

**STATE OF GEORGIA
General Ledger**



SAO End-User Training

GENERAL LEDGER

SPREADSHEET JOURNAL UPLOAD TEMPLATE – 8.8

PARTICIPANT GUIDE

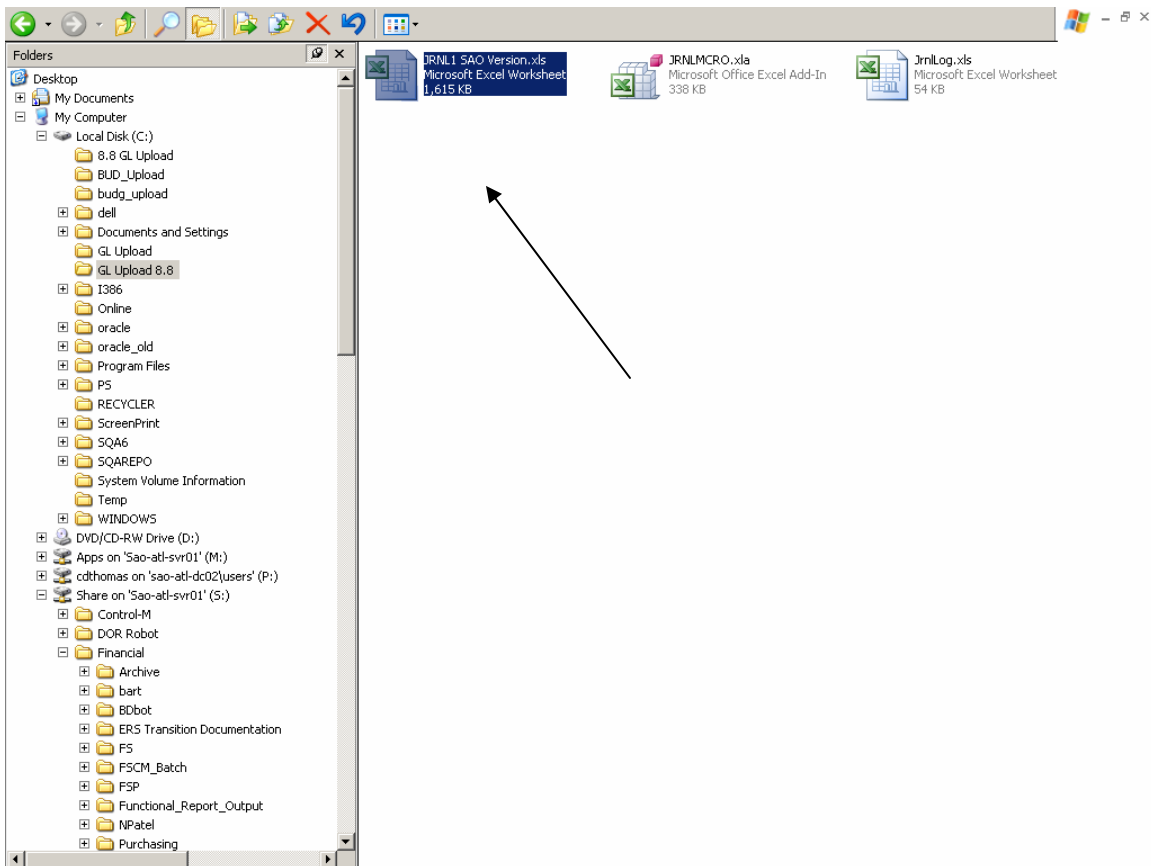
PEOPLESOFT FINANCIALS FOR PUBLIC
SECTOR 8.8
PEOPLESOFT GENERAL LEDGER - BUDGET

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A. Opening Spreadsheet Journal Template

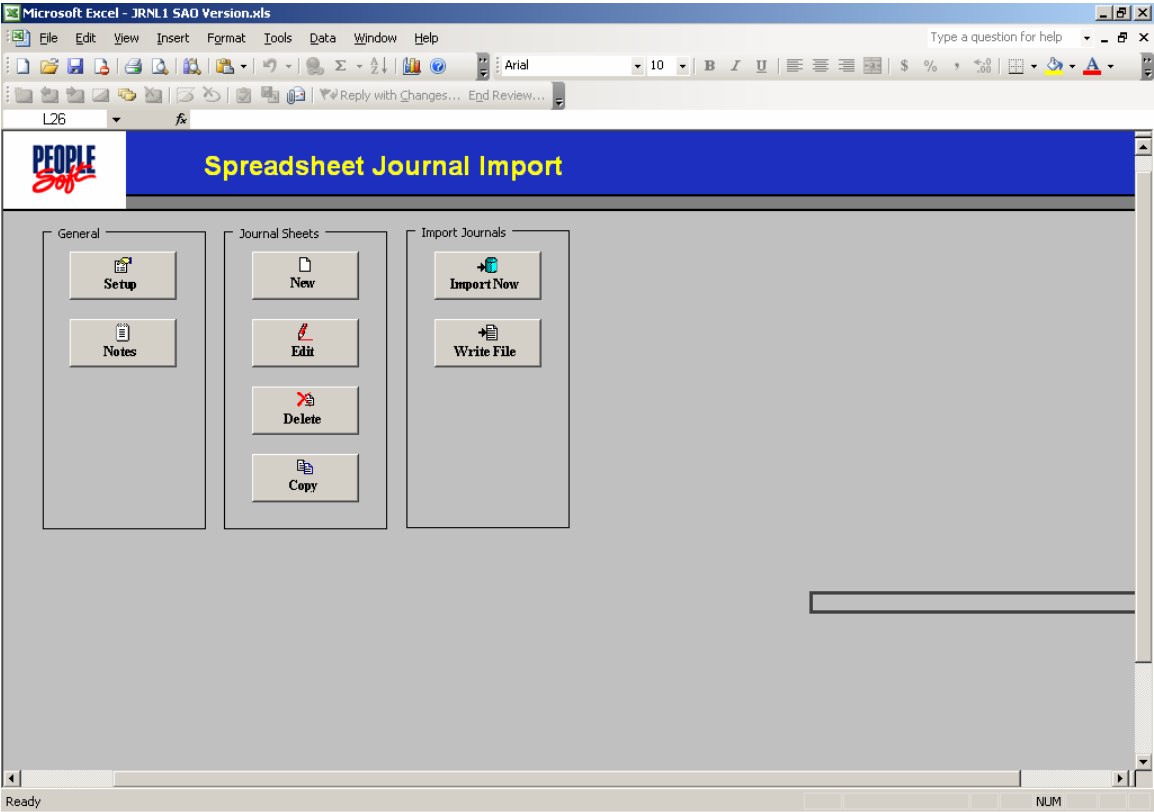
- Navigate:** Start⇒Programs⇒Accessories⇒Windows Explorer
Select: C:\ Drive⇒GL Upload 8.8
Double Click: JRNL1 SAO Version.xls

The 3 required files to successfully upload a journal from Excel should be saved in a separate folder on the C: drive.



