SPREADSHEET JOURNAL UPLOAD

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Overview

The Journal Upload is a PeopleSoft-delivered Excel spreadsheet with built in macros. The spreadsheet is used to load a journal, or journals, into PeopleSoft Financials where the journals can be edited, submitted, and posted.

Uses:

- To make data entry faster when moving a large number of transactions from one chartstring to another.
- To submit similar journals every month.
- To load data extracted from another system or spreadsheet.
- If working in Excel is preferred rather than typing data into PeopleSoft.

For this process to work, you must have a specific PeopleSoft security role assigned. Submit a Footprint requesting Journal Upload ability.

NOTE: Macintosh users have generally not experienced success when using this process. Using parallels seems to solve the problem.

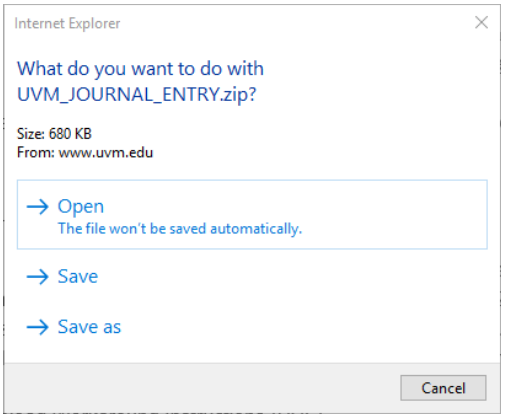
Step 1: Prepare Journal for Uploading

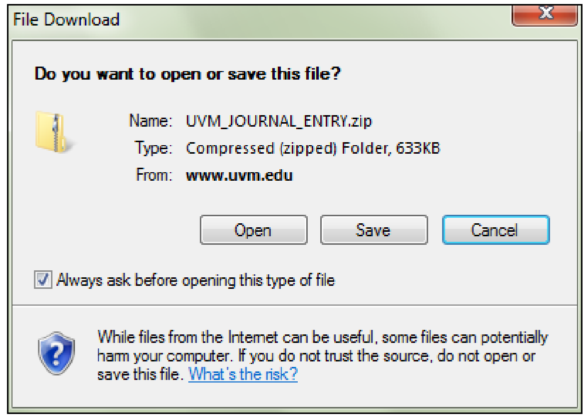
Do NOT include the following characters anywhere in the data within this sheet: >> *{ % & @ / : }*. If any of these characters are present, a cryptic error message such as, "*ORACLE CONFIDENTIAL. For authorized use only. Except for as expressly authorized by Oracle, do not disclose, copy, reproduce, distribute, or modify.*" will appear. This error will stop the process and will prevent the file from loading to PeopleSoft.

These instructions will only work for a Windows-based machine.

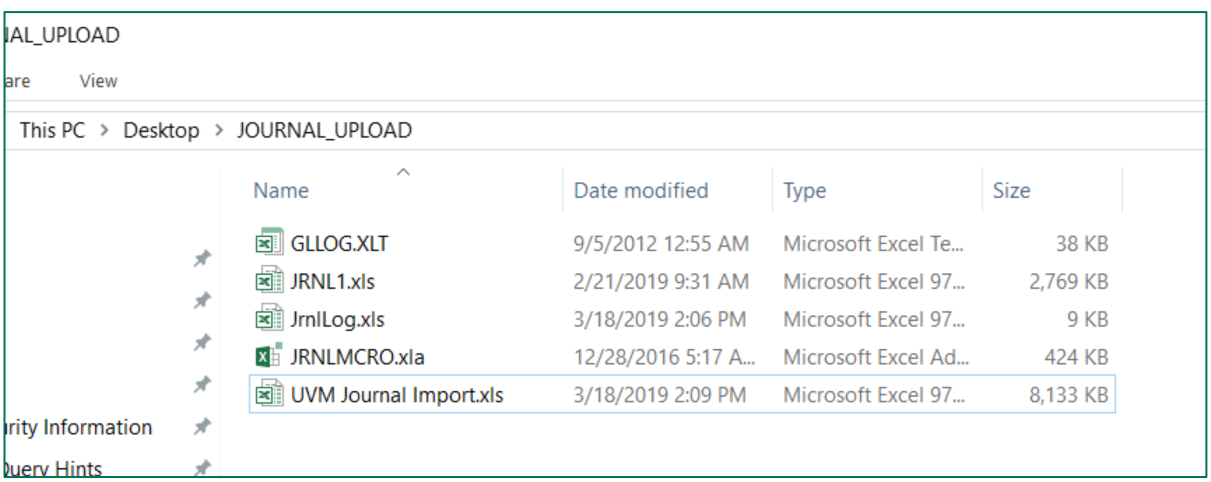
1. Download the Spreadsheet Journal Upload Excel files.

