

SPREADSHEET JOURNAL UPLOAD

Purpose

The Journal Spreadsheet Uploads were created to enter large amounts of journal information into the system using a spreadsheet rather than manually entering journals online. OAKS provides two separate Excel spreadsheets, one for uploading budget journals and the other for GL journals. Agencies will need to store and maintain the Excel files and associated XLA “add-in” files needed to create a journal file. This Job Aid illustrates how to copy and store the files needed to allow this process to work properly.

As of 5/27/08 a new spreadsheet file and macro file are available on OBM's website. The new spreadsheet functions are the same as the previous spreadsheet; however, the new version allows more lines to be entered in the spreadsheet.

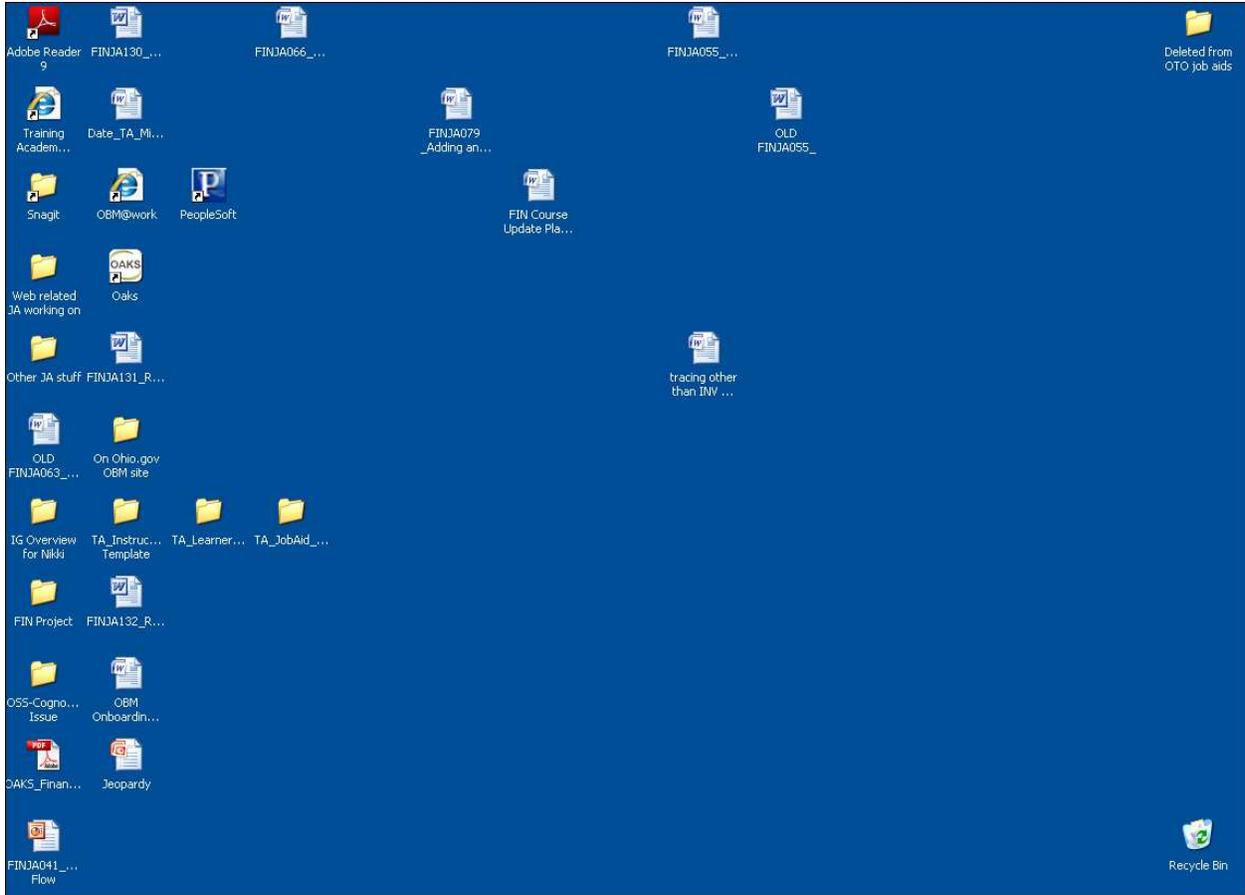
Users can now enter up to 49,000 lines in a single upload file; the previous file was limited to about 30,000 lines. This should be sufficient for entering even the largest payroll journals. The order of the ChartFields also has been changed.

You will find the Excel macros and XLA files needed to create the budget journal file and GL journal file on the OBM website under Forms/Spreadsheet Journal Upload Files at <http://obm.ohio.gov/miscpages/forms/default.aspx>. The Excel files contain a macro that the user will use to create, edit and save a journal, and the XLA file is used to run the Excel macro. Both of these files will be stored together within the same directory. For example, the Excel macro and XLA file for the Budget Journal Spreadsheet Upload will be stored together in the same sub-folder and the Excel macro and the XLA file for the GL Journal Spreadsheet Upload will be in their own sub-folder.

SPREADSHEET JOURNAL UPLOAD

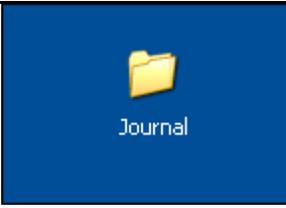


The first Step-by-Step will begin from your **desktop**.

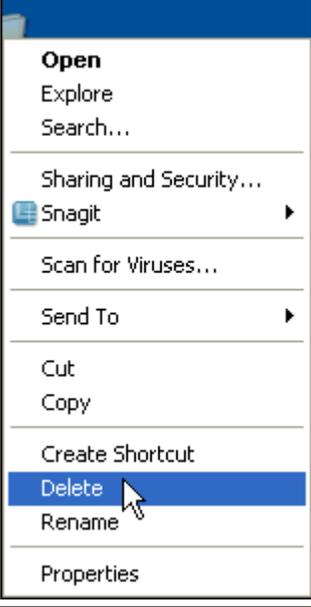


Step-by-Step for Deleting Old Spreadsheet and Macro Files to Download New Files.

Before you obtain the new spreadsheet files, delete the current spreadsheet files that are saved on your computer. You will also delete the journal macro.

Step-by-Step	Screen
<p>1. Right click the folder containing your spreadsheet files.</p>	

SPREADSHEET JOURNAL UPLOAD

<p>2. Click Delete.</p>	 A screenshot of a Windows context menu. The 'Delete' option is highlighted in blue, and a mouse cursor is pointing at it. Other options include Open, Explore, Search..., Sharing and Security..., Snagit, Scan for Viruses..., Send To, Cut, Copy, Create Shortcut, Rename, and Properties.
<p>3. Click the Yes button to confirm that you wish to delete the folder.</p>	 A screenshot of a 'Confirm Folder Delete' dialog box. The text asks: 'Are you sure you want to remove the folder 'Journal' and move all its contents to the Recycle Bin?'. There are 'Yes' and 'No' buttons at the bottom. The 'Yes' button is highlighted with a red rectangle.
<p>4. Open any Excel spreadsheet.</p> <p> Note We won't be using the document, just managing the add-ins for Excel.</p> <p>5. Click the Office button.</p>	 A screenshot of the Microsoft Excel ribbon. The 'Office' button, which is a yellow circle with a white 'X', is highlighted with a red rectangle. Other visible buttons include Home and Insert, and the ribbon shows options like Cut, Copy, Paste, and Format Painter.

