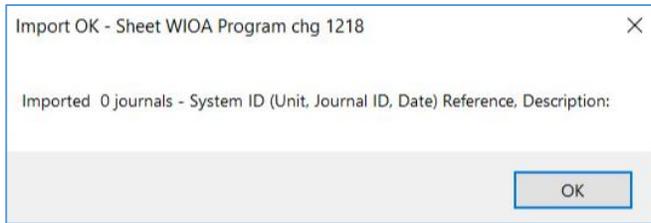


IMPORTED 0 JOURNALS ERROR RECEIVED

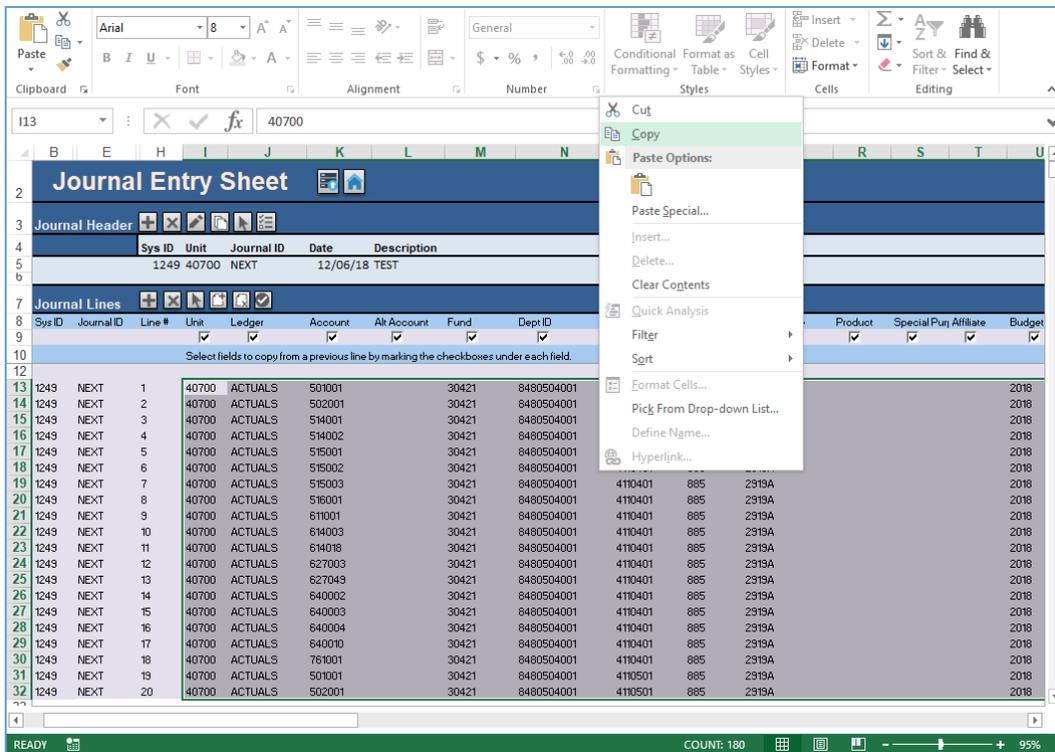


Imported 0 Journals with no additional detail given on what caused the journal not to import.