2. A window similar to the following may appear:

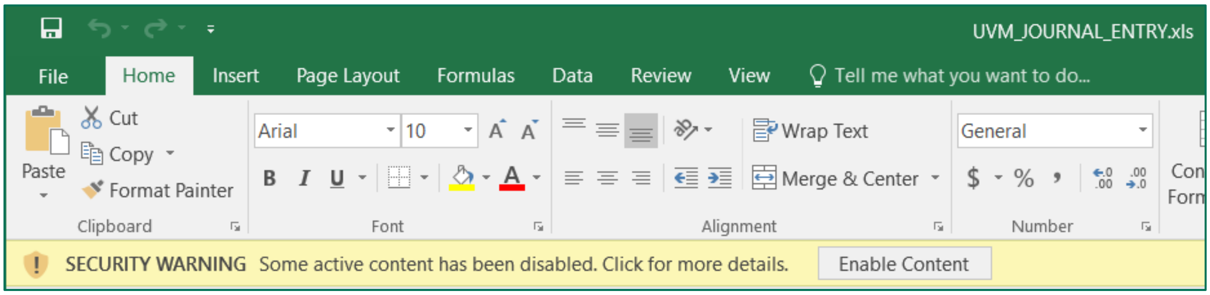




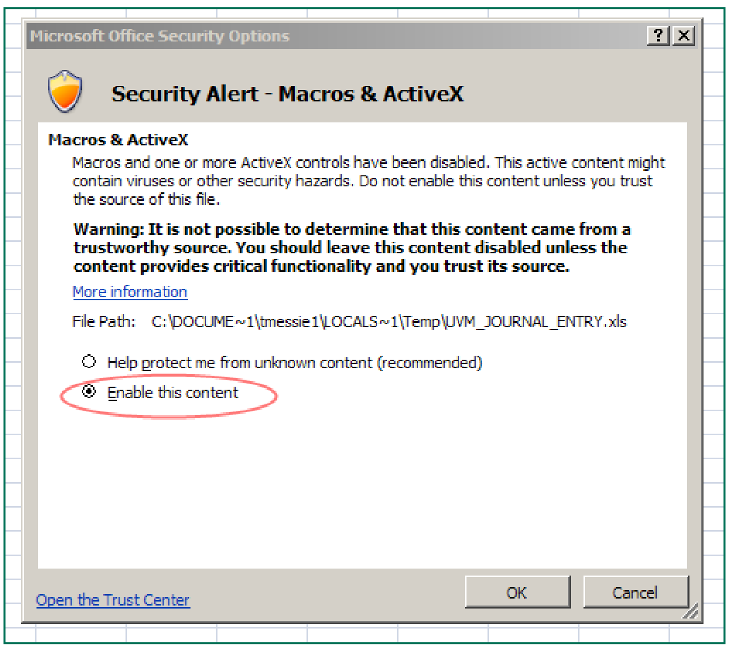
3. Click **Save As** or **Save** and save the .zip file to your C: drive. (Using other locations such as My Documents or the Desktop may result in an error enabling macros as these locations are automatically backed-up to OneDrive).
4. Using Windows Explorer, navigate to the place where you have saved the UVM_JOURNAL_ENTRY.zip file and **open it by double-clicking on the folder**.
    - The following files will appear in your Explorer window.
    - Create a new, empty folder in your desired location and name it "JOURNAL_UPLOAD."
    - Extract the files from the .zip folder and save into the new folder.