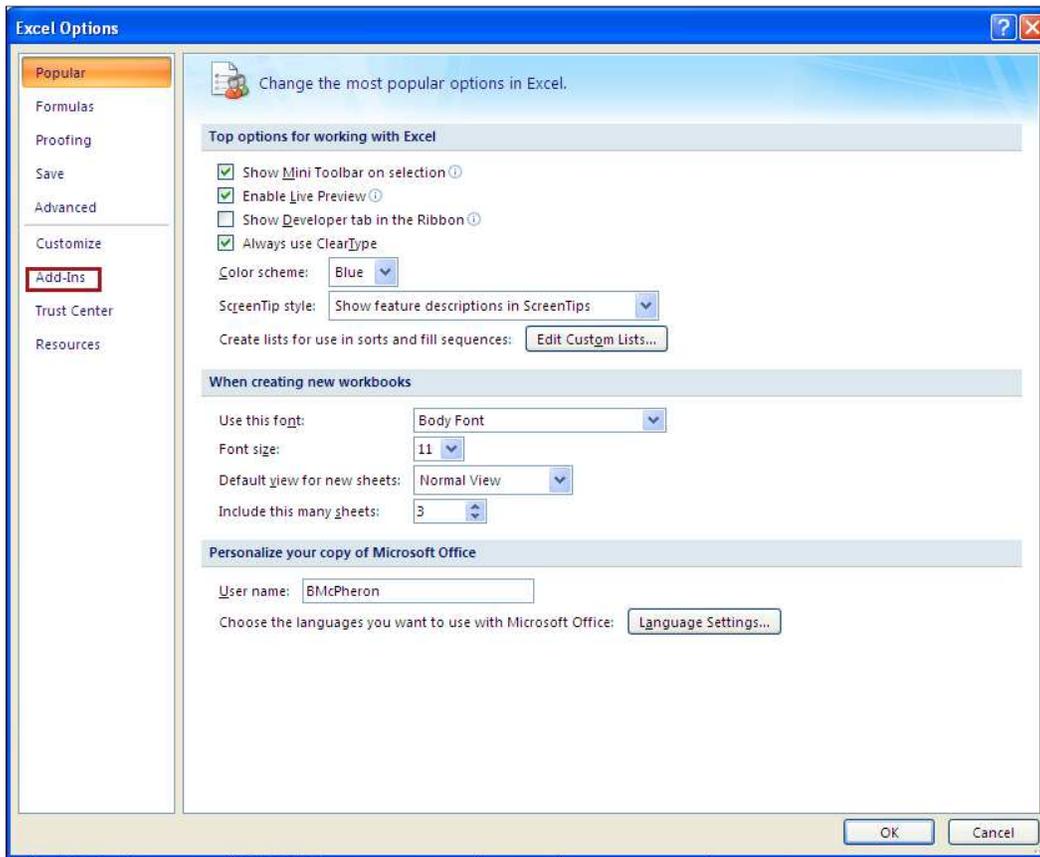
SPREADSHEET JOURNAL UPLOAD

6. Click **Excel Options**.



SPREADSHEET JOURNAL UPLOAD

The **Excel Options** page displays.

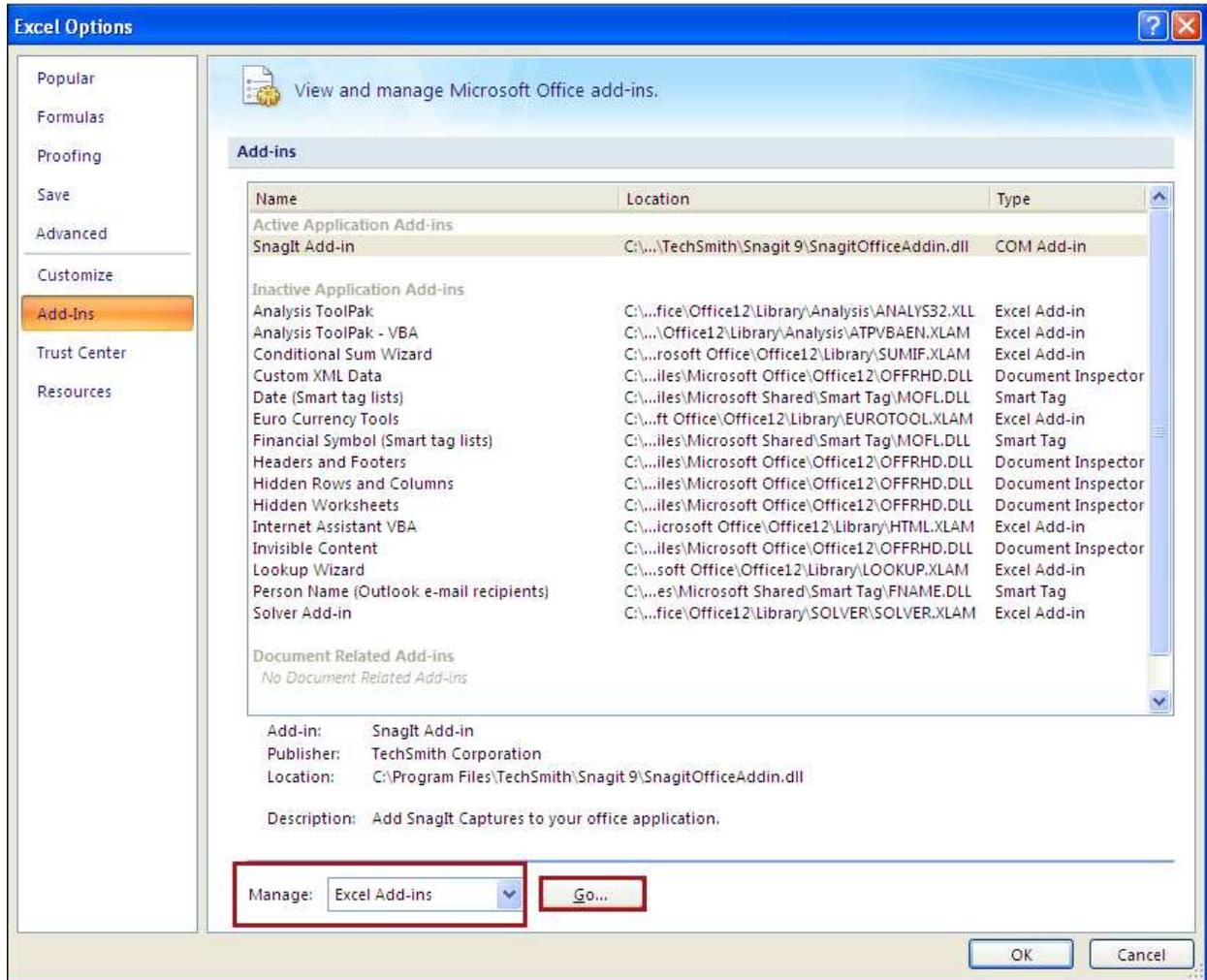


7. Click on **Add-Ins** from the list displayed on the left.

- Advanced
- Customize
- Add-Ins**
- Trust Center
- Resources

SPREADSHEET JOURNAL UPLOAD

The **Add-Ins** information displays in the **Excel Options** window.



