SAO End-User Training

GENERAL LEDGER

## SPREADSHEET JOURNAL UPLOAD TEMPLATE – 8.8

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 8.8
PEOPLESOFT GENERAL LEDGER - BUDGET

STATE OF GEORGIA
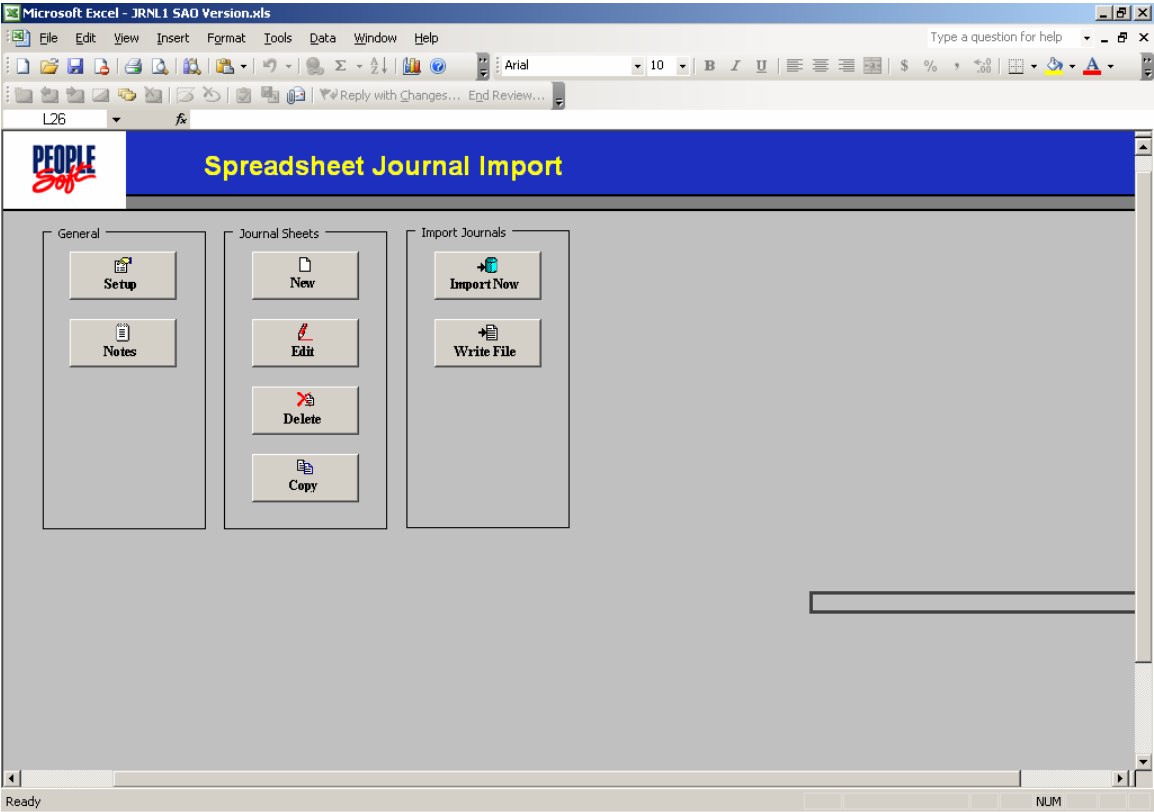## General Ledger

A. Opening Spreadsheet Journal Template

1.   **Navigate:**   Start⇒Programs⇒Accessories⇒Windows Explorer
       Select: C:\ Drive⇒GL Upload 8.8
       Double Click: JRNL1 SAO Version.xls

