

**STATE OF GEORGIA
Annual Operating Budgets**



SAO End-User Training

SECTION 1: BY 2007 SPREADSHEET JOURNAL TEMPLATE – 8.8

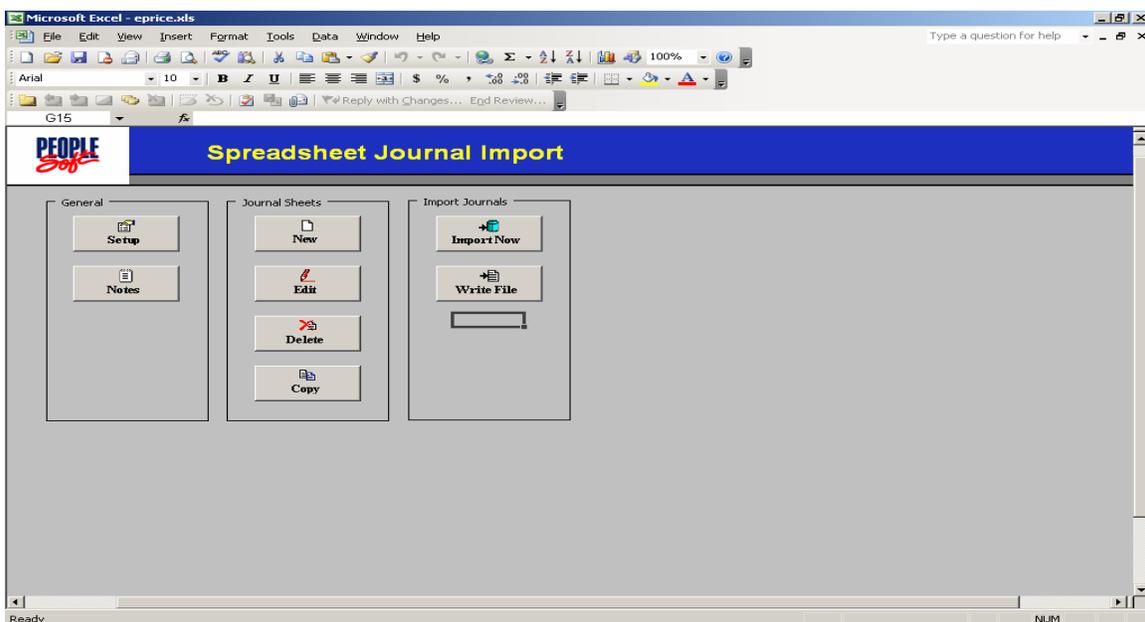
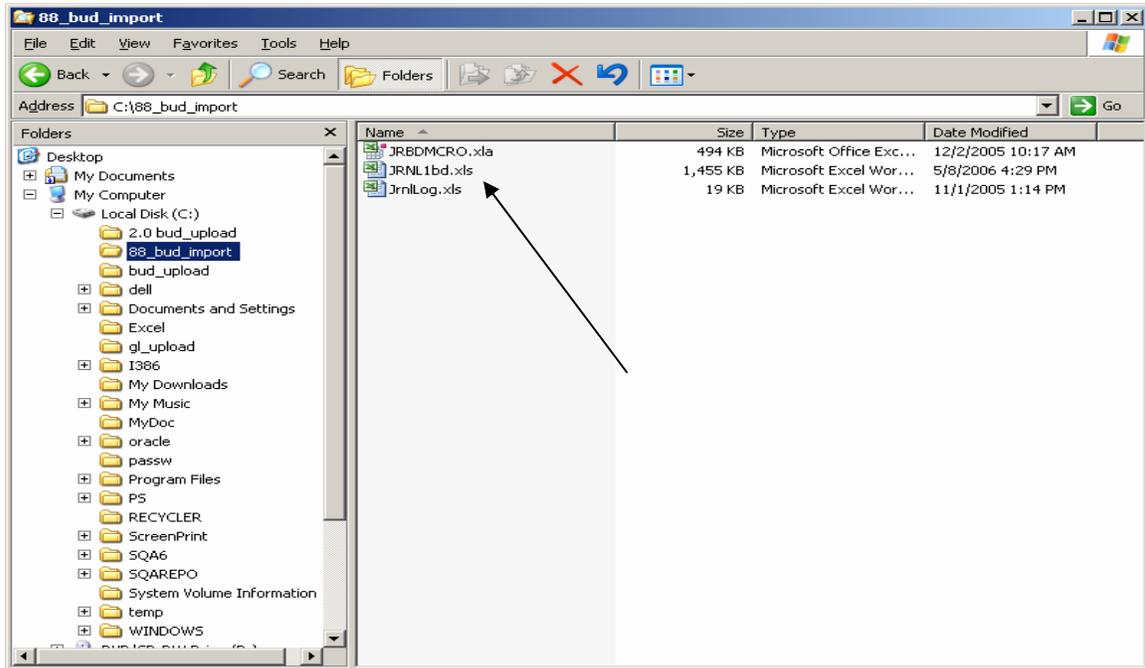
PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC
SECTOR 8.8
PEOPLESOFT GENERAL LEDGER - BUDGET
MAY 8, 2006

