

**STATE OF GEORGIA
General Ledger**

SAO End-User Training

GENERAL LEDGER SPREADSHEET JOURNAL UPLOAD TEMPLATE – 9.1

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC
SECTOR 9.1

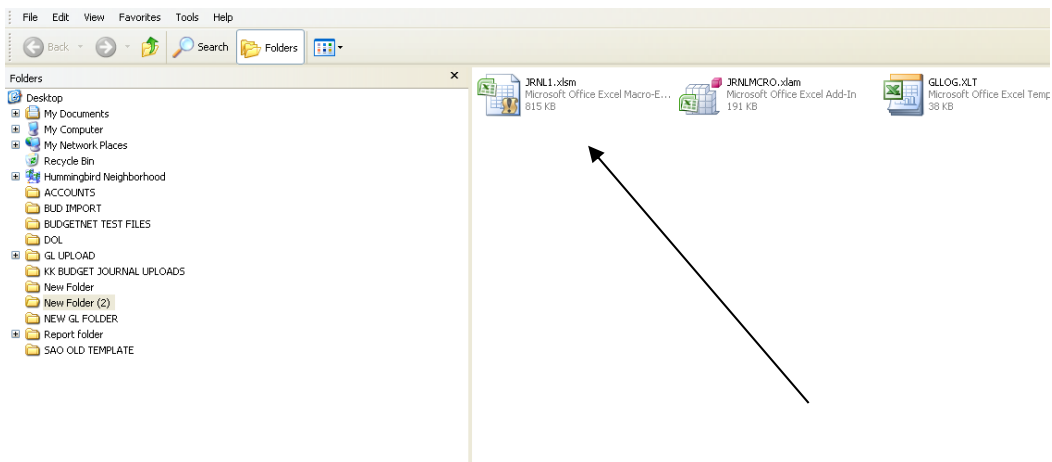
PEOPLESOFT GENERAL LEDGER

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A. Opening Spreadsheet Journal Template

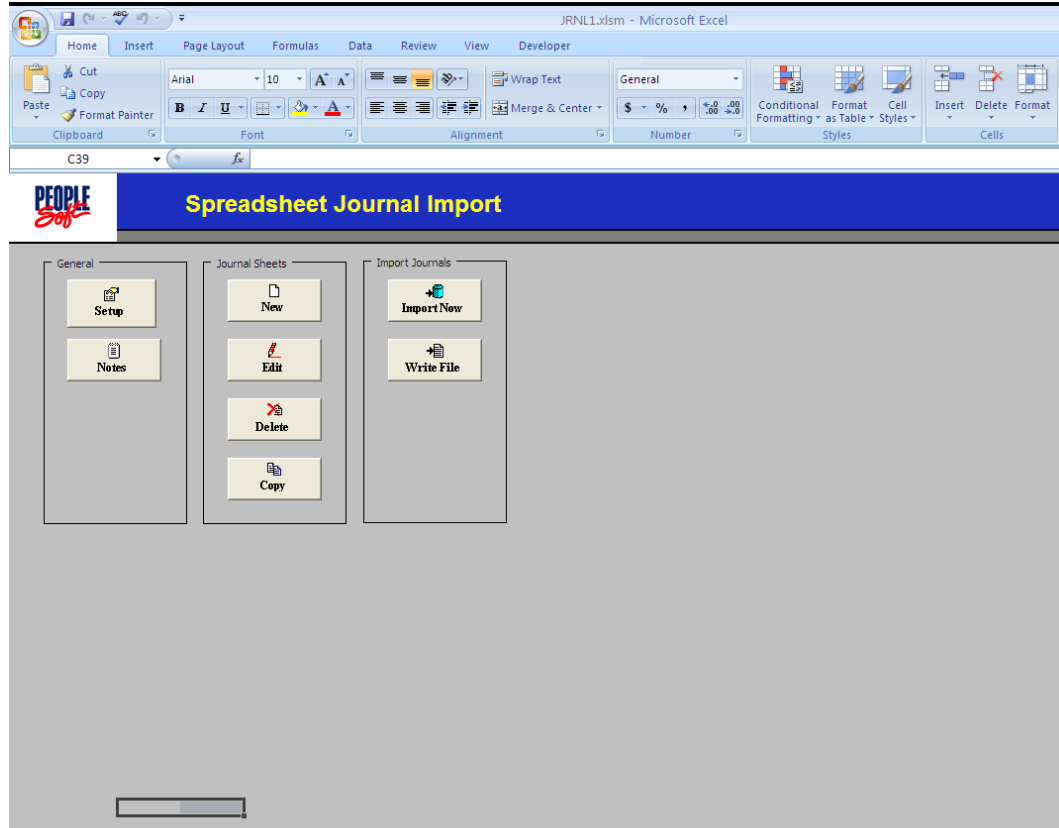
- Navigate:** Start⇒Programs⇒Accessories⇒Windows Explorer
Select: C:\ Drive⇒GL Upload 9.1
Double Click: JRNL1 SAO Version.xlsm

