal Line Fields



#### 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.

#### **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 Captured Info Context Captured Info DFF the Captured Info DFF field opens a window for the List - Text global DFFs.

Enter Flexfield	<b>X</b>	
	<u>Cancel</u> <u>Select</u>	i There is no need to
Enter Journals: Captured Information		type the Object Code in
		type the object code in
Originating Journal Name		the "Captured Info
Originating Journal Date		Context" column to get
	Cancel Select	these fields (applies to
Copyright 2005, Orac	e Corporation. All rights reserved.	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

DO NOT	USE
Percent	%
Comma	,
Period	•
Single Quote	1
Double Quote	u

List - Text



Enter Flexfield

#### 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 the Captured Info DFF field. A w with additional DFF fields availab

uble-click in the Captured Info Context or	Captured Info Context Captured Info DFF
e <b>Captured Info DFF</b> field. A window pops up	List - Text List - Text
th additional DFF fields available for use.	6050
ter Flexfield	×
	Cancel Select
Enter Journals: Captured Information	
Originating Journal Name	
Originating Journal Date	
Harvard ID (Required)	۹.
Employee Name (Required)	
Fringe Bypass? (C)	
Period of Work Performed (Required for sponsored accounts)	٩,
	<u>C</u> ancel <u>S</u> elect
	Copyright 2005, Oracle Corporation. All rights reserved.

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

HARVARD UNIVERSITY

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			Capt	ured Inf	o 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	с	FY2013Q4 APR-JUN
All Object codes	blank	х	х					
Student Receivables	0070, 0071	Х	Х	0		0		
Federal Work Study	0139-0160, 0170-0171	х	х	Required		Required		
Equipment	1180	Х	х		0			
Student Loans	4500	х	х	0		0		
Fees	5721	Х	х	0		0		
	6010, 6020, 6030, 6040, 6050, 6051, 6070, 6071, 6080, 6090, 6110, 6120, 6140, 6150, 6152	х	х	Required		Required	o	Required for Sponsored Fund or Activity
Payroll	6052, 6054, 6072, 6074, 6190, 6191, 6200 - 6208, 6210, 6220	x	х	Required		Required	0	
	6049, 6055, 6059, 6075, 6129, 6229, 8590	х	х	Required		Required		
	6079, 6089	x	х	Required		Required		Required for Sponsored Fund or Activity
	6410, 6430, 6432, 6440	Х	х	Required		Required		
Grants/Awards/Flwsp	6450	Х	Х	Required		Required		
	6452	Х	Х	0		0		
Equipment	7570 - 7571	Х	Х		0			
Write offs	7761, 7762, 7763	Х	Х	0		0		

