

**STATE OF GEORGIA  
General Ledger**

# **SAO End-User Training**

## **GENERAL LEDGER SPREADSHEET JOURNAL UPLOAD TEMPLATE – 9.2**

PARTICIPANT GUIDE

**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

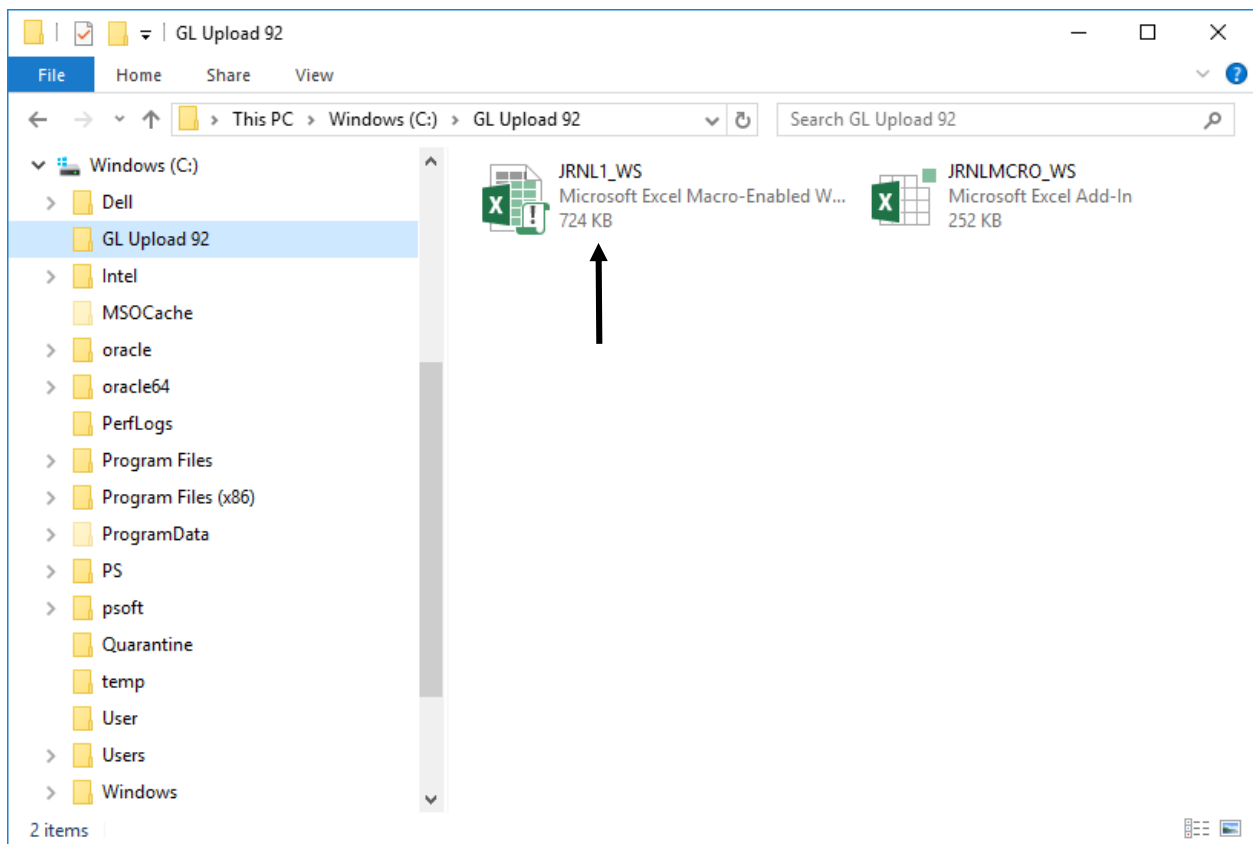
After copying the 2 required files from the SAO website, the spreadsheet template and macro files will be saved to a separate directory on the C: drive of your machine. The first step is to create a copy of the template so you can use for uploading journals.

**STEP 1:** Open the template.

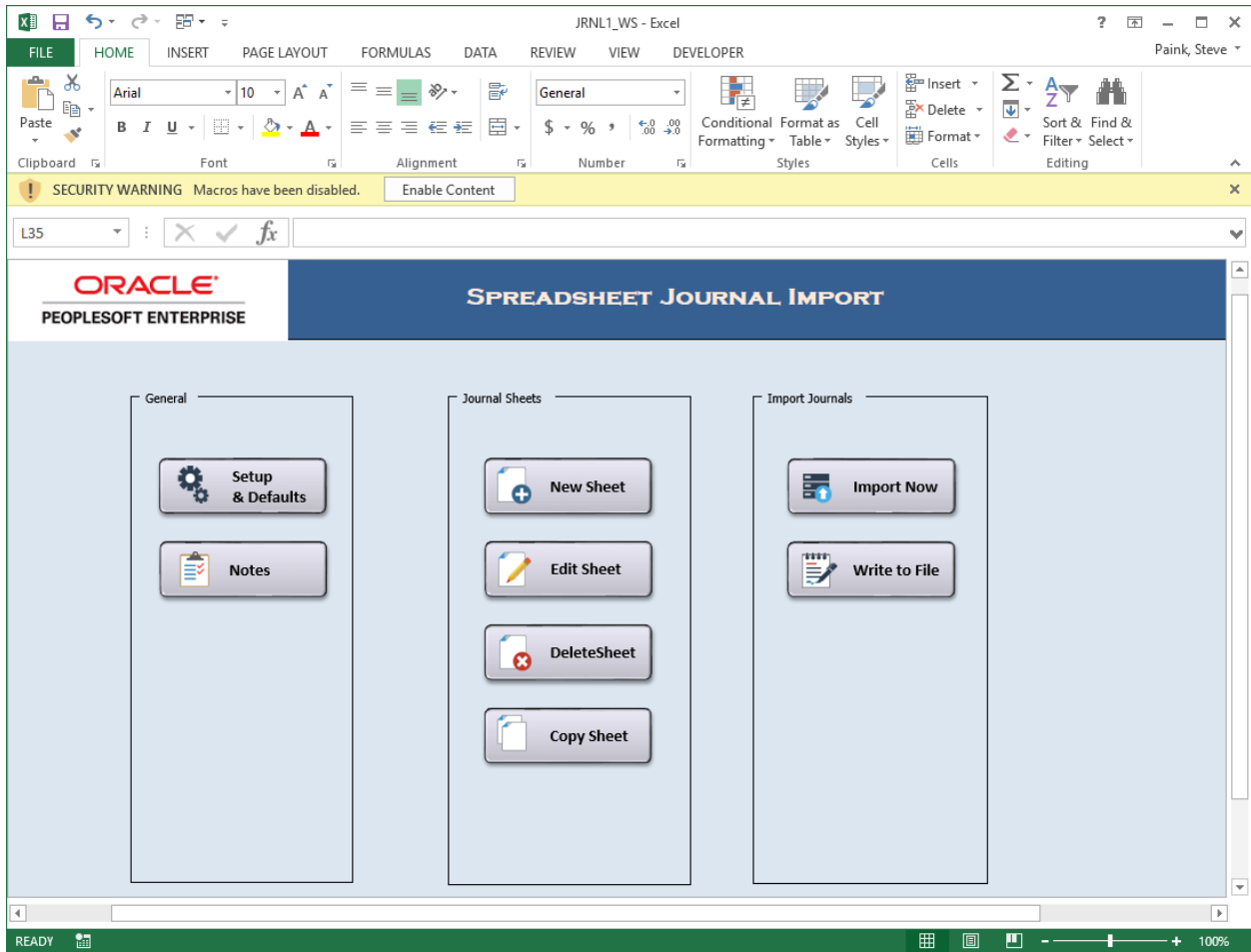
**Navigation:** Start > Programs > Accessories > Windows Explorer

**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.



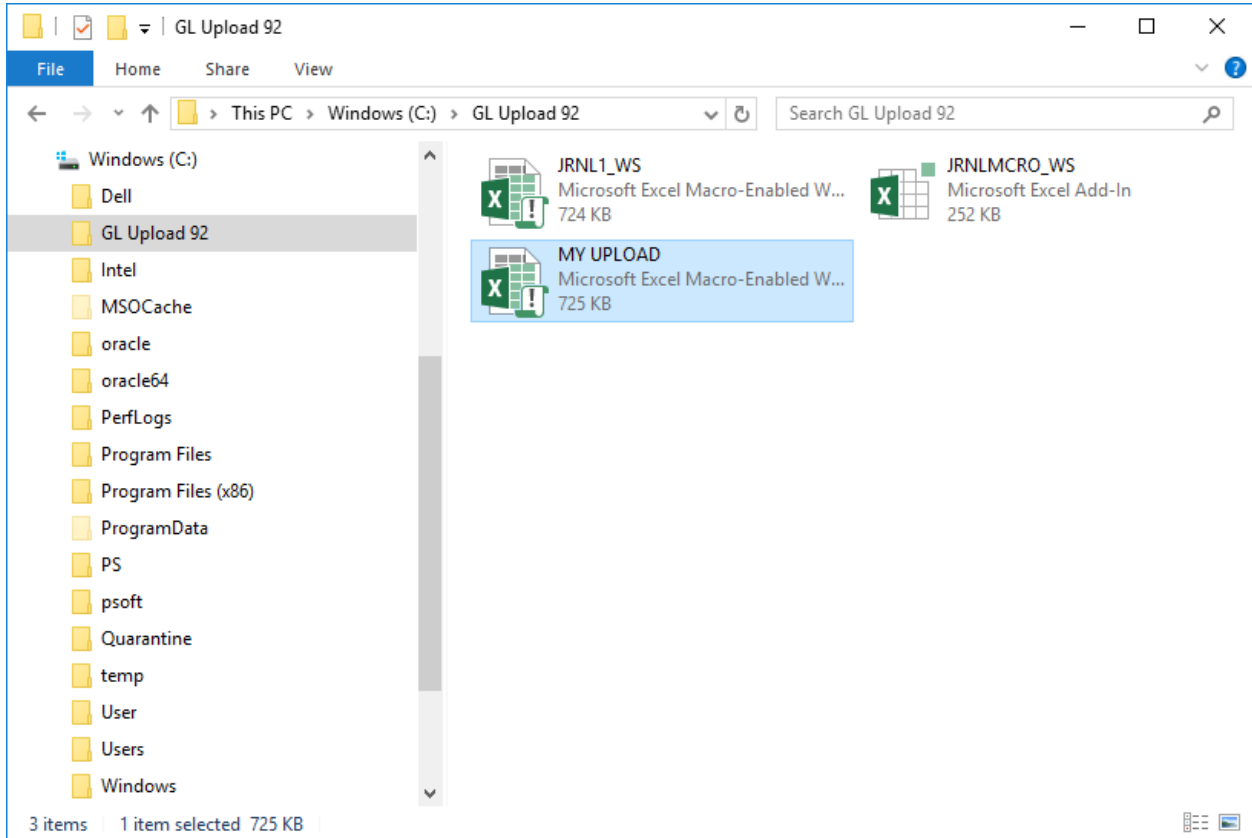
**STEP 2:** Create a copy of the file. This will allow users the ability to re-use the spreadsheet template as necessary.