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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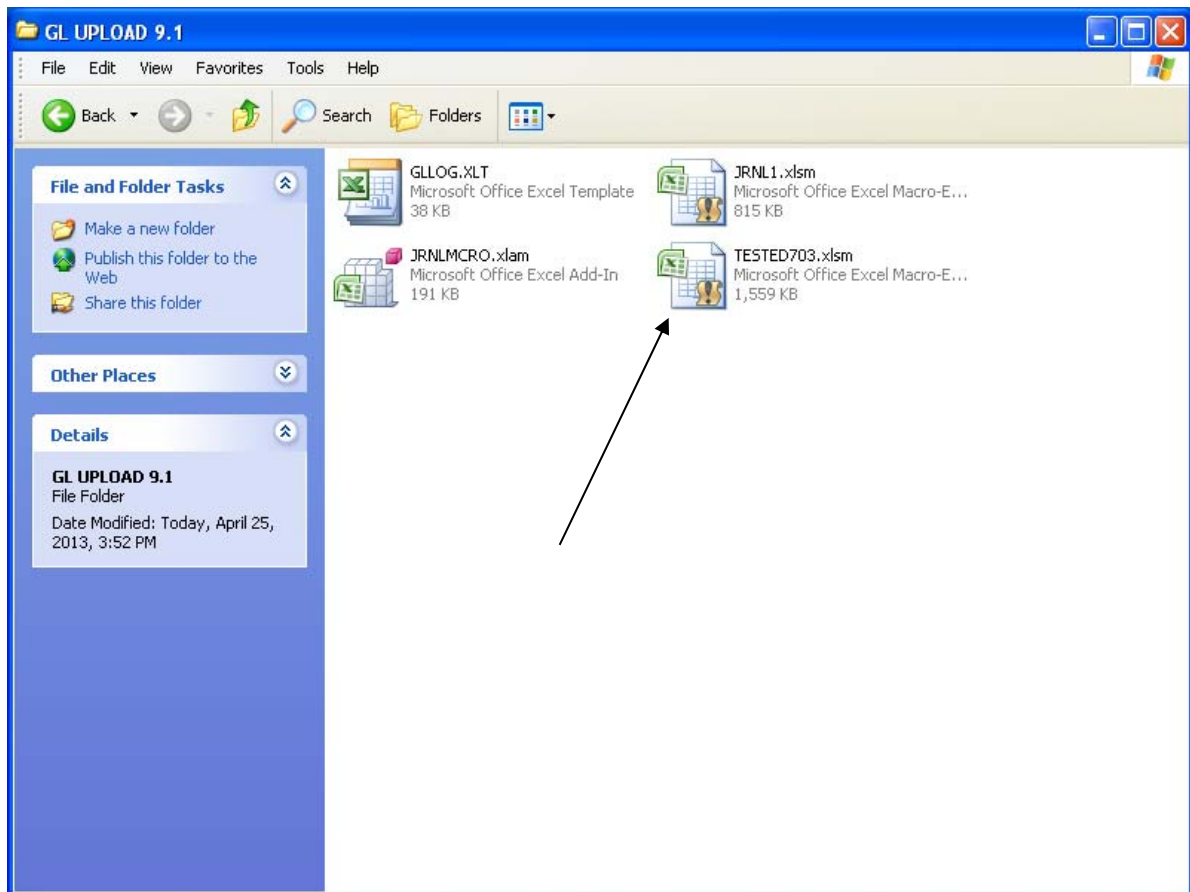
The Template will open to this sheet.



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Navigate: File⇒Save As
Save in: C:\GL Upload 9.1
File name: Assign a name.

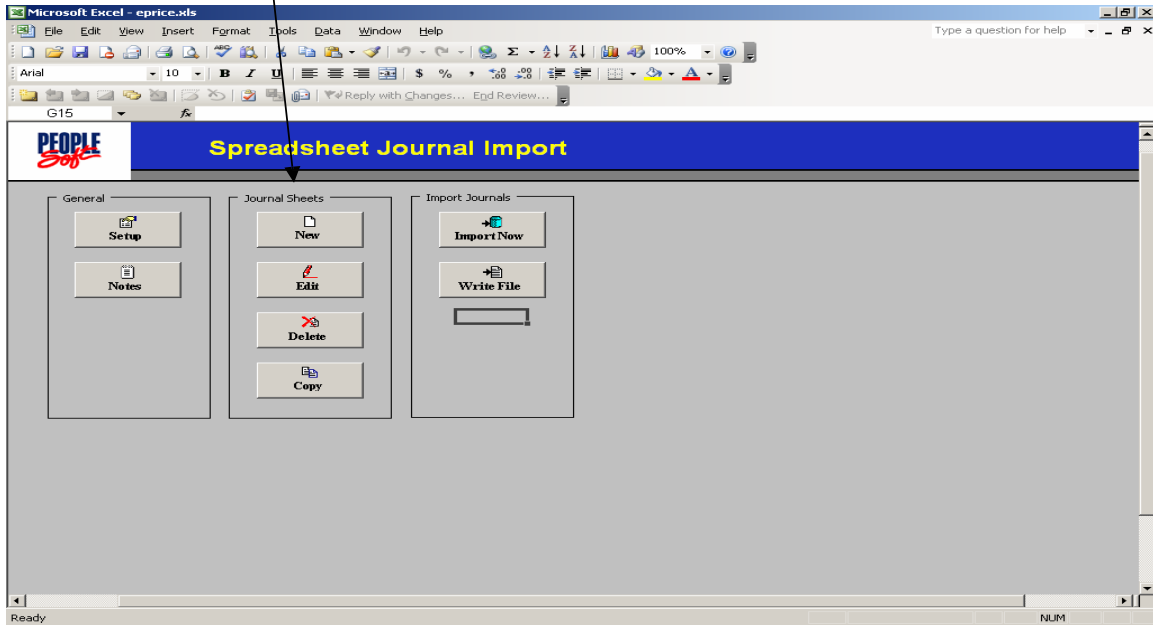
NOTE: Always rename your template at this point. Do not copy over the original template. This will allow users the ability to re-use the Spreadsheet Template as necessary.