<p>8. Ensure the default “Excel Add-ins” is displayed in the Manage drop-down box.</p> <p>9. Click Go.</p>	<p>Add-in: Snagit Add-in Publisher: TechSmith Corporation Location: C:\Program Files\TechSmith\Snagit 9\SnagitOfficeAddin.dll Description: Add Snagit Captures to your office application.</p> <p>Manage: Excel Add-ins <input type="button" value="Go..."/></p>
<p>10. Remove the checkbox next to Jrnlmcro.</p> <p>11. Click OK.</p>	<p>Add-Ins available:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analysis ToolPak <input type="checkbox"/> Analysis ToolPak - VBA <input type="checkbox"/> Conditional Sum Wizard <input type="checkbox"/> Euro Currency Tools <input type="checkbox"/> Internet Assistant VBA <input checked="" type="checkbox"/> Jrnlmcro <input type="checkbox"/> Lookup Wizard <input type="checkbox"/> Solver Add-in <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Browse..."/> <input type="button" value="Automation..."/></p>

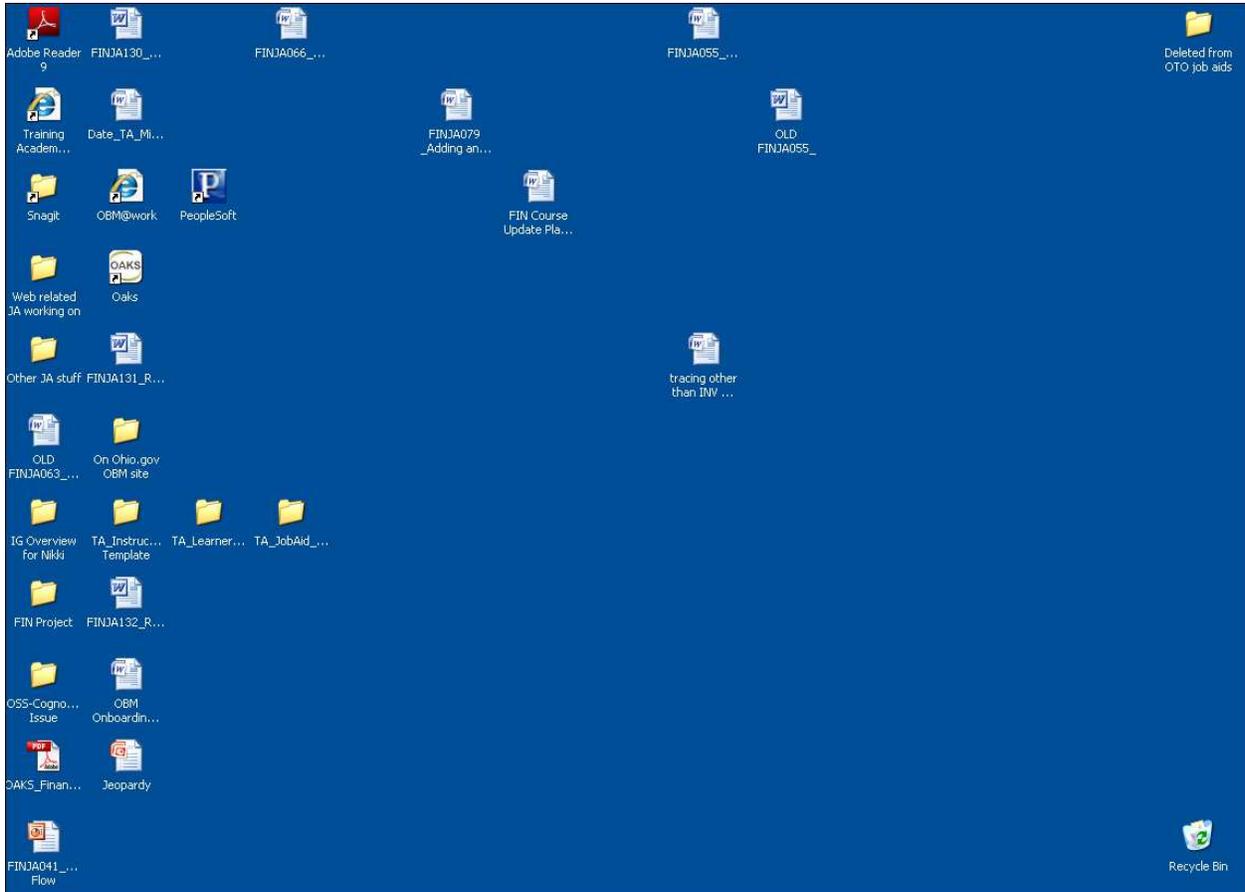
SPREADSHEET JOURNAL UPLOAD

Congratulations! You have removed your old Journal folder and the Journal Macro.

