STATE OF GEORGIA General Ledger

# **SAO End-User Training**

# GENERAL LEDGER SPREADSHEET JOURNAL UPLOAD TEMPLATE – 9.2

PARTICI P A NT GUID E

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 9.2 PEOPLESOFT GENERAL LEDGER

OCTOBER 2018

# Table of Contents

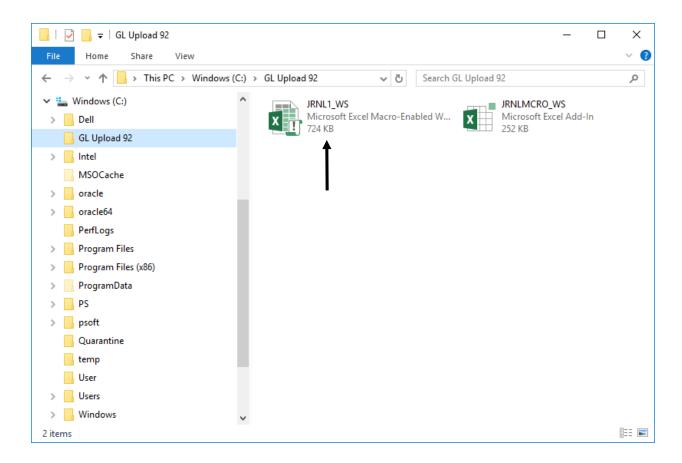
CREATE A COPY OF THE SPREADSHEET JOURNAL TEMPLATE	1
USING THE SPREADSHEET JOURNAL	4
Initial Spreadsheet Tasks	4
Configuring the Spreadsheet for Usage	6
Adding a New Journal Worksheet	8
LOADING JOURNALS TO PEOPLESOFT	13
Import Now	13
Write to File	15
ADDITIONAL SPREADSHEET FUNCTIONALITY	22
Edit Sheet	22
Delete Sheet	24
Copy Sheet	25

# CREATE A COPY OF THE SPREADSHEET JOURNAL TEMPLATE

After copying the 2 required files from the SAO website, the spreadsheet template and macro files will be saved to a separate directory on the C: drive of your machine. The first step is to create a copy of the template so you can use for uploading journals.

#### STEP 1: Open the template.

Navigation:	Start > Programs > Accessories > Windows Explorer
Select:	C:\ Drive > GL Upload 92 (directory where the 9.2 files are stored)
Double Click:	JRNL1_WS.xlsm



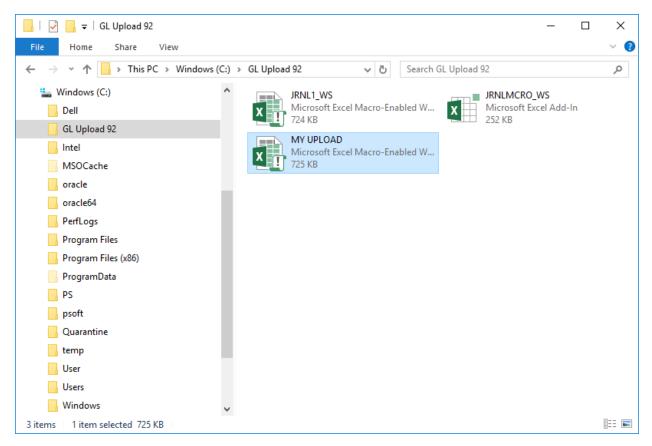
The journal spreadsheet template will open.

Arial $\cdot$ 10 $A^*$ $A^*$ $=$ $=$ $=$ $@^{\circ} \cdot$ $e^{\circ}$ $f^{\circ}$	▋ 🔒 ち・♂・證・÷	JRNL1_WS - Excel ? 🗇 ·	- 🗆
stet       i <th>FILE HOME INSERT PAGE LA</th> <th>AYOUT FORMULAS DATA REVIEW VIEW DEVELOPER P</th> <th>aink, Steve</th>	FILE HOME INSERT PAGE LA	AYOUT FORMULAS DATA REVIEW VIEW DEVELOPER P	aink, Steve
35 CREACE PEOPLESOFT ENTERPRISE   SPREADSHEET JOURNAL IMPORT   (General  Setup  Setup  Setup  Conval Sheet  Conval Sheet Conval Sheet  Conval Sheet Conval Sheet  Conval Sheet  Conval Sheet Conval Sheet  Conval Sheet  Conval S		• ▲ • = = =        =        =        \$ • % * \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
CORRECT PURSOF     FORMER     Setup   & Cerail   Image: Notes     Image: Corporation        Image: Corporation  <	SECURITY WARNING Macros have be	ten disabled. Enable Content	
General       Journal Sheets         Import Journals         Import Now         Imp	$35$ • : $\times \checkmark f_x$		
Setup   & Defaults     Import Now     Import Now <t< th=""><th></th><th>Spreadsheet Journal Import</th><th></th></t<>		Spreadsheet Journal Import	
& Defaults     Notes     Import Now     Import Now </td <td>General</td> <td> Journal Sheets Import Journals</td> <td></td>	General	Journal Sheets Import Journals	
	& Defau		
4			

<u>STEP 2:</u> Create a copy of the file. This will allow users the ability to re-use the spreadsheet template as necessary.