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A. Opening Spreadsheet Journal Template

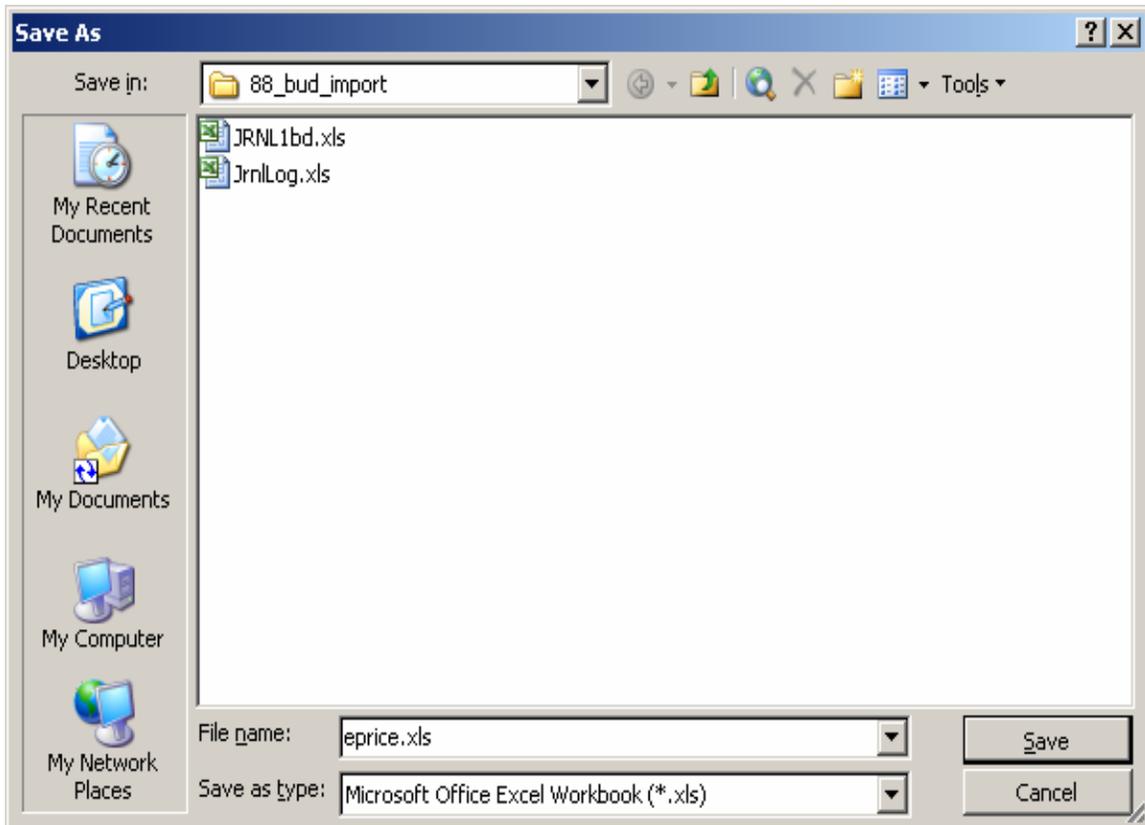
- Navigate:** Start⇒Programs⇒Accessories⇒Windows Explorer
Select: C:\ Drive⇒88_bud_import
Double Click: JRNL1bd.xls