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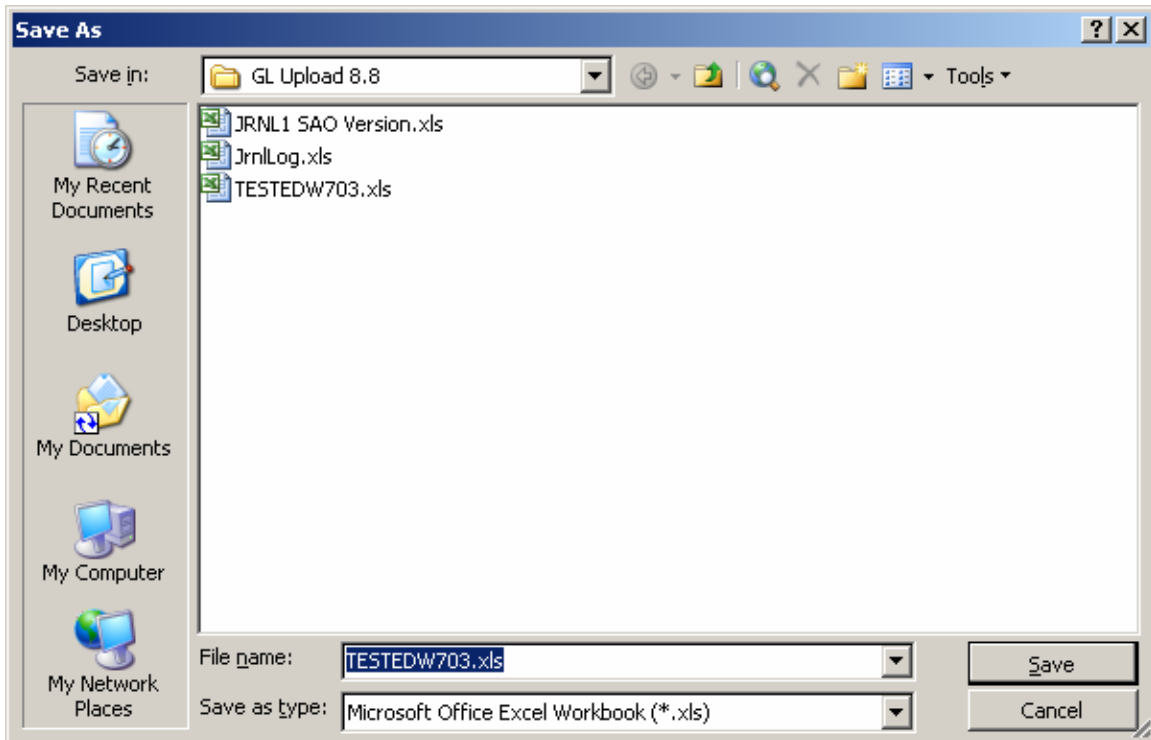
The template will open to this sheet.



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

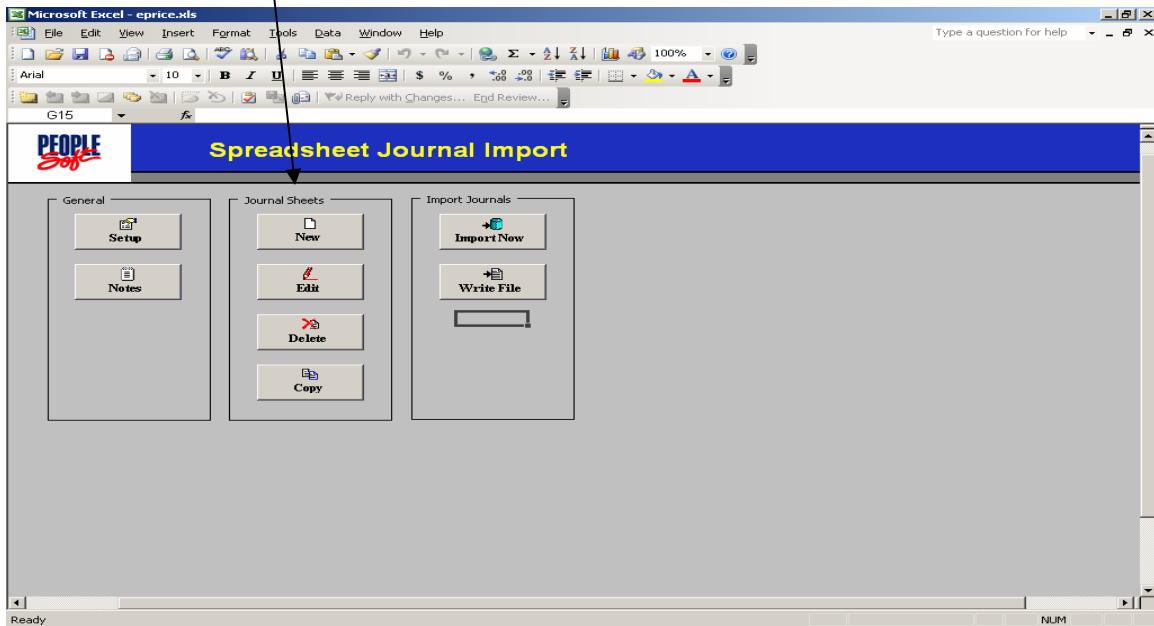
NOTE: Always rename your template at this point. Do not copy over the original template. This will allow users the ability to re-use the Spreadsheet Template as necessary.