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



# 3.0 Upload an ADI Journal Worksheet



# **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.

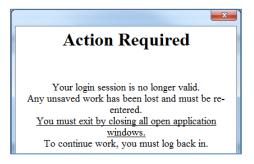
#### 3.2 Procedure

#### 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.



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

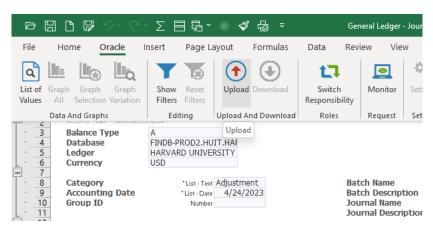
12	A	B		С		D		E		F		G		ł	H	1				J.					к						L					м	1				N		0			Q		
-	-	C				20			E	a																																						
	2	D	alar		т.,				A																																							
÷.	4		alar ata			pe			A FINI	B-R	RC	D2	н	ITT																																		
	5		edg		C				HAR																																							
	6		urre		v				USD			0.11																																				
-	7				·																																											
	8	Ca	ate	jor	у											mer							Bato					CADM																				
	9		cco			J D	ate				10	st -	Date				23								escri			CADM								oox re	easo	on										
	10	Gr	rou	p II	D							Nu	nber			512	34								Nam			CADM																				
- <sup>1</sup>	11																						Jour	rnal	Desc	ripti	on (	CADM	SDC	Rec	lass (	Objec	ct Co	ode	for	CCX TE	easo	on										
-	6 7 8 9 10 11 12 13		-1 77	ID	0	0	01					OT	n ar				т	Deb					Cred	dia.				in a F								0	-10	apture										
	14	ot		ist -			U	ישנו	FUN	υ	A	UI.		190	DA	NU		Deb Num					'Num					L <b>ine E</b> Fest	Jesu	npu	л							apture st - Text	50 II	110 1	ЛГ			riess	ages			
	15	R					10	34	123	45	5 1	234	156	12	34	123		Num	561		1	300		Det				Reclas	s obi	ect	ode	for x	oo r	reas	on	LISC		21-1640										
	16								123																	13		Reclas																				
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11	26	Ti	p: 1	his	is	no	t tł	e e	nd	of t	he	Te	mp	lat	e. L	Inp	rot	ect t	he s	shee	t a	nd ir	nsert	: as	many	rov	vs a	is nee	edec																			

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.

ournals Upload	×
Information	
You are about to upload data from the desktop to Oracle Applications.	
	<u>C</u> lose <u>U</u> pload

# Resulting screen:

Journals Upload		×
Processing: Upload		
Uploading the document Your document is being uploaded to the set	rver. Press Cancel to stop this process.	
	Data on desktop sent Records processed Import program started	



#### 3.2.4 Journal Upload Error in the Journal Header

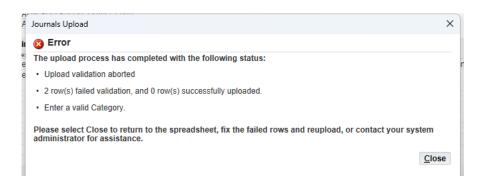
ADI uploads the data to the GL Interface table and gives real time feedback. During the upload, the Journal Header is validated.

#### 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
  - $\circ$   $\;$  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)
  - o 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.
  - o 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.

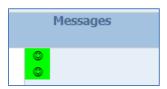


#### **3.2.6 Journal Upload Confirmation**

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.

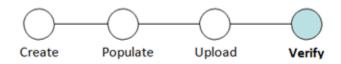
UpI TUB ORG OBJE FUND ACTIVI SUBA ROOT *List - Text	Credit *Number	Line Description Text	Capt Captured Info DFF List - TList - Text	Messages
123 55850 6750 000001 780302 0000 00000 123 55850 6640 000001 780302 0000 00000	1500			

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



# 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

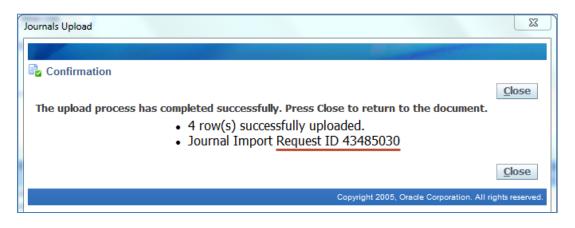
The *HUGL* ADI Interface Delete program which removes data from the GL Interface table runs daily every 5 minutes.

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 not 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

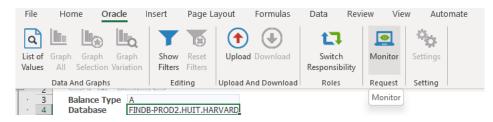
After the ADI upload to the GL Interface table, the GL Journal Import program runs. The Journal Import program moves the data from the GL Interface table to the Journal Batch, Journal Header and Journal Lines tables within the General Ledger.

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 select 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.