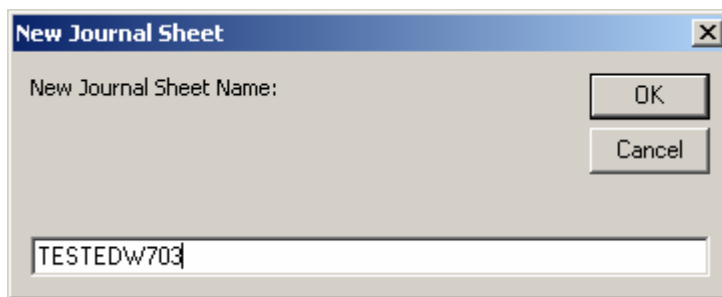
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B. Journal Sheet Options - Add a New Journal Worksheet

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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Create Journal Header (Cont'd)

New Journal Header

System ID: _____

Unit:

Journal ID:

Journal Date:

Reference Number:

Ledger Group:

Ledger:

Source:

User ID:

Journal Class:

Transaction Code:

Description:

AutoGen Lines

Adjusting Entry

Document Type:

Doc Sequence:

Adjustment Type:

Commitment Control Amount Type:

Agency Location Code:

Currency Information

Foreign Currency:

Effective Date:

Rate Type:

Exchange Rate:

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

OK

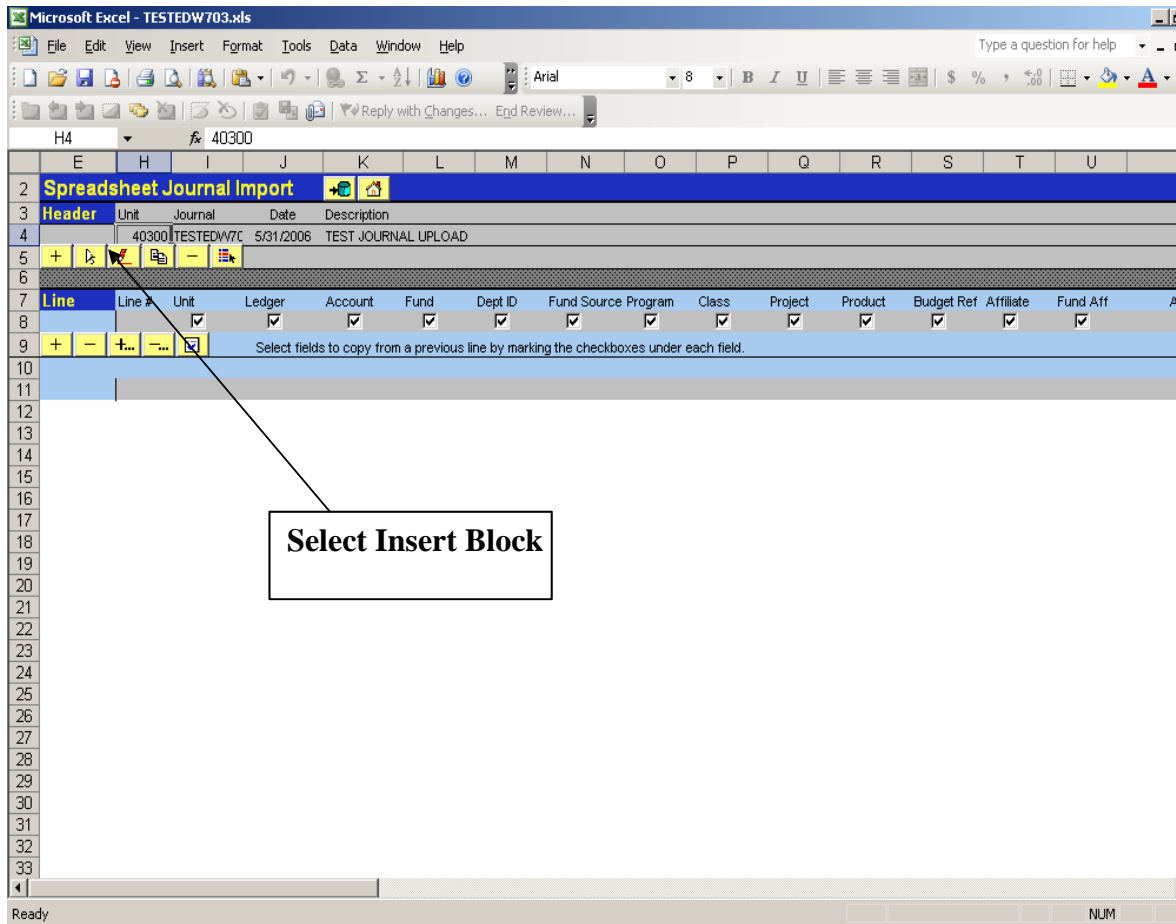
Cancel

- . **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.

