

REVISED SPUD TEMPLATES - May 2017

Both the SPUD CJE and CTX templates are designed with Line Numbers which are required for successful template uploads. When the templates were first released, these were hidden. This has caused confusion when they are blank and journals won't upload, or when journals upload but not all lines are included.

To make this process easier, new templates have been developed that "un-hide" the Line Numbers and also provide a counter of the number of batch lines that were successfully uploaded. These templates should replace any used in the past, and can be downloaded at:

<http://www.dartmouth.edu/~control/forms/spud.html>

Templates should be uploaded after all content is filled in and all blank lines are removed. The line numbers will then correspond to the total count of the lines that are successfully uploaded. The following slides show examples of accurate and incorrect templates; the CJE template is illustrated but the same rules apply to the CTX (cost transfer) template.

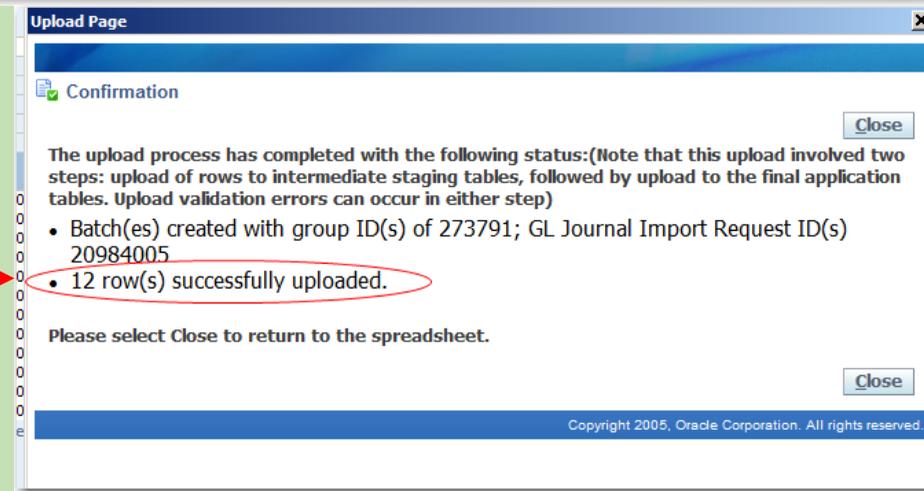
*If you have uploaded an entry and are not sure which lines were processed, please contact Financial.Reports@Dartmouth.edu. We can check in the system and avoid any duplicate uploads.

CORRECT: Each template line has a corresponding line number.
 The lines total count matches the last Line #, and matches the Line Counter total:

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 1		1
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 2		2
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 3		3
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 4		4
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 5		5
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 6		6
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 7		7
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 8		8
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 9		9
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 10		10
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 11		11
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 12		12

12 lines total

The upload Confirmation will also indicate the number of rows successfully uploaded:



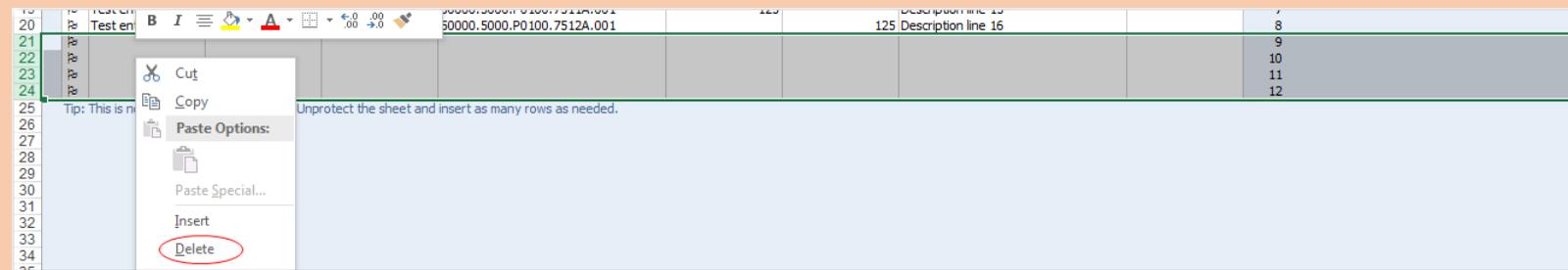
INCORRECT: BLANK INPUT LINES with Line #s populated

View Context		View Header		View Line	
Template Name		CJE001			
Source Name		*List - Text DEPTRECLASSRECHG_DC			
Debit Total		900			
Credit Total		900			
Net Total		0			
Line Counter		16			

Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 1		1	
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 2		2	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 3		3	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 4		4	
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 5		5	
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 6		6	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 7		7	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 8		8	
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 9		9	
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 10		10	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 11		11	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 12		12	
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 13		13	
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 14		14	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 15		15	
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 16		16	
								17	
								18	
								19	
								20	
								21	
								22	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

To correct: DELETE the extra lines by highlighting the whole lines in Excel, and right-clicking > Delete.

