Uploading a Web ADI Journal Entry

Once a journal entry has been completed, it is uploaded to the Oracle General Ledger (GL) from within Excel.

1. Upload - Excel

**Excel 2003**

Navigate to the “Oracle” toolbar and choose Upload.

**Excel 2007**

Navigate to the Add-Ins toolbar, choose Oracle, choose Upload.

2. Login to Oracle
Enter your Oracle username and password.

Choose DC GL Journal responsibility and click Select. (Note: You may have a variation of the DC GL Journal responsibility, such as DC GL Journal Transfers, if so choose that responsibility).
3. Upload – Oracle

Journals Upload dialog box will open, click either Upload button.

Journals Upload dialog box will display “Processing Upload” message and check off each processing task as it is completed.

Journals Upload dialog box will display “Confirmation” message upon successful upload. The “Confirmation” screen will contain a “Journal Import Request ID” number, record this number before closing the Journals Upload dialog box, this number is a unique identifier for your entry and may be needed to “find” the entry in the future.

Make note of the number of “rows successfully uploaded” and verify that the number is the same as the number of rows in your Web ADI Template. This will ensure that ALL rows were uploaded. There have been instances where rows that were inserted at the bottom of the Web ADI Template were not included in the upload process.
Upon successful upload you will also see “smiley faces” in the Messages area on ALL lines of the journal that contain data.

IMPORTANT NOTE: You must have a “Journal Import Request ID” number and “green smiley faces” for the entry to have successfully uploaded. If there are any “red frowning faces”, and/or an error message in the Journals Upload dialog box, NONE of the journal lines were uploaded. Edit the Web ADI template and re-upload the entire entry.
An unsuccessful upload will result in an error message in the Journals Upload dialog box or in the Messages area of the Web ADI Template.

OR

See Web ADI Upload Errors for more information.