**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.

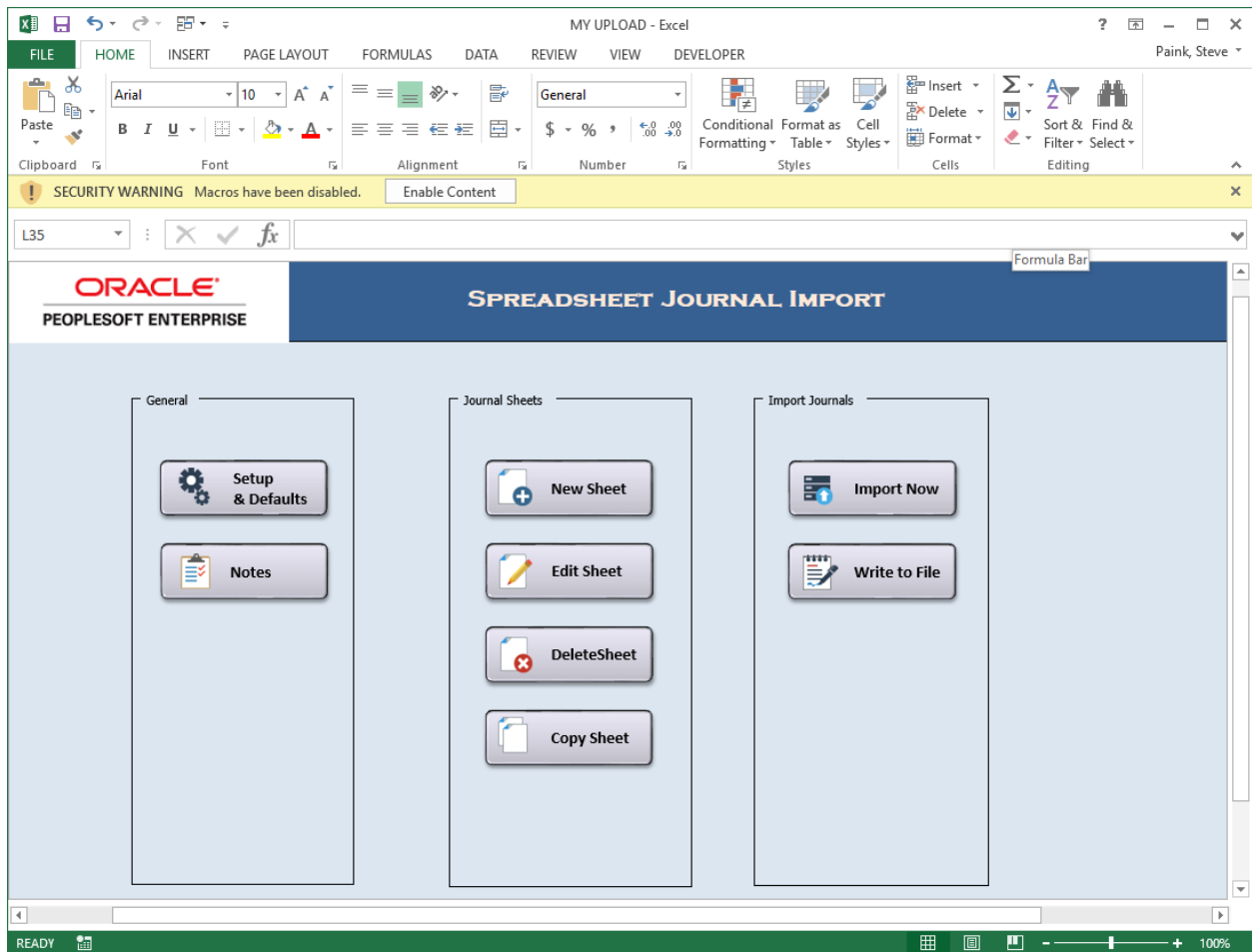
**NOTE:** The template can be copied directly from Windows Explorer as well.

## USING THE SPREADSHEET JOURNAL

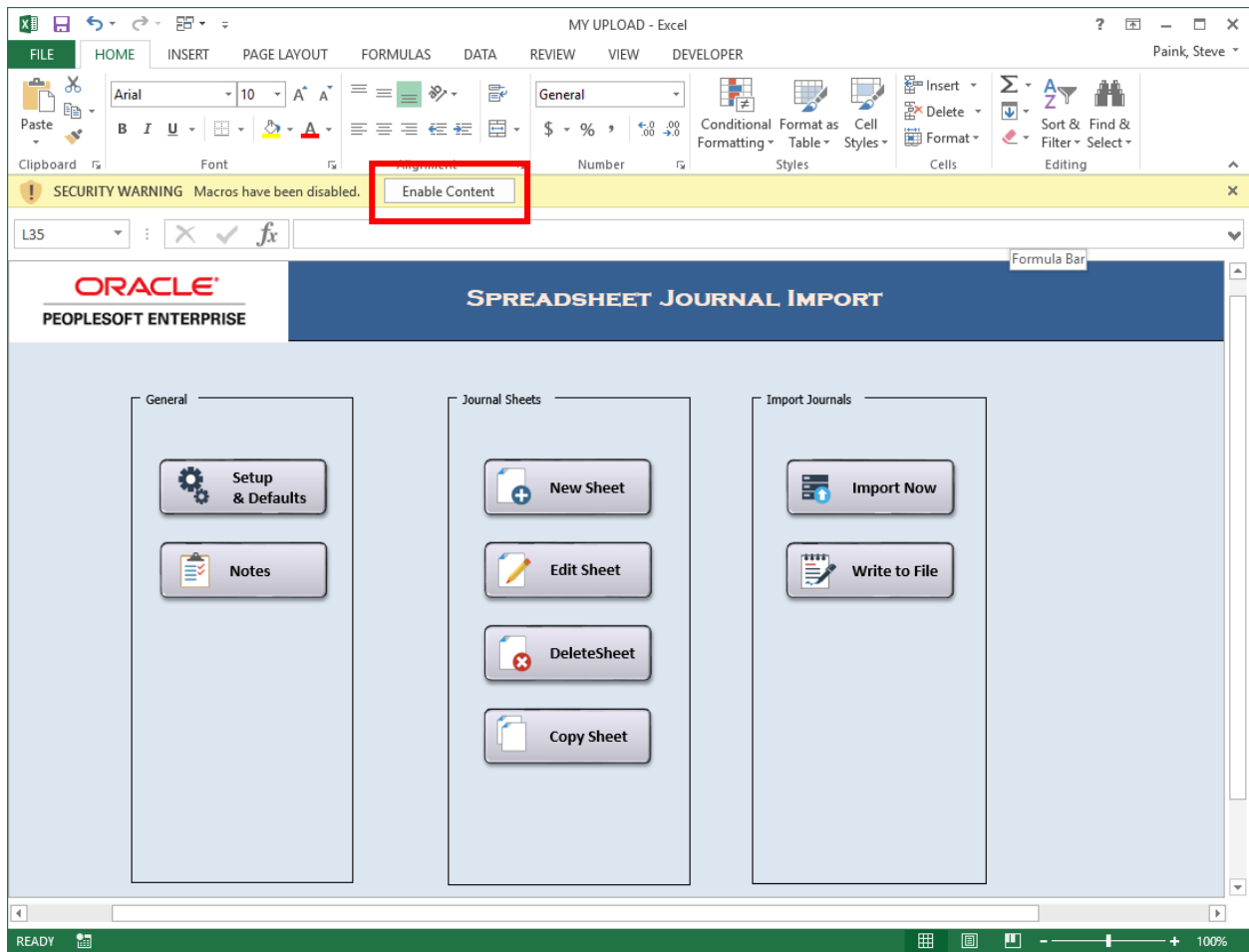
### Initial Spreadsheet Tasks

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.



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

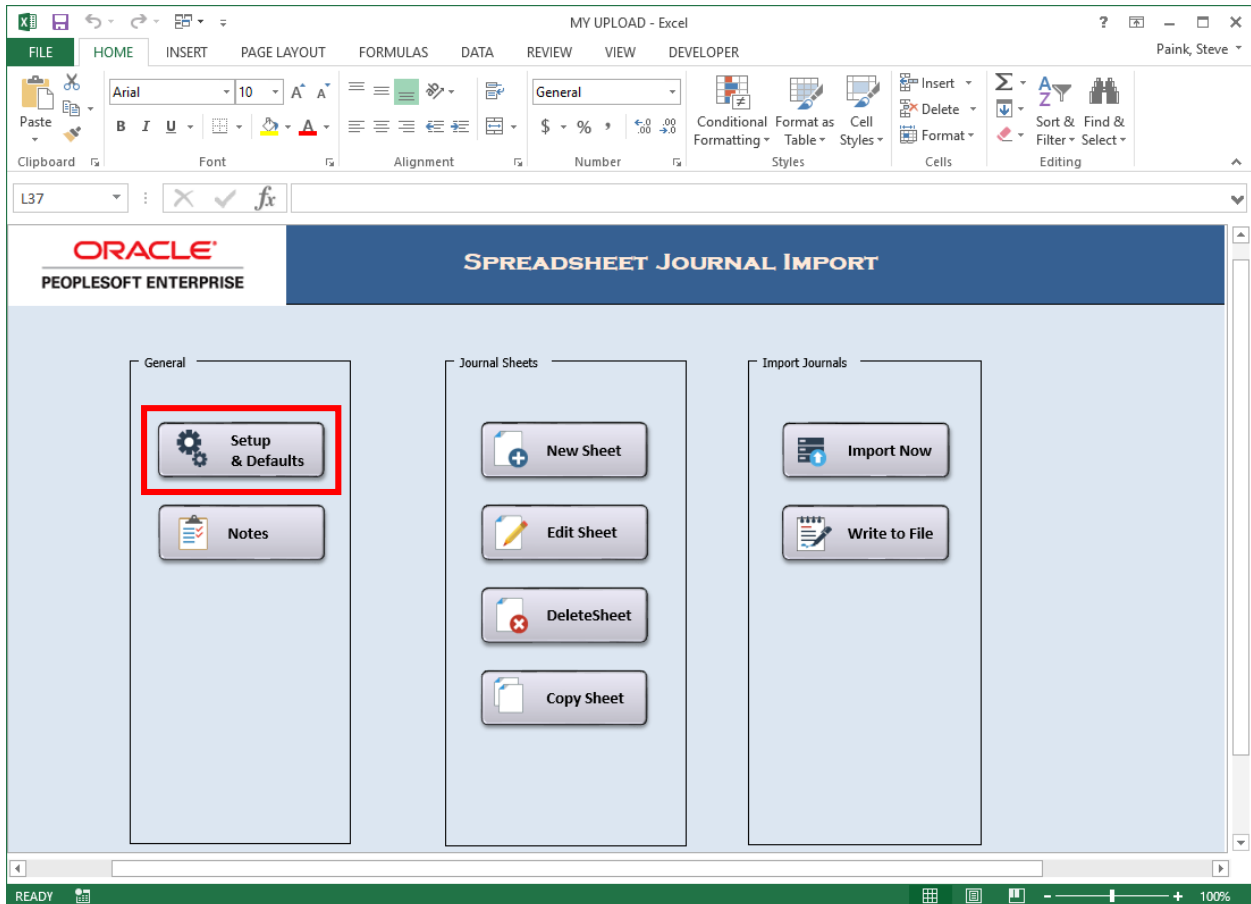


## Configuring the Spreadsheet for Usage

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.