Monitor Requ	ests				
					Close
Request ID 🔻	User Name	Phase	Status	Program	Request Date
43485030	80408838	Pending	Standby	Journal Import	2017-May-26 02:03:24 PM
43485007	80408838	Completed	Warning	Journal Import	2017-May-26 01:59:56 PM
43485006	80408838	Completed	Warning	Journal Import	2017-May-26 01:59:36 PM
43485005	80408838	Completed	Normal	Journal Import	2017-May-26 01:59:24 PM
43485004	80408838	Completed	Normal	Journal Import	2017-May-26 01:59:07 PM
43472926	80408838	Completed	Normal	HUGL Feed Files Waiting to be Processed	2017-May-24 08:14:12 AM
43286764	80408838	Pending	Standby	Program - Maintain Budget Organization	2017-Apr-16 04:51:26 PM
43260606	80408838	Pending	Standby	Program - Automatic Posting	2017-Apr-10 08:23:51

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

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

Find Requests		
O My Completed Bequests		
OMy Requests In Progress		
All My Requests		
O Specific Requests		
Request ID		
Name		
Date Submitted		
Date Completed		
Status	· · · · · · · · · · · · · · · · · · ·	
Phase	· · ·	
Requestor		
	✓ Include Reguest Set Stages in Query	
Order By	Request ID *	
	Select the Number of Days to View: 7	
Submit a New Requ	est ) Clear Find	i

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.

View	Folder	Tools
Show	Naviga	tor
Zoon	n	
Eind.		
Find	AH	
Quen	y By Exa	mple 🕨
Reco	rd	)
Trans	lations.	
Attacl	nments	2
Sumi	mary/De	tail
Requ	ests	





**Befresh Data** 

Name

Web ADI - Journal Import (J

Request ID

26821325

Find Requests

Phase

Completed

Status

Warning

Parent

View Details

Diagnostics

General Ledger ADI Journal Worksheet Guide

**i** If the program completes with a Status of **Warning**, the Phase and Status appear highlighted in **yellow**.

Submit a New Request.

Parameters

View Outgut

1476868, 1000, N, 2012/10/08 🌰

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.

File Edit View Favorites Tools Help								
🚖 🕸 🧴 🕤 🔹 📾 🔹 🔂 Page 🕶	🎯 Tools 🕶 🔞 🕻 🚳							
HARVARD UNIVERSITY Journal Import Execution Report Date: 21-DEC-09 11:1 Concurrent Request ID: 17986146 Page:							DEC-09 11:19 1	
Journal Entry Source Name	Group Id Status		Total Batches He		otal Unbalanced Total Batches	Unbalanced To Headers	otal Flex To Errors	tal Non-Flex Errors
Spreadsheet	4964692 Success	2	1	1	0	0	0	0
*** TOTALS ***		2	1	1	0	0	D	0

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.

		Journal	l Import	Executio	on Repo	ort
Group Id	Status				Total	Unbalanced Batches
4964692	Success	2	1	)1		0
	$\overline{\ }$	2	1	1		0



# 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.

🤌 https://apollo33.cadm.harvard.edu: 8800/0A_CGI/FNDWRR.e	xe?temp_id=34	14106066	- Windows	Internet Explorer			
- Inttps://apolic33.cadm.harvard.edu:8800/OA_CGI/FNDWRR.	exe?temp_id=3414	106066				✓ 🔒	😽 🗙 Live S
File Edit View Favorites Tools Help							
🖕 🚓 🐴 🔹 🔝 🕤 🖶 🔻 📴 Page 🗸 🍈 Tools 🗸 🚳 🖏							
HARVARD UNIVERSIIY Concurrent Request ID: 18048882	Journal Imp	port Exec	ution Re	port		Date: 18-DE Page:	C-09 14:29 1
Journal Entry Source Name Group Id Status				l Unbalanced Total Batches			
Spreadsheet 64692 Error	2		1	٥		1	c
*** IOTAL5 ***				D		1	c
	Ba	tches Cre	ated -				
Warning Batch Name		Peri	od Name	Total Total Lines Headers		otal bits Account	Total ed Credits
Error Code Journal Entry Name Batch		ed Journa	1 Entrie	Total Lines Period 1		Debits Tot	al Credita
Error Code Source Date	Curing Curing DEC-09 USD	rency	Entere	d Debit Entere	50 430.3	unting Flexfie	
Accounting Source Date Accounting	Flexfield/C	ode Combi	nation I	D			
Descriptive Flexfield Name Descriptive Fl Problem Description							
Bpreadsheet         16-DEC-09         430.39880.6           Journals - Captured Information            Please enter a value for the parameter or segme							