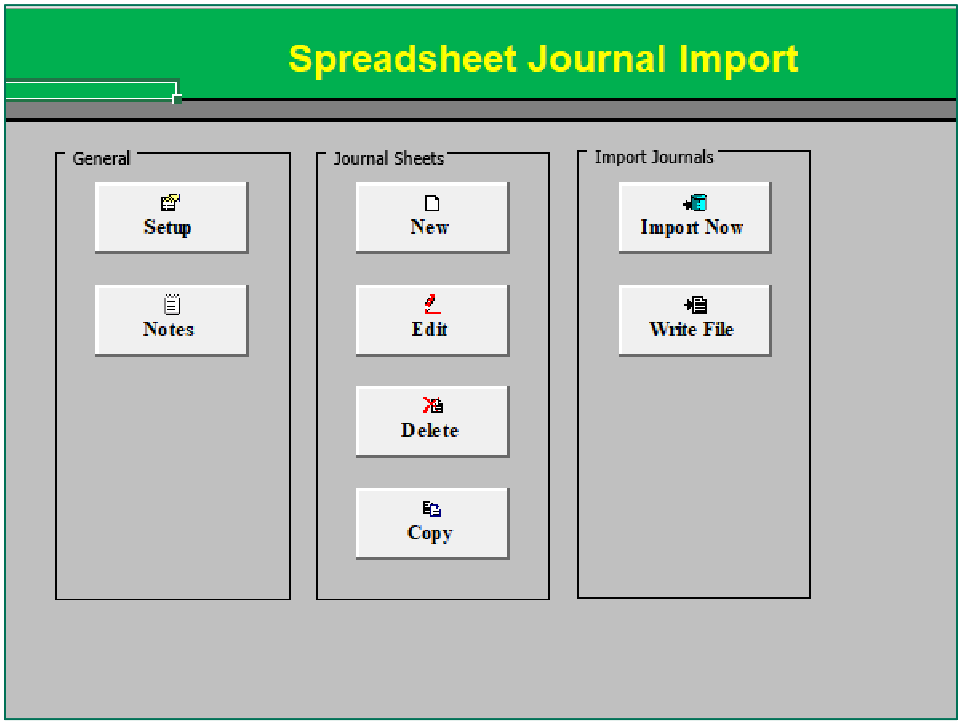
5. Open the file **UVM Journal Import.xls**. There may be a Security Warning in a yellow bar at the top of the Excel spreadsheet. If so, click **Enable Content**. If a message appears asking to make this a trusted document, click **Yes**.