The 3 required files to successfully upload a journal from Excel should be saved in a separate folder on the C: drive.
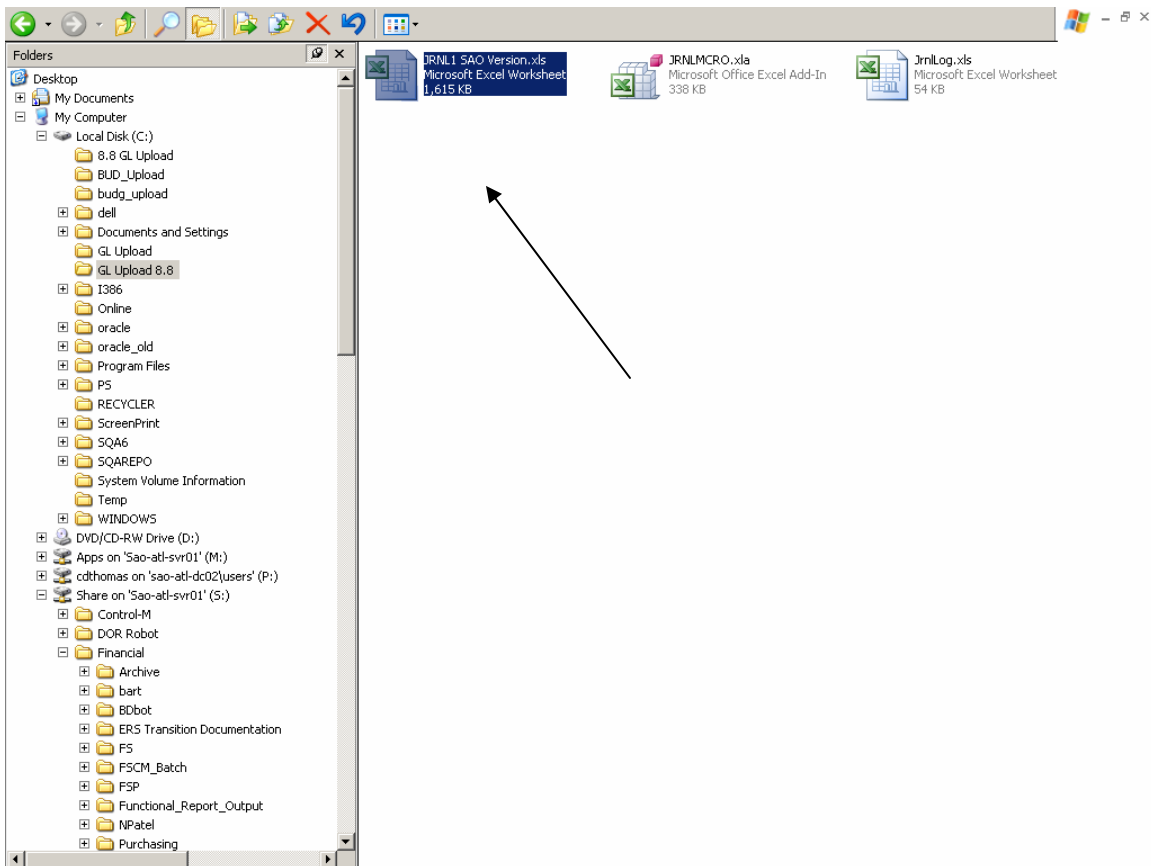
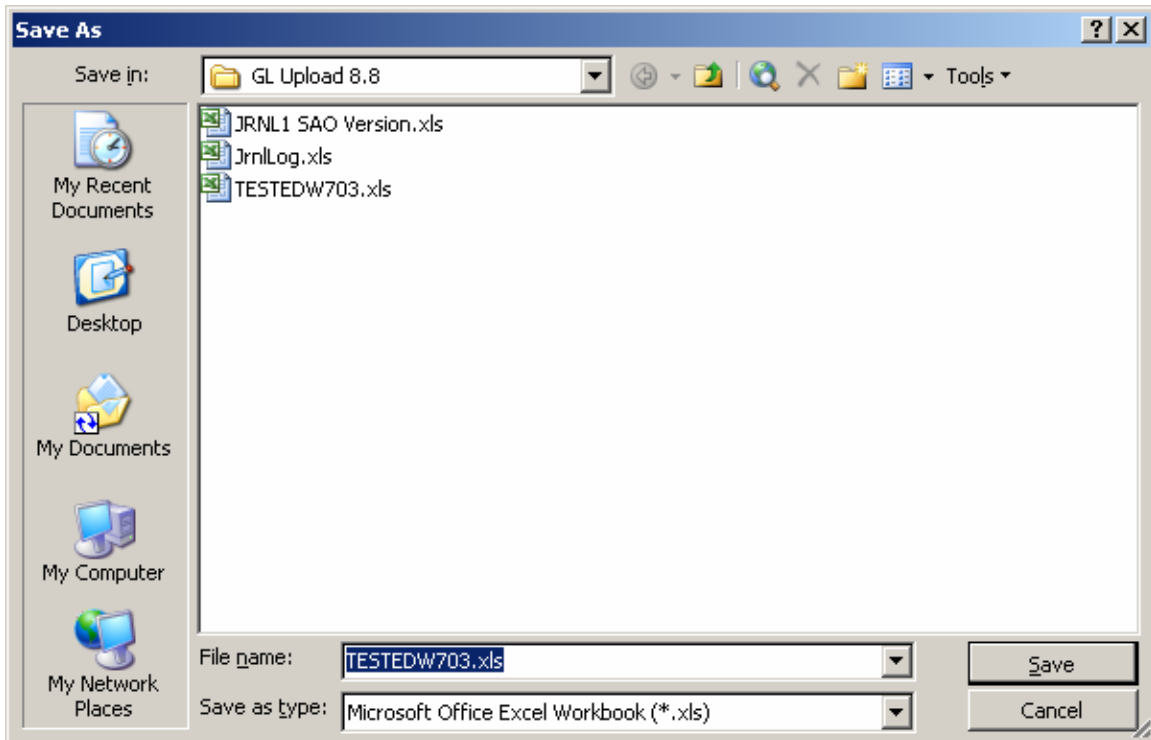# STATE OF GEORGIA
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The template will open to this sheet.

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2. **Navigate:** File⇒Save As
       Save in: C:\GL Upload 8.8
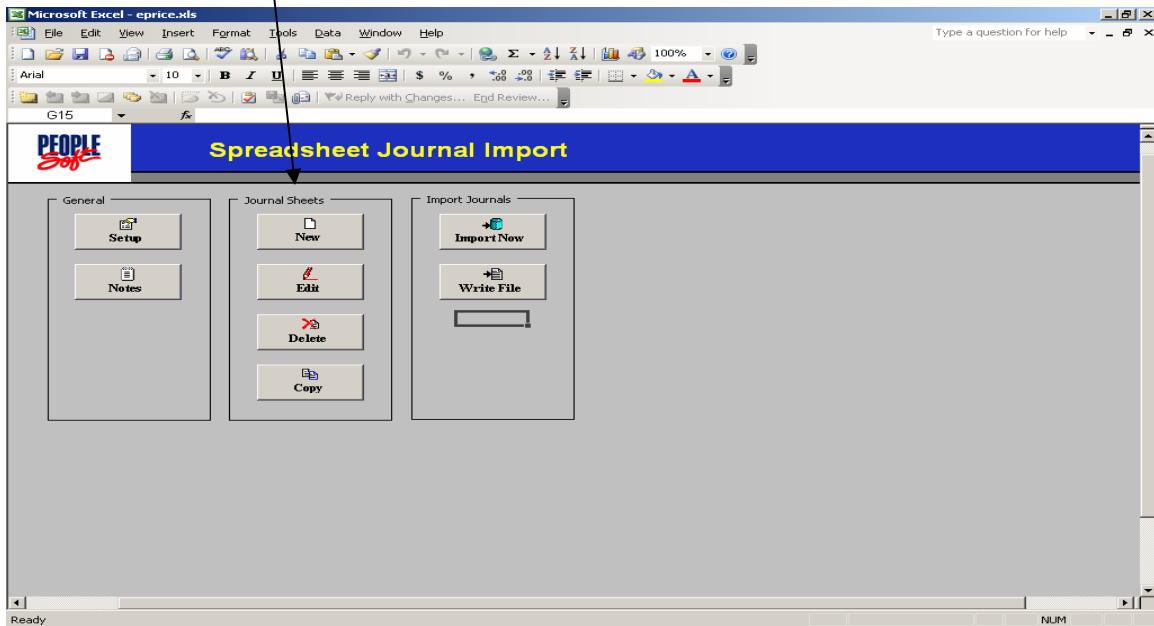   File name: Assign a name.