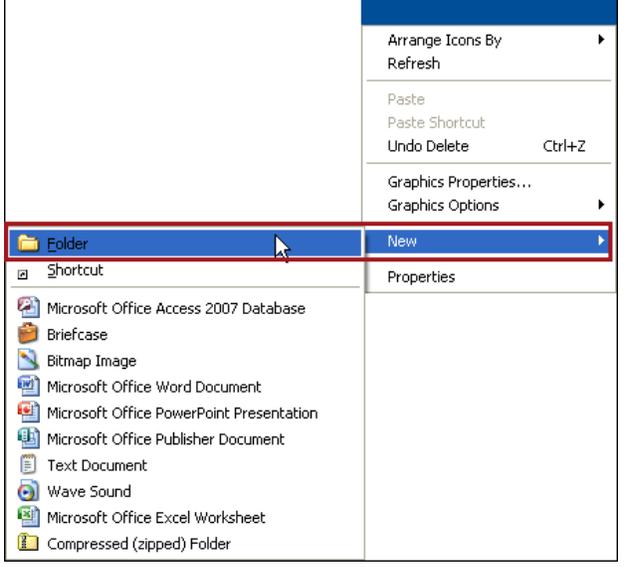
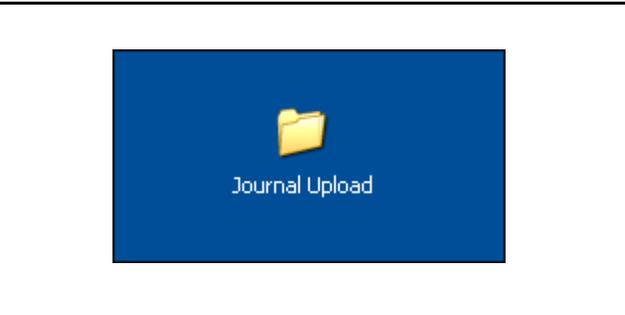
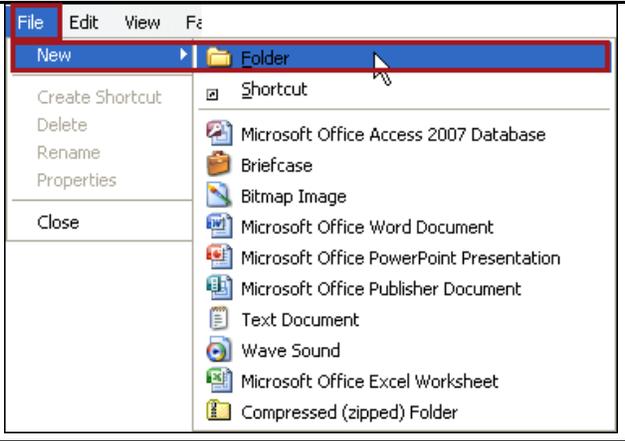
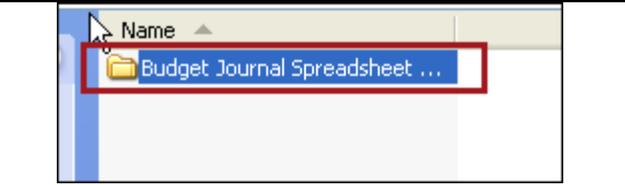
Step-by-Step for Creating a Primary Folder with Two Sub-Folders onto Your Desktop.



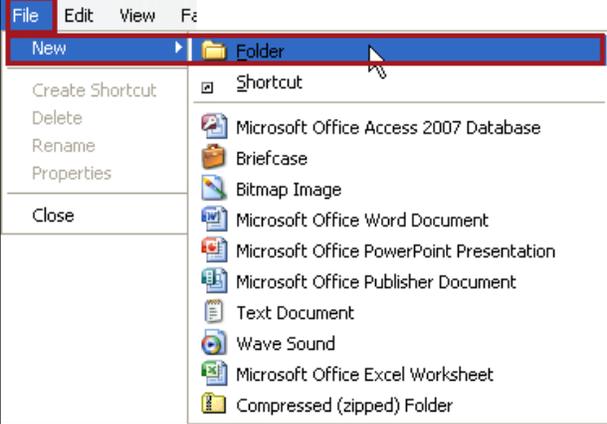
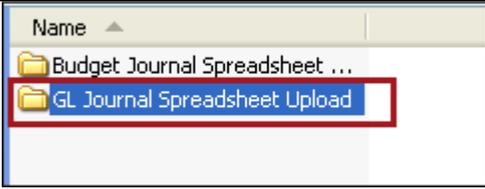
This step-by-step will also begin from your **desktop**.



SPREADSHEET JOURNAL UPLOAD

<ol style="list-style-type: none"> Right click on your computer desktop. Click on New > Folder. 	 <p>A screenshot of a Windows context menu. The 'New' option is highlighted with a red box, and its sub-menu is open, showing 'Folder' as the selected option, also highlighted with a red box. Other options in the sub-menu include 'Shortcut' and 'Properties'. The main menu includes options like 'Arrange Icons By', 'Refresh', 'Paste', 'Paste Shortcut', 'Undo Delete', 'Graphics Properties...', and 'Graphics Options'.</p>
<ol style="list-style-type: none"> Name the new folder "Journal Upload." <p>Note Be sure to follow your agency guidelines when naming folders. If there are no agency conventions, you can choose whichever subject matter descriptive name you would like.</p>	 <p>A screenshot of a blue folder icon on a desktop. The folder is named 'Journal Upload' in white text below the icon.</p>
<ol style="list-style-type: none"> Double click on the Journal Upload folder you just created to open it. You will create two new folders within this folder. Click File > New > Folder. 	 <p>A screenshot of the Windows File menu. The 'New' option is highlighted with a red box, and its sub-menu is open, showing 'Folder' as the selected option, also highlighted with a red box. Other options in the sub-menu include 'Shortcut' and 'Properties'. The main menu includes options like 'Create Shortcut', 'Delete', 'Rename', 'Properties', and 'Close'.</p>
<ol style="list-style-type: none"> Name this new sub-folder "Budget Journal Spreadsheet Upload." 	 <p>A screenshot of a folder icon in a window. The folder is named 'Budget Journal Spreadsheet Upload' in blue text below the icon. The name is highlighted with a red box.</p>

SPREADSHEET JOURNAL UPLOAD

<p>7. Click File > New > Folder.</p>	
<p>8. Name this new sub-folder "GL Journal Spreadsheet Upload."</p>	

Step-by-Step for Downloading New Spreadsheet and Macro Files into the Newly Created Sub-Folders



<http://obm.ohio.gov/miscpages/forms/default.aspx> This page will be the source for the spreadsheet and macro files you will be downloading in this step-by-step.

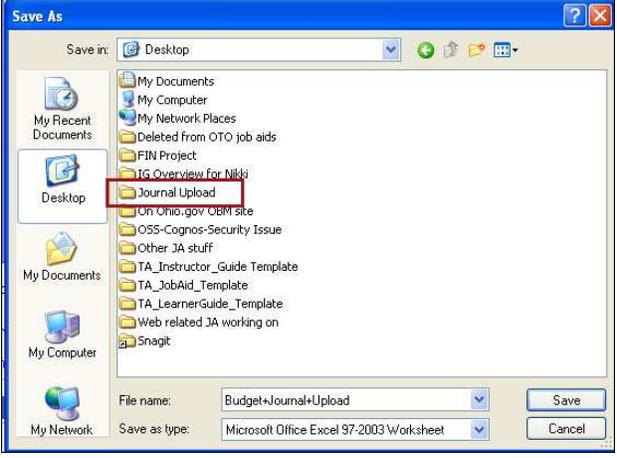
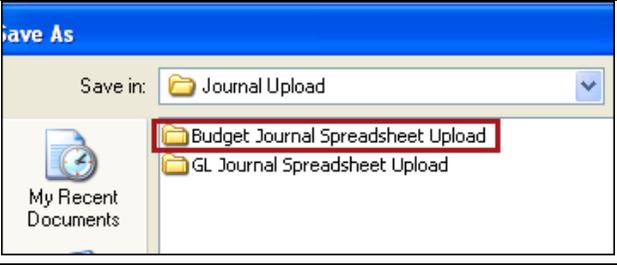
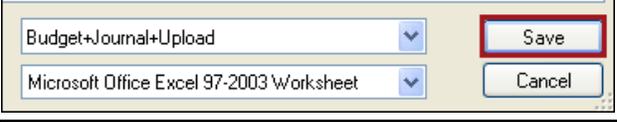
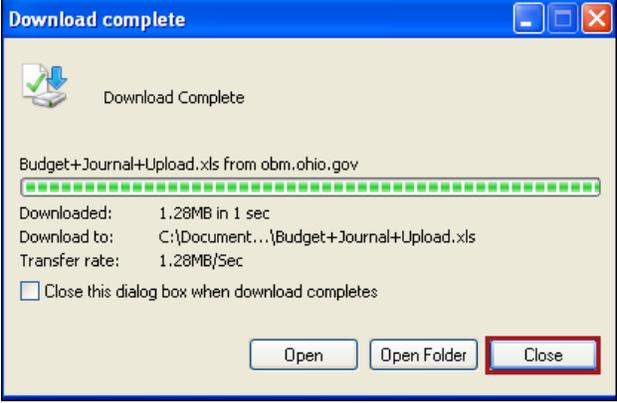
SPREADSHEET JOURNAL UPLOAD