**STEP 1:** Click the Setup & Defaults button.





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

- Business Unit
- Date
- Ledger Group
- Source

NOTE: All other field defaults **should not** be changed.

Define Options and Defaults

Header Defaults

Business Unit:

Date:

Ledger Group:

Source:

User ID:

Enable Multibook

AutoGen Lines

General Options

Language:

Edit Journal(s)

Submit Journal(s) for Approval

Message Options

Log Error Message only

Log Successful and Error Message

Display Messages Online

Document Sequencing

Enable Document Sequencing

Default Document Type:

Online Import Control

Address:

Database:

After successful import

Change import status to Do Not Import

Keep import status as Import

Skip if Journal already exists

Skip if Journal has error

OK

Cancel

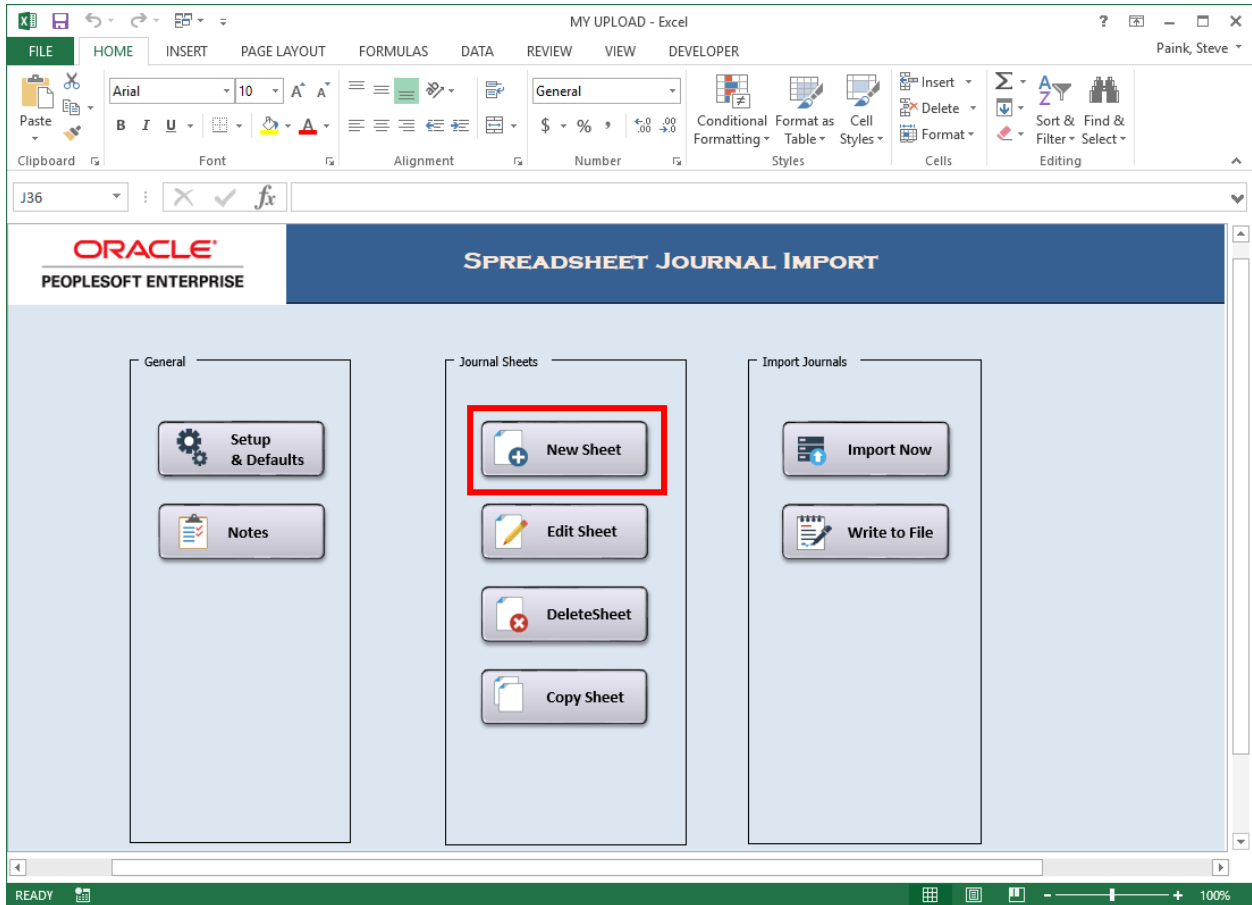
Configure

STEP 3: Click OK.

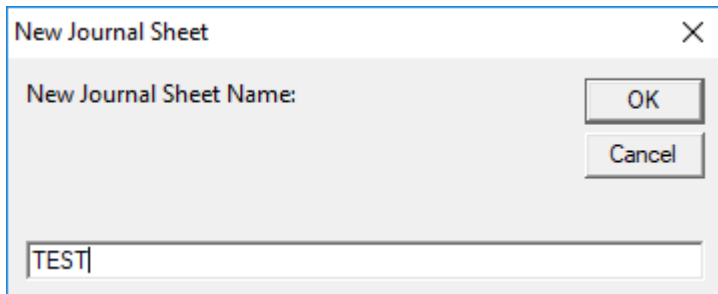
## Adding a New Journal Worksheet

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.

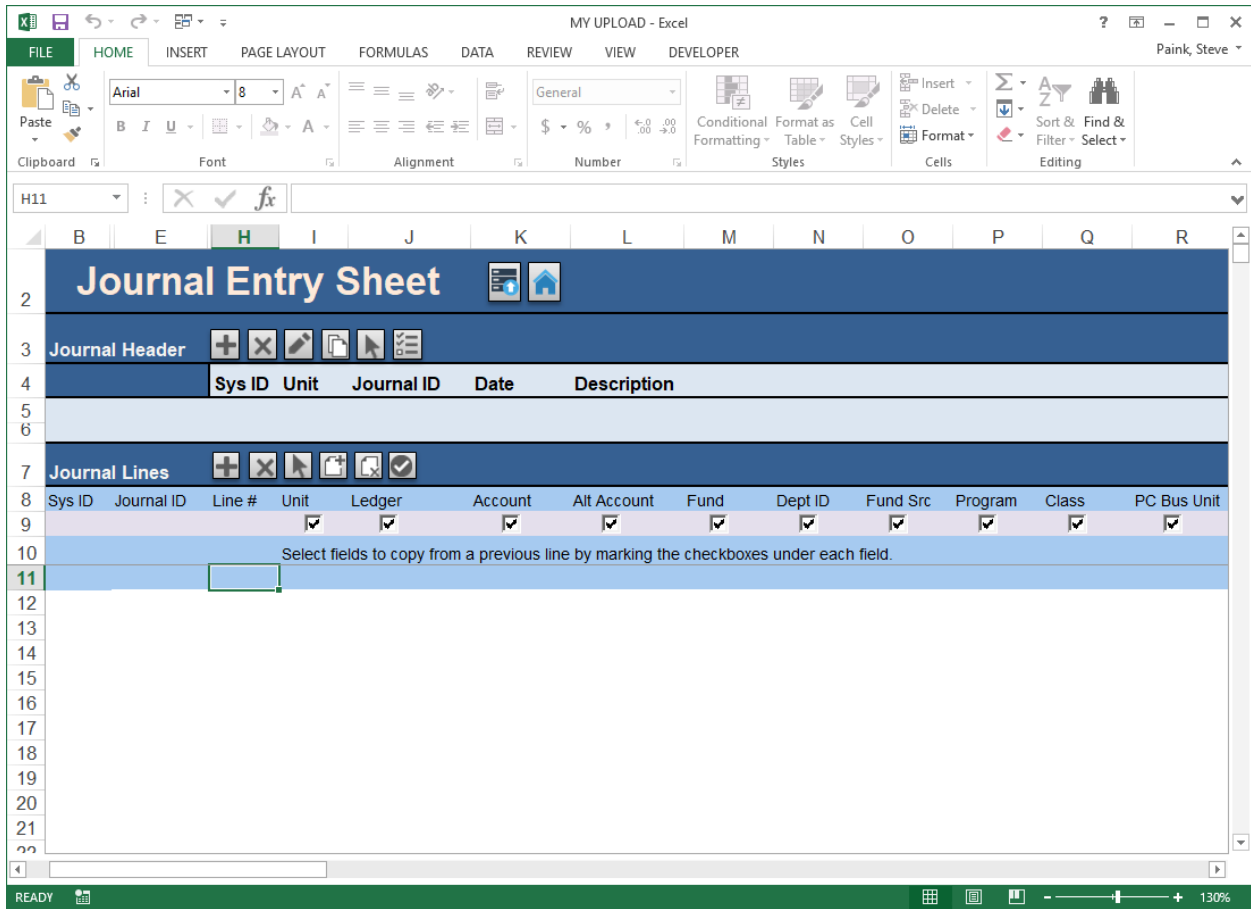
**STEP 1:** Click the New Sheet button.