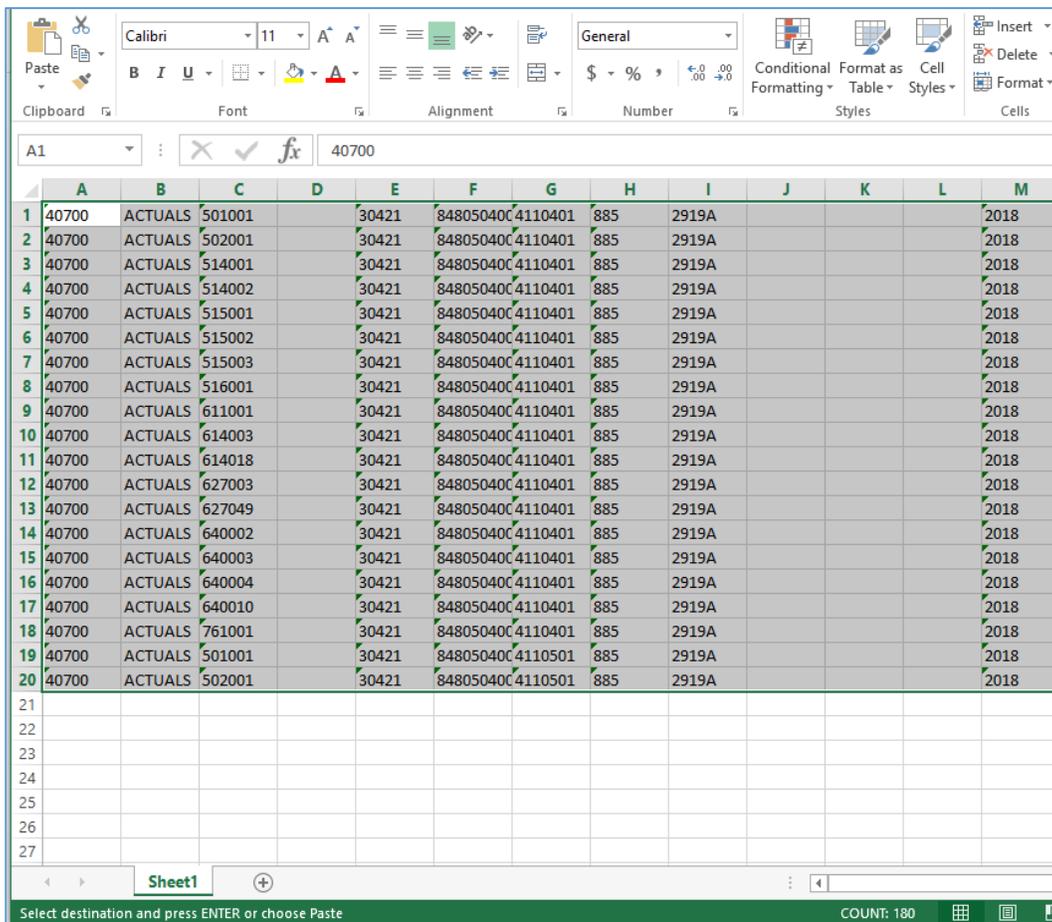
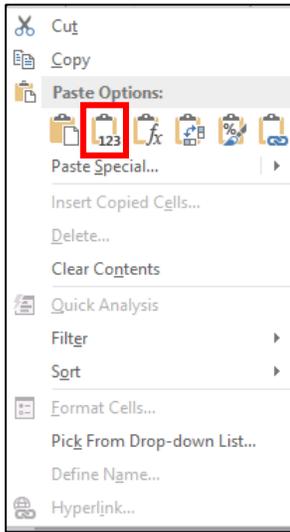
The issue is normally caused by copying and pasting data from an external source into the journal spreadsheet. There is something with the format of the data being pasted which is preventing the data from loading.

Follow these steps to resolve:

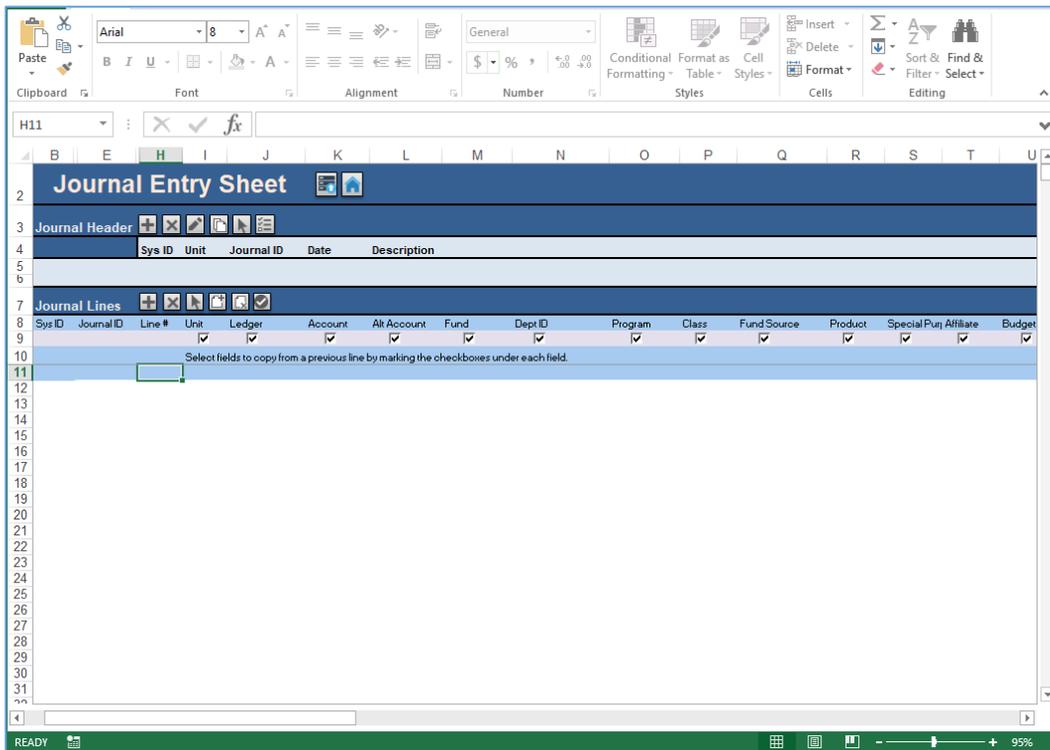
1. Open a new blank Excel spreadsheet.
2. Copy the journal data from the journal spreadsheet.