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.
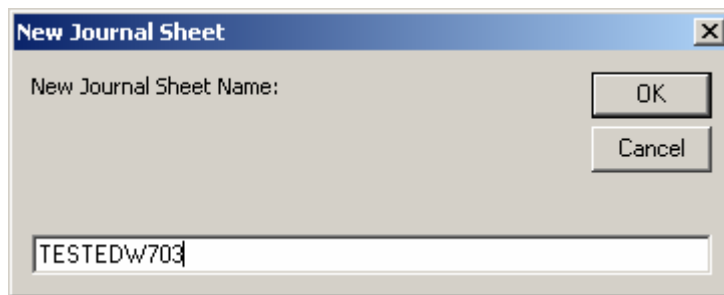
B.   Journal Sheet Options - Add a New Journal Worksheet

1. Select: NEW

2. Name the New Journal Sheet: The name of the sheet should be defined by the user. It should not exceed 10 characters.
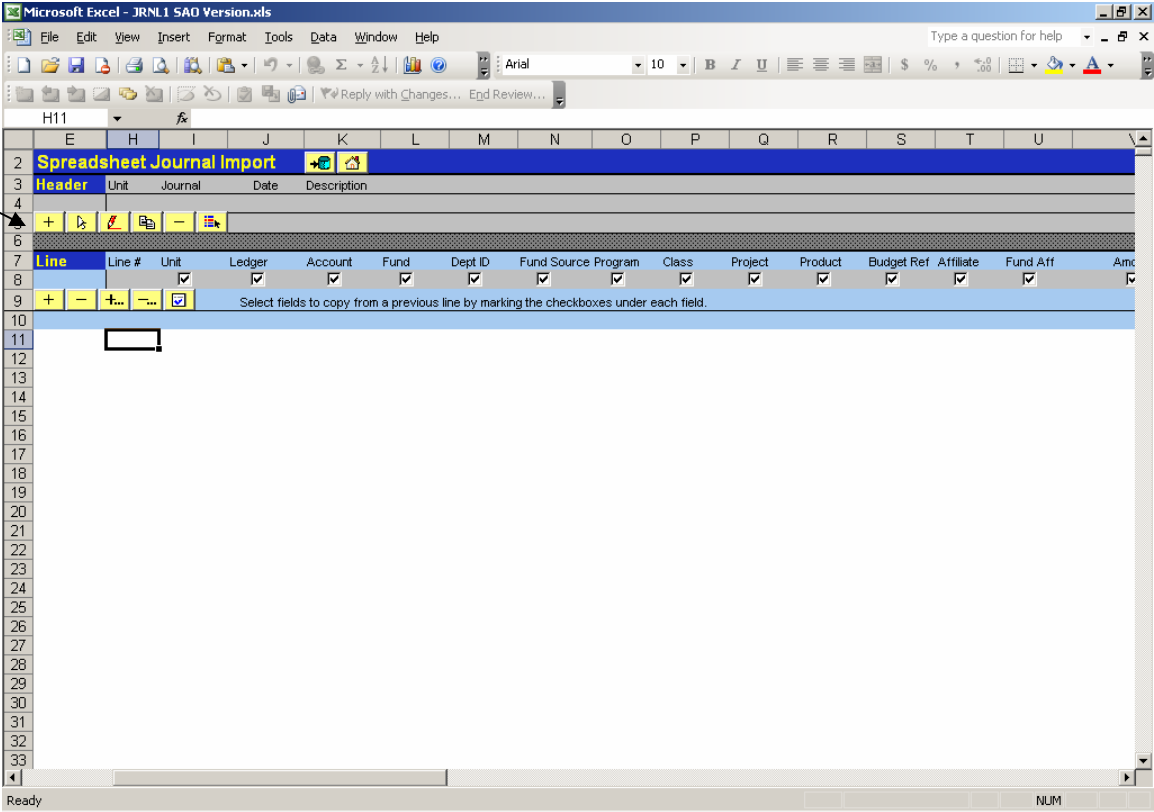

3. Click: OK

C. Create Journal Header

1. **On line 5, click** <kbd>+</kbd> **to add Header information.**

Create Journal Header (Cont'd)

2.	**Enter:**	Business Unit
	Enter:	Journal ID:
	Enter:	Journal Date:
	Enter:	Ledger Group:
	Enter:	Source
	Enter:	**Description:**
	Click:	**OK**