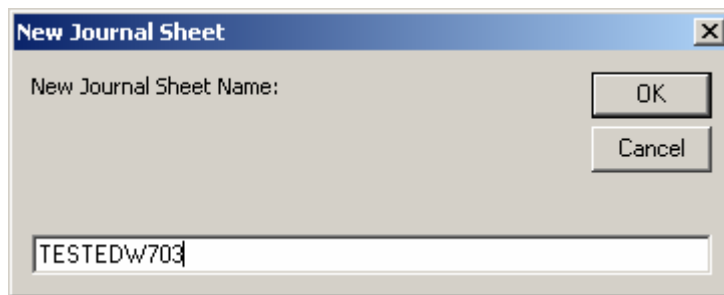
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B. Journal Sheet Options - Add a New Journal Worksheet

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.

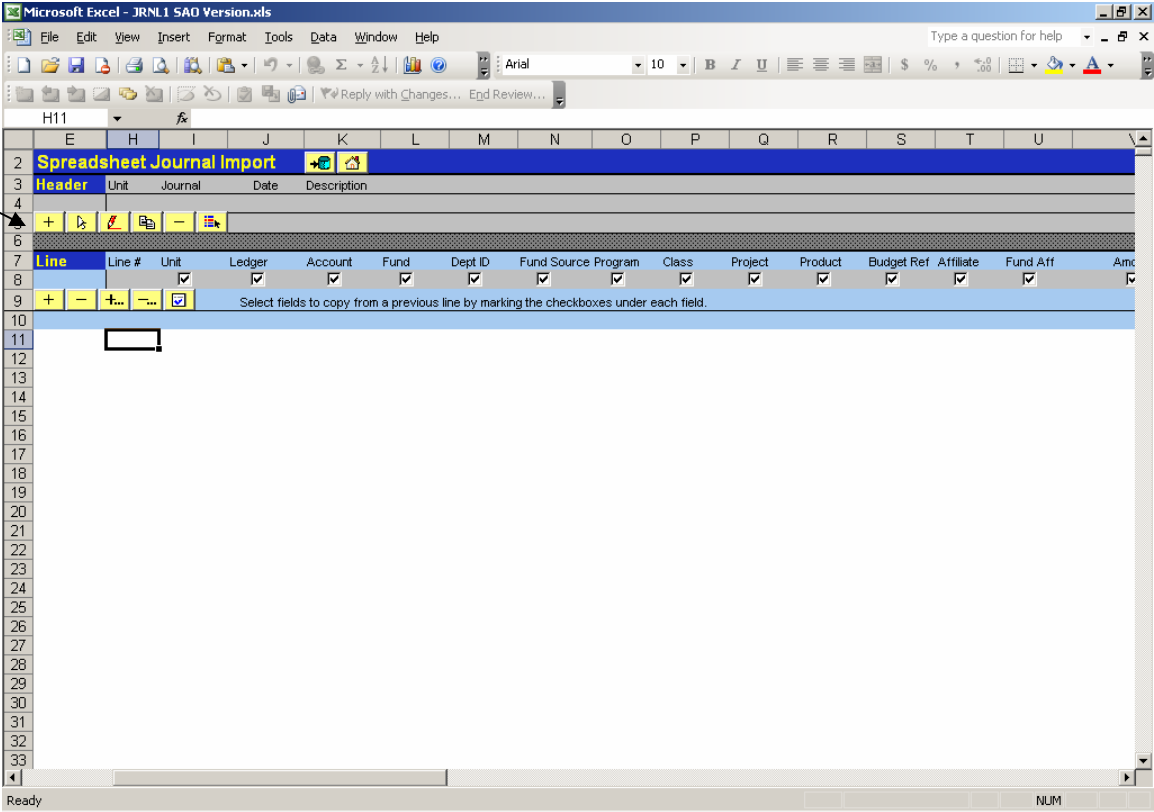


3. Click: OK

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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: 40300 Journal ID: TESTEDW703 Journal Date: 05/31/2006

Ledger Group: ACTUALS Document Type: OK

Ledger: Doc Sequence: Cancel

Source: MAN Adjustment Type: AutoGen Lines

User ID: EDWALKER Adjusting Entry:

Journal Class:

Transaction Code:

Currency Information

Foreign Currency:

Effective Date: 05/31/2006

Rate Type:

Exchange Rate:

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

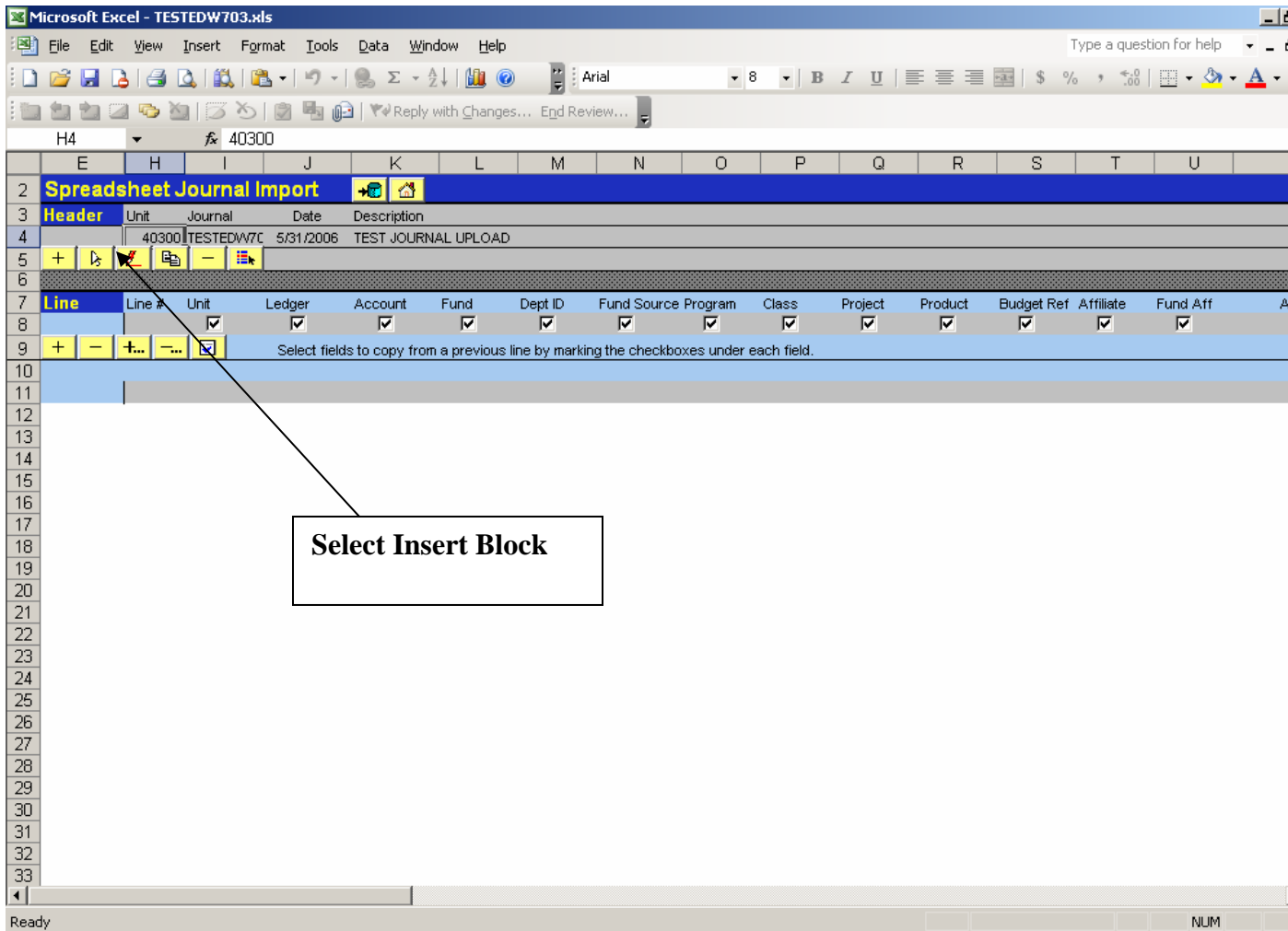
Description: TEST JOURNAL UPLOAD

- Enter:** Business Unit
Enter: Journal ID
Enter: Journal Date
Enter: Ledger Group
Enter: Source
Enter: **Description:**
Click: **OK**
- Verify the entered information. The Journal Date and the Effective Date should include slashes as shown above.

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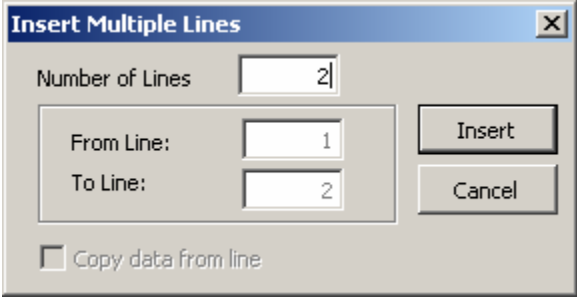
D. Create Journal Lines in Journal Template

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.




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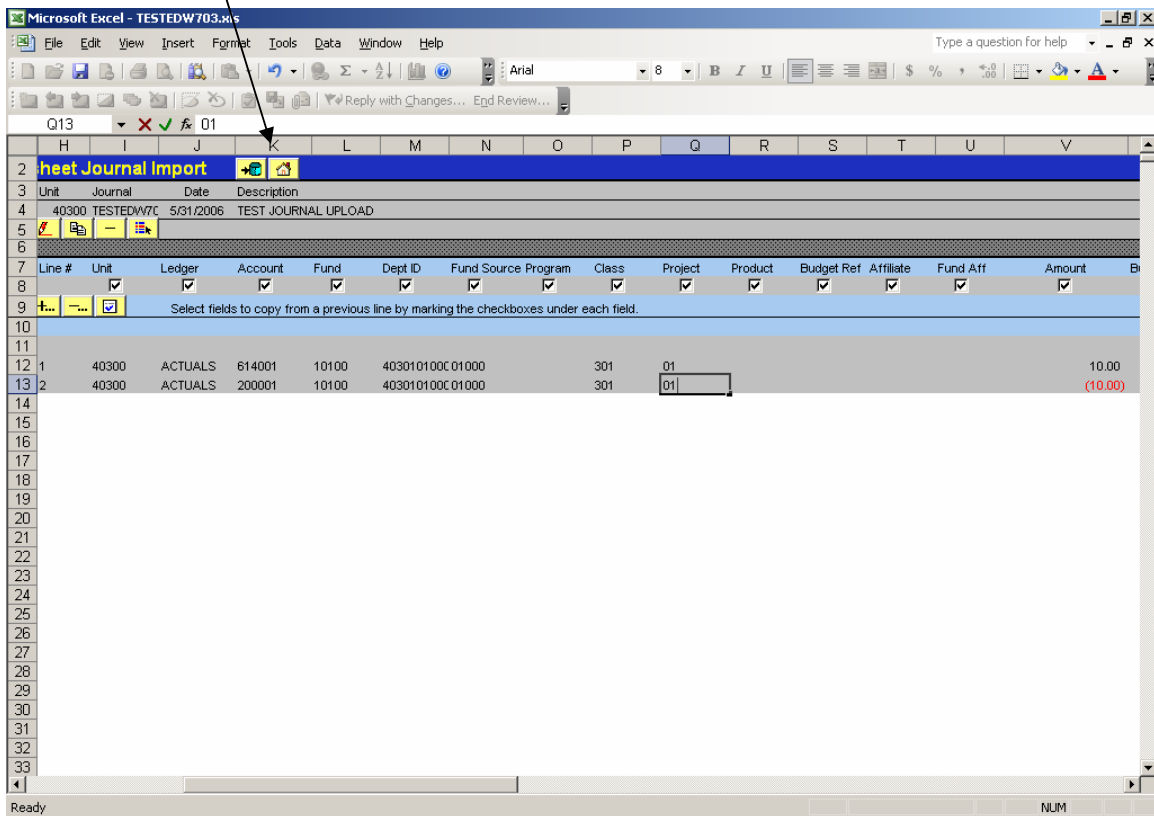
- 2. Enter the number of lines that need to be added.
- 3. **Click:** **Insert**



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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 to return to the Spreadsheet Journal Import Panel