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



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**     


 Add 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

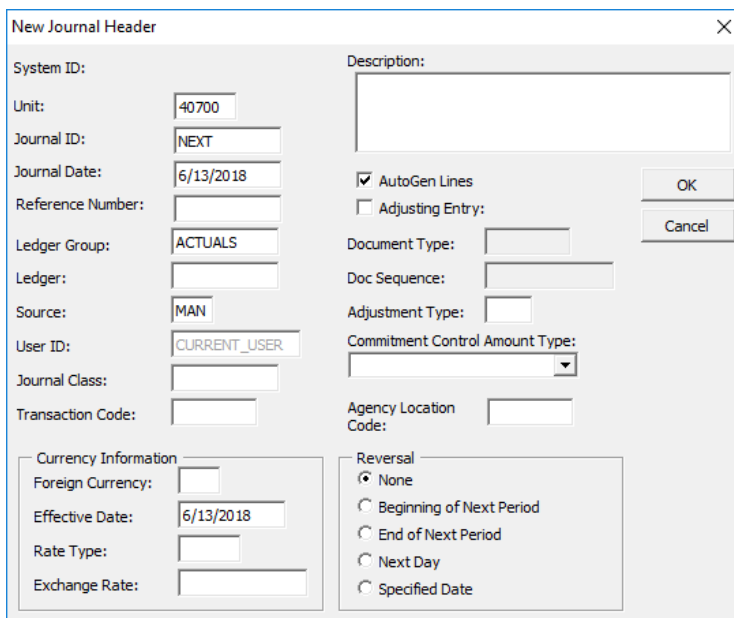
 Insert Multiple Lines

 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

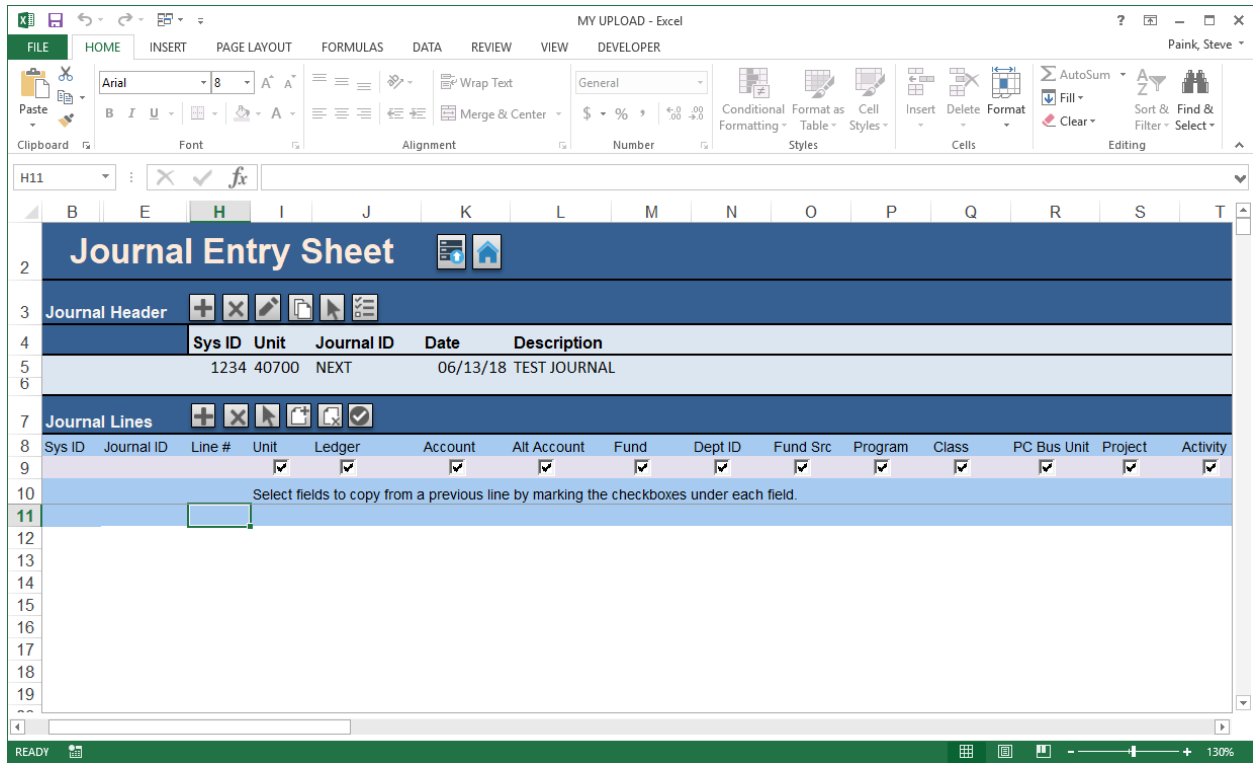



The "New Journal Header" dialog box contains the following fields and options:


- System ID: [ ]
- Unit: [40700]
- Journal ID: [NEXT]
- Journal Date: [6/13/2018]
- Reference Number: [ ]
- Ledger Group: [ACTUALS]
- Ledger: [ ]
- Source: [MAN]
- User ID: [CURRENT\_USER]
- Journal Class: [ ]
- Transaction Code: [ ]
- Description: [ ]
- AutoGen Lines
- Adjusting Entry:
- Document Type: [ ]
- Doc Sequence: [ ]
- Adjustment Type: [ ]
- Commitment Control Amount Type: [ ]
- Agency Location Code: [ ]
- Reversal:
  - None
  - Beginning of Next Period
  - End of Next Period
  - Next Day
  - Specified Date
- Currency Information:
  - Foreign Currency: [ ]
  - Effective Date: [6/13/2018]
  - Rate Type: [ ]
  - Exchange Rate: [ ]

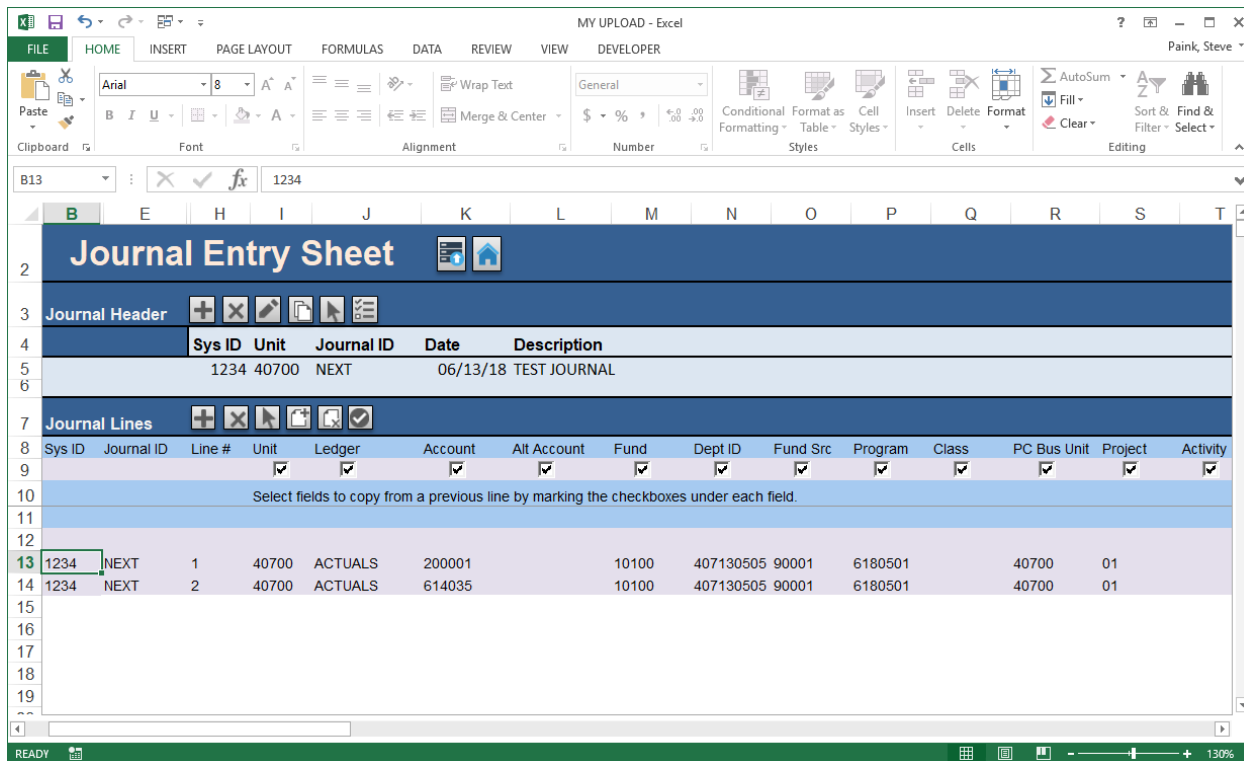
Buttons: OK, Cancel

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

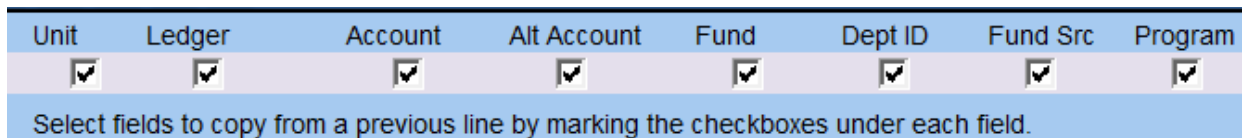



**STEP 5:** Click the  Add a journal line button (cell H7).

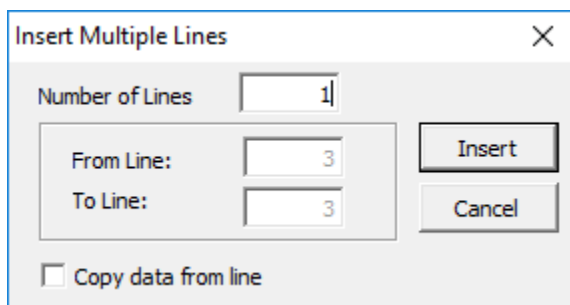
**STEP 6:** Enter the data for the line and click the  Add a journal line button (cell H7) to add additional lines for the journal. Populate each line added with data.