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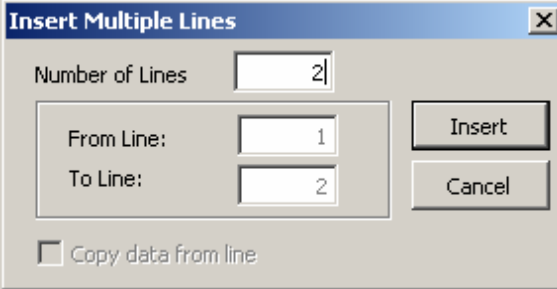
D. Create Journal Lines in Journal Template

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**




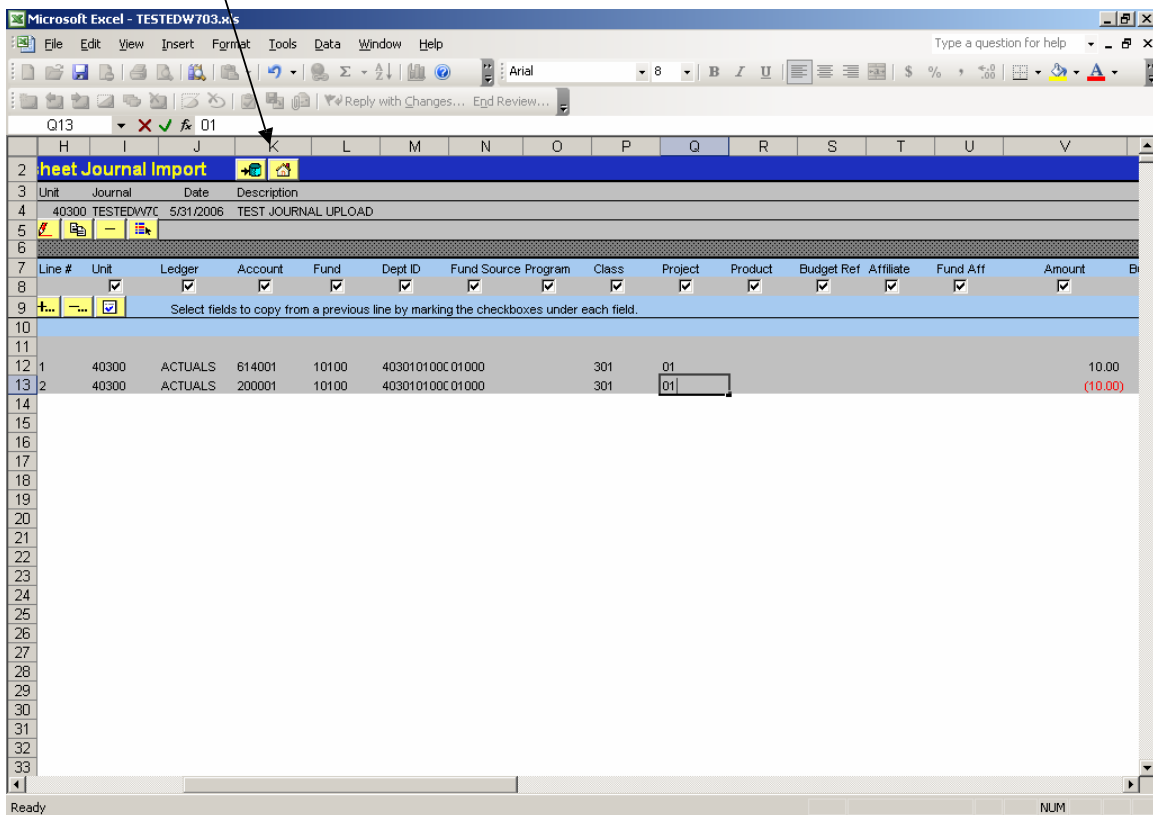
The image shows a dialog box titled "Insert Multiple Lines" with a close button (X) in the top right corner. The dialog box contains the following elements:

- A text input field labeled "Number of Lines" containing the value "2".
- A group box containing two text input fields: "From Line:" with the value "1" and "To Line:" with the value "2".
- Two buttons: "Insert" and "Cancel".
- A checkbox labeled "Copy data from line" which is currently unchecked.

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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



The screenshot shows the 'Sheet Journal Import' panel in Microsoft Excel. The panel includes a table with columns for Unit, Journal, Date, and Description. Below this is a detailed table with columns for Line #, Unit, Ledger, Account, Fund, Dept ID, Fund Source Program, Class, Project, Product, Budget Ref, Affiliate, Fund Aff, and Amount. An arrow points to a home icon in the top right of the panel.

