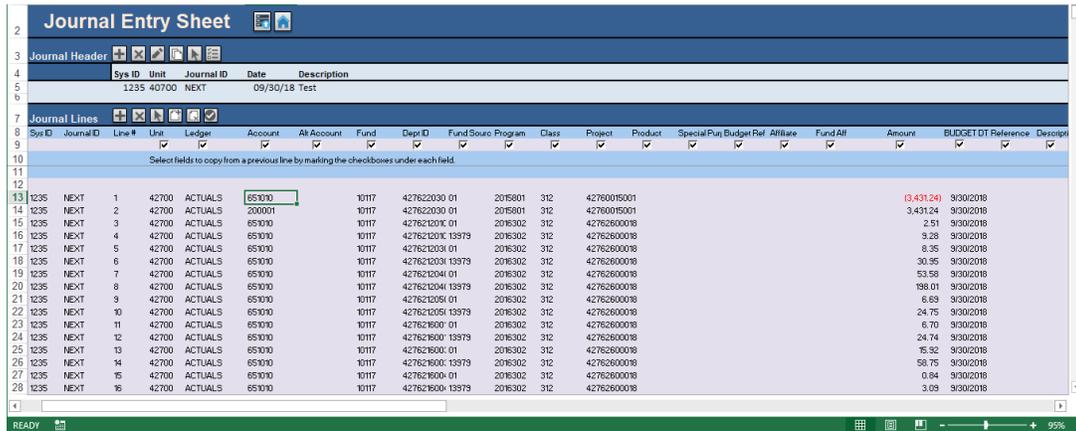# Checking Decimal Positions

1. Spreadsheet shows amounts to 2 decimal positions. However, that does not always indicate that there are truly only 2 decimal positions. The cell could be rounding. If there are more than 2 decimal positons, you will need to update the cell to only be 2 decimal positions.
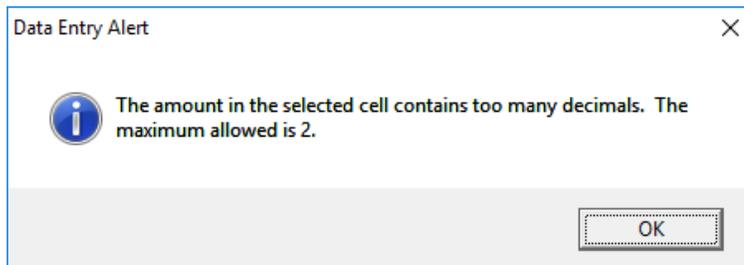
Journal Entry Sheet

Journal Header

	Sys ID	Unit	Journal ID	Date	Description
	1235	40700	NEXT	09/30/18	Test

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID	Fund Sourc	Program	Class	Project	Product	Special Pur	Budget Ref	Affiliate	Fund Aff	Amount	BUDGET DT	Reference	Descripti

Select fields to copy from a previous line by marking the checkboxes under each field.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Dept ID	Program	Class	Project	Amount	BUDGET DT
1235	NEXT	1	42700	ACTUALS	651010	10117	427622030 01	2015801	312	42760015001	(3,431.24)	9/30/2018
1235	NEXT	2	42700	ACTUALS	200001	10117	427622030 01	2015801	312	42760015001	3,431.24	9/30/2018
1235	NEXT	3	42700	ACTUALS	651010	10117	4276212010 01	2016302	312	42762600018	2.51	9/30/2018
1235	NEXT	4	42700	ACTUALS	651010	10117	4276212010 13979	2016302	312	42762600018	9.28	9/30/2018
1235	NEXT	5	42700	ACTUALS	651010	10117	4276212030 01	2016302	312	42762600018	8.35	9/30/2018
1235	NEXT	6	42700	ACTUALS	651010	10117	4276212030 13979	2016302	312	42762600018	30.95	9/30/2018
1235	NEXT	7	42700	ACTUALS	651010	10117	4276212040 01	2016302	312	42762600018	53.58	9/30/2018
1235	NEXT	8	42700	ACTUALS	651010	10117	4276212040 13979	2016302	312	42762600018	198.01	9/30/2018
1235	NEXT	9	42700	ACTUALS	651010	10117	4276212050 01	2016302	312	42762600018	6.69	9/30/2018
1235	NEXT	10	42700	ACTUALS	651010	10117	4276212050 13979	2016302	312	42762600018	24.75	9/30/2018
1235	NEXT	11	42700	ACTUALS	651010	10117	4276216000 01	2016302	312	42762600018	6.70	9/30/2018
1235	NEXT	12	42700	ACTUALS	651010	10117	4276216000 13979	2016302	312	42762600018	24.74	9/30/2018
1235	NEXT	13	42700	ACTUALS	651010	10117	4276216000 01	2016302	312	42762600018	15.92	9/30/2018
1235	NEXT	14	42700	ACTUALS	651010	10117	4276216000 13979	2016302	312	42762600018	58.75	9/30/2018
1235	NEXT	15	42700	ACTUALS	651010	10117	4276216000 01	2016302	312	42762600018	0.84	9/30/2018
1235	NEXT	16	42700	ACTUALS	651010	10117	4276216000 13979	2016302	312	42762600018	3.09	9/30/2018