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2. **Navigate:** File⇒Save As
 Save in: C:\88_bud_import
 File name: Assign a name.

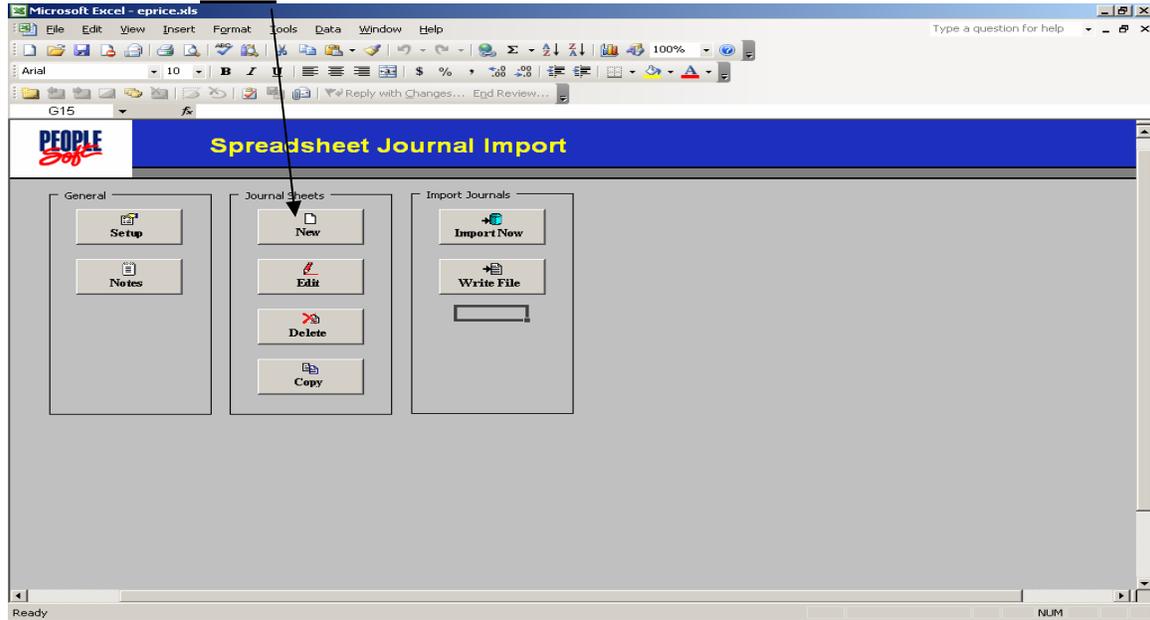
NOTE: Always rename your template at this point. Do not copy over the original template. This will allow users the ability to re-use the Spreadsheet Template as necessary.



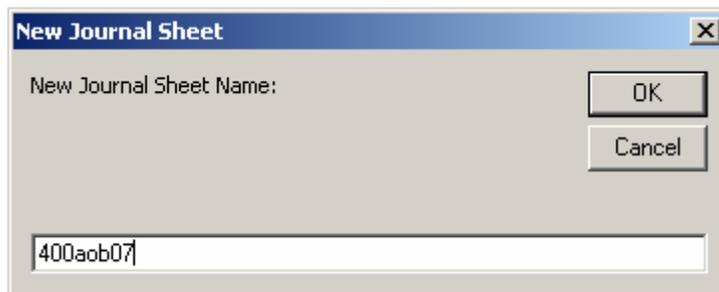
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B. Journal Sheet Options - Add a New Journal Worksheet