Line #	Unit	Ledger	Account	Fund	Dept ID	Fund Source Program	Class	Project	Product	Budget Ref	Affiliate	Fund Aff	Amount
1	40300	ACTUALS	614001	10100	403010100C	01000	301	01					10.00
2	40300	ACTUALS	200001	10100	403010100C	01000	301	01					(10.00)

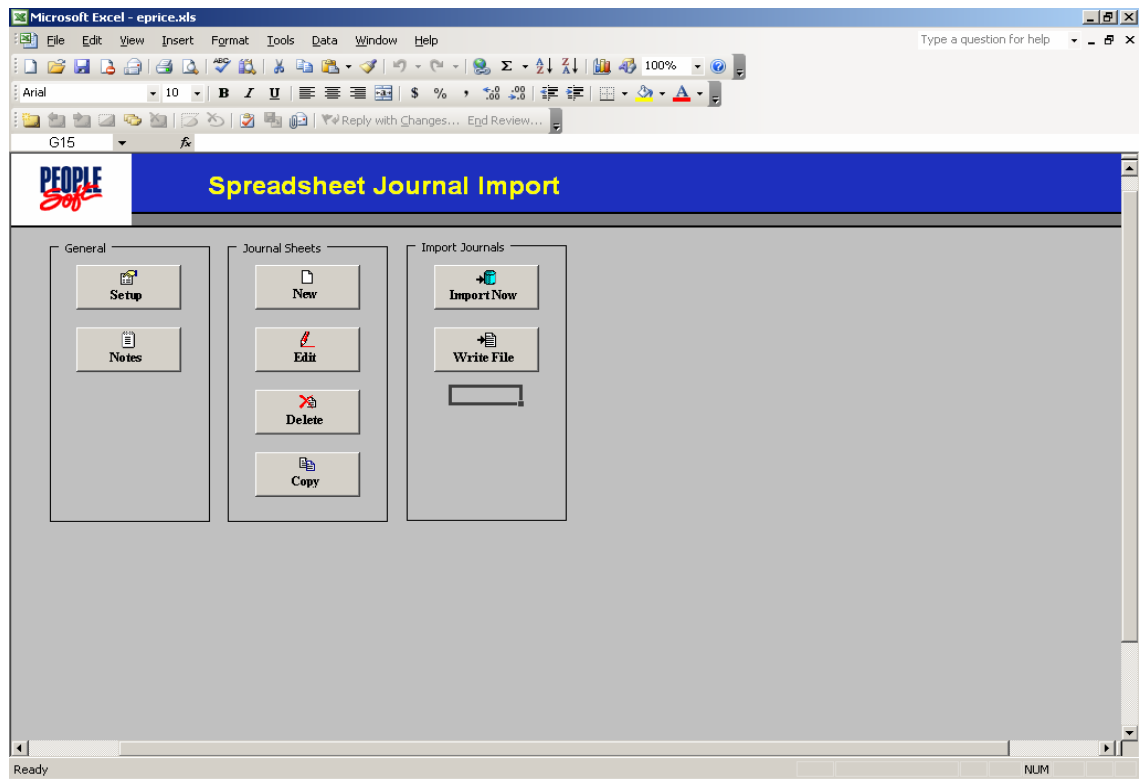
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Once you have completed the journal entry template, the journal must be transferred into PeopleSoft. The two methods are detailed below in sections E and F.