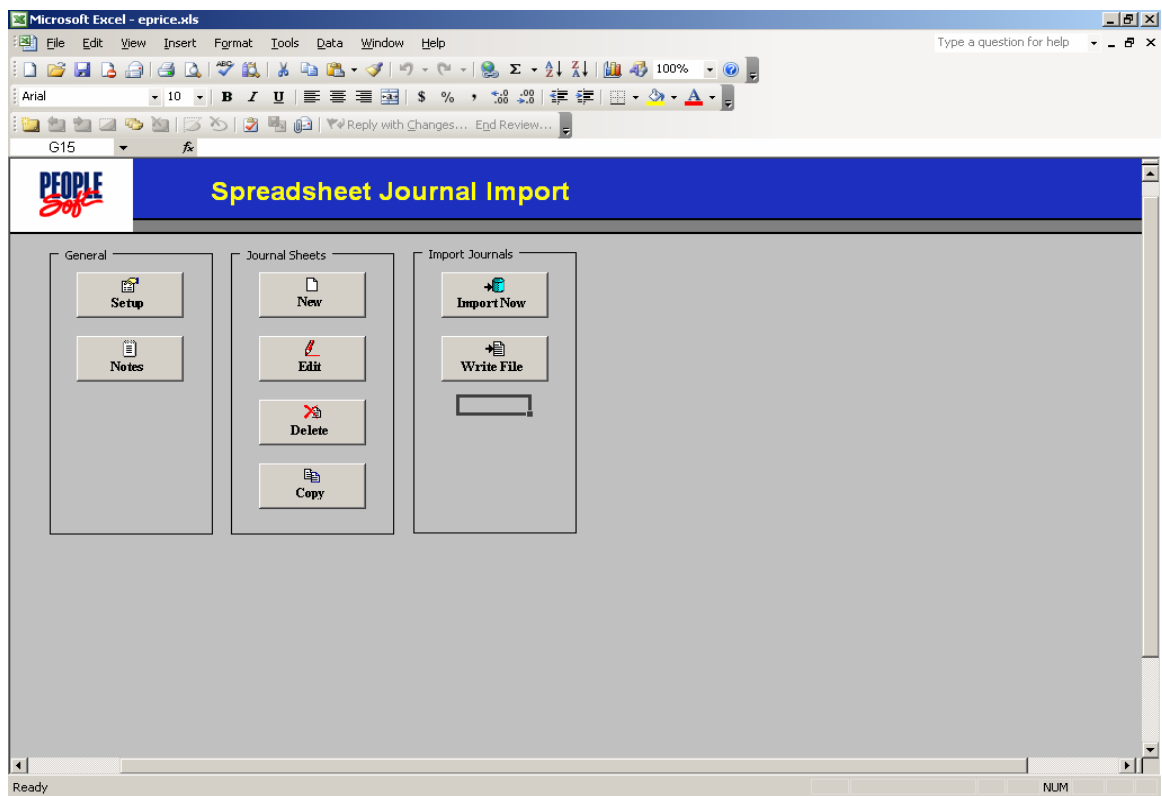
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Once you have completed the journal entry template, the journal must be transferred into PeopleSoft. The two methods are detailed below in sections E and F.

E. Import Spreadsheet Journal

1. From the Import Journals Panel

Click: 'Import Now'



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2. Highlight the Spreadsheet Journal. Enter User ID and Password.

Import Journals Now

Select Sheet:
TESTEDW703

OK
Cancel
All
None

Import Control
https://saofn.state.ga.us/psp/sao/
User ID: EDWALKER
Password: *****

3. Click: OK

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

PEOPLESoft Spreadsheet Journal Import

General: Setup, Notes
Journal Sheets: New, Edit, Delete, Copy

Import Journals Now
Select Sheet:
TESTEDW703
TESTEDW700
JRNL10510

Import OK - Sheet TESTEDW703
Imported 1 journals (Unit, Journal ID, Date) :
40300, TESTEDW703, 05/31/2006