3. Verify the entered information. The Journal Date and the Effective Date should include slashes as shown above.

D.   Create Journal Lines in Journal Template

1.   On line 9, click [+...] to insert multiple rows or click **+** to add a single line. If a block of lines is entered chartfield values will not be automatically copied down to additional lines that are added.
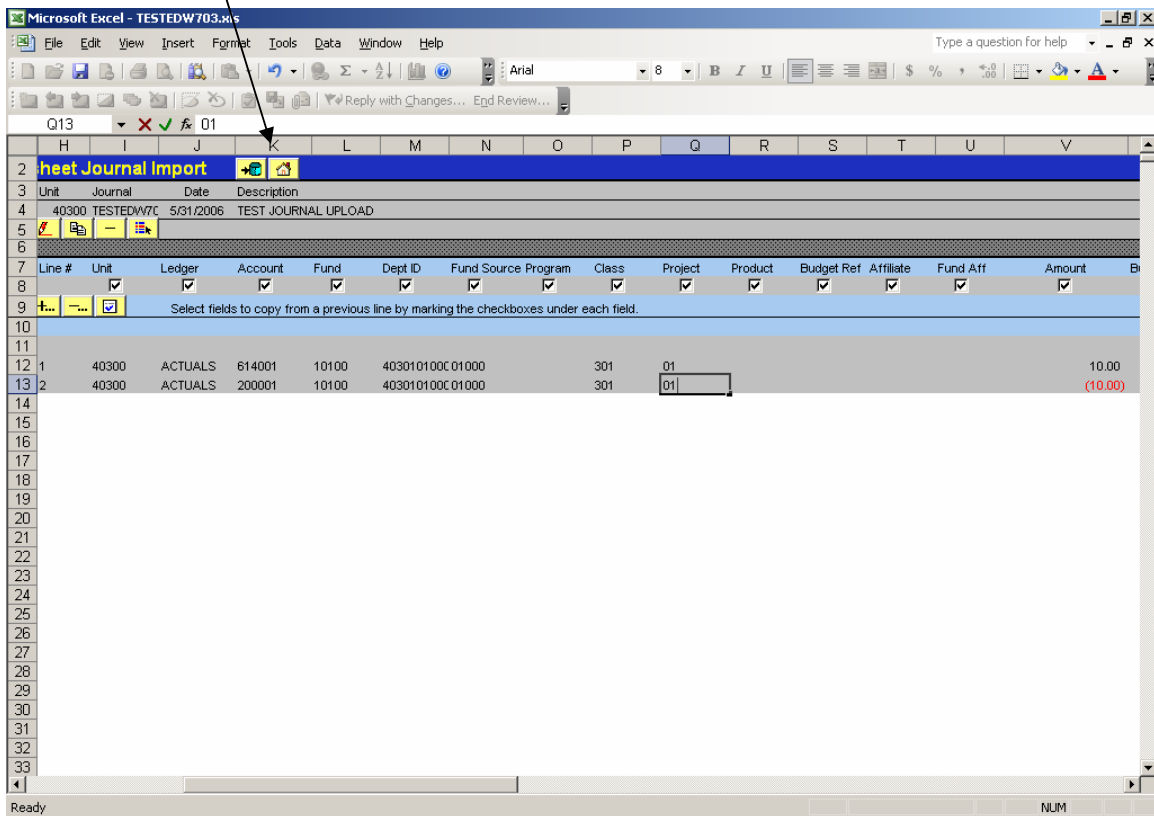

Select Insert Block
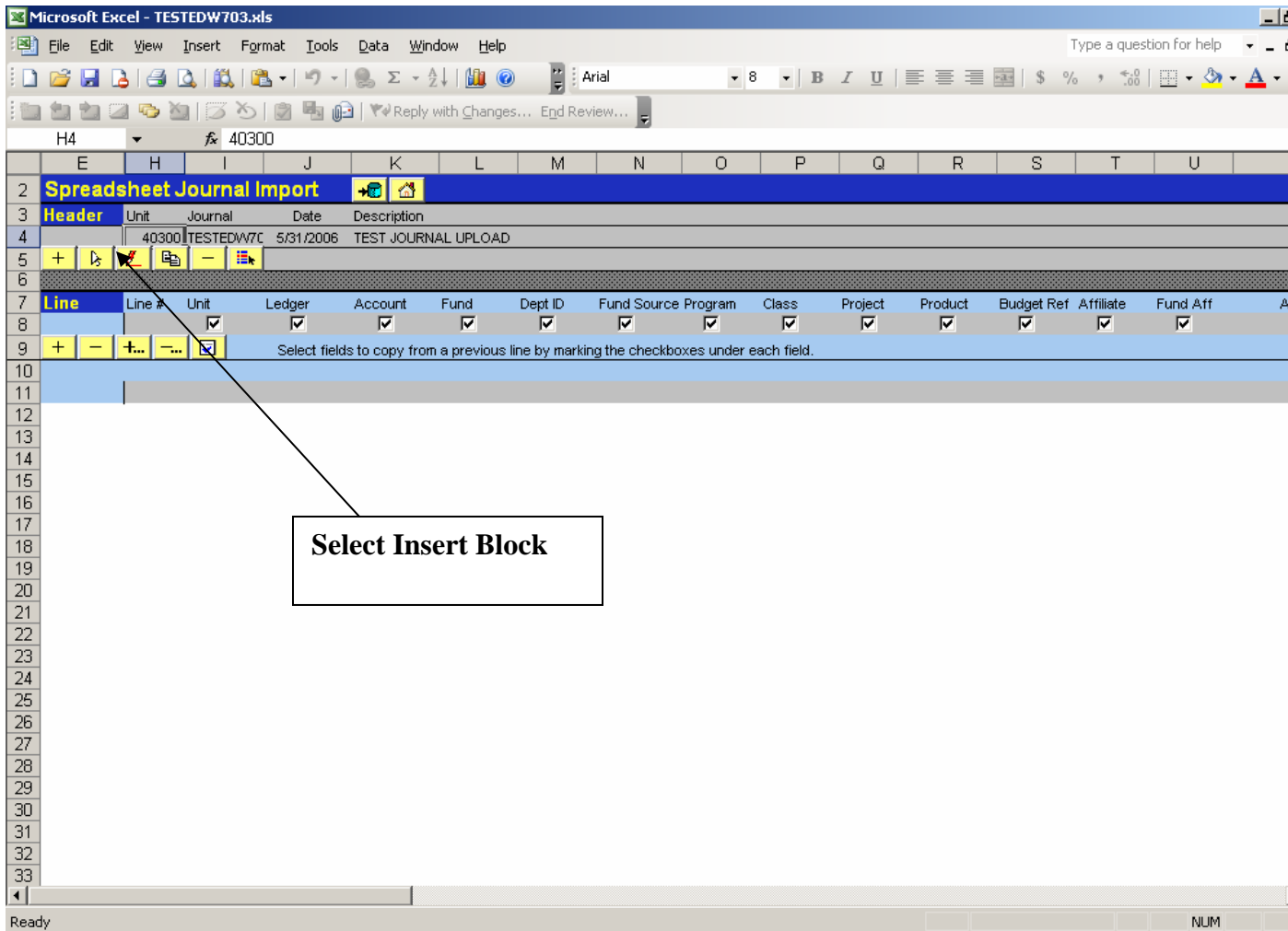
2. Enter the number of lines that need to be added.