Select: **NEW**



Name the New Journal Sheet: The first three digits equal your BU, then assign a five character identifier (alpha in lower case **Do not exceed 8 characters**. See example below:

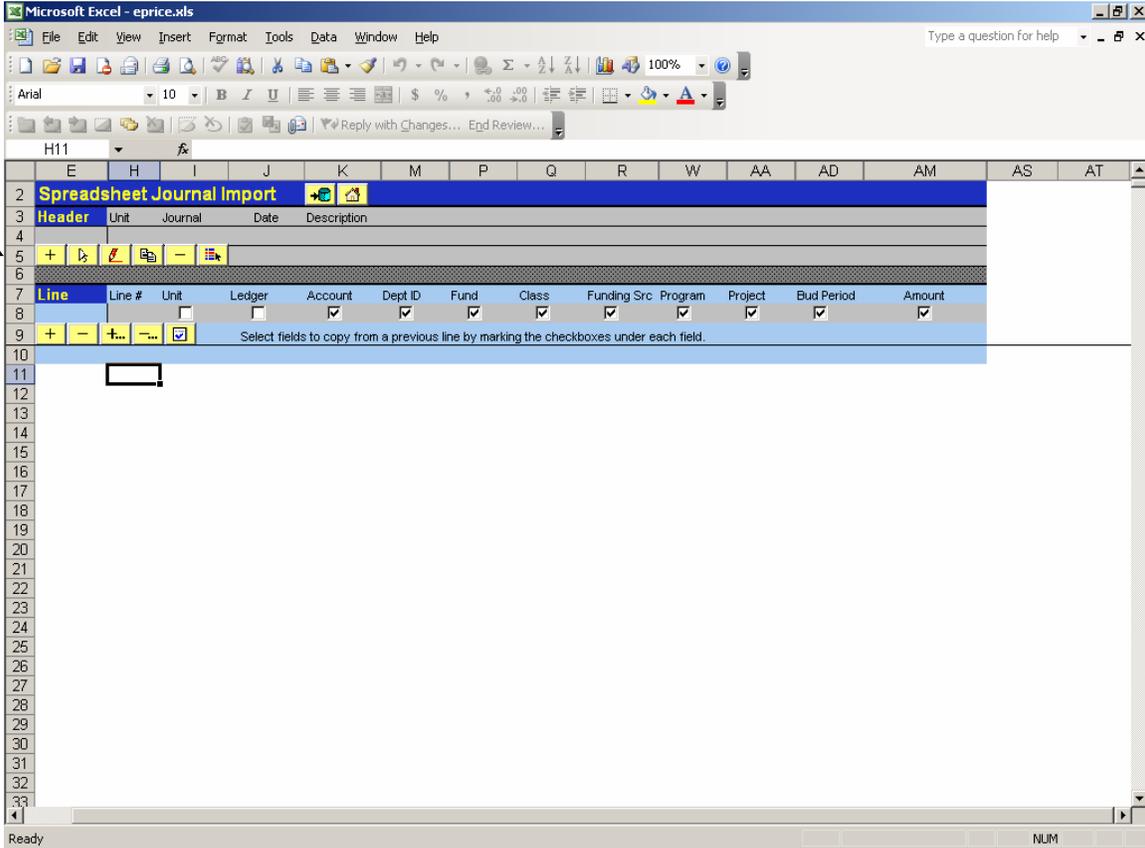


Click: **OK**

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C. Create Journal Header

1. On line 5, click **+** to add Header information.



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Create Journal Header (Cont'd)

New Journal Header

Unit: Journal ID: Journal Date:

Ledger Group: Amendment ID:

Currency Information

Foreign Currency:

Effective Date:

Rate Type:

Exchange Rate:

Budget Entry Type

Original
 Adjustment
 Transfer Adjustment
 Transfer
 Closing
 Roll Forward

Description:

OK
Cancel

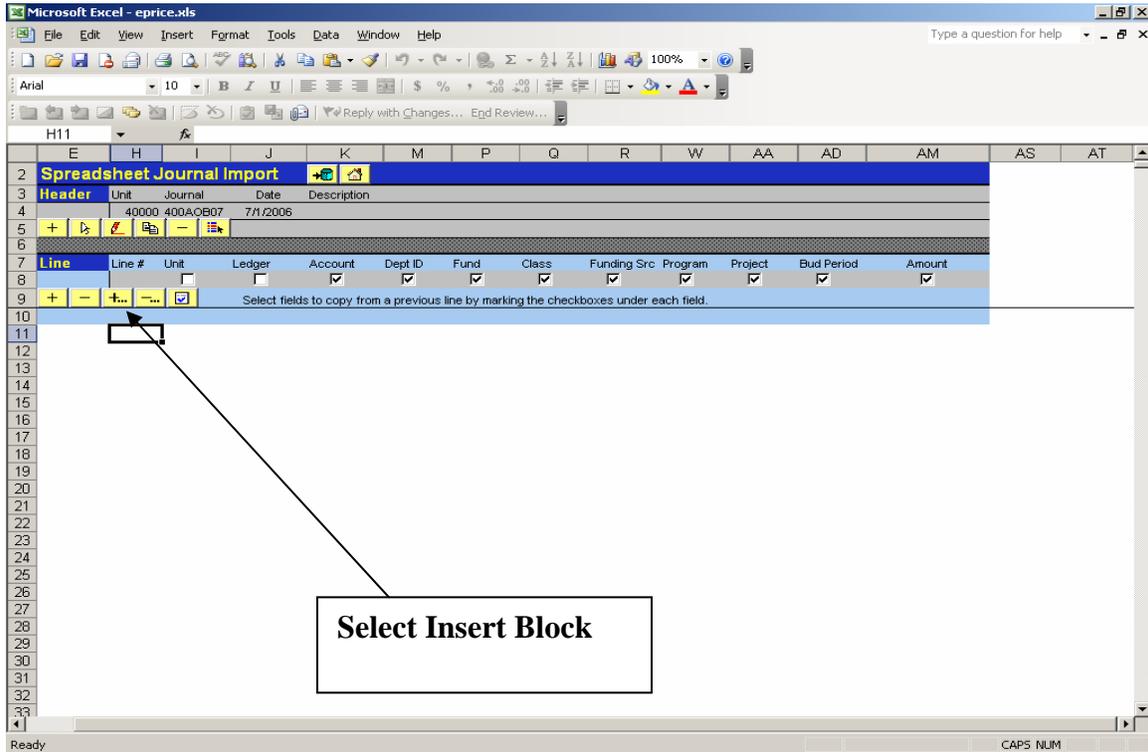
- Enter:** Business Unit (5-digits)
Enter: Journal ID: (i.e.400aob07) *07 is the Budget Year*
Enter: Journal Date: **07/01/2006**
Enter: Ledger Group: **STAGE**
Enter: Amendment ID: (i.e. AOB2007)
Enter: Foreign Currency: **USD (all caps)**
Description: Leave Blank
Click: **OK**

Verify the information, especially that the Journal date and Effective date include slashes.

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D. Create Journal Lines in Journal Template

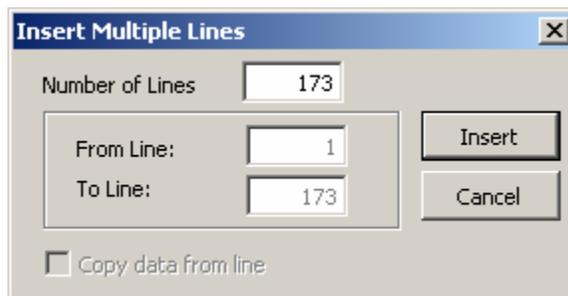
1. On line 9, click  to insert multiple rows.