Navigation:	File > Save As
Save in:	C:\ Drive > GL Upload 92 (directory where the 9.2 files are stored)
File Name:	Assign a name

The file will be saved with the new name.



STEP 3: Close the journal spreadsheet.

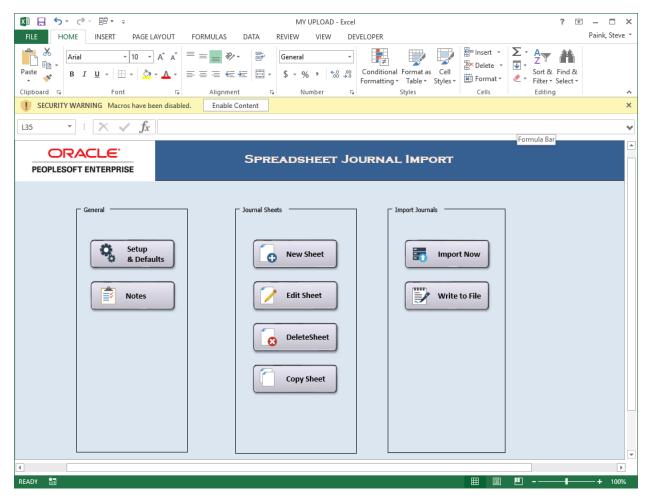
NOTE: The template can be copied directly from Windows Explorer as well.

# USING THE SPREADSHEET JOURNAL

#### Initial Spreadsheet Tasks

When the spreadsheet first opens you may be prompted to enable macros. If a message is received you will need to click the button to enable the content.

#### STEP 1: Open the spreadsheet journal.



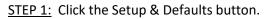
XII 🔒 🕤 · 👌 · 🔡 · 📮	MY UPLOAD - Excel ? 🖬 🗕
FILE HOME INSERT PAGE LAYOUT FOR	RMULAS DATA REVIEW VIEW DEVELOPER Paink, St
$\begin{array}{c c} & & & \\ & & & \\ \hline \\ & & \\ Paste \\ & \\ \hline \\ Paste \\ & \\ \hline \\ \\ \\ Clipboard \\ \hline \\ \\ \hline \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ $	Image: Second state       Image: Second state
SECURITY WARNING Macros have been disabled.	Enable Content
L35 • : 🗙 🗸 fx	
	Formula Bar
PEOPLESOFT ENTERPRISE	Spreadsheet Journal Import
General	Journal Sheets     Import Journals
Setup & Defaults	Import Now       Edit Sheet         Write to File
	DeleteSheet
	Copy Sheet

## STEP 2: Click Enable Content to enable macro usage.

#### Configuring the Spreadsheet for Usage

When initially using the spreadsheet, there is some configuration that will be needed. Users will need to define certain information that they would want to default onto each of the journals that they create along with processes that they would like to automatically initiate upon loading journals.

NOTE: The initial page of the journal spreadsheet is called the control page.



xII 🖬 🕤	· @ · 8 · -		MY UPLOAD - Exce			? 🗗	5 – 5 ×
	OME INSERT PAGE LAYOUT			VELOPER			Paink, Steve 🔻
Clipboard 18	Arial         ▼         10         ▼         A*         A*           B         I         U         ▼         I         ↓	≡ = <b>≥ ≫</b> · ≡ = = € € Alignment 5	General         ▼           \$ ▼ % ♪         €.00 →.00           Number         Γ₂	Conditional Format as Cell Formatting ▼ Table ▼ Styles ▼ Styles	Insert ▼ ∑ ▼ Cells	Sort & Find & Filter • Select • Editing	~
L37	$\cdot$ : $\times \checkmark f_x$						~
	RACLE <sup>®</sup>	Spre	ADSHEET JO	URNAL IMPORT			
	General	Journal Shee	New Sheet Edit Sheet DeleteSheet	Import Journals	rt Now		
			Copy Sheet				
							•
READY 🔚						]	+ 100%

STEP 2: Enter the defaults you need for the journal header.

- Business Unit
- Date
- Ledger Group
- Source

NOTE: All other field defaults **<u>should not</u>** be changed.