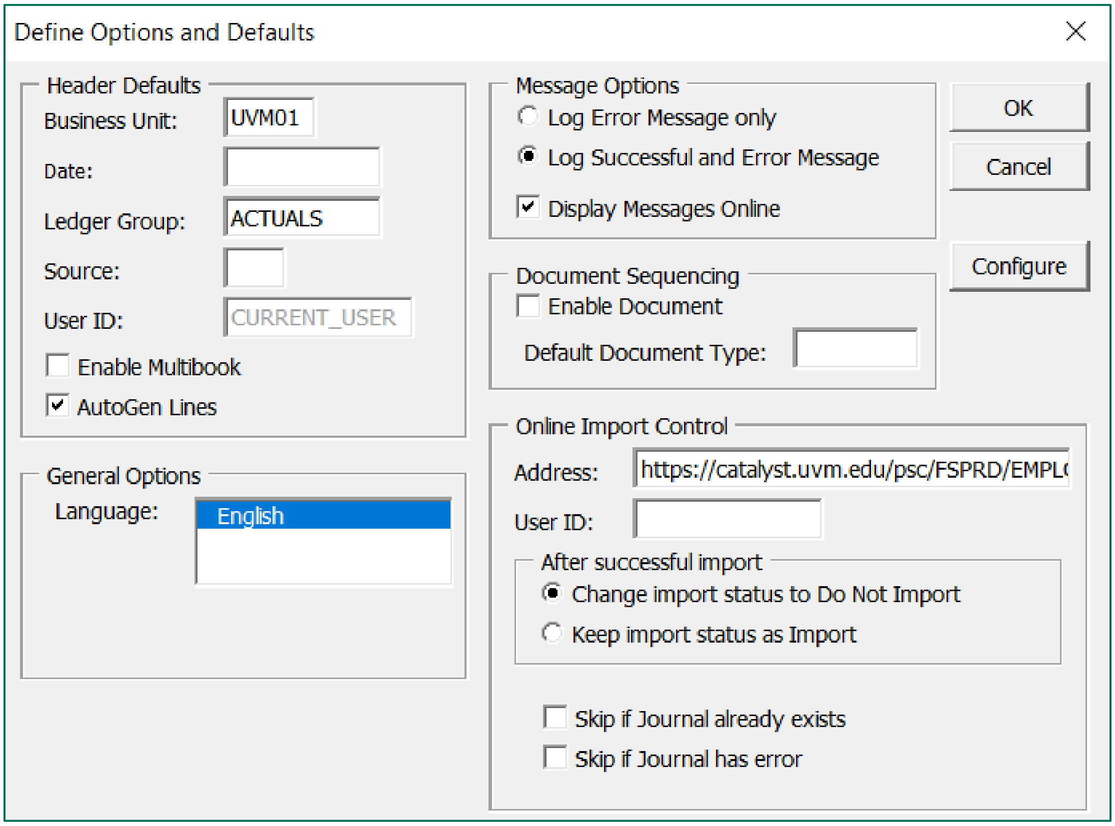
6. A security warning window may appear asking to enable macros. Click on **Enable this content,** and then click **OK**.



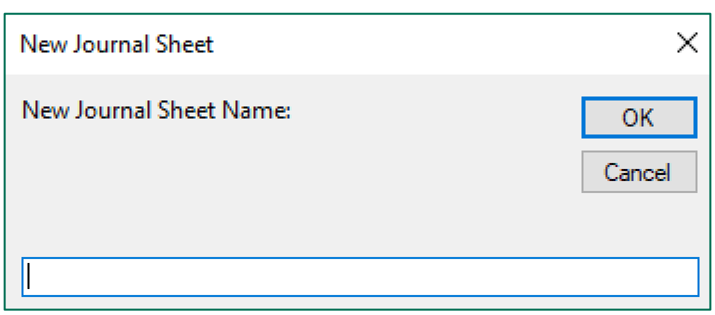
7. Click the **Setup** button. If the error, "Compile error, can't find project or library" appears, be sure to complete Steps 3 and 4 exactly as written. If this does not resolve the problem, please log a PeopleSoft Help Desk Footprint for assistance.