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 L	ines
Error Code	Source	Accounting 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: <u>fdc@harvard.edu</u> 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

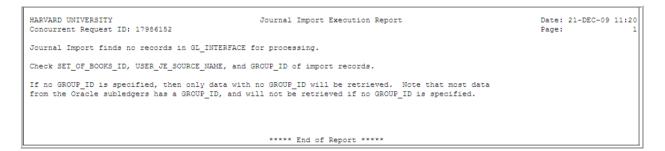
After the data in the GL Interface is removed (as the email will indicate), correct your error in your ADI worksheet and repeat the upload process until the journal import is a success.

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.



#### 4.2.7 Output File with Warning – No records

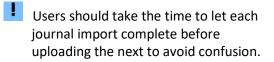
Another common reason for a journal import to complete with Warning is when no records are found. The output file, Journal Import Execution Report, states, "Journal Import finds no records in GL\_INTERFACE for processing". This often happens when users are continuously uploading journals without allowing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

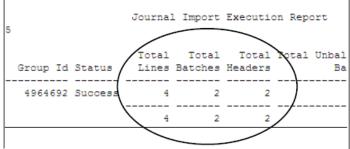


If this occurs, take a look at the output file of the Journal Import directly before this request.

File Edit View Favorites Tools Help		
🚖 🕸 🐴 = 🔂 - 🖶 = 🕞 Page = 🎯 Tools = 🚱 - 🚉 🦓		
HARVARD UNIVERSITY Concurrent Request ID: 17986185	Journal Import Execution Report	Date: 21-DEC-09 11:24 Page: 1
Journal Entry Source Name Group Id Status	Total Total Total Unbalanced Total Unbalanced Lines Batches Headers Batches Headers	
Spreadsheet 4964692 Success	4 2 2 0 0	o
iviau0		0 0

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.







#### 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.
  - $\circ$  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.

Find Journals			
Batch	%4856942%		
Journal			
Ledger			
Source	Spreadsheet	Period	
Category		Currency	
Status		Control Total	
Posting		Batch	
Funds		Journal	
			More
Clear	New Batch	New Journal	Find

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



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

Enter Journals (HA	RVARD UNIVERS	ITY)						_
Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Spreadsheet	Adjustment	MAY-17	CADM SDO Reclass (	CADM SDO Reclass 0	USD	100.34	100.34

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

Ojournals (HARVARD UNIVERSITY) - CADM SDO Reclass Object Code Spreadsheet A 64692 1									
Journ	al CADM SDO Reclas	CADM SDO Reclass Object Code Adjustment USD				Reverse			
Descriptio	on reclassing office su	reclassing office supplies to computer supplies			USD	Date			
Ledg	er HARVARD UNIVER	Category	Adjustment	Date	02-MAY-2017	Period			
Perio	d MAY-17	Effective Date	02-MAY-2017	Туре	User	Method	Switch Dr/Cr	-	
Balance Typ	e Actual	Budget		Rate	1	Status	Not Reversed		
Clearing Compar	іу	Tax	Not Required				Reverse		
		Control Total			[.	1	2		
Lines Oth	er Information								
Ln Account		Debit (USD)	Credit (USD)	UOM	Qty	Description	<u></u>		

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.

FRM-40400: Tran	saction complete	e: 1 records ap	plied and saved.
Record: 1/1			

**9**. With the record applied and saved, the journal has been deleted.