Using the budgets you have prepared for 7.02, make sure that you have inserted a column for (OPB) Program Codes and change the Funds to the new Fund Codes.

Enter the number of rows equal to the row to be extracted from the Excel Spreadsheet

Click: **Insert**



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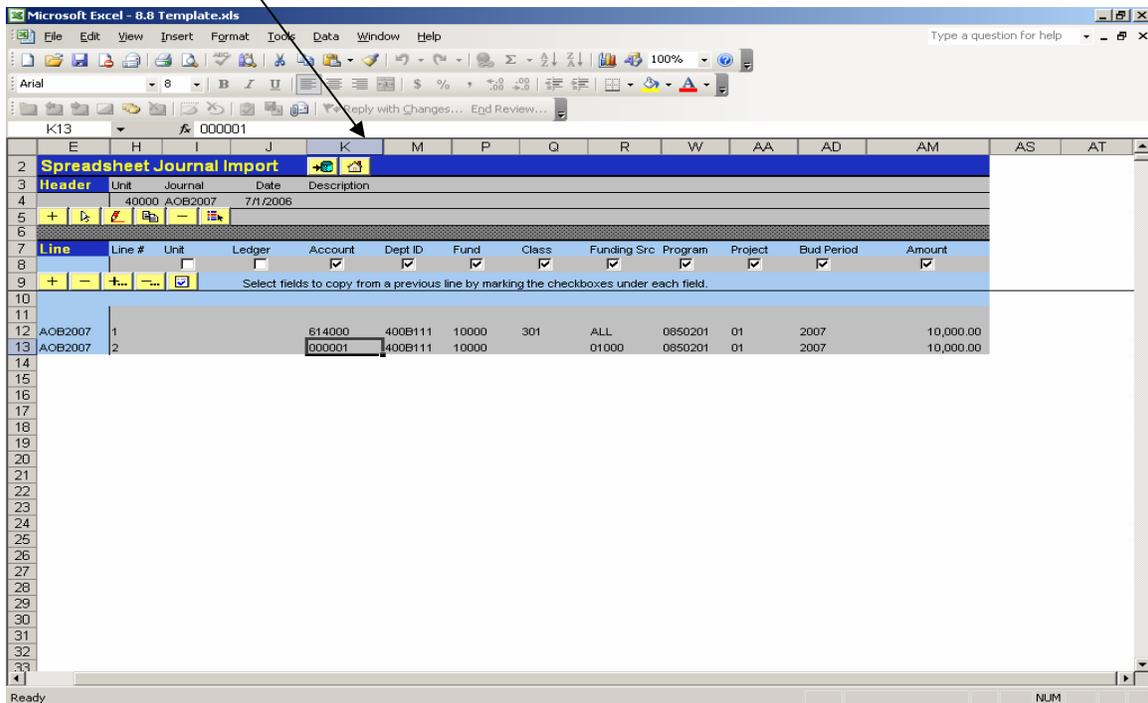
Create Journal Lines (Cont'd)

2. To transfer Spreadsheet data to the 8.8 Journal Template, you must **copy one column at a time**, beginning with the 'Account' column. Copying the columns and rows will not paste properly in this template due to hidden columns.

3. Return to Journal Import Template

Place cursor in the appropriate column, then
Select: Edit ⇒ Paste Special ⇒ Values
Click: OK
Click: Save 