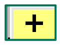


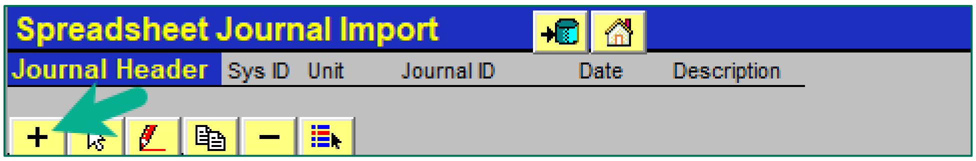
8. Complete the "Define Options and Defaults" screen as described below:
   - **Business Unit**: Must be UVM01 (case-sensitive).
   - **Date**: Leave blank. (If you enter a value here, it will default in on all future journals you create. Instead, the date should be specified on the journal header.)
   - **Ledger Group:** Must be ACTUALS (case- sensitive)
   - **Source:** This is the Journal Source that appears on the journal header when entering or reviewing a journal online. To get the list of possible values, open/create a journal in PeopleSoft and click the lookup button next to the Source field on the Header page.
   - **User ID:** This will default to CURRENT_USER and is not editable.
   - The **Address** should default to: https://catalyst.uvm.edu/psc/FSPRD/EMPLOYEE/ERP/s/WEBLIB_GL.JOURNAL_ID.FieldFormula.Iscript_Excel_Journal/?postDataBin=y&disconnect=y/ . **NOTE:** If the address does not default to the above**,** start over at **Step 2.**
   - Leave the **other fields** as pictured below.



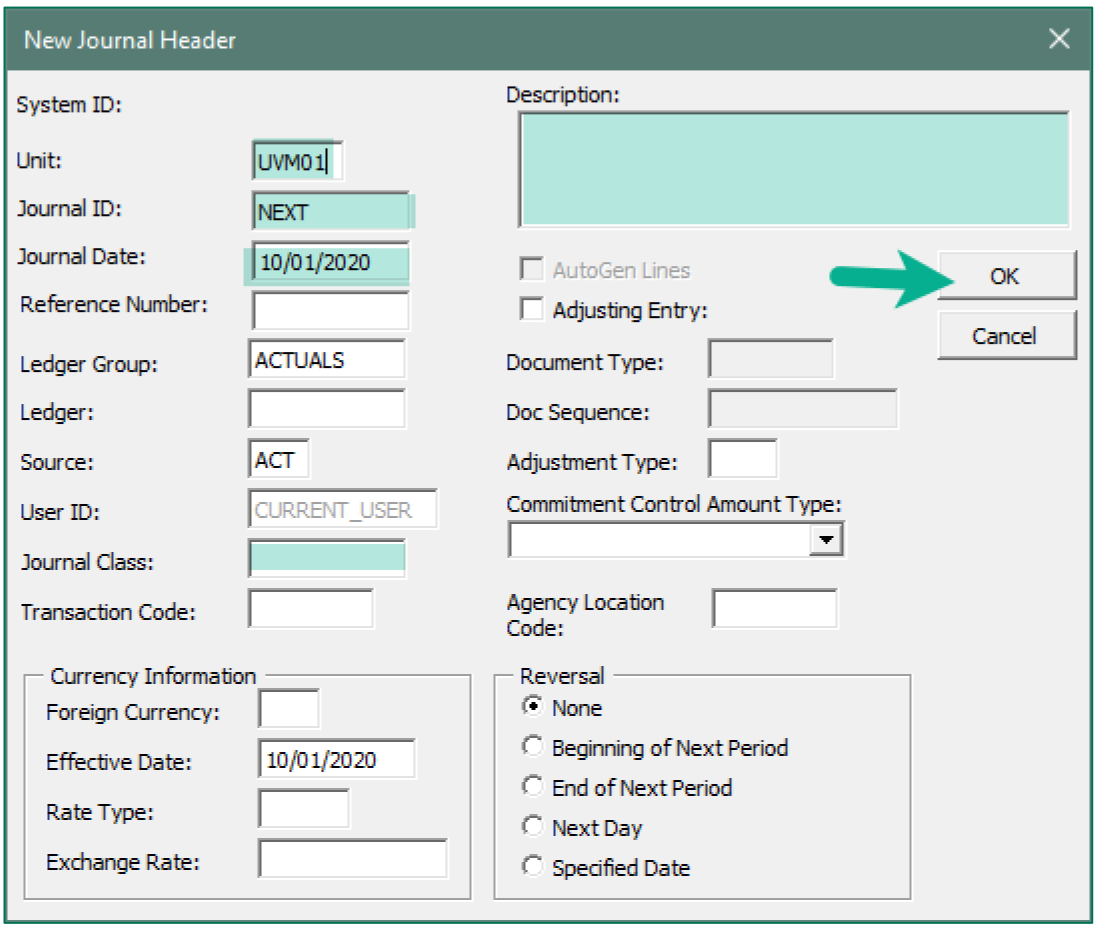
9. Click **OK**.
10. To create a journal, click **New** in the Journal Sheets column from the Spreadsheet Upload Home Page.
11. Enter a name for the journal sheet (e.g., “MAY-BILLS”) and click **OK**. This is not the journal ID – this a name to identify this spreadsheet. A sheet can contain one or more separate journals.