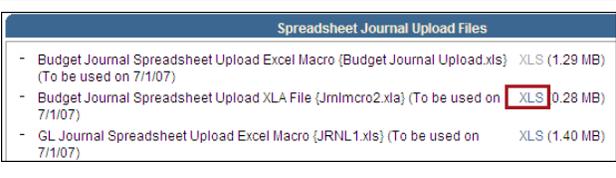
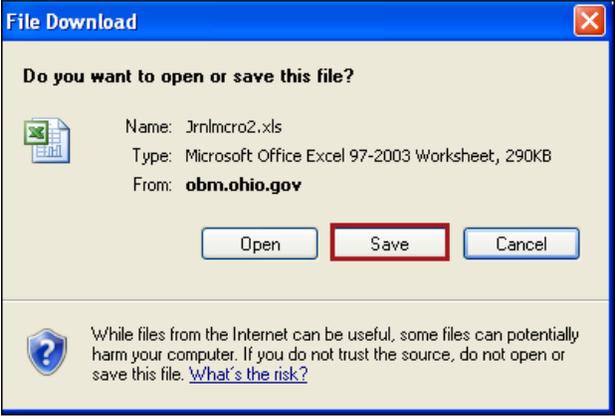
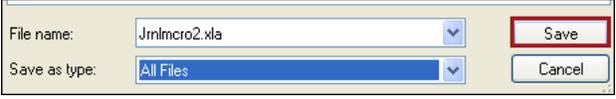
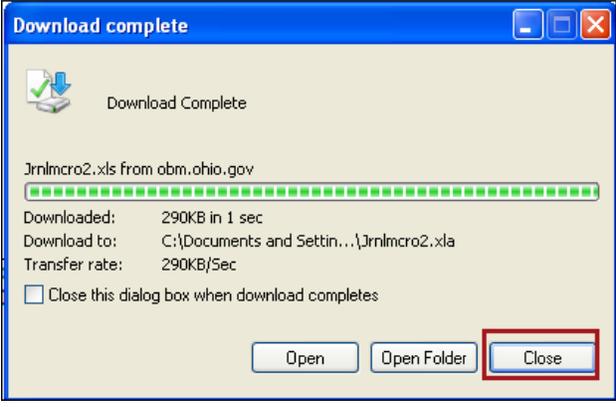
9. Ensure the OBM website at <http://obm.ohio.gov/miscpages/forms/default.aspx> is displayed on your desktop. (We'll reference this OBM website four times throughout the step-by-steps)
10. Click on the **XLS** link in the "Budget Journal Spreadsheet Upload Excel Macro {Budget Journal Upload.xls}" file description.

Spreadsheet Journal Upload Files	
- Budget Journal Spreadsheet Upload Excel Macro (Budget Journal Upload.xls) (To be used on 7/1/07)	XLS (1.29 MB)
- Budget Journal Spreadsheet Upload XLA File (Jrmmcro2.xla) (To be used on 7/1/07)	XLS (0.28 MB)

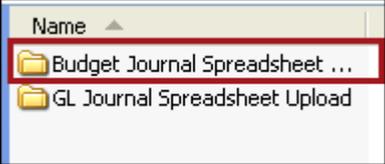
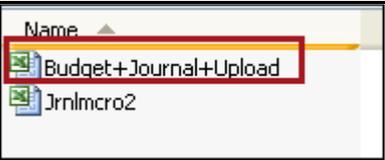
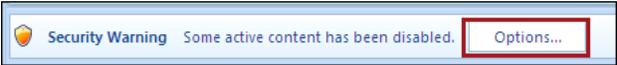
SPREADSHEET JOURNAL UPLOAD

<p>11. Click Save.</p>	
<p>12. Double-click on the folder Journal Upload.</p>	
<p>13. Double-click on the folder Budget Journal Spreadsheet Upload.</p>	
<p>14. Click Save. The file will download.</p>	
<p>15. Click Close.</p>	

SPREADSHEET JOURNAL UPLOAD

<p>16. Click on the XLS link in the “Budget Journal Spreadsheet Upload XLA File {Jrnlmcro2.xla}” file description under the Spreadsheet Journal Upload Files section of the OBM website.</p>	
<p>17. Click Save.</p>	
<p>18. Change the File name field to “Jrnlmcro2.xla.”</p> <p>19. Click the Save as Type drop-down box To choose “All Files.”</p>	
<p>20. Click Save. The file will download.</p>	
<p>21. Click Close.</p>	
<p>22. Open the Journal Upload folder.</p>	