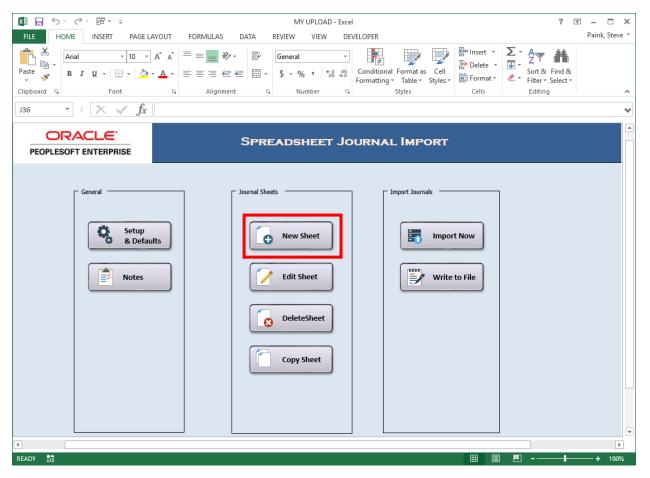
Define Options and Defaults	×
Header Defaults Business Unit: Date: Ledger Group:	Message Options       OK         O Log Error Message only       OK         O Log Successful and Error Message       Cancel         I Display Messages Online       Cancel
Source: User ID CURRENT_USER Enable Multibook	Document Sequencing     Configure       Enable Document Sequencing     Default Document Type:
AutoGen Lines	Online Import Control
General Options Language: English	Address: https:// <server>/ Database <site></site></server>
<ul> <li>Edit Journal(s)</li> <li>Submit Journal(s) for Approval</li> </ul>	<ul> <li>After successful import</li> <li>O Change import status to Do Not Import</li> <li>O Keep import status as Import</li> <li>Skip if Journal already exists</li> <li>Skip if Journal has error</li> </ul>

STEP 3: Click OK.

### Adding a New Journal Worksheet

If you would like to create a new journal, use the New Sheet button to identify the name of the sheet which will encompass the journal.

STEP 1: Click the New Sheet button.



STEP 2: Enter a name for the new journal sheet and click OK.

New Journal Sheet	×
New Journal Sheet Name:	ОК
	Cancel
TEST	

x∎	<b>H</b> 5	· @ · E	<sup>1</sup>				MY UP	LOAD - Exce	el						?	* -	
FIL		OME INSI		LAYOUT	FORMULAS	DATA F			EVELOPER								, Steve 🔻
Past		Arial B I U		► A Ă			General \$•% *	⊤ 00. 0.⇒0 0.€ 00.	Conditiona Formatting		Coll	문 Inse 안 Dele	ete 👻 💵	Z T Sort &			
Clip	board 🕞		Font	F2	Alignmen	t G	Numbe	er G		Styles		Cel	ls	Editing			^
H11	L	• : ×	√ fx	c													¥
	В	E	н	1	J	K		L	М	Ν		0	Р		Q	R	<b>A</b>
2	Jo	ourna	al En	try	Sheet	5											
3	Journa	al Header	+ ×		) 🕨 🔚												
4			Sys ID	Unit	Journal ID	Date	Desc	ription									
5 6																	
			+ ×		t 🗋 🖸												
7		al Lines					0.14 A -		Fund	DentiD	Eur	d 0 aa	Deserver	Olasa		DO Due	11-34
8	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Ac		Fund	Dept ID		d Src	Program	Class		PC Bus	Unit
10				Select fi	ields to copy from	m a previou	is line by ma	arking the	checkboxe	s under ea	ch field.						
11		_		]													
12				-													
13																	
14 15																	
16																	
17																	
18																	
19																	
20																	
21																	*
•																	Þ
READ	у 🔚											Ħ	8 1	_ <b>_</b>		+	130%

## The journal spreadsheet is displayed. It is composed of various buttons.

# Journal Entry Sheet 🛛 🔚 🕋

Import Now – Load the journal directly to PeopleSoft

🔝 Home

# Journal Header 🛛 🕂 🔀 🚺 🗎

Hadd a new journal header

Delete spreadsheet journal

🗹 Edit the journal header

Copy journal data

Select journal

Change Import Status

## Journal Lines 🕂 🗙 🖹 🗂 📿 🖉

🛃 Add a new journal line

Delete a journal line

Select journal

🖆 Insert Multiple Lines

Delete Multiple Lines

Check the number of decimal positions

STEP 3: Click the Add a journal header button (cell H3). Key header data should default with data from the Setup & Defaults page. If not, enter data for the following fields:

- Business Unit
- Journal ID
- Journal Date
- Ledger Group
- Source
- Description