12. Click on the **Add**  button in row five to create the journal header.



13. This box will appear. This is the journal header information for this journal.



14. Review the information that defaults in from the Setup done above and make changes as necessary:

- **Unit**: This should be UVM01
- **Journal ID:** The journal ID will default to NEXT. If you want to specify a Journal ID (may be alpha or numeric) and have authorization to create journals NOT using the NEXT journal ID, you can. The journal ID can only be 10 characters long. Start the journal ID

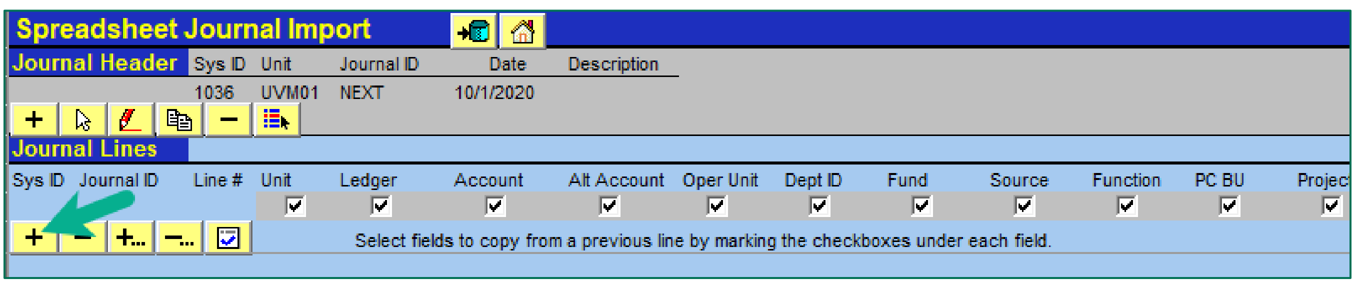
with the journal source, followed by something meaningful; for example, BIOJUL18 for a Biology July 2018 journal entry.

- **Journal Date:** Enter the correct journal date in the format MM/DD/YYYY.
- **Journal Class**: If the journal is for internal billing/internal charges, enter IC (case-sensitive) in the Journal Class field. Otherwise, leave it blank.
- **Description**: Enter a description in the Description field that indicates what this journal is for (30-character limit).

The rest of the fields will default in as they should be.

15. Click **OK**.

16. Click the **Add** button on row 9 in the lines area. The first add button on the far left adds one row at a time.



17. The buttons may be used as follows:

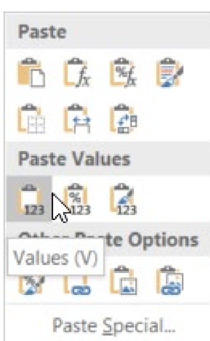
	Imports this journal sheet immediately using online import mode.
	Returns to the Spreadsheet Journal Import control page.
Spreadsheet Journal Import - Header Buttons	
The buttons in the header section of the spreadsheet are:	
+	Creates a new journal header with its own default values.
	Selects the journal header on whose lines you want to work.
	Edits the journal header fields.
	Copies a journal.
−	Deletes a journal.
	Changes import status of a journal.
Spreadsheet Journal Import - Lines Buttons	

The buttons in the lines section of the spreadsheet are:	
+ (in the Lines section)	Adds a journal line in the current selected journal header.
− (in the Lines section)	Deletes a journal line. Position your cursor on the line and click this button.
+...	Copies a block of multiple lines.
−...	Deletes a block of multiple lines.
	Check the amount fields to verify that you have entered the number with the number of decimal points that you have set up. The default number of decimal points is 2. Click the button to check the number of decimal points before you import the journal.