SPREADSHEET JOURNAL UPLOAD

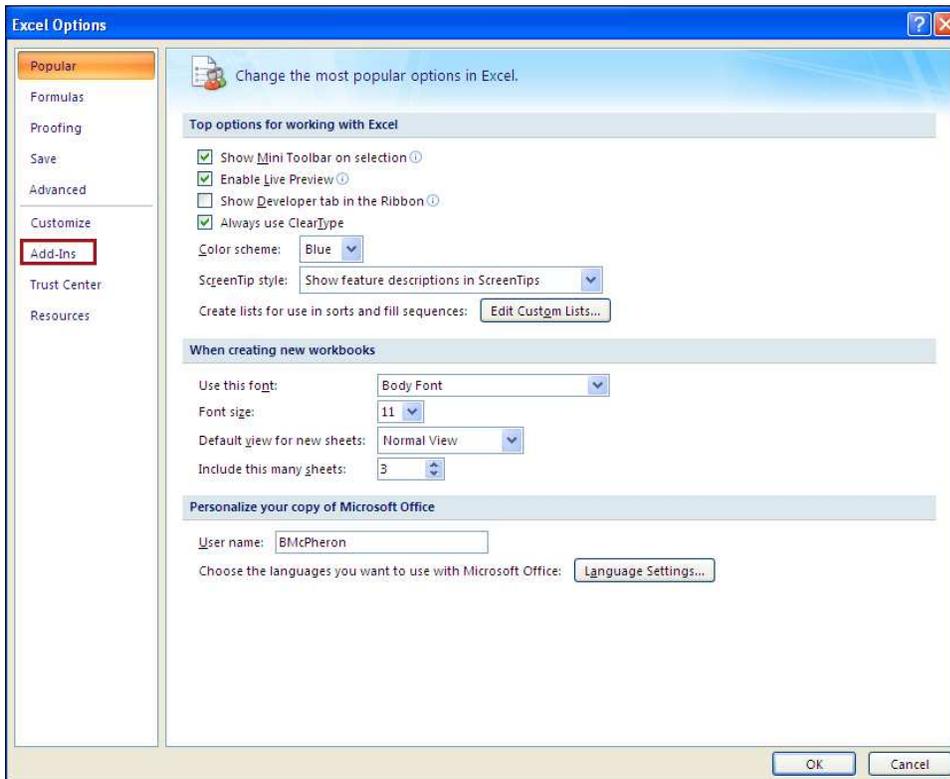
<p>23. Open the Budget Journal Spreadsheet Upload sub-folder.</p>	
<p>24. Double-click on the Budget + Journal + Upload to open the Excel spreadsheet.</p>	
<p>25. Click the Options button on the Security Warning bar.</p> <p> Note If the Security Warning bar does not appear, adjust your security. Go to: Developer > Macro Security and set your level to “Disable all macros with notification.”</p>	
<p>26. Click the Enable this content radio button to enable the macro.</p>	

SPREADSHEET JOURNAL UPLOAD

- 27. Click the **Office** button.
- 28. Click the **Excel Options** button.



The **Excel Options** page is displayed.



SPREADSHEET JOURNAL UPLOAD

29. Select **Add-Ins** from the list displayed on the left.

Excel Options

Popular

Formulas

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources

The **View and manage Microsoft Office add-ins** information is displayed.

Excel Options

View and manage Microsoft Office add-ins.

Add-ins

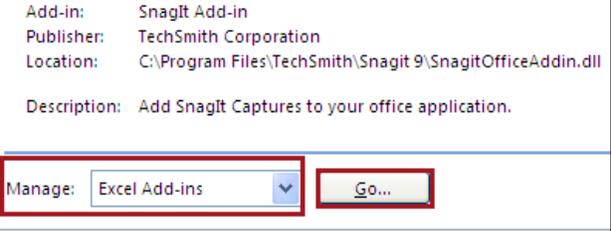
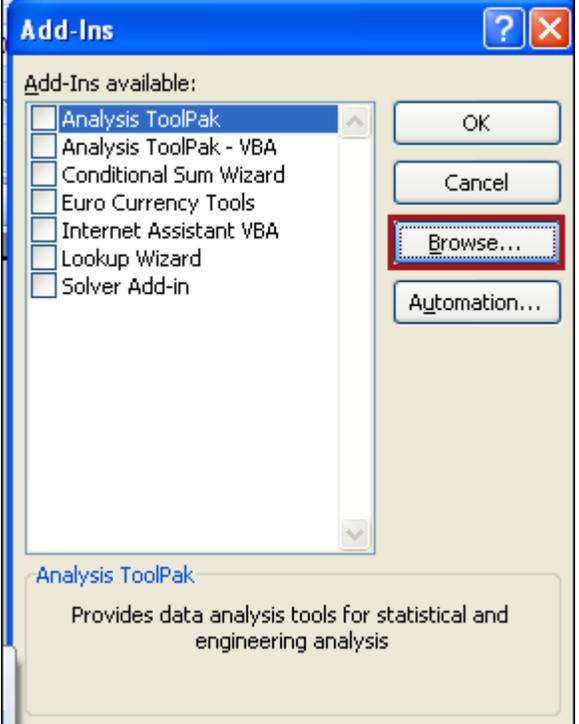
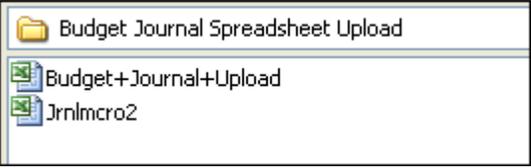
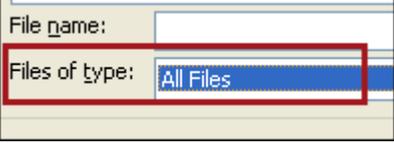
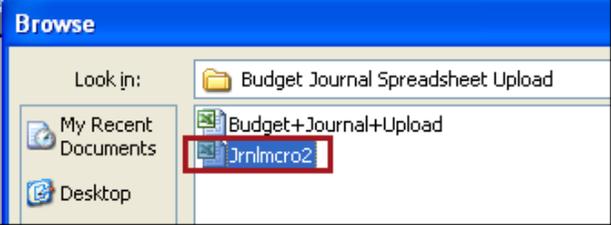
Name	Location	Type
Active Application Add-ins		
Budget Journal Upload Tool Macro	C:\...t Journal Spreadsheet Upload\Jrnlmcr2.xls	Excel Add-in
Snagit Add-in	C:\...\TechSmith\Snagit 9\SnagitOfficeAddin.dll	COM Add-in
Inactive Application Add-ins		
Analysis ToolPak	C:\...fice\Office12\Library\Analysis\ANALYS32.XLL	Excel Add-in
Analysis ToolPak - VBA	C:\...rosoft Office\Office12\Library\Analysis\ATPVBAEN.XLAM	Excel Add-in
Conditional Sum Wizard	C:\...rosoft Office\Office12\Library\SUMIF.XLAM	Excel Add-in
Custom XML Data	C:\...iles\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Date (Smart tag lists)	C:\...iles\Microsoft Shared\Smart Tag\MOFL.DLL	Smart Tag
Euro Currency Tools	C:\...ft Office\Office12\Library\EUROTOOL.XLAM	Excel Add-in
Financial Symbol (Smart tag lists)	C:\...iles\Microsoft Shared\Smart Tag\MOFL.DLL	Smart Tag
Headers and Footers	C:\...iles\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Hidden Rows and Columns	C:\...iles\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Hidden Worksheets	C:\...iles\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Internet Assistant VBA	C:\...icrosoft Office\Office12\Library\HTML.XLAM	Excel Add-in
Invisible Content	C:\...iles\Microsoft Office\Office12\OFFRHD.DLL	Document Inspector
Lookup Wizard	C:\...soft Office\Office12\Library\LOOKUP.XLAM	Excel Add-in
Person Name (Outlook e-mail recipients)	C:\...es\Microsoft Shared\Smart Tag\FNAME.DLL	Smart Tag
Solver Add-in	C:\...fice\Office12\Library\SOLVER\SOLVER.XLAM	Excel Add-in
Document Related Add-ins		
No Document Related Add-ins		