**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.



**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.



**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:

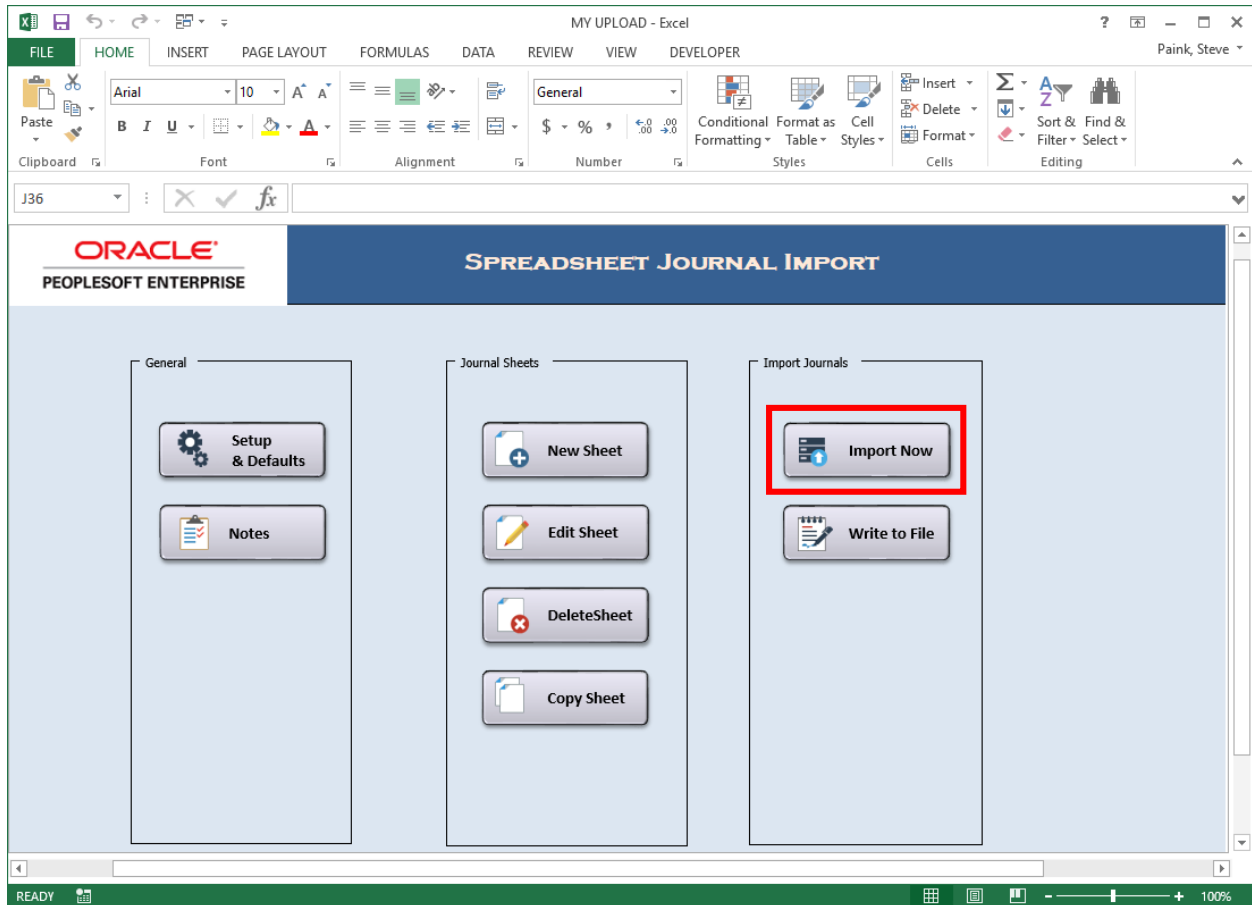
Option 1 – Import Now

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.

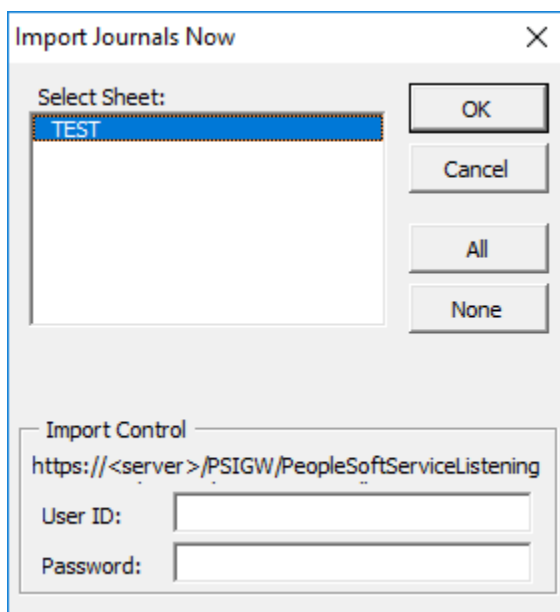


**STEP 2:** The following will be needed to proceed with importing your journal:

- 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:

TEST

OK

Cancel

All

None

Import Control

https://<server>/PSIGW/PeopleSoftServiceListening

User ID:

Password:

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

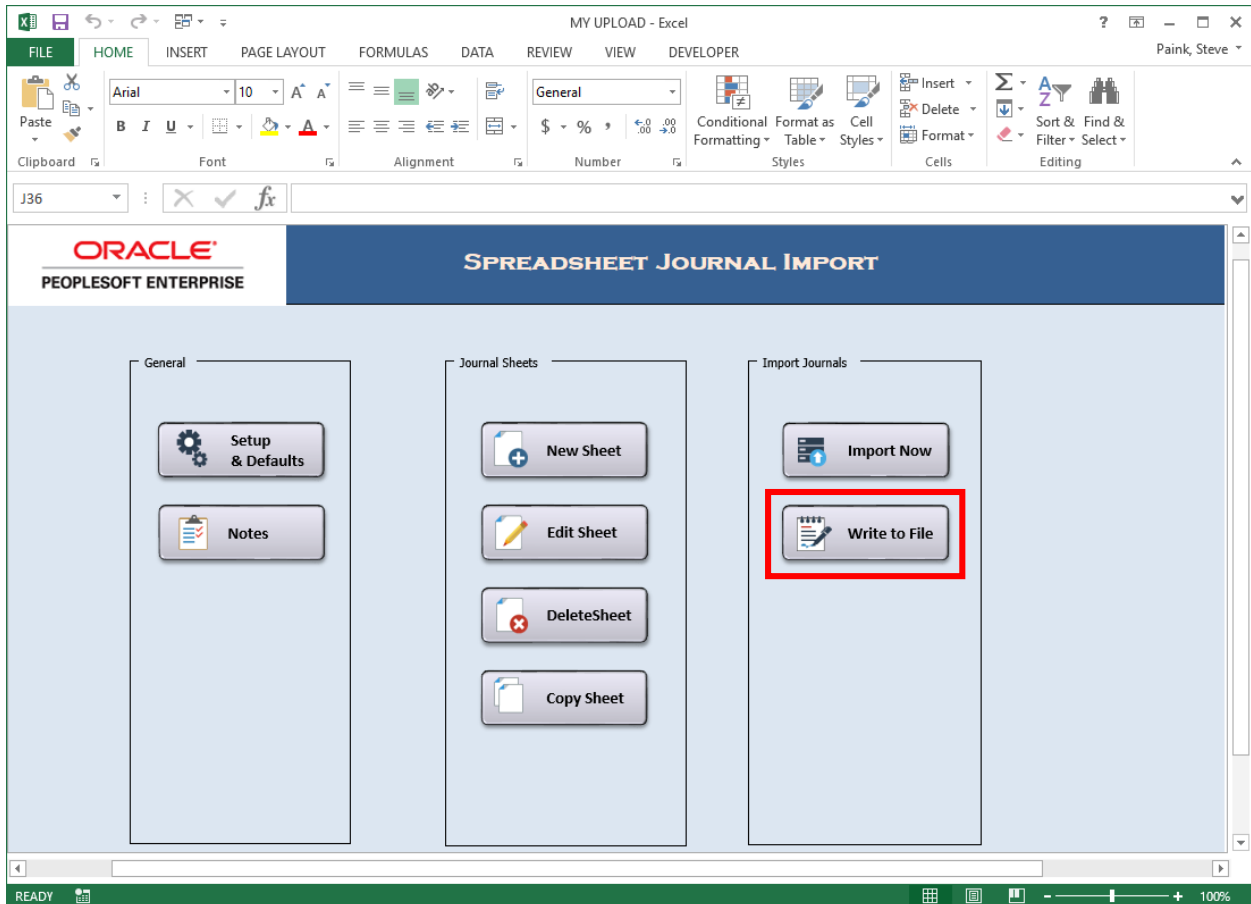
You will receive a message noting the journal(s) imported successfully along with the journal id. You can now view your journal(s) in PeopleSoft General Ledger.



## 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.

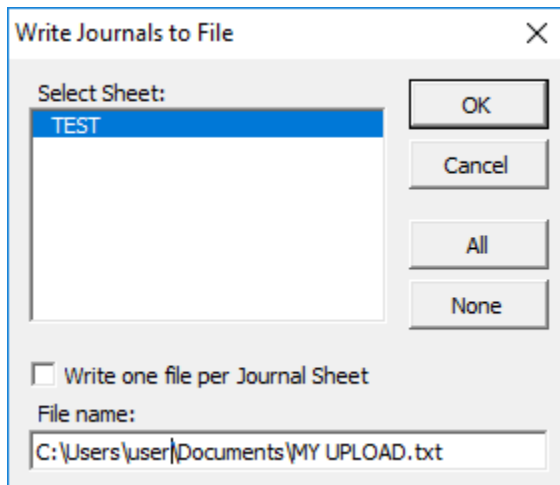
**STEP 1:** From the control page, click the Write to File button.



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.

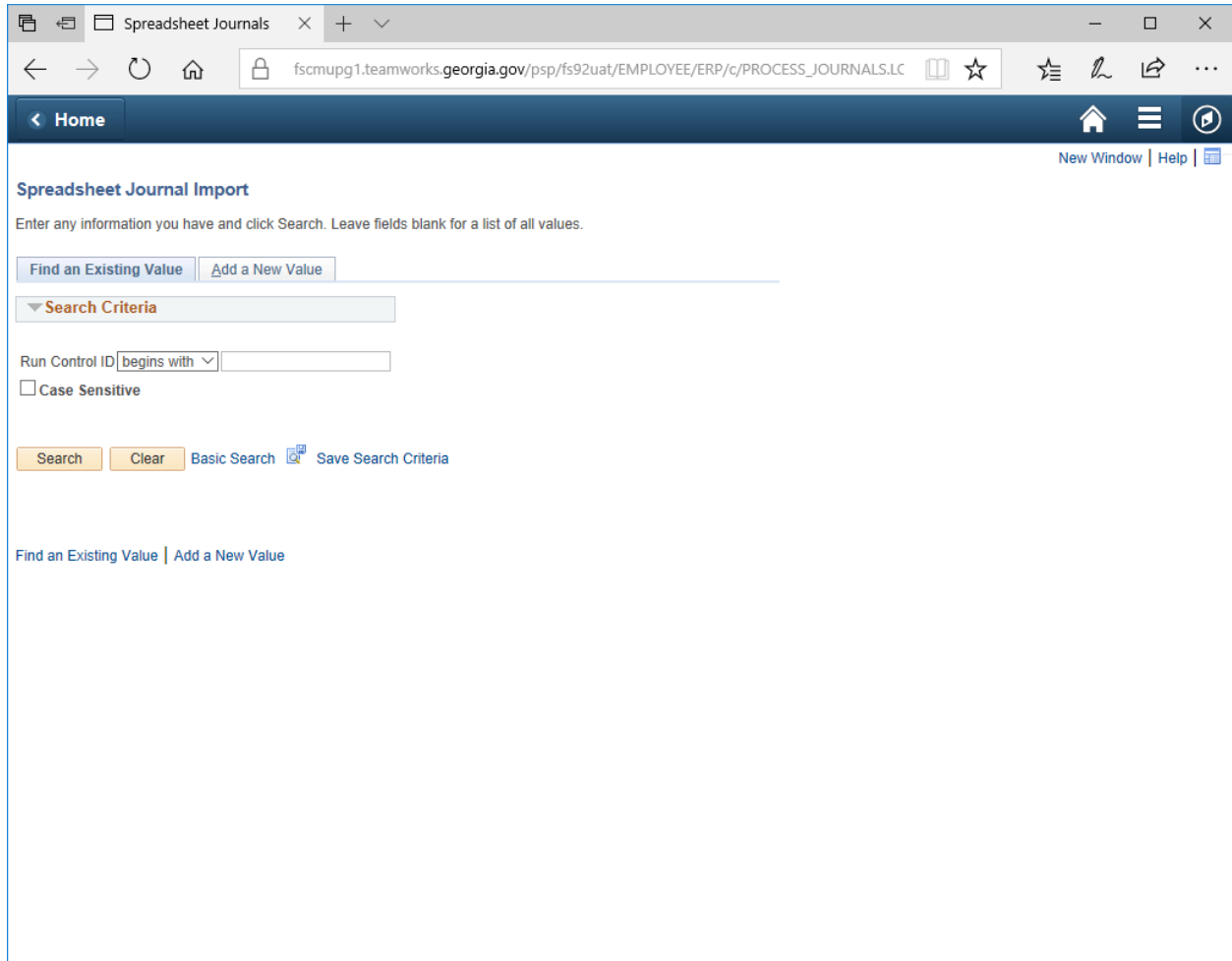
NOTE: If you want to write multiple journals to the file, you could select the ALL button to load the journal sheets in the list. You could also hold down the shift or ctrl key on your keyboard and select multiple journal sheets.