New Journal Header			×
System ID:		Description:	
Unit:	40700		
Journal ID:	NEXT	1	
Journal Date:	6/13/2018	✓ AutoGen Lines	ок
Reference Number:		Adjusting Entry:	
Ledger Group:	ACTUALS	Document Type:	Cancel
Ledger:		Doc Sequence:	
Source:	MAN	Adjustment Type:	
User ID:	CURRENT_USER	Commitment Control Amount Type:	
Journal Class:		<b>_</b>	
Transaction Code:		Agency Location Code:	
Currency Informati	on	Reversal	
Foreign Currency:		• None	
Effective Date:	6/13/2018	C Beginning of Next Period C End of Next Period	
Rate Type:		C Next Day	
Exchange Rate:		C Specified Date	

IV E		-	-												=
									I						
		OME IN:	SERT PAGE	LAYOUT	FORMULAS	DATA REV	VIEW VIEW	DEVELOPER							Paink, Steve *
		Arial	- 8	• A A		≻ - 🗟 Wrap	Text Ger	neral	-					um · A	
Pas	ste	BIU	- 10 - 2	- A -	=== 6	= 🚈 🖽 Merg	e & Center 🗸 💲	- % > €.0			Cell Ir		Format		
	•								Format	2	Styles -	 Calla	🗸 🕐 Clear	1 III.C.I	
Clip	ki Dibodi					Alignment	191	Number	131	Styles		Cells		Ealling	
H1	1	- E 2	< 🗸 fi	c											~
	В	E	Н		J	К	L	М	Ν	0	Р	Q	R	S	Τ
				4	Oh a at										
2	J	ourn	ai En	try	Sneet	=0 ք	1								
3	Journa	al Header	+ ×												
4			Sys ID	Unit	Journal ID	Date	Description	n							
Parte B I II I II III Inset Det Find Soft & Find															
6															
7	Journa	al Lines	+ ×		t 🗋 🖸										
8	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID	Fund Src	Program	Class	PC Bus Unit	Project	Activity
9				V	V							<b>v</b>	₹	•	
				Select fi	ields to copy fr	om a previous I	line by marking th	ne checkboxe	s under eacl	n field.					
		_													
	-														
18	-														
18 19															-
18 19															

STEP 4: Enter header data for the journal and click OK.

<u>STEP 5:</u> Click the  $\blacksquare$  Add a journal line button (cell H7).

STEP 6: Enter the data for the line and click the E Add a journal line button (cell H7) to add additional lines for the journal. Populate each line added with data.

x∎	E S	- 0-	FB +	Ŧ				M	/ UPLOAD - Exc	el					? 📧	
FIL			INSERT		LAYOUT	FORMULAS	DATA RE	VIEW VIEW	DEVELOPER							Paink, Steve
Past	е 💉	Arial B I		- 2		= = =   8 = = =   6	🖻 🚈 🛄 Merg	je & Center 👻 💲		Formatti	nal Format as		sert Delete	Format	Z T Sort 8 Filter	& Find & ▼ Select ▼
	board 🕞		FC	ont	5		Alignment	Es .	Number	F2	Styles		Cells		Editing	
B13	}	<b>▼</b> :	X	$\checkmark f_x$	1234											
	В	E		Н		J	K	L	M	N	0	Р	Q	R	S	Т
2	J	our	nal	En	try	Sheet										
3	Journ	al Head	ler	+ ×	1											
4				Sys ID		Journal ID		Descriptio								
5 6				1234	40700	NEXT	06/13/	'18 TEST JOURI	NAL							
7	Journ	al Lines	5	+ ×		i 🗔 🖸										
8 9	Sys ID	Journal	IID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID	Fund Src	Program	Class	PC Bus Unit	Project	Activity
9 10								line by marking t				14	14	j <b>v</b>	I.▲	14
11					Select II	eius to copy in	on a previous	ine by marking i	He CHECKDON	es under each	neiu.					
12 <b>13</b>	1234	NEXT		1	40700	ACTUALS	200001		10100	407130505	90001	6180501		40700	01	
	1234	NEXT		2	40700	ACTUALS	614035		10100	407130505	90001	6180501		40700	01	
15																
16 17																
18																
19																
4																Þ
READ	у 🛅												Ħ	▣ ॻ -—		

NOTE: If you have data on a line and the Add a journal line button is used, the data from the previous line will be copied down when the field indicates to copy the data.

Unit	Ledger	Account	Alt Account	Fund	Dept ID	Fund Src	Program
					•		
Select f	ields to copy f	from a previous lir	ne by marking th	e checkbox	es under eacl	h field.	

NOTE: Alternatively, you could use the 🖾 insert multiple lines button (cell I7) to insert multiple lines at the same time. The system will ask how many lines you want to insert.

Insert Multiple Lines	×						
Number of Lines 1							
From Line: 3	Insert						
To Line: 3	Cancel						
Copy data from line							

STEP 7: Click the home button (cell K2) to return to the control page.