READY

2. Click the check decimal positions button

	Journal Lines				
8	Sys ID	Journal ID	Line #	Unit	Ledger
9				☑	☑
10				Select fields to copy from a	
11					

3. If there are any amount fields with more than 2 decimal positions, you will receive the following message:

Data Entry Alert   ✕

The amount in the selected cell contains too many decimals. The maximum allowed is 2.

OK

5. Click OK and the system will take you to the cell.

Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1235	40700	NEXT	09/30/18	Test

Journal Lines

Select fields to copy from a previous line by marking the checkboxes under each field.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID	Fund Sourc	Program	Class	Project	Amount	BUDGET DT	Reference
1235	NEXT	1	42700	ACTUALS	651010			10117	427622030 01	2015801	312	427600015001	(3,431.24)	9/30/2018	
1235	NEXT	2	42700	ACTUALS	200001			10117	427622030 01	2015801	312	427600015001	3,431.24	9/30/2018	
1235	NEXT	3	42700	ACTUALS	651010			10117	4276212010 01	2016302	312	427626000018	2.51	9/30/2018	
1235	NEXT	4	42700	ACTUALS	651010			10117	4276212010 13979	2016302	312	427626000018	9.28	9/30/2018	
1235	NEXT	5	42700	ACTUALS	651010			10117	427621203I 01	2016302	312	427626000018	8.35	9/30/2018	
1235	NEXT	6	42700	ACTUALS	651010			10117	427621203I 13979	2016302	312	427626000018	30.95	9/30/2018	
1235	NEXT	7	42700	ACTUALS	651010			10117	4276212041 01	2016302	312	427626000018	53.58	9/30/2018	
1235	NEXT	8	42700	ACTUALS	651010			10117	4276212041 13979	2016302	312	427626000018	138.01	9/30/2018	
1235	NEXT	9	42700	ACTUALS	651010			10117	4276212051 01	2016302	312	427626000018	6.69	9/30/2018	
1235	NEXT	10	42700	ACTUALS	651010			10117	4276212051 13979	2016302	312	427626000018	24.75	9/30/2018	
1235	NEXT	11	42700	ACTUALS	651010			10117	427621600 01	2016302	312	427626000018	6.70	9/30/2018	
1235	NEXT	12	42700	ACTUALS	651010			10117	427621600 13979	2016302	312	427626000018	24.74	9/30/2018	
1235	NEXT	13	42700	ACTUALS	651010			10117	427621600I 01	2016302	312	427626000018	15.92	9/30/2018	
1235	NEXT	14	42700	ACTUALS	651010			10117	427621600I 13979	2016302	312	427626000018	58.75	9/30/2018	
1235	NEXT	15	42700	ACTUALS	651010			10117	427621600 01	2016302	312	427626000018	0.84	9/30/2018	
1235	NEXT	16	42700	ACTUALS	651010			10117	427621600 13979	2016302	312	427626000018	3.09	9/30/2018	

READY

Note the amount actually in the field is more than 2 decimal positons.

Clipboard — Font — Alignment

X17 — fx — 8.35005

Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1235	40700	NEXT	09/30/18	Test

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID

Select fields to copy from a previous line by marking the checkboxes under each

6. Correct the decimal positions for the field to 2 decimal positons.

7. Repeat Step 2. The spreadsheet <u>will not</u> automatically continue to check for cells with more than 2 decimal positons.

8. If there are no other cells with more than 2 decimal positions, you won't receive the message from Step 3 and cell H5 will become active with the cursor.

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Journal Header

Sys ID	Unit	Journal ID	Date	Description
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Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID

Select fields to copy from a previous line by marking the checkboxes under ea

9. Attempt to reload the journal.

10. If you still receive the same error message, verify that you don't have any CF values that are longer than the accepted field length.
    a. Ex. Check your Dept ID fields entered. Entered values can't be longer than 10 characters.