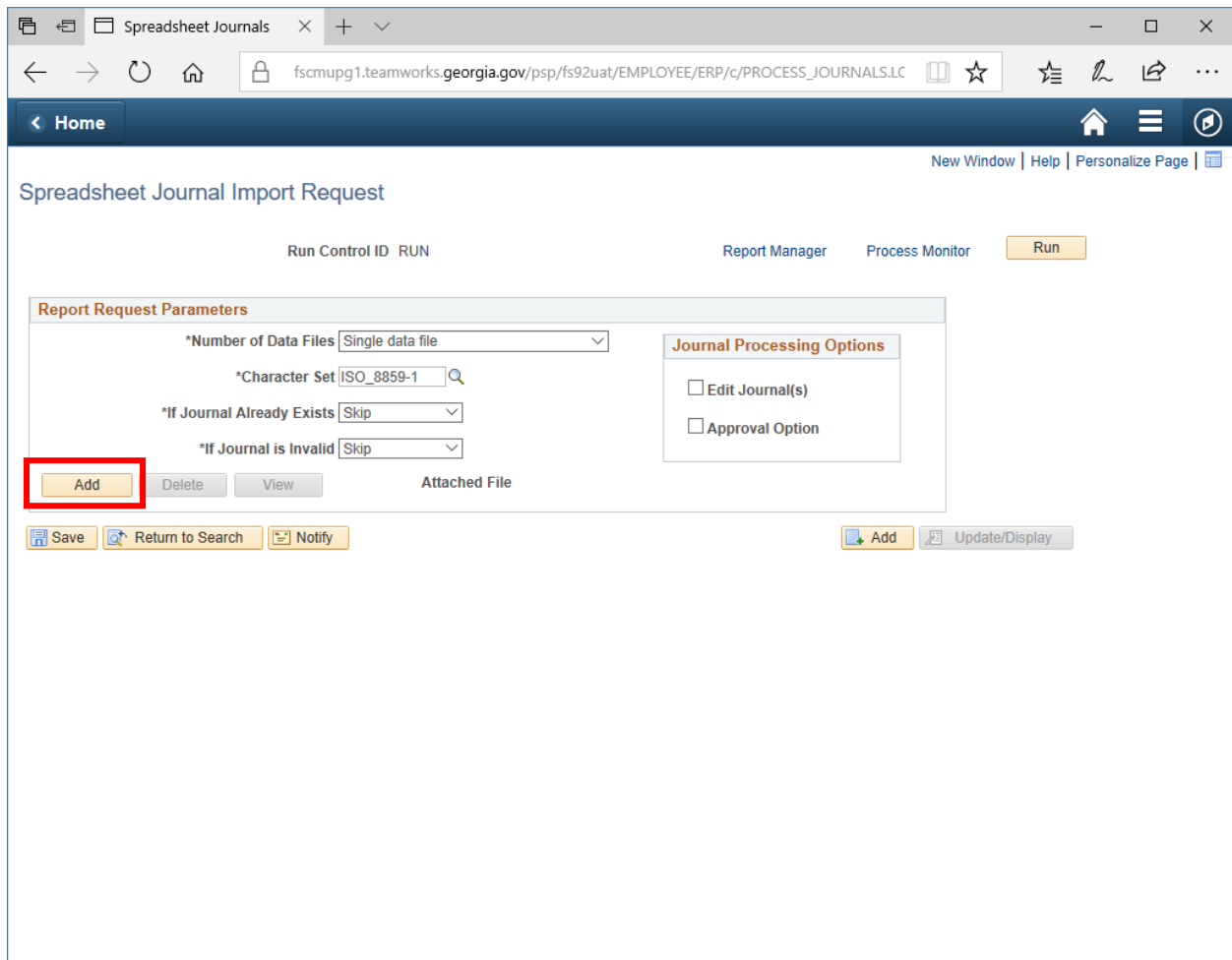
STEP 3: Click OK to create the journal file(s).

**STEP 4:** Run the Spreadsheet Load process from within PeopleSoft.

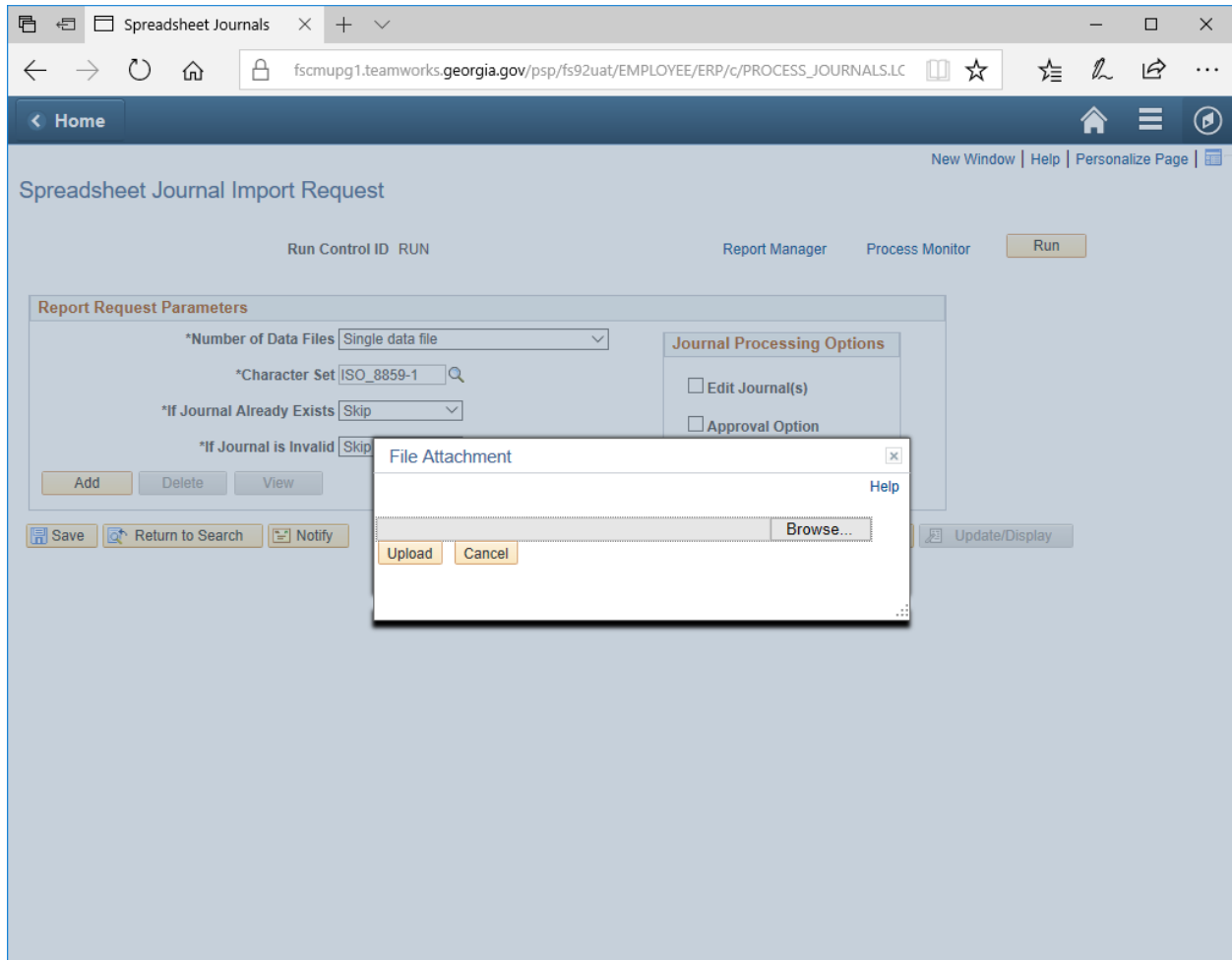
**Navigation:** General Ledger > Journals > Import Journals > Spreadsheet Journals