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
JRN10510
OK
Cancel

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

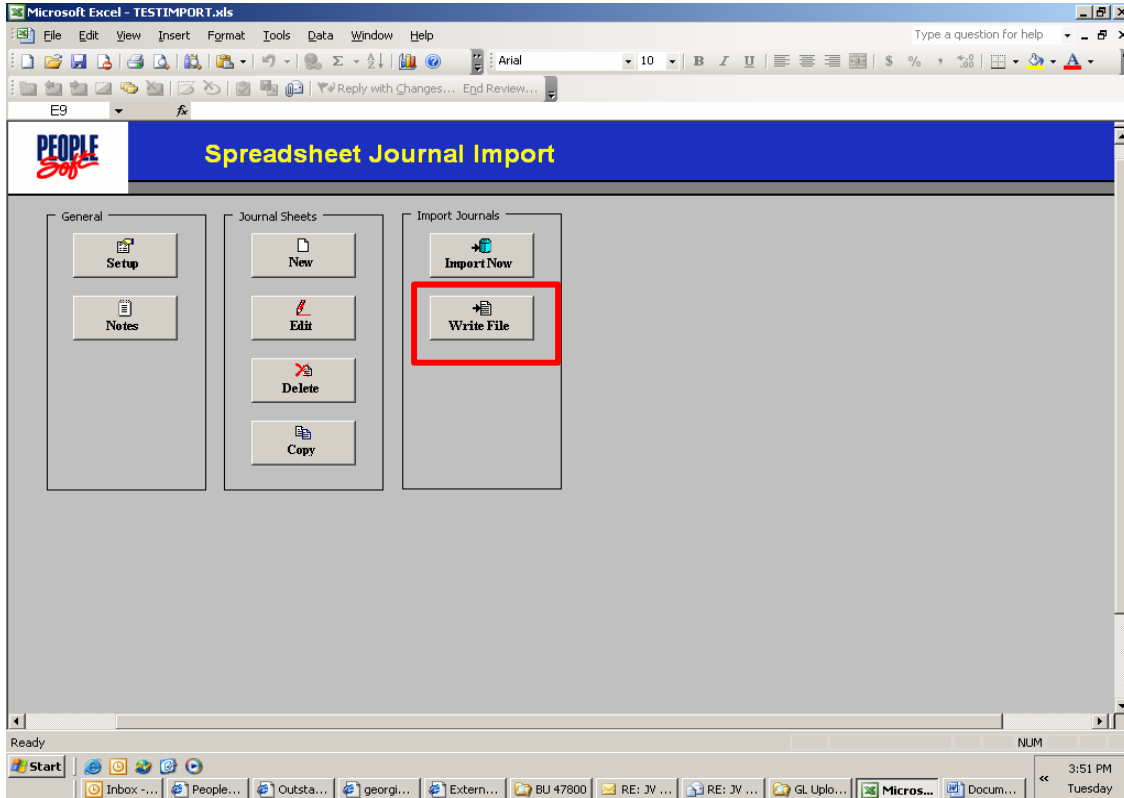
User ID: EDWALKER
Password: *****

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

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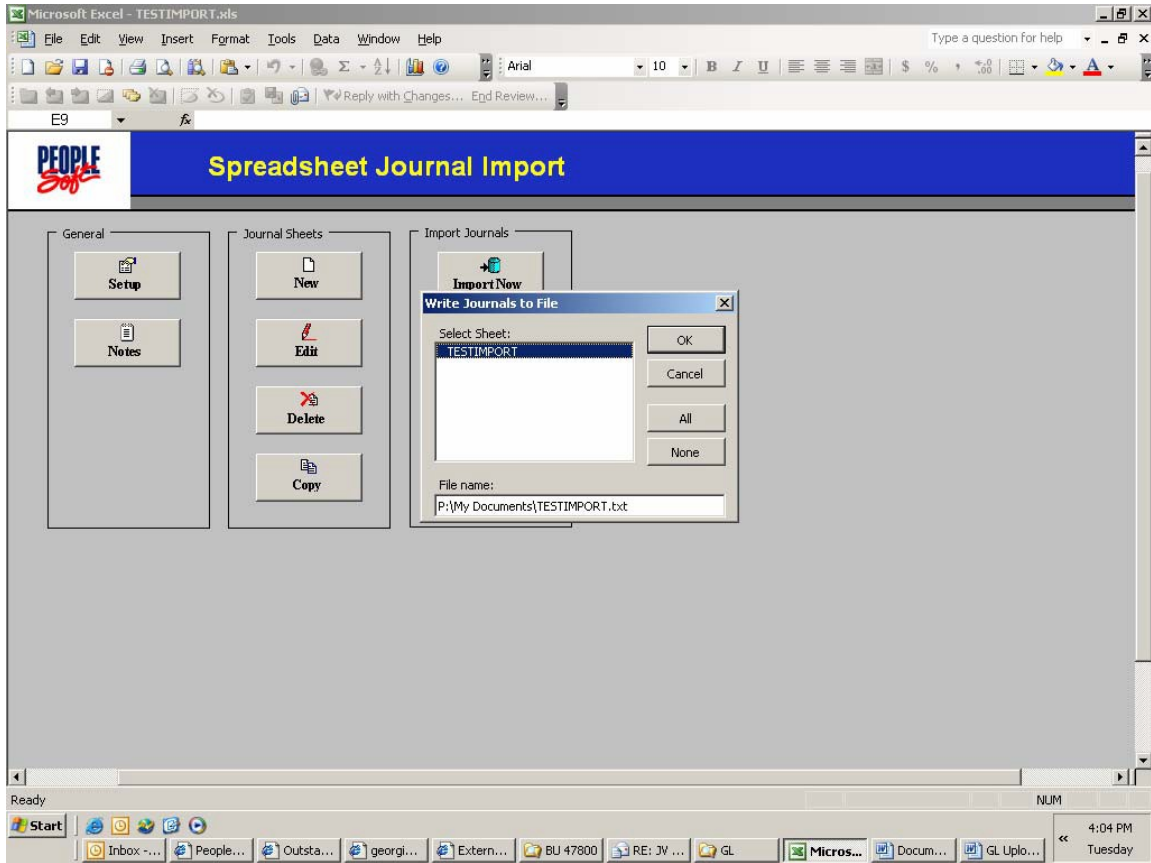
F. Write File

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.



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The screenshot displays the State of Georgia General Ledger system interface. At the top, the title "STATE OF GEORGIA General Ledger" is centered. Below it, the "SAO STATE ACCOUNTING OFFICE" logo is visible. The interface includes a navigation menu on the left with categories like "Import Journals", "Spreadsheet Journals", and "General Ledger Center". The main content area is titled "Spreadsheet Journal Import" and contains a search form. The form includes a "Run Control ID" field with a dropdown menu set to "begins with" and a text input field containing "gl". There is a "Case Sensitive" checkbox which is unchecked. Below the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the top right of the page, there are links for "Home", "Worklist", "Add to Favorites", and "Site".

