Uploading a Web ADI Journal Entry – System Validation and Error Messages

In general, journal preparers are permitted to upload journals across department chart strings. However, there are system based rules that restrict use of certain segment combinations, and use of certain segment values.

Caution – System Validation will not prevent:

Uploading the same entry twice
Uploading an entry that debits and credits the same chart string for the same amount
Uploading with blank fields: Batch Name, Journal Name, Journal Description or Line Description

Warnings and Error Messages:

Displayed in Journals Upload Dialog Box:

Invalid Accounting Date - A valid Accounting Date must be specified in the Web ADI Template Header. The period specified must be in an ‘open’ or ‘future-enterable’ period. Use the List of Values (LOV) lookup within the Web ADI Template to choose an allowable Accounting Date.

Invalid Reversal Date – When “Reverse Journal” is set to yes in the Web ADI Template Header, then a valid Reversal Period must be specified. The period specified must be in an ‘open’ or ‘future-enterable’ period. Use the List of Values (LOV) lookup within the Web ADI Template to choose an allowable Accounting Date.
Displayed in the Web ADI Template, Messages area:

Unbalanced Entry – Total debits do not equal total credits. Review journal entry and correct as needed.

Cross-Segment Validation Rule – A chart string was entered which violates a defined cross-segment validation rule. Verify and correct chart string segment values as needed.

Non-Existent Segment Value – A segment value was entered which does not exist in the Chart of Accounts. In the following example, Natural Class values of 2000 and 2001 do not exist. Verify and correct the natural class segment values as needed.
Unallowable Natural Class – A natural class segment value was entered that has been secured against entry. Verify and correct the natural class segment value as needed.

Debit and Credit on same line – Each line must have a debit or credit, but cannot have both one same line. Move the debit or credit to another line.

Reversal Period Left Blank - When “Reverse Journal” is set to yes in the Web ADI Template Header, then a valid Reversal Period must be specified. The period specified must be in an ‘open’ or ‘future-enterable’ period. Use the List of Values (LOV) lookup within the Web ADI Template to choose an allowable Accounting Date.

Too Many Decimal Places – Only two decimal places are allowed. Verify and correct amounts entered on journal.
“Orphan” Upload Flag – Lines containing an upload flag must contain data. To remove the upload flag by double click on it or clear the cell or delete the line. The upload flag is not required on lines to be uploaded. Lines will upload whether or not there is a flag in the Upl column.

Lines Added in Total Area – Lines may be added to a Web ADI Template, but be sure to add them above the Total Area. Lines added in or below the Total Area will not be uploaded.

For help resolving Web ADI upload issues contact the Financial Analyst associated with your division or school.