**STEP 5:** Add the journal file that you want to load by clicking the ADD button.



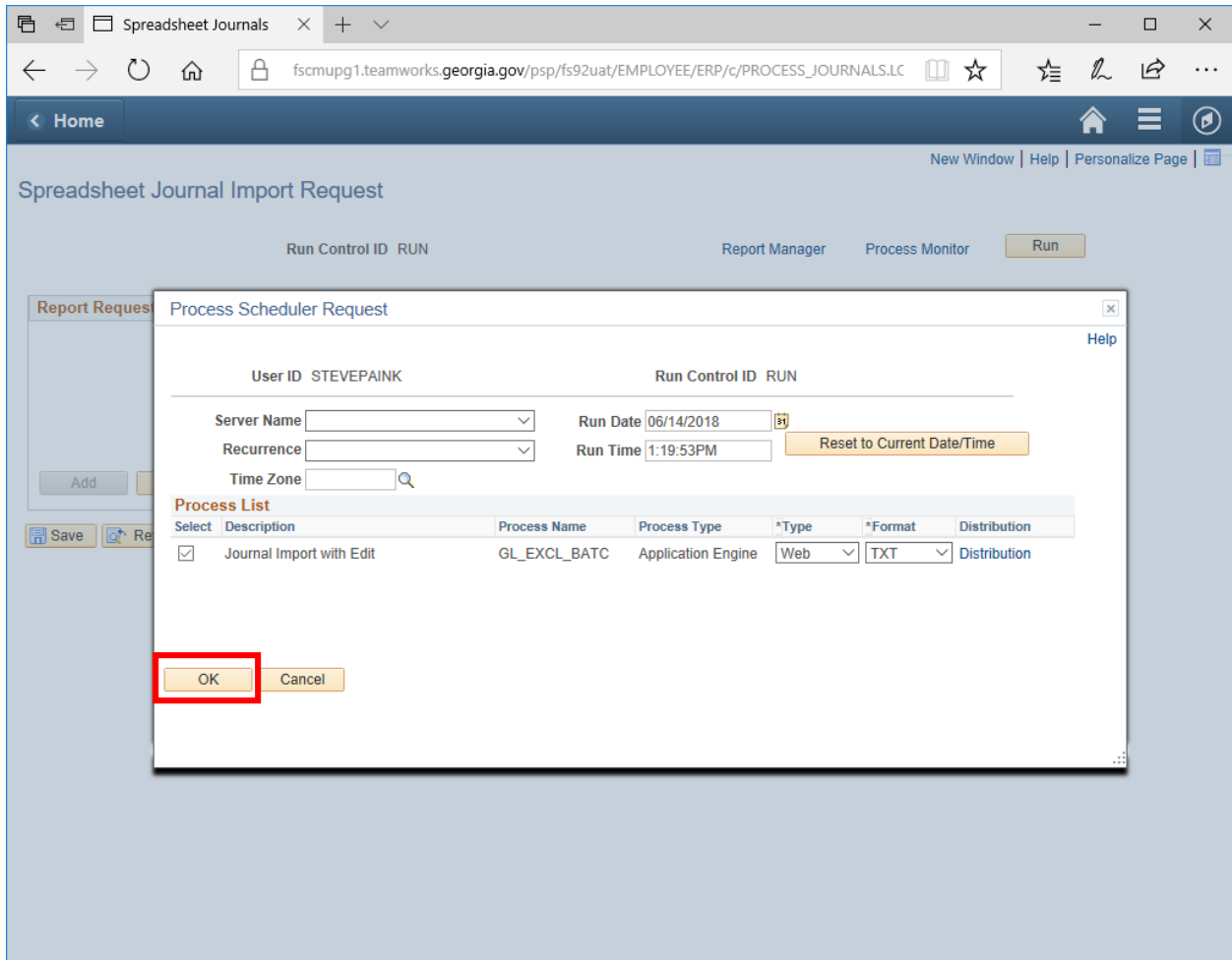
**STEP 6:** Browse to find the file then click **UPLOAD** to load the file to the run control page.



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

The screenshot shows a web browser window with the address bar displaying `fscmupg1.teamworks.georgia.gov/psp/fs92uat/EMPLOYEE/ERP/c/PROCESS_JOURNALS.LC`. The page title is "Spreadsheet Journal Import Request". At the top right, there are navigation links for "New Window", "Help", and "Personalize Page". Below the title, there are tabs for "Run Control ID RUN", "Report Manager", and "Process Monitor". A yellow "Run" button is highlighted with a red rectangle. The main content area is titled "Report Request Parameters" and contains several input fields: "\*Number of Data Files" (set to "Single data file"), "\*Character Set" (set to "ISO\_8859-1"), "\*If Journal Already Exists" (set to "Skip"), and "\*If Journal is Invalid" (set to "Skip"). To the right of these fields is a "Journal Processing Options" section with two checkboxes: "Edit Journal(s)" and "Approval Option". Below the parameters section are buttons for "Add", "Delete", and "View", and an "Attached File" section showing "MY\_UPLOAD.txt". At the bottom of the page, there are buttons for "Save", "Return to Search", "Notify", "Add", and "Update/Display".

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



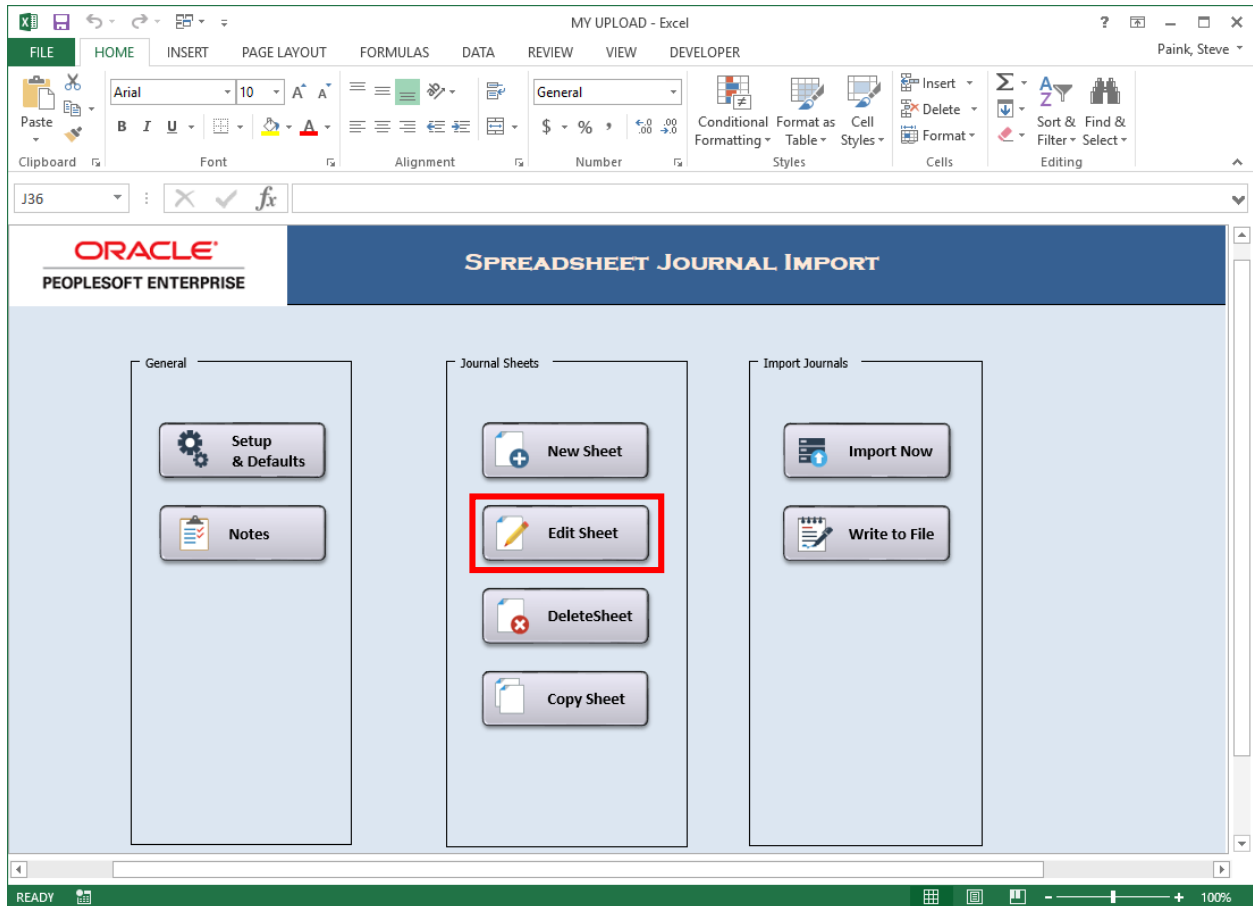
**STEP 9:** Click the Process Monitor link to view the status of the process. Once the process runs to "Success" you may view your journals in PeopleSoft General Ledger.

## ADDITIONAL SPREADSHEET FUNCTIONALITY

### Edit Sheet

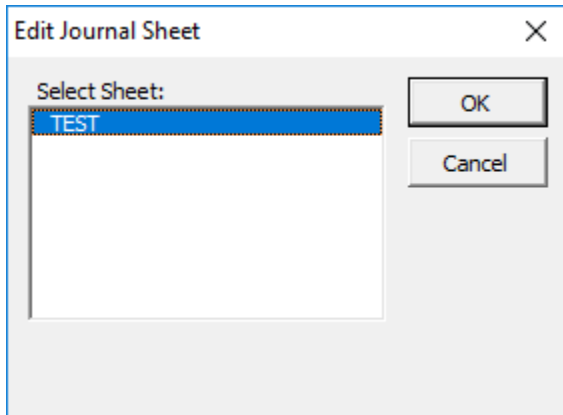
Use the Edit Sheet button if you need to edit a journal sheet in the workbook.