# LOADING JOURNALS TO PEOPLESOFT

Once you have completed the journal sheet, the journal must be transferred into PeopleSoft. There are two methods for loading the journals from the spreadsheet to PeopleSoft:

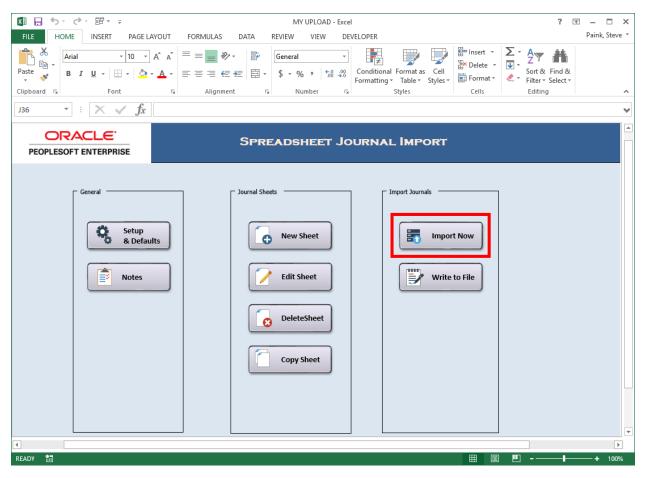
Option 1 – Import Now

Option 2 – Write to File

#### Import Now

If you would like to immediately send your journal data to PeopleSoft, you should use the Import Now functionality. You will be asked for your PeopleSoft login information and upon supplying the information, the journal will be loaded to PeopleSoft and you will be provided with the journal id.

STEP 1: From within the journal or the control page, click the Import Now button.



STEP 2: The following will be needed to proceed with importing your journal:

- Select the journal sheet(s) that you want to import
- Enter your PeopleSoft User ID
- Enter your PeopleSoft Password

NOTE: If you want to load multiple journals, you could select the ALL button to load the journal sheets in the list. You could also hold down the shift or ctrl key on your keyboard and select multiple journal sheets.

NOTE: The ALL and NONE buttons are only available when you Import Now from the control page.

Import Journals Now	×
Select Sheet:	ОК
	Cancel
	All
	None
- Import Control	
Import Control	
https:// <server>/PSIGW/PeopleSoftSe</server>	erviceListening
User ID:	
Password:	

STEP 3: Click OK to load the journal(s).

You will receive a message noting the journal(s) imported successfully along with the journal id. You can now view your journal(s) in PeopleSoft General Ledger.

#### Write to File

If you would like to send your spreadsheet data to a file to be loaded into PeopleSoft at a later time, you can opt to use the Write to File functionality. This will require you to save the journal sheet to a local directory on your computer and then to subsequently run a GL load process to load the journal into PeopleSoft.

	), G,	=			MY UPLOAD - Exc	el				? 🖛	] — 🗆
		INSERT PAGE LAYO				EVELOPER					Paink, Steve
Paste	Arial B I	- 10 - A		≫ • ₽ € = □ •	General	Conditional Formatting	Format as Cell	E Insert ▼ Delete ▼ Format ▼	∑ • A ↓ • Sort & Filter •	Find & Select +	
lipboard is	3	Font	Alig الا	nment 🕠	Number		Styles	Cells	Editing	9	
J36	•	$\times \checkmark f_x$									
		ILE		Spre	ADSHEET J	DURNAI	l Import				
	Gen	eral		☐ Journal Shee	ts	] ['	import Journals —				
		Setup & Defaults	5	6	New Sheet		impo	ort Now			
		Notes			Edit Sheet		Write	e to File			
		Notes			Edit Sheet DeleteSheet		Writ	e to File			
		Notes					Writ	e to File			
	(	Notes			DeleteSheet		Writ	e to File			
		Notes			DeleteSheet		Writ	e to File			

<u>STEP 1:</u> From the control page, click the Write to File button.

STEP 2: The following will be needed to proceed with creating the journal file:

- Select the journal sheet(s) that you want to import
- Note the location and filename of the journal(s) that are written to the directory.

NOTE: If you want to write multiple journals to the file, you could select the ALL button to load the journal sheets in the list. You could also hold down the shift or ctrl key on your keyboard and select multiple journal sheets.

Write Journals to File	×
Select Sheet:	ОК
	Cancel
	All
	None
Write one file per Journal Sheet File name: C:\Users\user\Documents\MY UPLOA	D.txt

STEP 3: Click OK to create the journal file(s).

<u>STEP 4:</u> Run the Spreadsheet Load process from within PeopleSoft.