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

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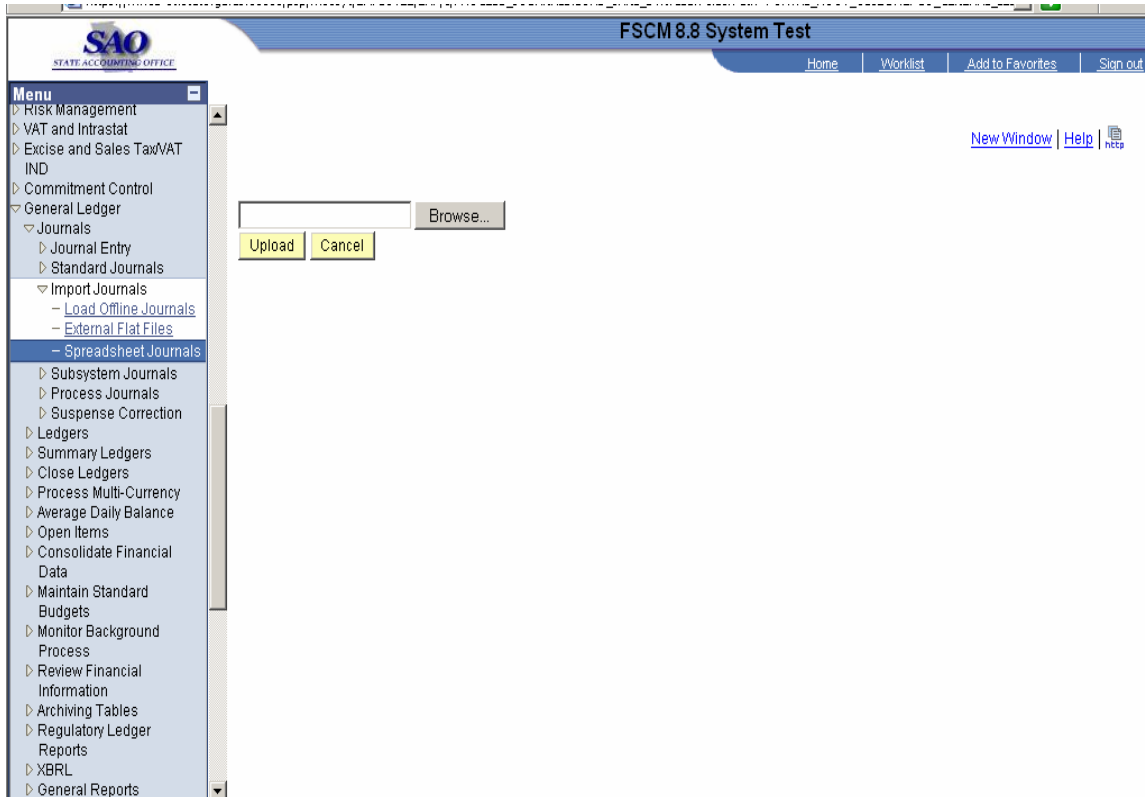
The screenshot displays the 'Spreadsheet Journal Import Request' page within the FSCM 8.8 System Test environment. The interface includes a top navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' options. A left-hand menu lists various system functions, with 'Import Journals' and 'Spreadsheet Journals' expanded. The main content area features 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 the parameters section, there 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, there is a row of navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

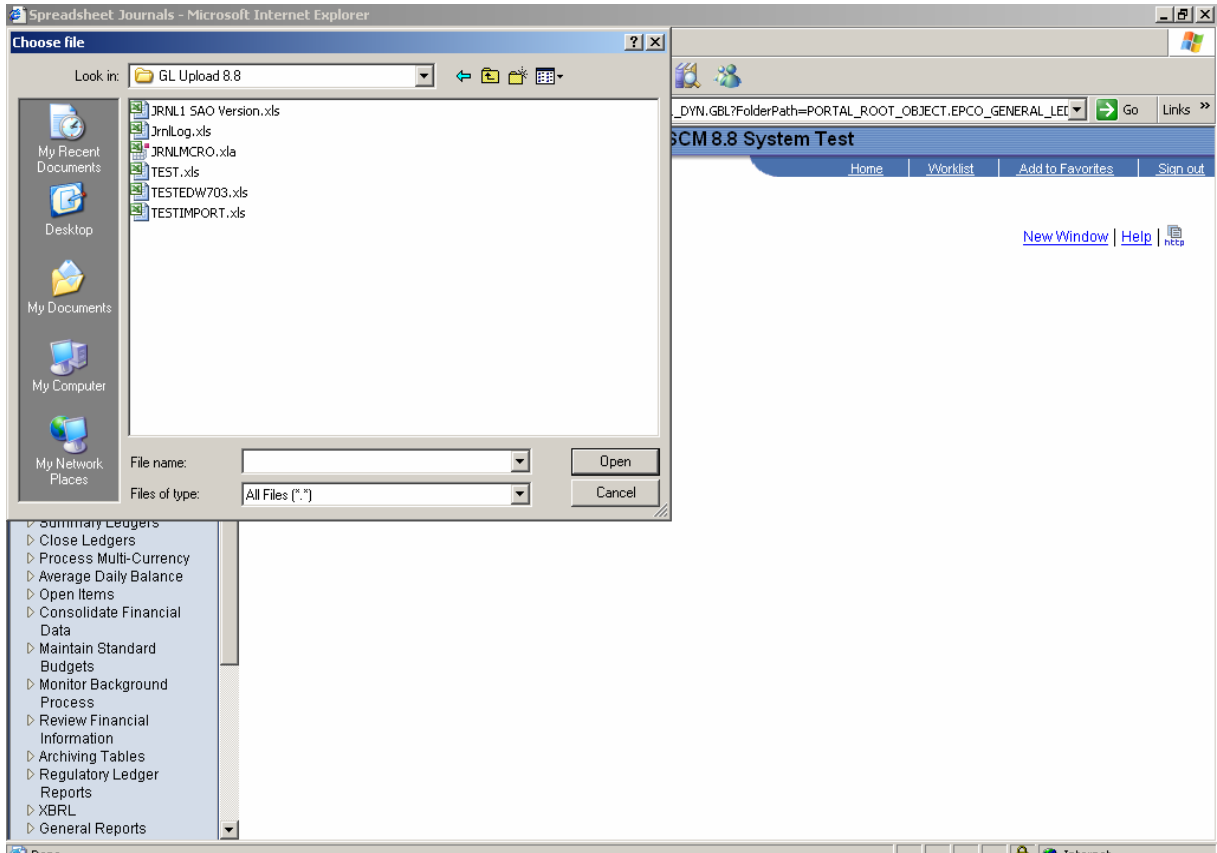
Select Add.