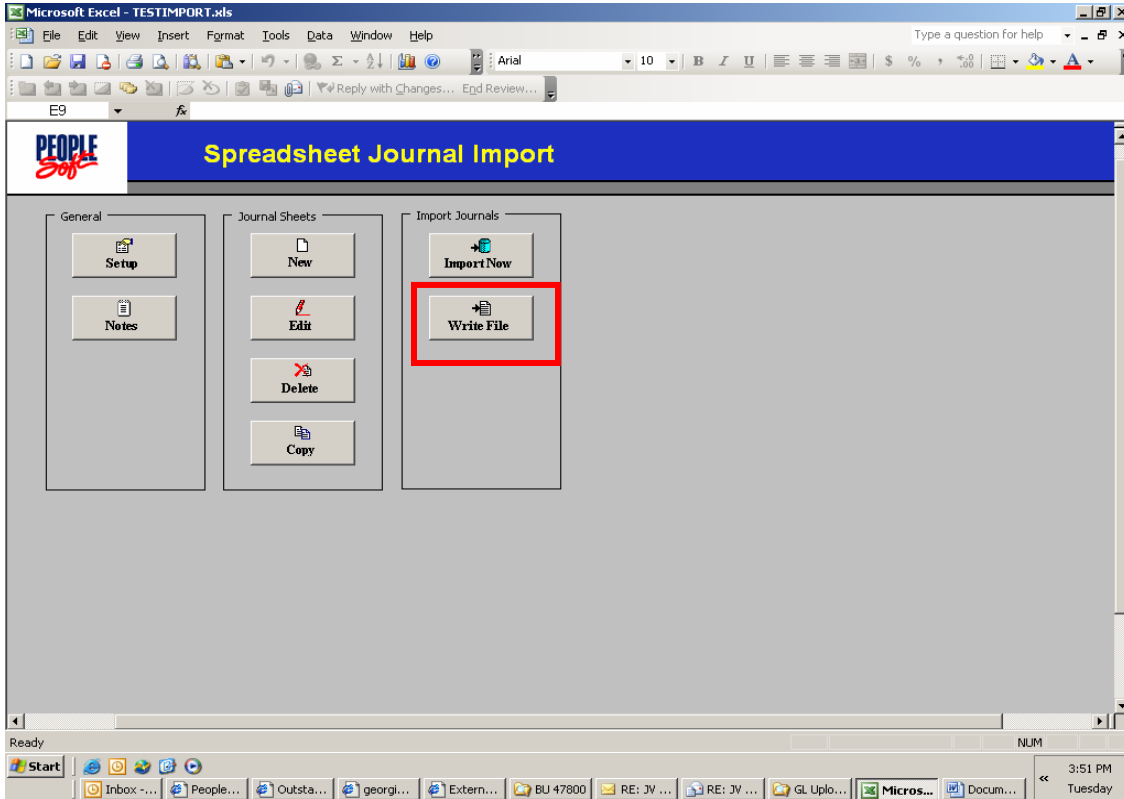
User ID: EDWALKER
Password: *****

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

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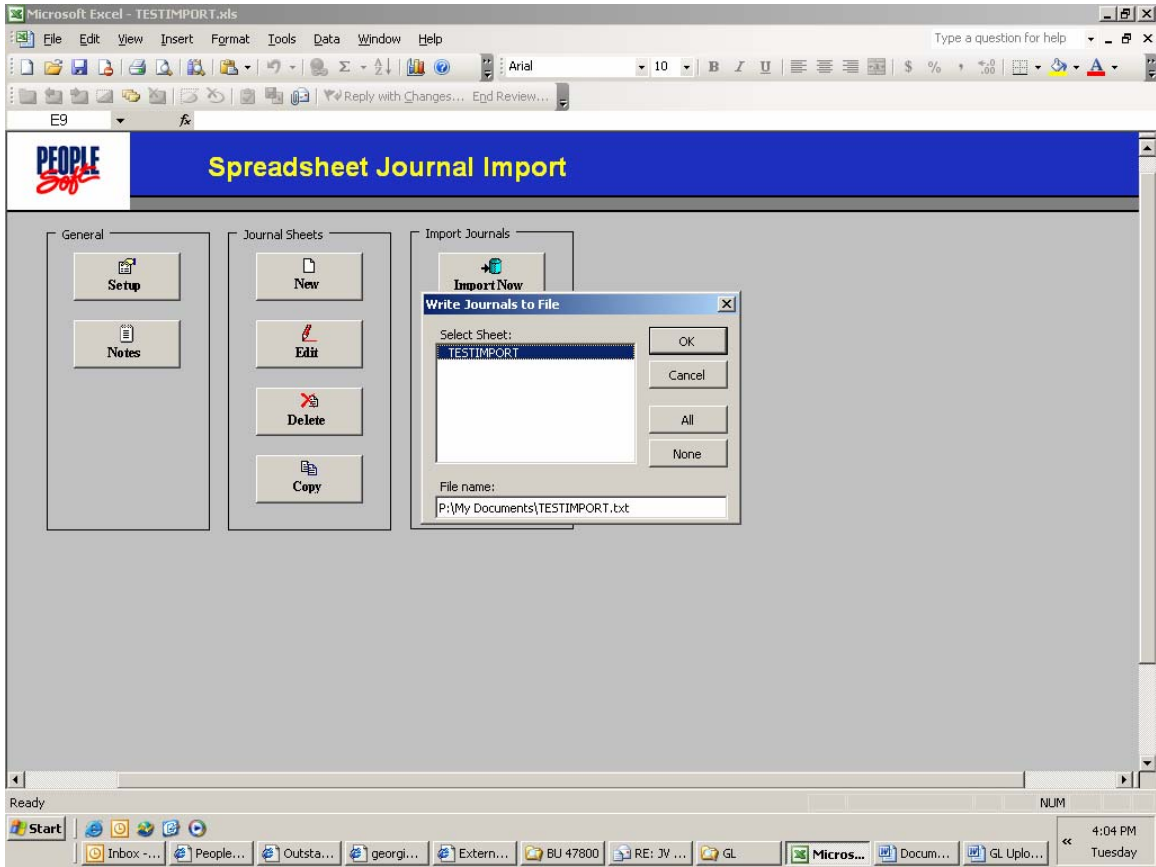
F. Write File

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.

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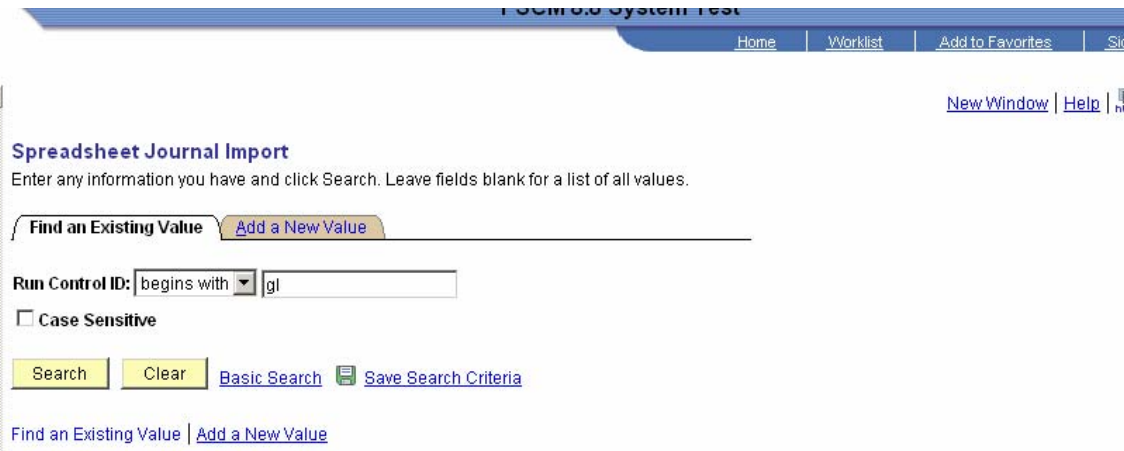
Highlight the journal that is to be uploaded. Also, make sure that the path under “File Name” is the path to the folder where the spreadsheet was saved.

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

The screenshot displays the PeopleSoft FSCM 8.8 System Test interface. At the top, the logo for the State Accounting Office (SAO) is visible on the left, and the system title 'FSCM 8.8 System Test' is on the right. Below the logo is a 'Menu' sidebar with a tree view. The 'Import Journals' menu item is highlighted with a red box, and its sub-items, 'Load Offline Journals' and 'Spreadsheet Journals', are also highlighted with red boxes. The main content area shows the 'Import Journals' page, which includes a breadcrumb trail 'Main Menu > General Ledger > Journals >', a folder icon, and three main sections: 'Load Offline Journals' (with a sub-item 'DX_GLS9001X_GBL'), 'External Flat Files', and 'Spreadsheet Journals'. The 'External Flat Files' section has a description: 'Import an external journal data from a flat file.' The 'Spreadsheet Journals' section has a description: 'Import the journal files: General ledger spreadsheet journal interface.' There are also links for 'Home', 'Worklist', and 'Add to Favorites' in the top right corner.