Add-in: Budget Journal Upload Tool Macro
Publisher:
Location: C:\Documents and Settings\BMcPheron\Desktop\Journal Upload\Budget Journal Spreadsheet Upload\Jrnlmcr2.xls
Description:

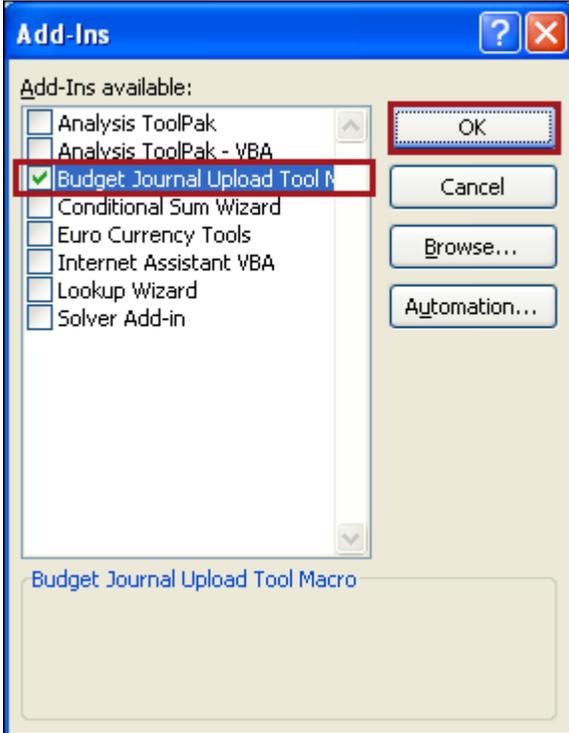
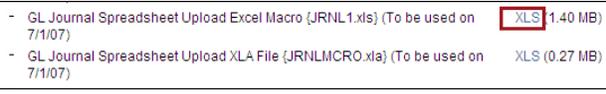
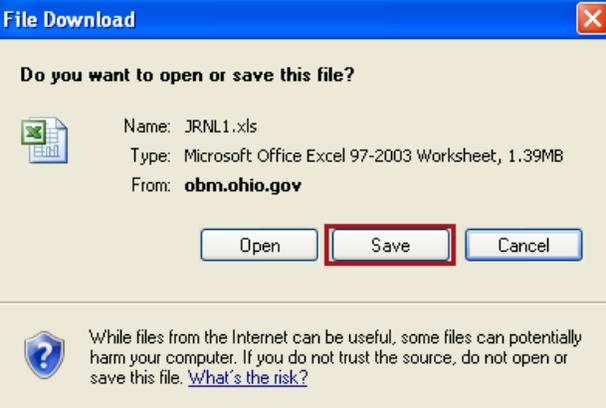
Manage: Excel Add-ins Go...

OK Cancel

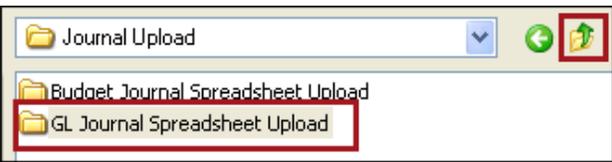
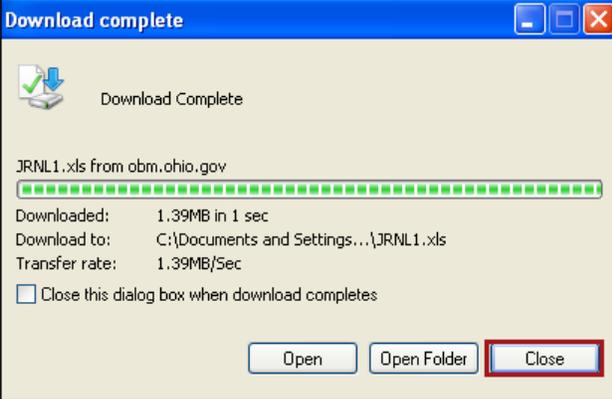
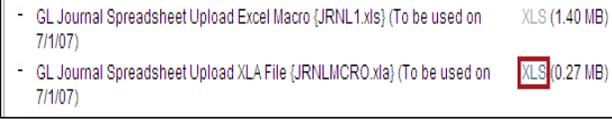
SPREADSHEET JOURNAL UPLOAD

<p>30. Click the Manage field drop-down box if necessary to choose “Excel Add-ins.” (default value)</p> <p>31. Click Go.</p>	 <p>Add-in: Snagit Add-in Publisher: TechSmith Corporation Location: C:\Program Files\TechSmith\Snagit 9\SnagitOfficeAddin.dll Description: Add Snagit Captures to your office application.</p> <p>Manage: Excel Add-ins Go...</p>
<p>32. Click Browse to find the “Jrnlmcro2.xla” file.</p>	 <p>Add-Ins</p> <p>Add-Ins available:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analysis ToolPak <input type="checkbox"/> Analysis ToolPak - VBA <input type="checkbox"/> Conditional Sum Wizard <input type="checkbox"/> Euro Currency Tools <input type="checkbox"/> Internet Assistant VBA <input type="checkbox"/> Lookup Wizard <input type="checkbox"/> Solver Add-in <p>Browse...</p> <p>Automation...</p> <p>Analysis ToolPak Provides data analysis tools for statistical and engineering analysis</p>
<p> Note In previous steps, both files were saved to Desktop > Journal Upload > Budget Journal Spreadsheet Upload.</p>	 <p>Budget Journal Spreadsheet Upload</p> <p>Budget+Journal+Upload</p> <p>Jrnlmcro2</p>
<p>33. Change the Files of Type to “All Files.”</p>	 <p>File name:</p> <p>Files of type: All Files</p>
<p>34. Highlight the “Jrnlmcro2” file.</p>	 <p>Browse</p> <p>Look in: Budget Journal Spreadsheet Upload</p> <p>My Recent Documents</p> <p>Desktop</p> <p>Budget+Journal+Upload</p> <p>Jrnlmcro2</p>
<p>35. Click OK.</p>	 <p>OK Cancel</p>

