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

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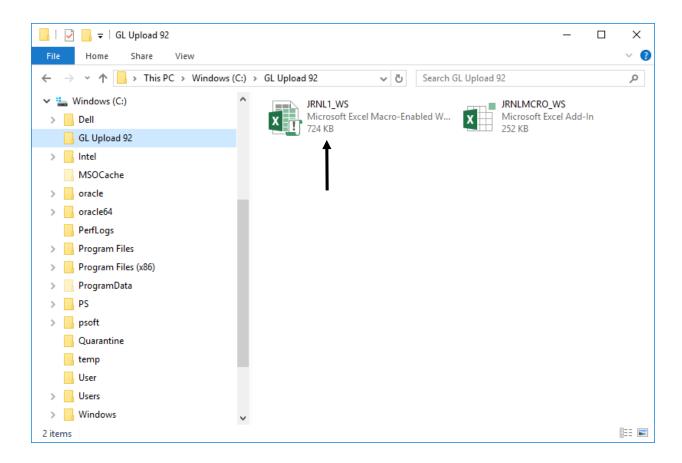
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CREATE A COPY OF THE SPREADSHEET JOURNAL TEMPLATE

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 |



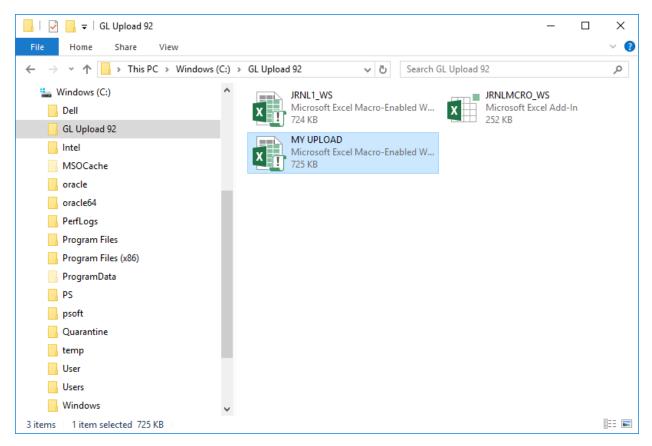
The journal spreadsheet template will open.

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| 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 | | • ▲ • = = = = = \$ • % * \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ | |
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<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.

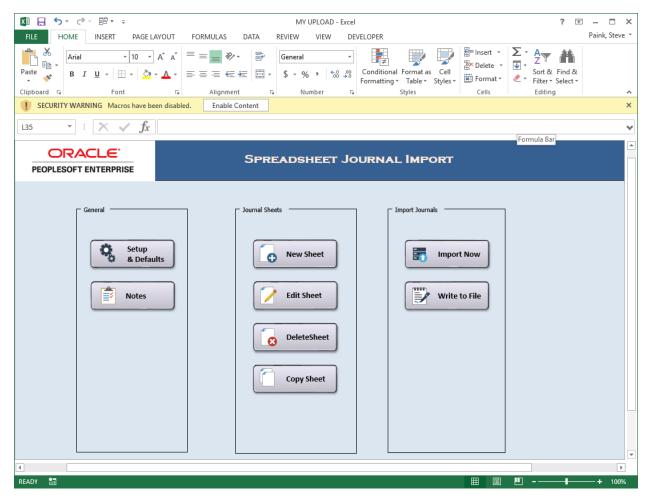
NOTE: The template can be copied directly from Windows Explorer as well.

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.



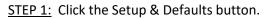
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| General | Journal Sheets Import Journals |
| Setup & Defaults | Import Now Edit Sheet Write to File |
| | DeleteSheet |
| | Copy Sheet |
| | |

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.



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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.

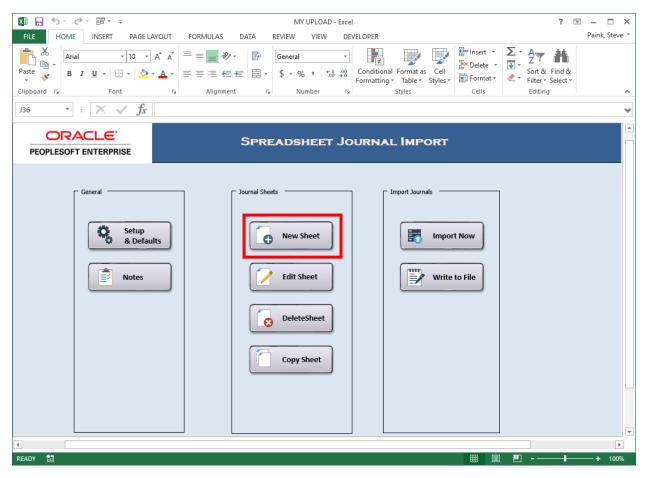
| Define Options and Defaults | × |
|---|---|
| Header Defaults Business Unit: Date: Ledger Group: | Message Options OK O Log Error Message only OK O Log Successful and Error Message Cancel I Display Messages Online Cancel |
| Source: User ID CURRENT_USER Enable Multibook | Document Sequencing Configure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

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 |
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| 8 | Sys ID | Journal ID | Line # | Unit | Ledger | Account | Alt Ac | | Fund | Dept ID | | d Src | Program | Class | | PC Bus | Unit |
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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: | | _ | |
| 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 | |

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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.

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| | 1234 | NEXT | | 2 | 40700 | ACTUALS | 614035 | | 10100 | 407130505 | 90001 | 6180501 | | 40700 | 01 | |
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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:

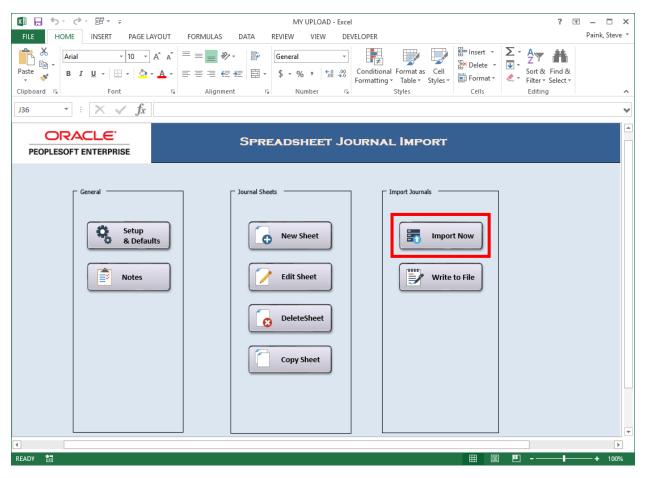
Option 1 – Import Now

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.

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| | | 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 × + ∨ | | - | | × |
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| | 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. | | | | |
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| Report Request Parameters | | | |
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| | | | |

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

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| 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.

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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.

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

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

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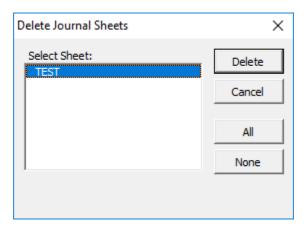
Delete Sheet

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

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STEP 1: Click the Delete Sheet button.

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



Copy Sheet

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<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.

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