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

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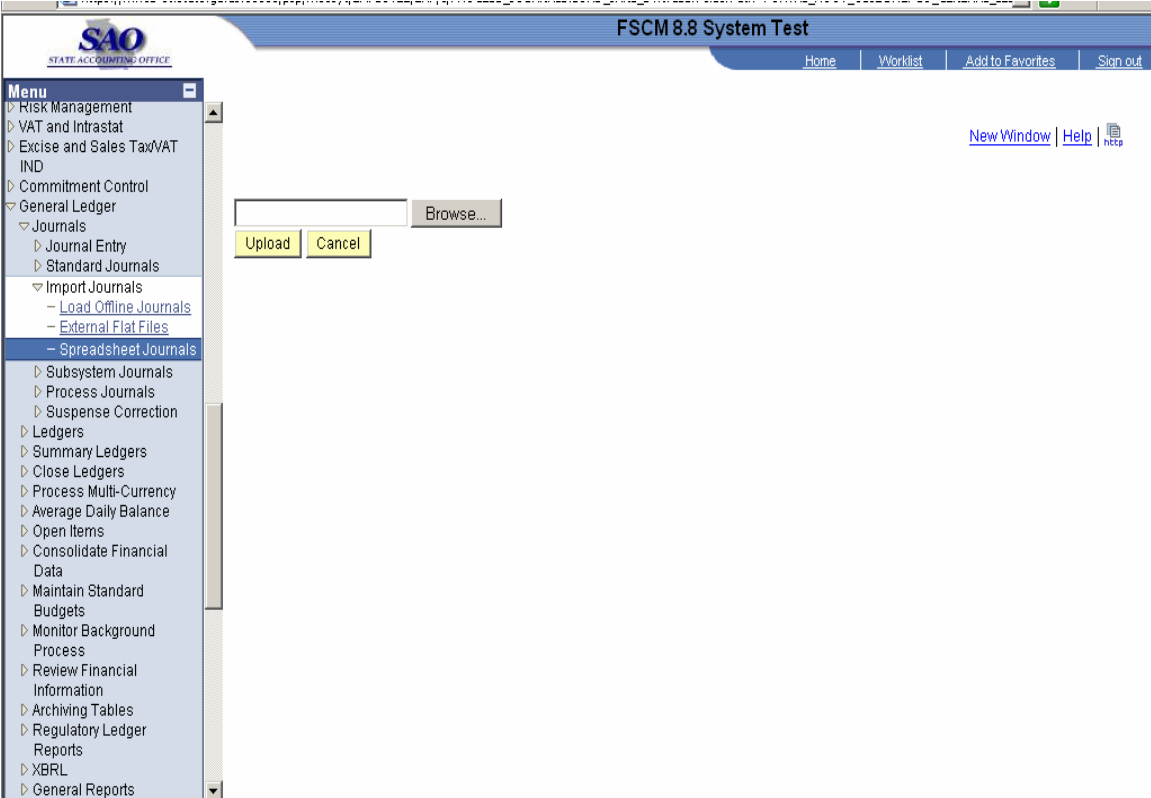
The screenshot displays the 'Spreadsheet Journal Import Request' page within the FSCM 8.8 System Test environment. The interface includes a top navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' options. A left-hand menu lists various accounting functions, with 'Spreadsheet Journals' selected. The main content area shows a 'Run Control ID: 123' and a 'Run' button. Below this is a 'Process Request Parameters' section with the following fields:

- 'Number of Data Files': Single data file
- 'Character Set': ISO_8859-1
- 'If Journal Already Exists': Skip
- 'If Journal is Invalid': Skip

At the bottom of this section are three buttons: 'Add', 'Delete', and 'View'. The 'Add' button is highlighted with a red rectangular box. To the right of these buttons is an 'Attached File:' label. Below the parameters section is a row of utility buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

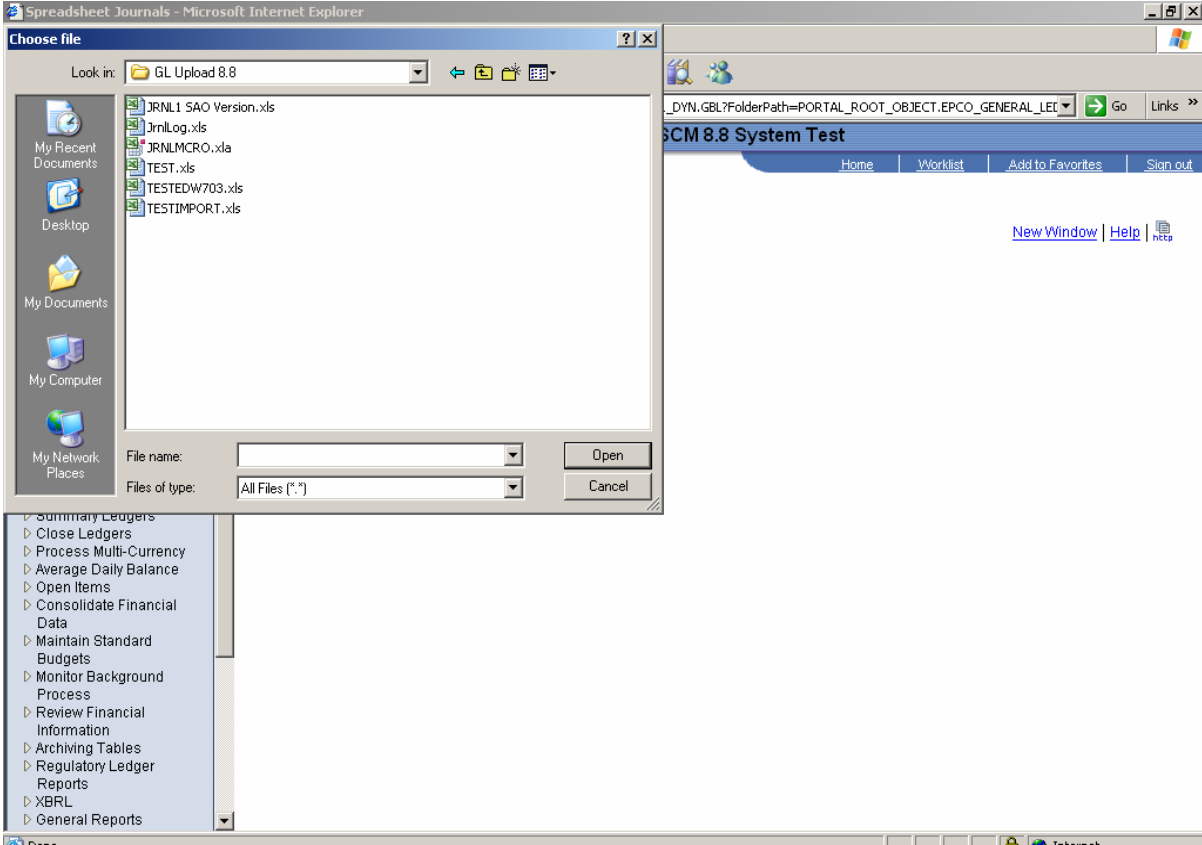
Select Add.