3.   Click: <u>**Insert**</u>
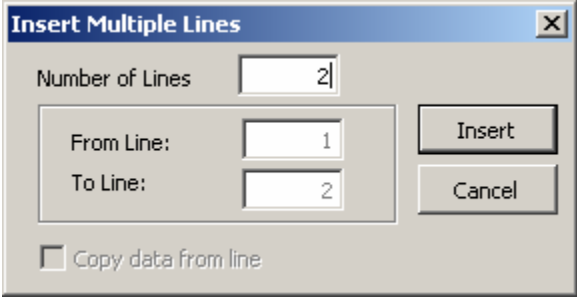
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Create Journal Lines (Cont'd)

4. **Enter the charfield information for the journal lines that have been inserted.**

5. Click the ⌂ icon **t**o return to the Spreadsheet Journal Import Panel

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Once you have completed the journal entry template, the journal must be transferred into PeopleSoft. The two methods are detailed below in sections E and F.

E.   Import Spreadsheet Journal

1.   From the Import Journals Panel

Click: 'Import Now'
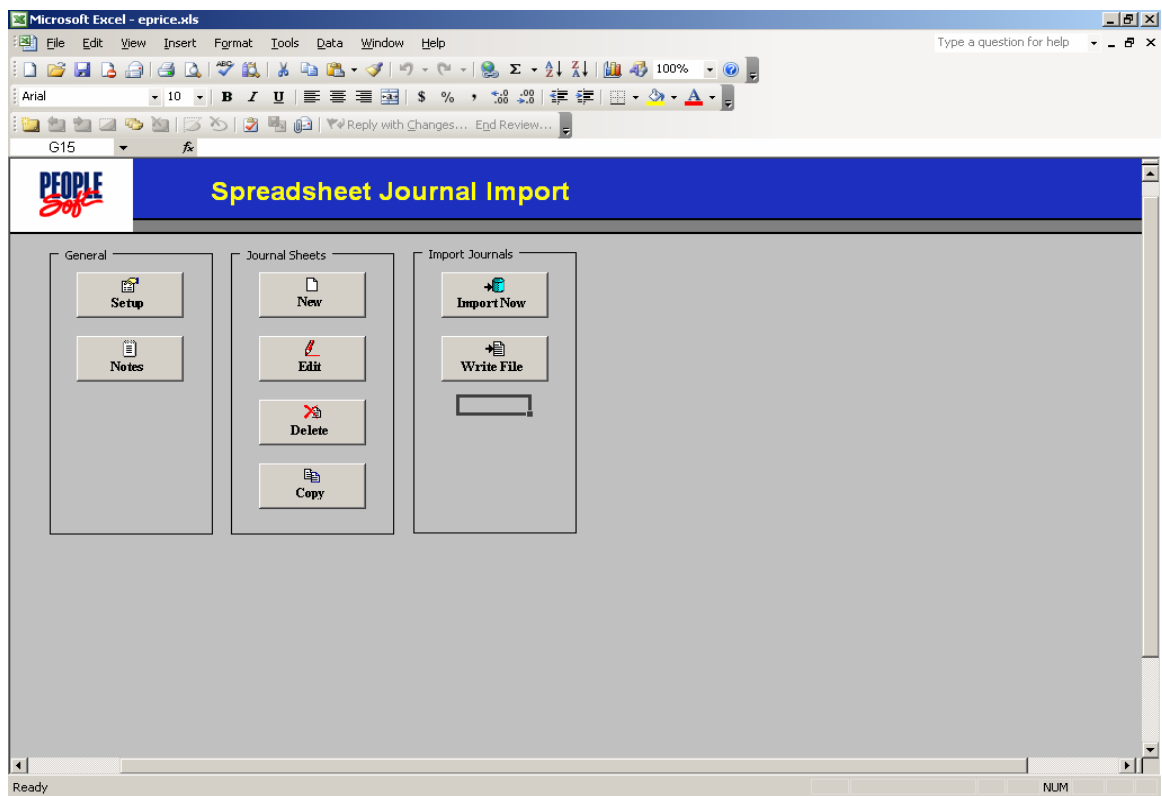
2.   **Highlight the Spreadsheet Journal. Enter User ID and Password.**

3.   **Click: <u>OK</u>**

When the spreadsheet journal has been successfully imported the following message will appear.