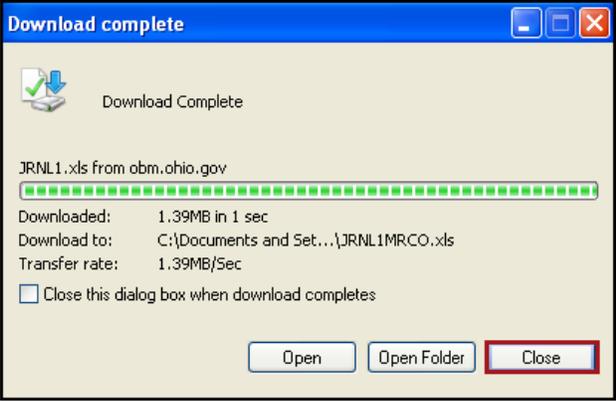
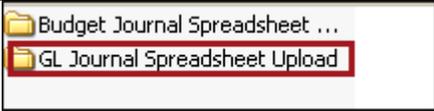
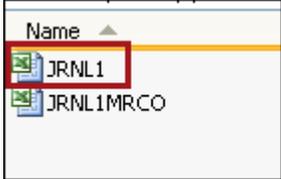
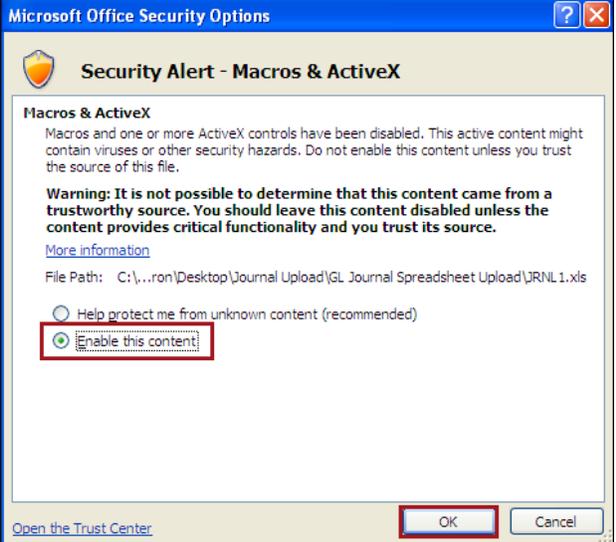
SPREADSHEET JOURNAL UPLOAD

<p>The Budget Journal Upload Tool Macro should become visible and checked on the Add-Ins window.</p> <p>36. Click OK.</p>	
<p>37. Click the Save button.</p> <p>Note You can now create and write new budget journal files with the updated macro.</p>	
<p>38. Click on the XLS link to download the "GL Journal Spreadsheet Upload XLA file (JRNL1.xls)" from the OBM website.</p>	
<p>39. Click Save.</p>	

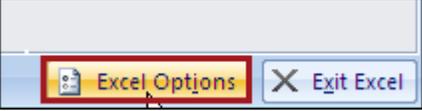
SPREADSHEET JOURNAL UPLOAD

<p>40. Click on the Up One Level folder icon to get to the primary folder Journal Upload.</p> <p>41. Double-click the GL Journal Spreadsheet Upload folder.</p>	
<p>42. Click Save. The file will download.</p>	
<p>43. Click Close.</p>	
<p>44. Click on the XLS link to download the "GL Journal Spreadsheet Upload XLA file (JRNLMCRO.xla)" from the OBM website.</p>	
<p>45. Click Save.</p>	
<p>46. In the File name field, change the file name to "JRNLMRCO.xla."</p> <p>47. Click the Save as type field drop-down box to choose "All Files."</p> <p>48. Click Save.</p>	

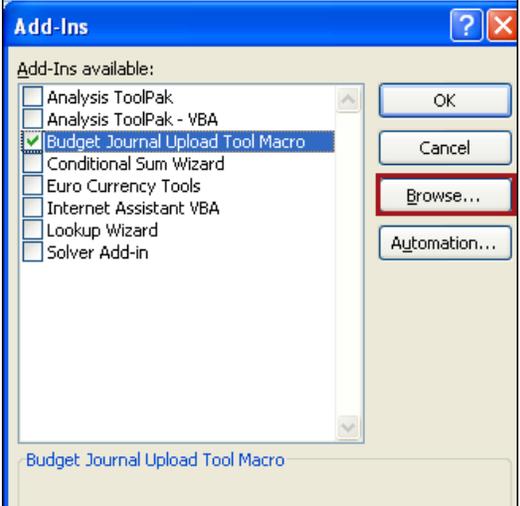
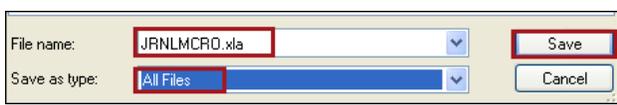
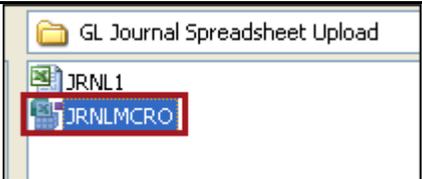
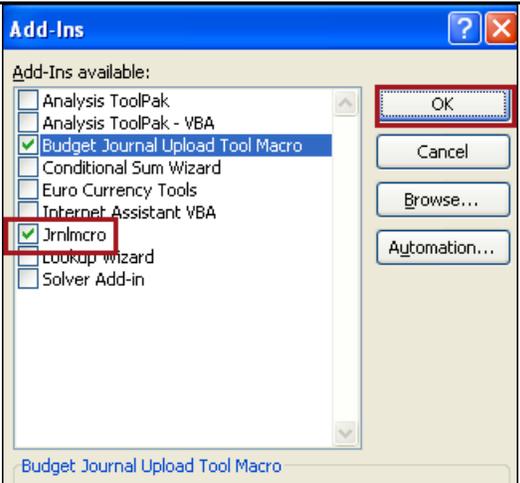
SPREADSHEET JOURNAL UPLOAD

<p>49. Click Close.</p>	
<p>50. Double-click the Journal Upload Folder on your desktop to open the folder.</p>	
<p>51. Double-click the GL Journal Spreadsheet Upload sub-folder to open the folder.</p>	
<p>52. Double-click the JRNL1 file to open the file.</p>	
<p>53. Click the Options button on the Security Warning toolbar.</p>	
<p>54. Click the Enable this content radio button. 55. Click OK.</p>	

SPREADSHEET JOURNAL UPLOAD

<p>56. Click the Office button.</p>	
<p>57. Click the Excel Options button.</p>	
<p>58. Click Add-Ins from the list displayed on the left.</p>	
<p>59. Click the Manage field drop-down box if necessary to choose "Excel Add-ins." (default value)</p> <p>60. Click Go.</p>	<p>Add-in: Snagit Add-in Publisher: TechSmith Corporation Location: C:\Program Files\TechSmith\Snagit 9\SnagitOfficeAddin.dll Description: Add Snagit Captures to your office application.</p> 

SPREADSHEET JOURNAL UPLOAD

<p>61. Click Browse to find the “JRNLMCRO.xla” file.</p> <p> Note Desktop > Journal Upload > GL Journal Spreadsheet Upload</p>	
<p>62. Click the drop-down box for the Files of Type field and choose “All Files.”</p> <p>63. Click Save.</p>	
<p>64. Highlight the JRNLMCRO file.</p>	
<p>65. Click OK.</p>	
<p>66. Ensure the Jrnlmcro macro has been added and checked on the Add-Ins window.</p> <p>67. Click OK.</p>	

SPREADSHEET JOURNAL UPLOAD

68. Click the **Save** icon to save your changes.



You can now create and write new GL journal files with the updated macro.

Congratulations!