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

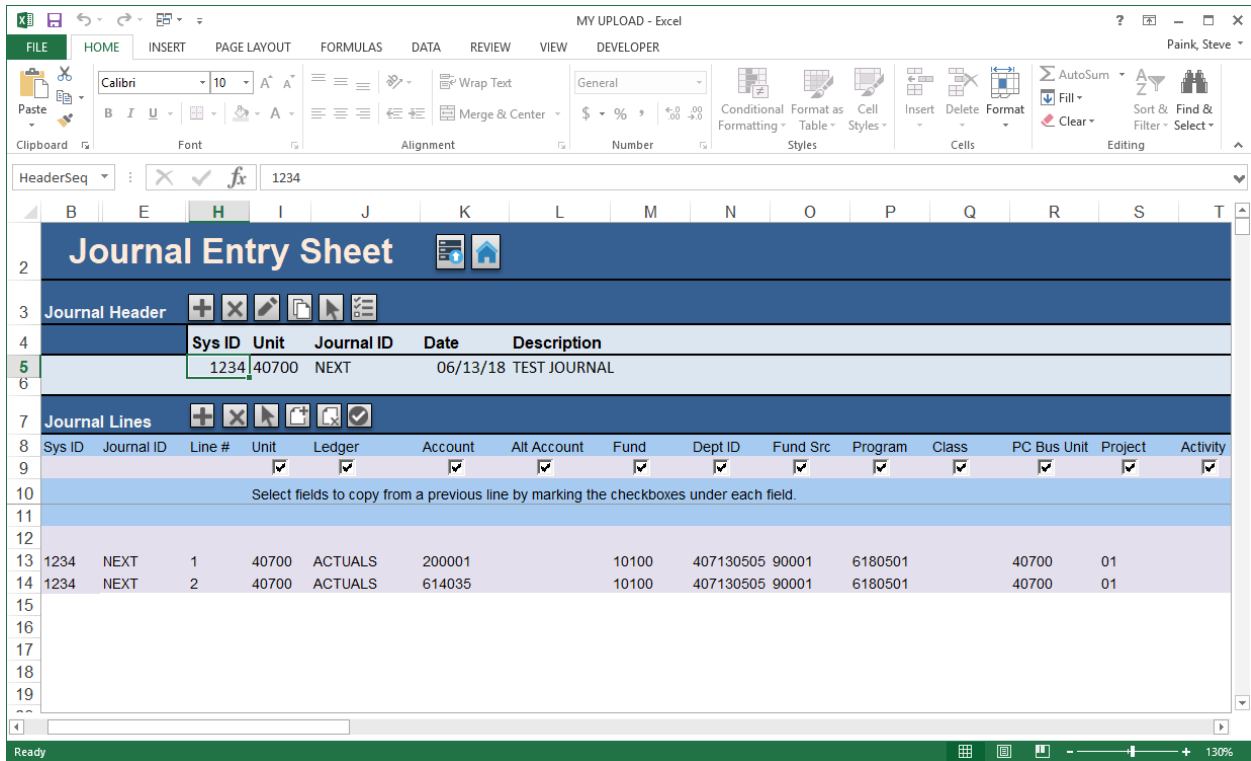




**STEP 2:** Select the sheet to edit and click OK.



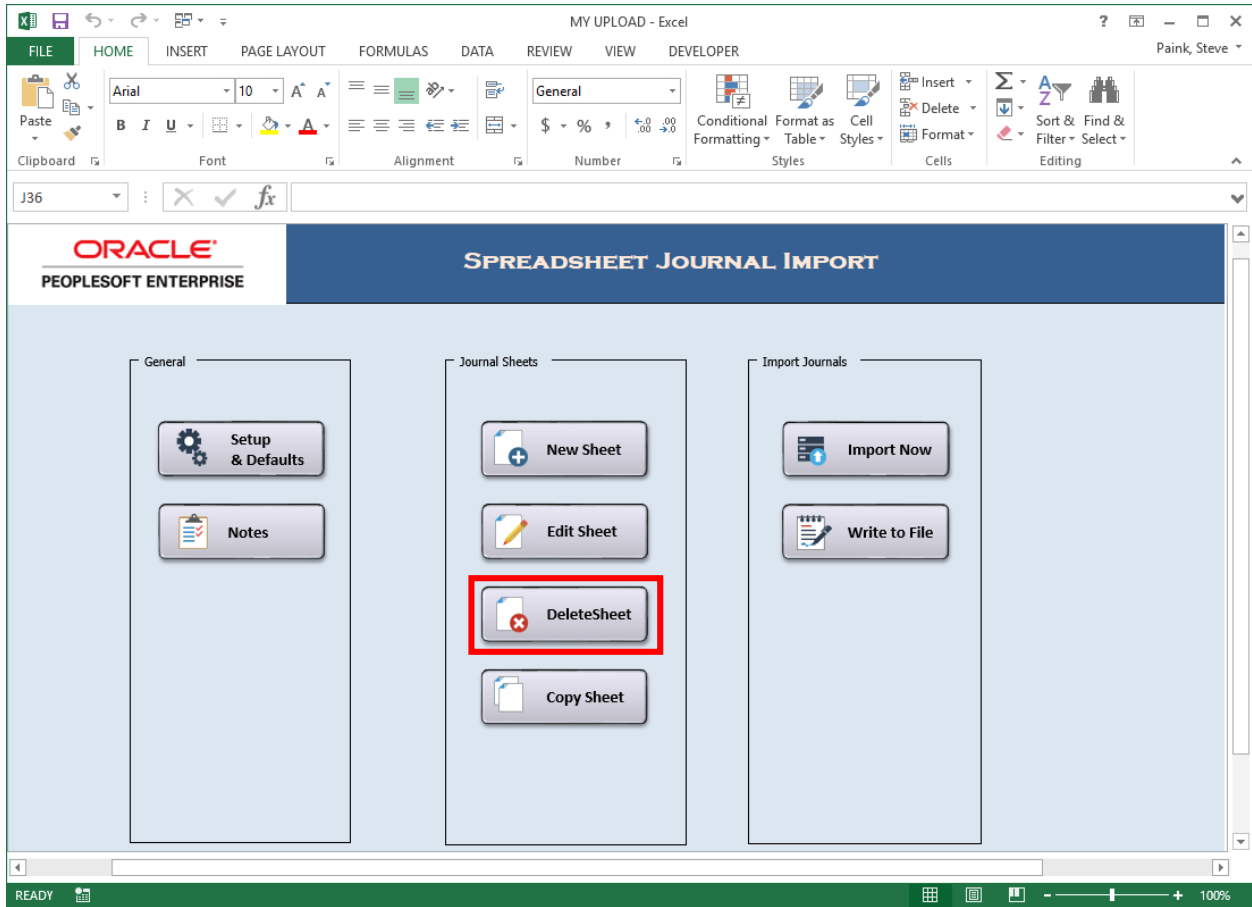
**STEP 3:** Make the necessary updates to the journal.



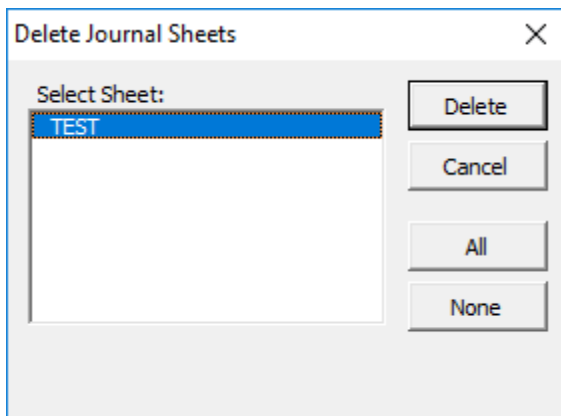
## Delete Sheet

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

**STEP 1:** Click the Delete Sheet button.



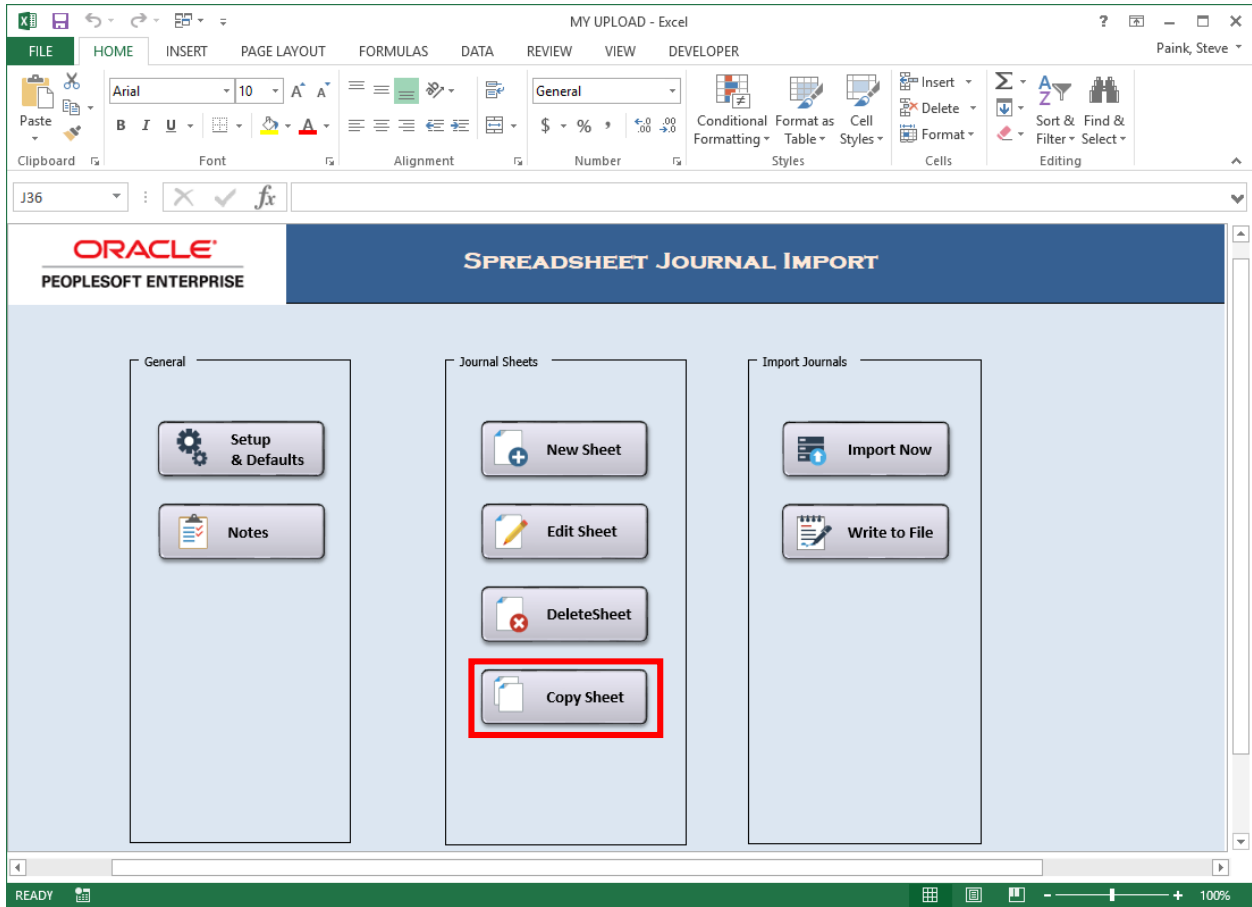
**STEP 2:** Select the sheet you want to delete and click OK.



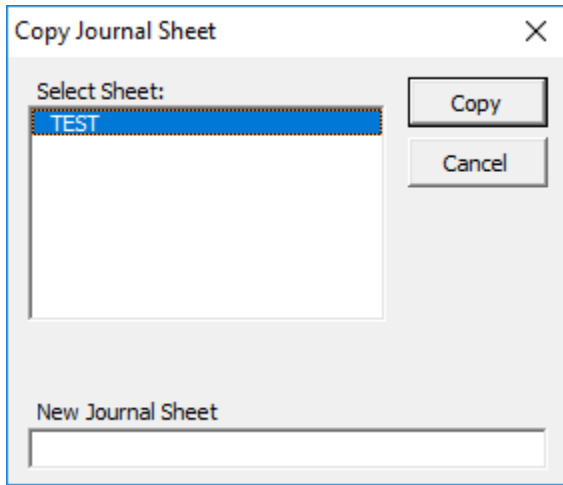
## Copy Sheet

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

**STEP 1:** Click the Copy Sheet button.



**STEP 2:** Select the sheet you want to copy.



**STEP 3:** 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.