The **Import Now** process is now complete. You can view your journals in PeopleSoft General Ledger.

F. Write File

A user may choose to write a spreadsheet journal to a file and manually import the journal into People Soft using the "Write File" functionality.
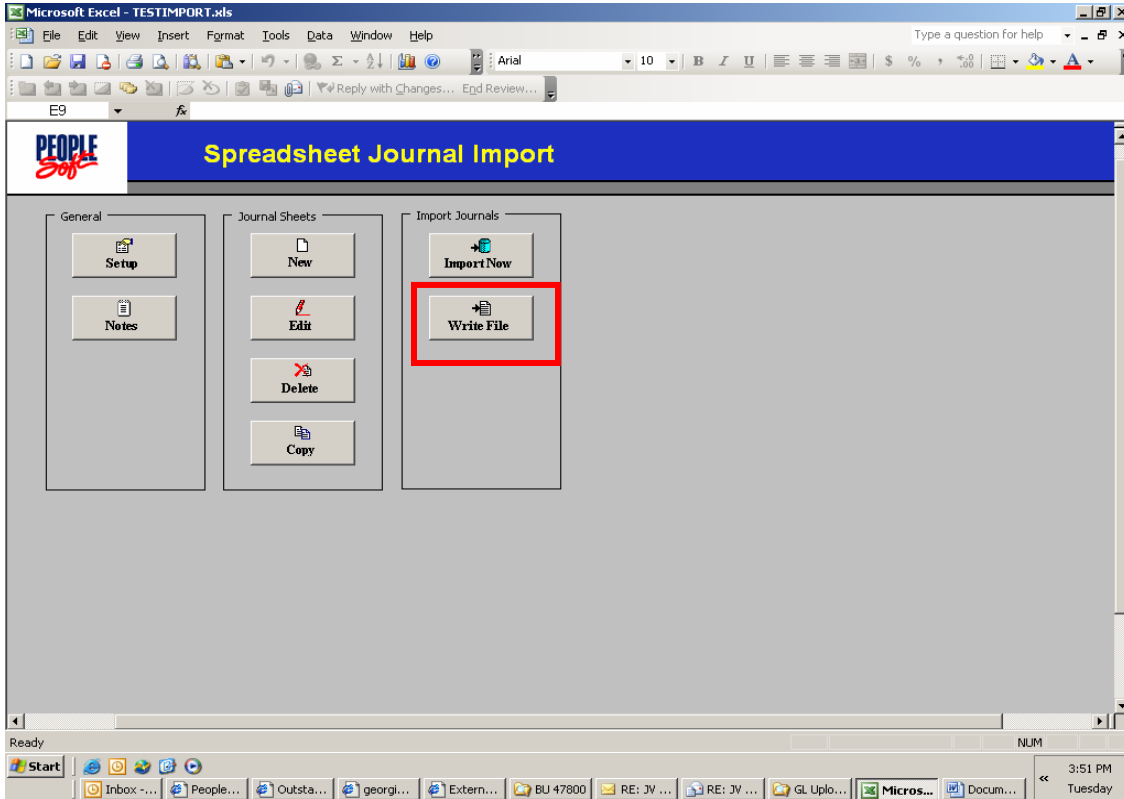
After the journal lines are entered click "Write File" from the main page.
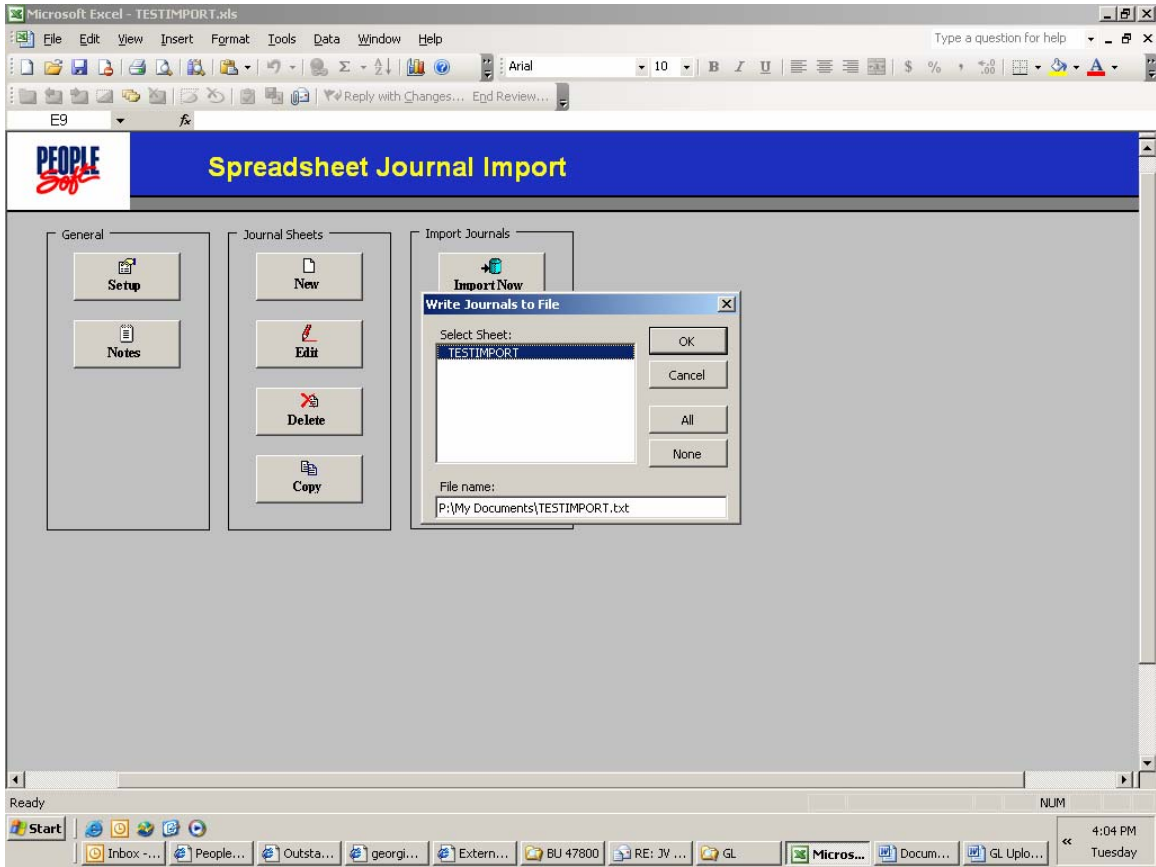
Highlight the journal that is to be uploaded. Also, make sure that the path under "File Name" is the path to the folder where the spreadsheet was saved.