**Navigation:** General Ledger > Journals > Import Journals > Spreadsheet Journals

☐ ←□ Spreadsheet Journals × + ∨		-		×
← → Ů ⋒ fscmupg1.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/PROCESS_JOURNALS.LC []] ☆	ృ	l_	Ŕ	
K Home		Â		٢
	Nev	v Windo	w   Help	
Spreadsheet Journal Import Enter any information you have and click Search. Leave fields blank for a list of all values.				
Find an Existing Value Add a New Value				
Search Criteria				
Run Control ID begins with ✓				
Search Clear Basic Search 🖾 Save Search Criteria				
Find an Existing Value   Add a New Value				

🖥 🕫 🖾 Spreadsheet Journals 🗙 + 🗸	-		×
$\leftarrow$ $\rightarrow$ $\circlearrowright$ $\land$ fscmupg1.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/PROCESS_JOURNALS.LC $\square$	h	Ê	
K Home	â		٢
New Window   Help   Pr	'ersonal	lize Page	;
Run Control ID RUN Report Manager Process Monitor Run			
Report Request Parameters			
*Number of Data Files   "Character Set   Sourmal Processing Options   "Character Set   Sourmal Processing Options   Edit Journal(s)   Add   Delete   View   Attached File     Save   Return to Search   Notify     Add			

<u>STEP 5:</u> Add the journal file that you want to load by clicking the ADD button.

🖻 🖅 🗖 Spre	eadsheet Jou	urnals $\times$ +	$\checkmark$						-		×
$\leftrightarrow$ $\rightarrow$ O	ώ	fscmupg1.te	amworks.georgia.gov/ps	sp/fs92uat/EMPL	OYEE/ERP/c/PROCESS_JOUF	NALS.LC	□ ☆	酒	l_	Ŕ	
K Home									â	≡	٢
Spreadsheet	Journal	Import Reques	t				New Wind	ow   Help	Persona	alize Page	e   📰 -
		Run Control	D RUN		Report Manager	Process	Monitor	Run			
Report Request	t Paramete	rs									
Add	*lf Journal	er of Data Files Sing *Character Set ISO_i Already Exists Skip vurnal is Invalid Skip View th E Notify	3859-1 Q		Journal Processing Op Edit Journal(s) Approval Option Browse	× Help	D Update	2/Display			

<u>STEP 6:</u> Browse to find the file then click UPLOAD to load the file to the run control page.

#### STEP 7: Click the Run button.

<ul> <li>← → Ů ⋒ fscmupg1.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/PROCESS_JOURNALS.LC □ ☆ ☆ ん ピ</li> <li>K Home</li> <li>New Window   Help   Personalize Page</li> </ul>
New Window   Help   Personalize Page
Spreadsheet Journal Import Request Bun Control ID, BUN Benot Manager Process Monitor Run
Run Control ID RUN Report Manager Process Monitor Run
Report Request Parameters
*Number of Data Files Single data file Journal Processing Options
*Character Set ISO_8859-1 Q Edit Journal(s)
*If Journal Already Exists Skip   *If Journal is Invalid Skip
Add Delete View Attached File MY_UPLOAD.txt
Return to Search Notify Add Update/Display

🖻 🖅 🗖 Sprea	dsheet Journals $\times$ + $\vee$	-		×
$\leftrightarrow$ $\rightarrow$ O	G fscmupg1.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/PROCESS_JOURNALS.LC □ ☆ ★	l_	Ŕ	
K Home	1	Â	≡	٢
Spreadabaat	New Window   Help   Pe	ersonali	ze Page	e   📰 –
Spreadsheet J	lournal Import Request			
	Run Control ID RUN Report Manager Process Monitor Run			
Report Request	Process Scheduler Request	×		
		Help		
	User ID STEVEPAINK Run Control ID RUN			
	Server Name V Run Date 06/14/2018	- 1		
	Recurrence V Run Time 1:19:53PM Reset to Current Date/Time			
Add	Time Zone Q			
	Process List			
🔚 Save 🛛 💽 Re	Select Description Process Name Process Type *Format Distribution	- 1		
	Journal Import with Edit GL_EXCL_BATC Application Engine Web V TXT V Distribution	- 1		
		- 1		
		- 1		
		- 1		
	OK Cancel	- 1		
		- 1		

STEP 8: Click the OK button to run the process to load the journal(s).

<u>STEP 9:</u> 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.

# ADDITIONAL SPREADSHEET FUNCTIONALITY

### Edit Sheet

Use the Edit Sheet button if you need to edit a journal sheet in the workbook.