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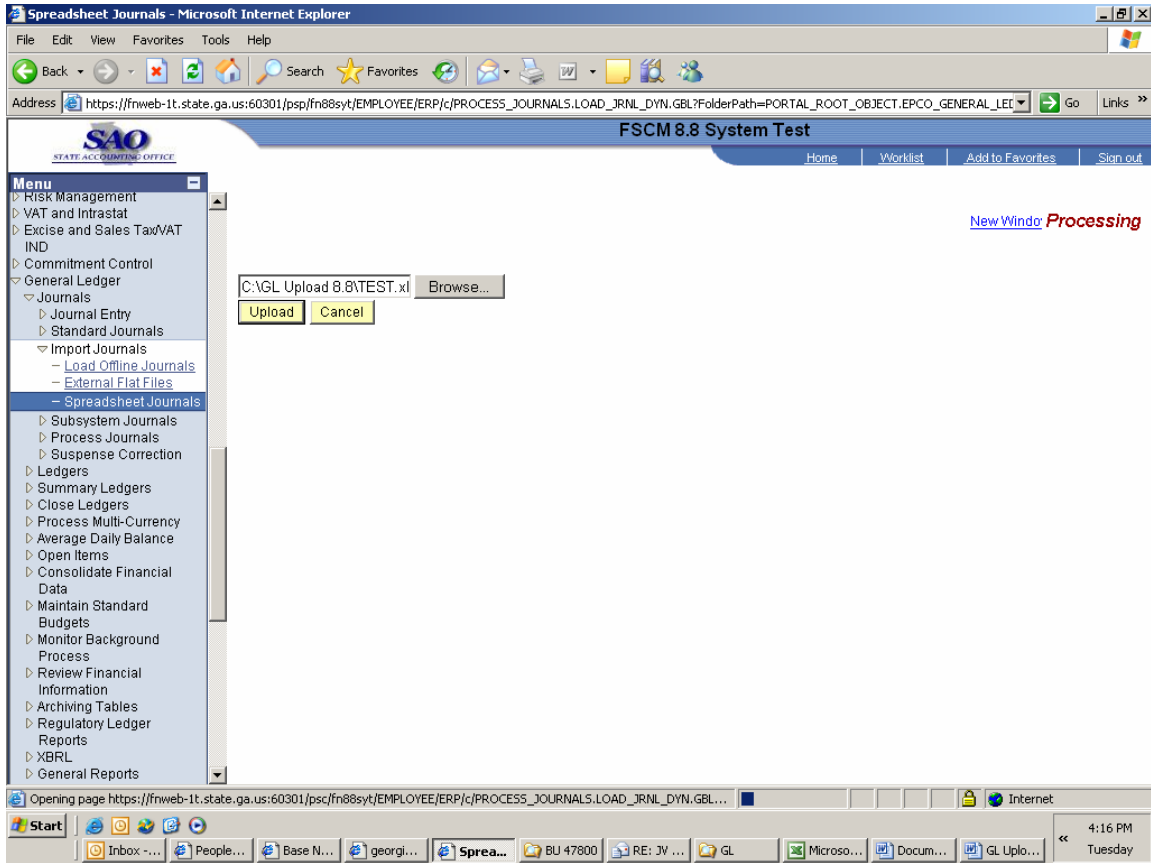
Select Browse to locate the file.

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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' page within the FSCM 8.8 System Test environment. The interface includes a navigation menu on the left, a header with the SAO logo and system name, and a main content area. The '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
Attached File:	TEST.xls

At the bottom of the parameters section, there are buttons for 'Add', 'Delete', and 'View'. Below the parameters section, there are navigation buttons: '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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The screenshot displays the 'Process Scheduler Request' configuration window in the FSCM 8.8 System Test environment. The interface includes a top navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links. A left-hand menu lists various accounting functions, with 'General Ledger' and 'Import Journals' expanded. The main configuration area shows the following details:

- User ID:** CTHOMAS
- Run Control ID:** 123
- Server Name:** PSUNX (selected in a dropdown)
- Run Date:** 07/18/2006
- Recurrence:** (empty dropdown)
- Run Time:** 4:18:53PM
- Time Zone:** (empty dropdown)

A 'Reset to Current Date/Time' button is located next to the Run Time field. Below the configuration fields is a 'Process List' table:

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

At the bottom of the window are 'OK' and 'Cancel' buttons.

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

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The screenshot displays the 'Process List' page in the PeopleSoft FSCM 8.8 System Test environment. The interface includes a left-hand navigation menu with categories like 'Risk Management', 'VAT and Intrastat', and 'General Ledger'. The main content area features a search section for 'View Process Request For' with fields for User ID (CTHOMAS), Server (PSUNK), and Run Status. Below this is a table of process instances.

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

Additional elements on the page include a 'Go back to Spreadsheet Journal Import' link, 'Save' and 'Notify' buttons, and a status bar at the bottom indicating '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.