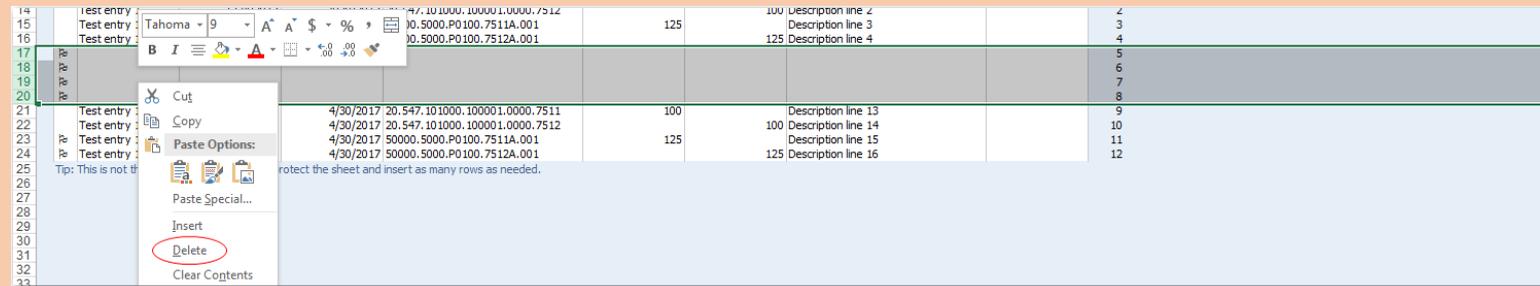


INCORRECT: BLANK INPUT LINES with Line #s populated

View Context	View Header	View Line											
Template Name	CJE001												
Source Name	*List - Text DEPTRECLASSRECHG_DC												
Debit Total											900		
Credit Total											900		
Net Total											0		
Line Counter											16		
Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages				
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 1		1					
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 2		2					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001		125	Description line 3		3					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 4		4					
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 5		5					
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 6		6					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001		125	Description line 7		7					
								8					
								9					
								10					
								11					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 8		12					
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 9		13					
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 10		14					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001		125	Description line 11		15					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 12		16					
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 13		17					
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 14		18					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001		125	Description line 15		19					
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 16		20					

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

To correct: DELETE the extra lines by highlighting the whole lines in Excel, and clicking Delete.



INCORRECT: POPULATED INPUT LINES with Line #s blank

View Context	View Header	View Line										
Template Name	CJE001											
Source Name	*List - Text DEPTRECLASSRECHG_DC											
Debit Total											900	
Credit Total											900	
Net Total											0	
Line Counter											16	
Upl Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages			
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 1		1				
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 2		2				
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 3		3				
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 4		4				
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 5		5				
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 6		6				
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 7		7				
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 8		8				
O Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 9						
O Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 10						
O Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 11						
O Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 12						
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 13		13				
Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 14		14				
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 15		15				
Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 16		16				

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

To correct: Line numbers cannot be added manually. Instead, insert new lines within the template* and copy and paste the journal content (Excel columns C through J) in the new lines, where line numbers will automatically generate. Delete the whole lines on the lines that have no line number.

*Do not insert lines at the top or bottom of the white lines area. These will be ignored by the upload or cause errors. See slide 6.

REMINDER: Do not add extra lines at the beginning or end of the white template area. The system will ignore these lines when it uploads and it will error out.

View Context	View Header	View Line
Template Name CJE001		
Source Name	*List - Text: DEPTRECLASSRECHG_DC	
Debit Total		750
Credit Total		750
Net Total		0
Line Counter		14

Upl	Batch Name	Accounting Date	Transaction Date	COA String/PTAEO	Debit Amount	Credit Amount	Description	Reference 1	Line #	Messages
⊞	Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 1		1	⊞ No lines were uploaded. Correct template contents and reupload.
	Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 2		2	⊕
	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 3		3	⊕
	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 4		4	⊕
	Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 5		5	⊕
	Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 6		6	⊕
	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 7		7	⊕
	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 8		8	⊕
	Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7511	100		Description line 13		9	⊕
	Test entry 1	5/24/2017	4/30/2017	20.547.101000.100001.0000.7512		100	Description line 14		10	⊕
	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	125		Description line 15		11	⊕
	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		125	Description line 16		12	⊕
⊞	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7511A.001	75		Description line 17			
⊞	Test entry 1	5/24/2017	4/30/2017	50000.5000.P0100.7512A.001		75	Description line 18			

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Insert lines within the white template area, rather than at the top or bottom of the lines, and copy and paste the journal content in the new lines, which will automatically have line numbers. Delete the whole lines on the lines that have no line number.