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Navigate to the General Ledger component in PeopleSoft and select Import Journals/Spreadsheet Journals.

05/2006 Excel Upload Manual

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Enter a **Run Control ID**. Click Search. The **Spreadsheet Journal Import Request** page will be displayed.

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Select Add.

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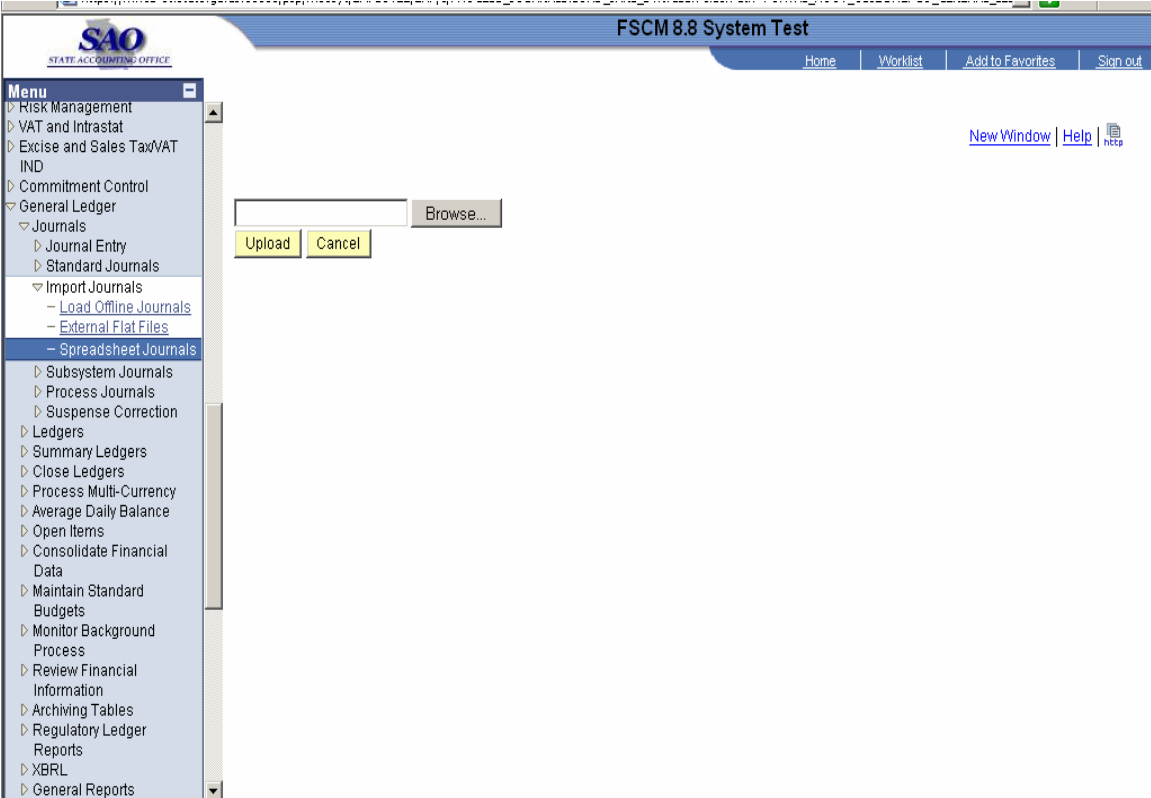
Select Browse to locate the file.