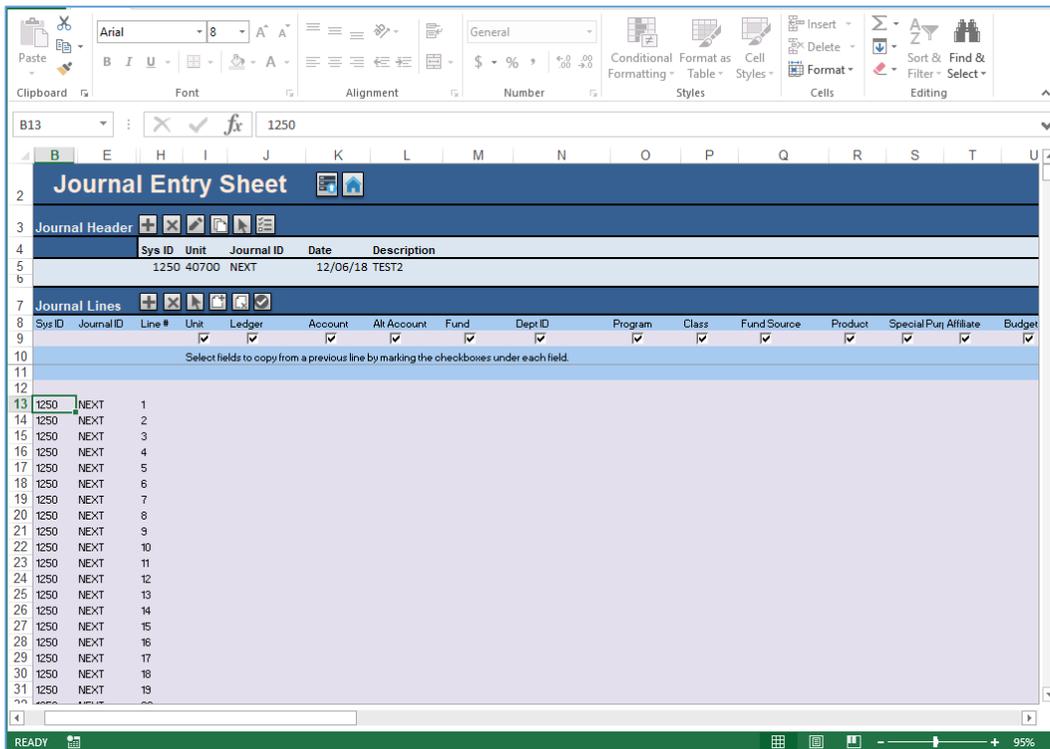
3. Go to the blank Excel spreadsheet. Right click and paste the data via 'paste values.'



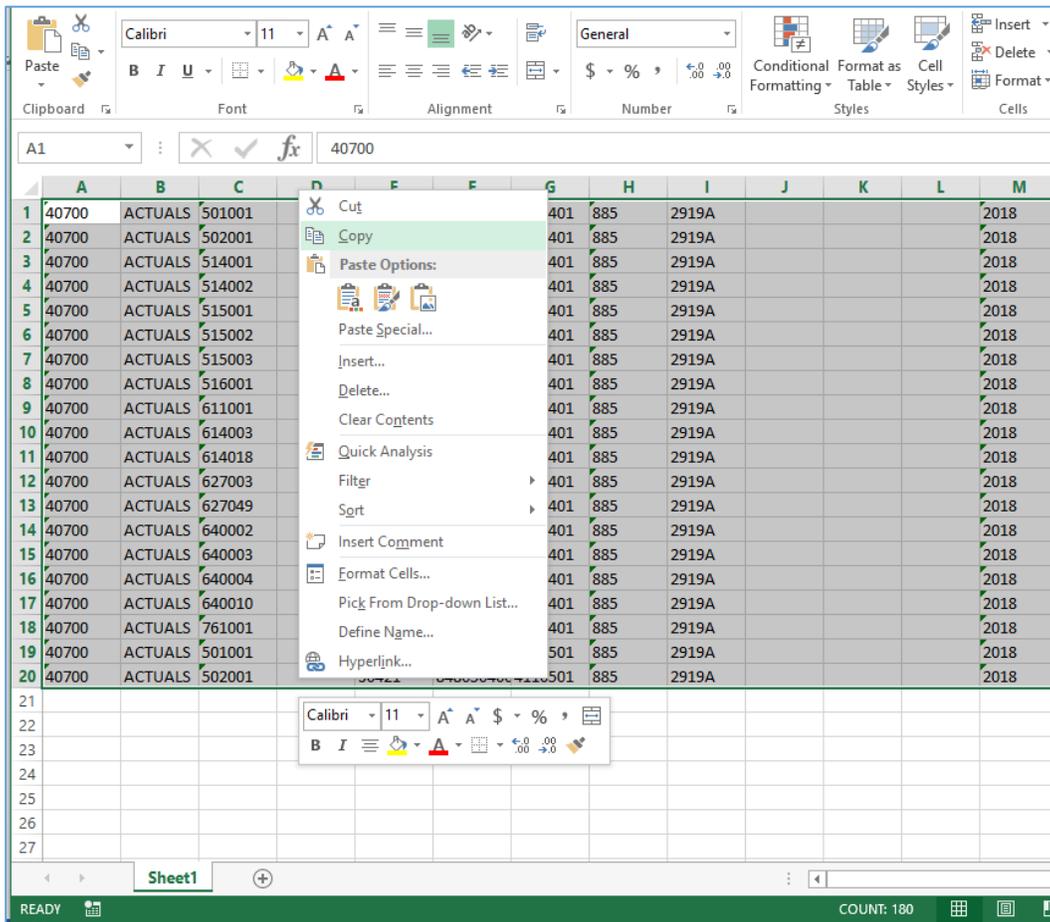
4. Create a new journal sheet.