### STEP 1: Click the Edit Sheet button.

🕅 🗖 ち・ ♂・ 詔・ 🕫	MY UPLOAD - Excel	· 🖅 — 1	
FILE HOME INSERT PAGE LAYOUT	FORMULAS DATA REVIEW VIEW DEVELOPER	Paink, S	Steve 🔻
Clipboard 🕞 Font 🕞	= = ● ≫ ·       Image: Constructional Formation of Constructional Formation of Conditional Formations Cell Formation of Conditional Formations Cell Formations Cell Formations Styles       Image: Conditional Formation of Cell Formations	l& ct ▼	^
J36 $\checkmark$ : $\times \checkmark f_x$			×
PEOPLESOFT ENTERPRISE	Spreadsheet Journal Import		
General	Journal Sheets     Import Journals		
Setup & Defaults	New Sheet     Import Now		
Notes	Edit Sheet		
	DeleteSheet		
	Copy Sheet		
•			•
READY 🛗	III II	++	100%

## STEP 2: Select the sheet to edit and click OK.

Edit Journal Sheet	×
Select Sheet:	ОК
	Cancel
,	

<u>STEP 3:</u> Make the necessary updates to the journal.

HOME       INSERT       PAGE LAYOUT       FORMULAS       DATA       REVE       VIEW       DEVELOPER       Paints Sert         Image: Serter	ΧĐ	5	) · ∂ · ⊞	<b>*</b> =				MV	UPLOAD - Exce	1					? 🛧	- 0	×
Indust					LAVOUT	FORMULAC				I					: LT.		
Parte Parte			HOME INSEE	A PAGE	LAYOUT	FORMULAS	DATA REVIE	EVV VIEVV	DEVELOPER		-						-
HeaderSeq       I       X       1234       X       M       N       O       P       Q       R       S       T         2       Journal Entry Sheet       Image: Construction of the state of					_							s Cell Ins		Format	Z <sup>1</sup> Sort	8. Find &	
B       E       H       J       K       L       M       N       O       P       Q       R       S       T         2       Journal Entry Sheet       Image: Imag	Clip	board 🗔	ì	Font	5		Alignment	G	Number	G.	Styles		Cells		Editing		^
2       Journal Entry Sheet       Image: State in the state	HeaderSeq $\checkmark$ : $\times \checkmark f_X$ 1234																
3       Journal Header       Image: Sys ID Unit       Journal ID Date       Description         4       Sys ID       Image: Sys ID		В	E	Н	1	J	К	L	М	N	0	Р	Q	R	S	Т	
4       Sys ID       Unit       Journal ID       Date       Description         6       1234       40700       NEXT       06/13/18       TEST JOURNAL         7       Journal Lines       Image: Control of the state of	2	J	ourna	l En	try	Sheet	5										
5       1234       40700       NEXT       06/13/18       TEST JOURNAL         7       Journal Lines       Image: Constraint of the state of the s	3	Journ	nal Header	+ ×													
6	4			Sys ID	Unit	Journal ID	Date	Descriptior	n								
Y       Output at Lines       Call of a field of a	<b>5</b> 6			1234	40700	NEXT	06/13/1	8 TEST JOURN	AL								
9       Image: Constraint of the constraint	7	Journ	nal Lines	+ ×		i 🗔 🖸											
0       Select fields to copy from a previous line by marking the checkboxes under each field.         11       12         12       13         13       1234         1234       NEXT         14       40700         15         16         17         18         19         19         10	8	Sys ID	Journal ID	Line #													
11       11 <td< td=""><td>9</td><td></td><td></td><td></td><td></td><td>V</td><td></td><td>V</td><td></td><td></td><td></td><td></td><td></td><td><b>v</b></td><td>5</td><td></td><td></td></td<>	9					V		V						<b>v</b>	5		
12         13       1234       NEXT       1       40700       ACTUALS       200001       10100       407130505       90001       6180501       40700       01         14       1234       NEXT       2       40700       ACTUALS       614035       10100       407130505       90001       6180501       40700       01         15       16       17       1       10       10       407130505       90001       6180501       40700       01         18       19       10	10				Select fi	elds to copy from	m a previous lin	ne by marking th	ne checkboxe	s under each	field.						
13       1234       NEXT       1       40700       ACTUALS       200001       10100       407130505       90001       6180501       40700       01         14       1234       NEXT       2       40700       ACTUALS       614035       10100       407130505       90001       6180501       40700       01         15       16       1       1010       407130505       90001       6180501       40700       01         16       1       1       1010       407130505       90001       6180501       40700       01         17       1       1       1       1       1010       407130505       90001       6180501       40700       01         18       19       1 <td>11</td> <td></td>	11																
14       1234       NEXT       2       40700       ACTUALS       614035       10100       407130505       90001       6180501       40700       01         15       16       17       18       19       19       19       19       19       19       10 <t< td=""><td></td><td></td><td></td><td></td><td>10700</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>10700</td><td></td><td></td><td></td></t<>					10700									10700			
15 16 17 18 19 0 1 1 1 1 1 1 1 1 1 1 1 1 1																	
16 17 18 19 4		1234	NEXT	2	40700	ACTUALS	614035		10100	407130505	90001	6180201		40700	01		
17 18 19 4	16																
	17																
	18																
	19																-
_ Ⅲ	4															Þ	ĩ
		iy			_								⊞	I II	4		-

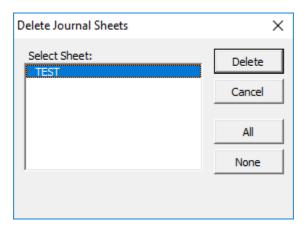
# Delete Sheet

Use the Delete Sheet button if you need to delete a journal sheet in the workbook.