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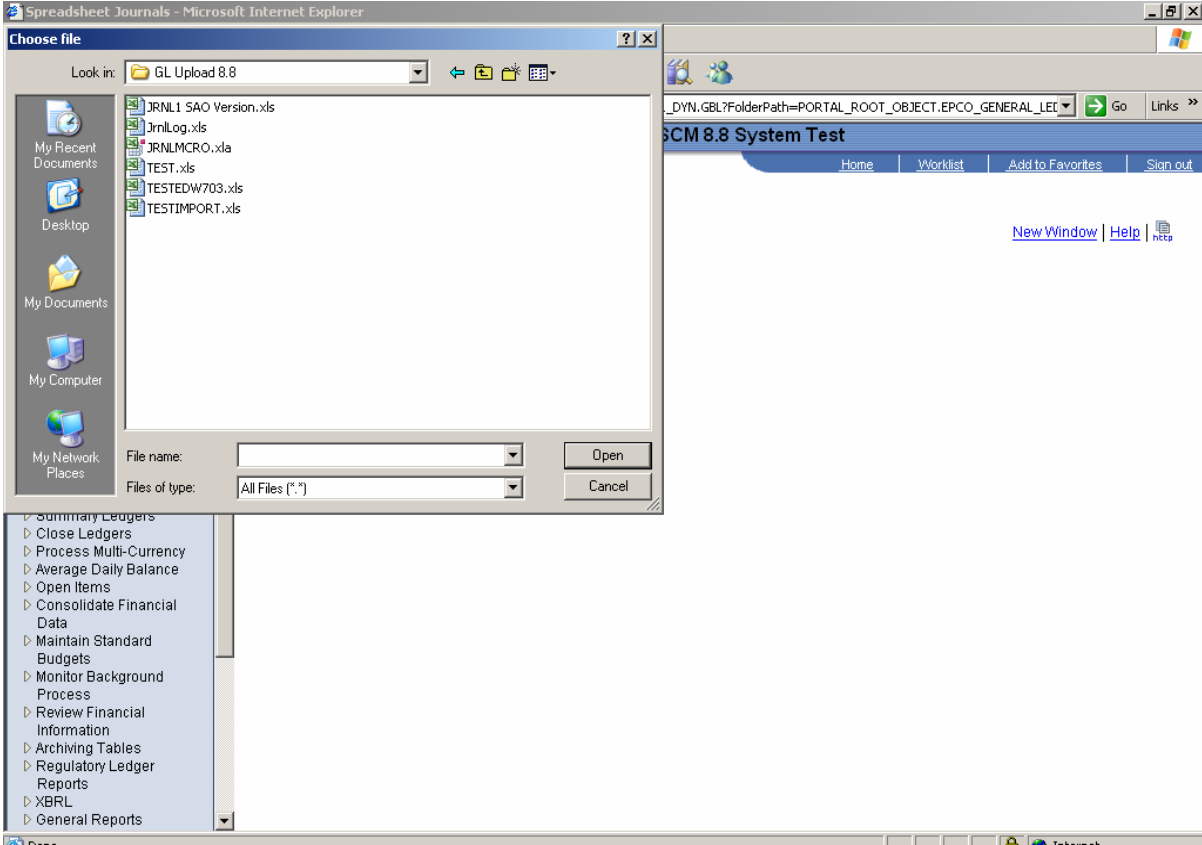
Find the upload file that was saved. Select the file and click "Open."
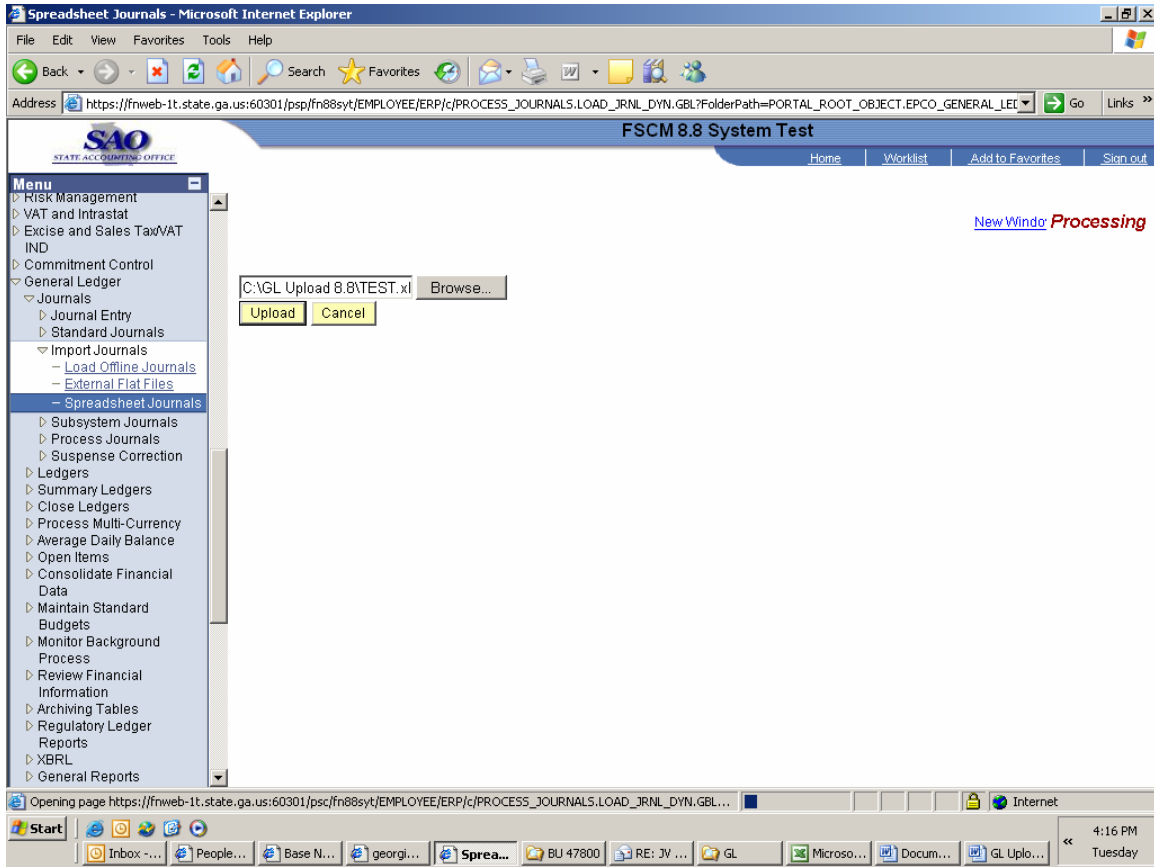
The file navigation will update. Click **"Upload."**

Once the file is attached this page will be updated. Click **"Run."**

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Be sure that the server is **"PSUNX**.″ Select "Spreadsheet Journal Import." Click **"OK."**

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Click the Process Monitor link to view the status of the process. Once the process runs to "Success" you may view your journals in PeopleSoft General Ledger.