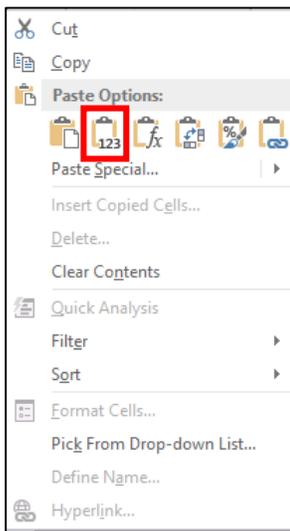
5. Enter the header information and insert the number of lines needed for the journal.



6. Copy the data from the Excel spreadsheet that you opened.



7. Go to the Journal Upload spreadsheet. Right click and paste the data into the new journal sheet via 'paste values.'



Journal Entry Sheet

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1250	40700	NEXT	12/06/18	TEST2

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID	Program	Class	Fund Source	Product	Special Purp	Affiliate	Budget
13	1250	NEXT	1	40700	ACTUALS	501001	30421	8480504001	4110401	885	2319A				2018
14	1250	NEXT	2	40700	ACTUALS	502001	30421	8480504001	4110401	885	2319A				2018
15	1250	NEXT	3	40700	ACTUALS	514001	30421	8480504001	4110401	885	2319A				2018
16	1250	NEXT	4	40700	ACTUALS	514002	30421	8480504001	4110401	885	2319A				2018
17	1250	NEXT	5	40700	ACTUALS	515001	30421	8480504001	4110401	885	2319A				2018
18	1250	NEXT	6	40700	ACTUALS	515002	30421	8480504001	4110401	885	2319A				2018
19	1250	NEXT	7	40700	ACTUALS	515003	30421	8480504001	4110401	885	2319A				2018
20	1250	NEXT	8	40700	ACTUALS	516001	30421	8480504001	4110401	885	2319A				2018
21	1250	NEXT	9	40700	ACTUALS	611001	30421	8480504001	4110401	885	2319A				2018
22	1250	NEXT	10	40700	ACTUALS	614003	30421	8480504001	4110401	885	2319A				2018
23	1250	NEXT	11	40700	ACTUALS	614018	30421	8480504001	4110401	885	2319A				2018
24	1250	NEXT	12	40700	ACTUALS	627003	30421	8480504001	4110401	885	2319A				2018
25	1250	NEXT	13	40700	ACTUALS	627049	30421	8480504001	4110401	885	2319A				2018
26	1250	NEXT	14	40700	ACTUALS	640002	30421	8480504001	4110401	885	2319A				2018
27	1250	NEXT	15	40700	ACTUALS	640003	30421	8480504001	4110401	885	2319A				2018
28	1250	NEXT	16	40700	ACTUALS	640004	30421	8480504001	4110401	885	2319A				2018
29	1250	NEXT	17	40700	ACTUALS	640010	30421	8480504001	4110401	885	2319A				2018
30	1250	NEXT	18	40700	ACTUALS	761001	30421	8480504001	4110401	885	2319A				2018
31	1250	NEXT		40700	ACTUALS	501001	30421	8480504001	4110501	885	2319A				2018

8. Attempt to import the journal again with the Import Now button.
9. The journal should import successfully.