4. Click the  icon to return to the Spreadsheet Journal Import Panel

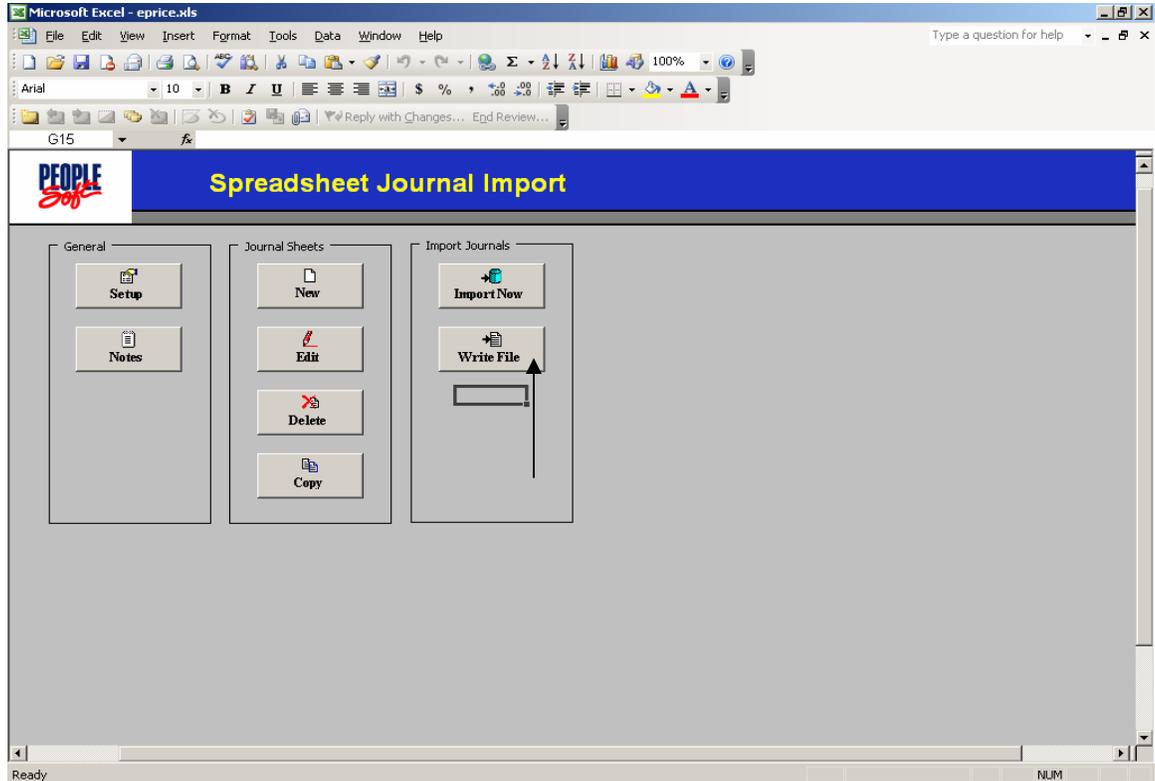


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E. Select file to Write Journals to File Page

1. From the Import Journals Panel

Click: ‘Write File’



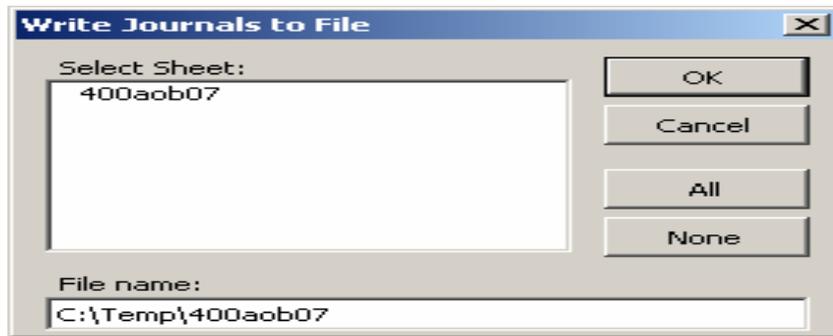
2. “Highlight” your Journal Sheet Name in the “Write Journals to File, Select Sheet” panel.

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Write Journals to File Page (Cont'd)

3. Enter the file name: C:\TEMP\400aob07.pmi (Note: File extension, '.pmi' must be in lower case).

Click: OK



Agencies will need to save their files as indicated above and copy their file to a CD or USB Storage Device (Jump drive or Flash drive). This will used for upload at the State Accounting Office (SAO).