FILE     HOME     INSERT     PAGE LAYOUT       Paste $\checkmark$ Arial     10 $\checkmark$ A' $\land$ $\equiv$ Paste $\checkmark$ B     I     U $\checkmark$ $\bigcirc$ $\land$ $≃$ Clipboard $r_a$ $r_a$ Font $r_a$ $≡$ J36 $\checkmark$ $⋮$ $\checkmark$ $f_x$	MY UPLOAD - Excel     ? ■ –       FORMULAS     DATA     REVIEW     VIEW     DEVELOPER     Paink       E = ■ *     *     •     •     •     •     •     Paink       E = ■ *     *     •     •     •     •     •     Paink       Alignment     rs     •     •     •     •     •     •	C ×
ORACLE' PEOPLESOFT ENTERPRISE	Spreadsheet Journal Import	
General Setup & Defaults Notes	Journal Sheets Import Journals Import Now	
4	Copy Sheet	

STEP 1: Click the Delete Sheet button.

STEP 2: Select the sheet you want to delete and click OK.



# Copy Sheet

Use the Copy Sheet button if you need to copy a journal sheet in the workbook.

J36 CRACLE PEOPLESOFT ENTERPRISE  SPREADSHEET JOURNAL IMPORT  FEOPLESOFT ENTERPRISE  Several  Several		MY UPLOAD - Excel ? 🔄 —	
Spreadsheet Journal IMPORT	$\begin{array}{c c} & & \\ & & \\ & & \\ Paste \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $	$\begin{array}{c} \overleftarrow{} & = & = & \overleftarrow{} & \overleftarrow$	SLEVE .
Sereal     Sereal     Setup   & Defaults   Import Now   Edit Sheet   Import Now     DeleteSheet   Import Now     Im	J36 $\overline{}$ : $\times \checkmark f_x$		¥
Setup   & Defaults   Notes     Import Now     Import No		Spreadsheet Journal Import	
	Setup & Defaults	New Sheet   Edit Sheet   DeleteSheet	
	•		Þ

STEP 1: Click the Copy Sheet button.

STEP 2: Select the sheet you want to copy.

Copy Journal Sheet	×
Select Sheet:	Сору
	Cancel
1	
New Journal Sheet	

<u>STEP 3:</u> Specify the name of the new journal and click Copy. The new journal will open with the same data as the original journal. Edit the journal as needed.

x∎	5	· @ - 8	<del>,</del> ÷				MY	UPLOAD - Exce	I					? 🛧	– 🗆 X
FIL	E H	IOME INSER	T PAGE	LAYOUT	FORMULAS	DATA REVIE	W VIEW	DEVELOPER							Paink, Steve 👻
Past	- EB -	Arial B I <u>U</u> -		► A ×	= = <sub>=</sub>   » = = =   «			neral ▼ % ୬ (*.0		nal Format a		sert Delete	Format ▼ Clear ▼	Z ¥ Sort 8	k Find & Select ▼
Clipt	board 🕠		Font	Gr.		Alignment	5	Number	G.	Styles		Cells		Editing	~
H4		• : X	√ fx	Sys II	D										~
	В	E	Н		J	К	L	М	Ν	0	Р	Q	R	S	T 🔺
2	J	ourna	l En	try	Sheet	5	]								
3	Journ	al Header	+ ×		) 🕨 🔚										
4			Sys ID	Unit	Journal ID	Date	Descriptio	n							
5 6			1235	40700	NEXT	06/13/1	8 TEST JOURN	IAL							
7	Journ	al Lines	+ ×		1 🗋 🖸										
	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Fund	Dept ID	Fund Src	Program	Class	PC Bus Unit		Activity
9				2	V	V	N	<b>N</b>		V	5	<b>T</b>	5	<b>T</b>	1
10				Select fi	elds to copy from	m a previous lin	ne by marking th	he checkboxe	s under each	field.					
11 12															
	1235	NEXT	1	40700	ACTUALS	200001		10100	407130505	90001	6180501		40700	01	
14	1235	NEXT	2	40700	ACTUALS	614035		10100	407130505		6180501		40700	01	
15															
16															
17															
18 19															
															-
4															Þ
Read	y											E	▣ ॻ -—		— <b>+</b> 130%