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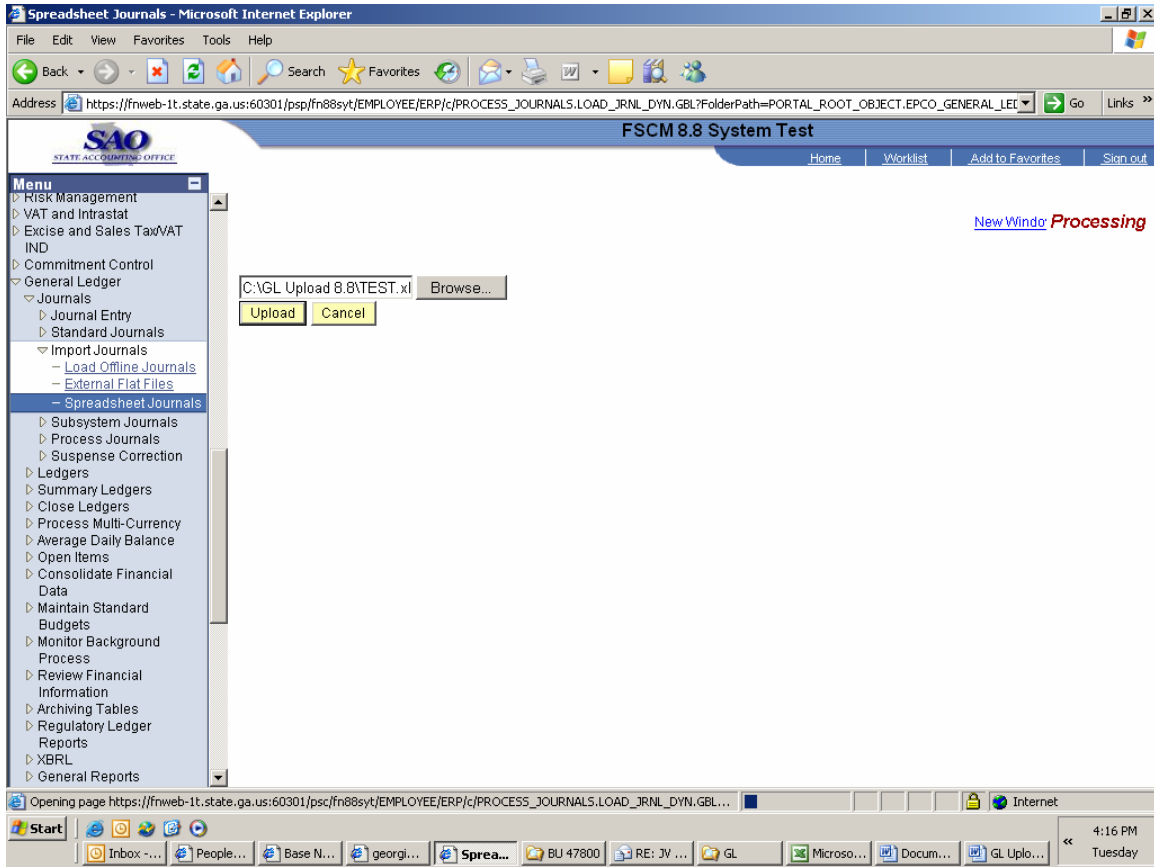
Select Browse to locate the file.

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Find the upload file that was saved. Select the file and click “Open.”

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The file navigation will update. Click **“Upload.”**

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The screenshot displays the 'Spreadsheet Journal Import Request' interface within the FSCM 8.8 System Test. The page includes a navigation menu on the left, a header with the SAO logo and system name, and a main content area. The 'Run Control ID' is 123. A 'Run' button is highlighted with a red box. The 'Process Request Parameters' section contains the following fields:

Parameter	Value
Number of Data Files	Single data file
Character Set	ISO_8859-1
If Journal Already Exists	Skip
If Journal is Invalid	Skip

The 'Attached File' field shows 'TEST.xls' and is also highlighted with a red box. Below the parameters are buttons for 'Add', 'Delete', and 'View'. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

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

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Process Scheduler Request

User ID: CTHOMAS Run Control ID: 123

Server Name: PSUNX Run Date: 07/18/2006

Recurrence: Run Time: 4:16:53PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Budget Journal Import	BDS9000X	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Spreadsheet Journal Import	DX_EXCL_JRNL	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Be sure that the server is “PSUNX.” Select “Spreadsheet Journal Import.” Click “OK.”

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The screenshot displays the FSCM 8.8 System Test interface. On the left is a navigation menu with categories like Risk Management, VAT and Intrastat, and General Ledger. The main area shows a 'Process List' for a 'Server List'. A 'View Process Request For' section contains search filters for User ID (CTHOMAS), Server (PSUNK), and Run Status. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13885998		Application Engine	DX_EXCL_JRNL	CTHOMAS	07/18/2006 4:17:43PM EDT	Queued	N/A	Details

Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to Spreadsheet Journal Import'. The status bar at the bottom shows 'Process Instance: 13885998'.

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.