18. For each line, fill in the Unit, which will always be UVM01 (case-sensitive), and the Ledger, which will always be ACTUALS (case-sensitive).

19. Fill in the remaining chartfields, amount, and description as required and make sure the transaction(s) are in balance. **NOTE: Leave the "Alt Account" field blank. It is not necessary.**

a. **NOTE:** If you are copying and pasting data from another excel sheet, be sure to paste, values in the various fields. This will maintain the correct format within the excel upload file.

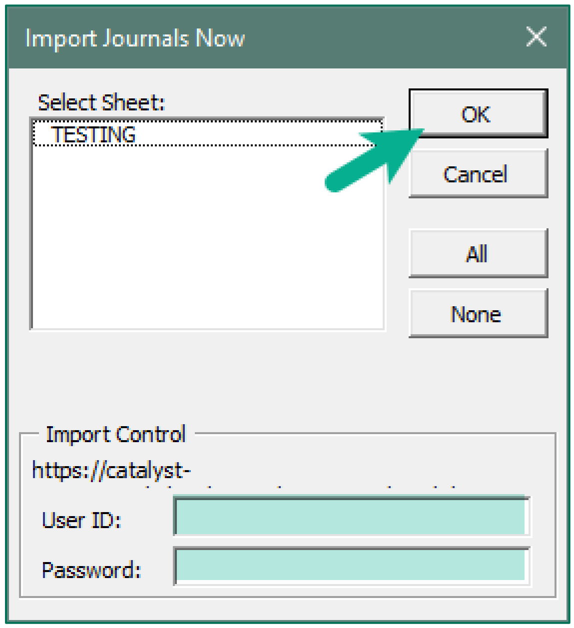


b. **NOTE:** The description entered here will appear on the budget transaction detail report. Do not use the percent sign (%) in the description field.

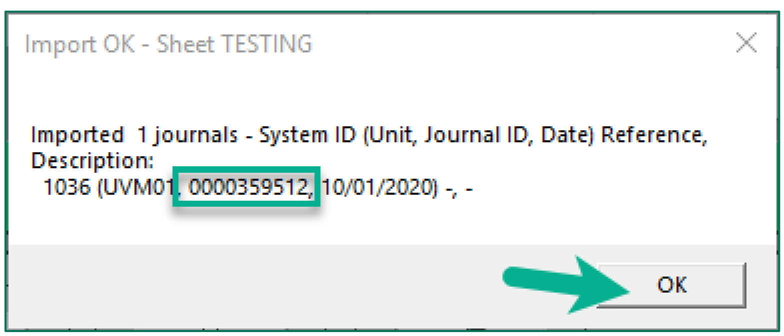
20. Save your journal by pressing **CTRL-S** or clicking the **Save** button in the upper-left corner of the Excel workbook.

21. Click the **Home** button at the top of the spreadsheet.

22. Click the **Import Now** button. A dialog box will appear. Make sure to select/highlight the sheet that you would like to write to file. Enter your **net ID** and **password** used for access into Peoplesoft.



23. Click **OK.** You should receive the below message for a successful import. Note the journal ID that is provided in the message.



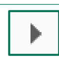
Note: If you receive a message that says your user ID is invalid, it is probably because you don't have the necessary role to upload journals directly. Save your excel document and submit a Footprint requesting Journal Upload ability.

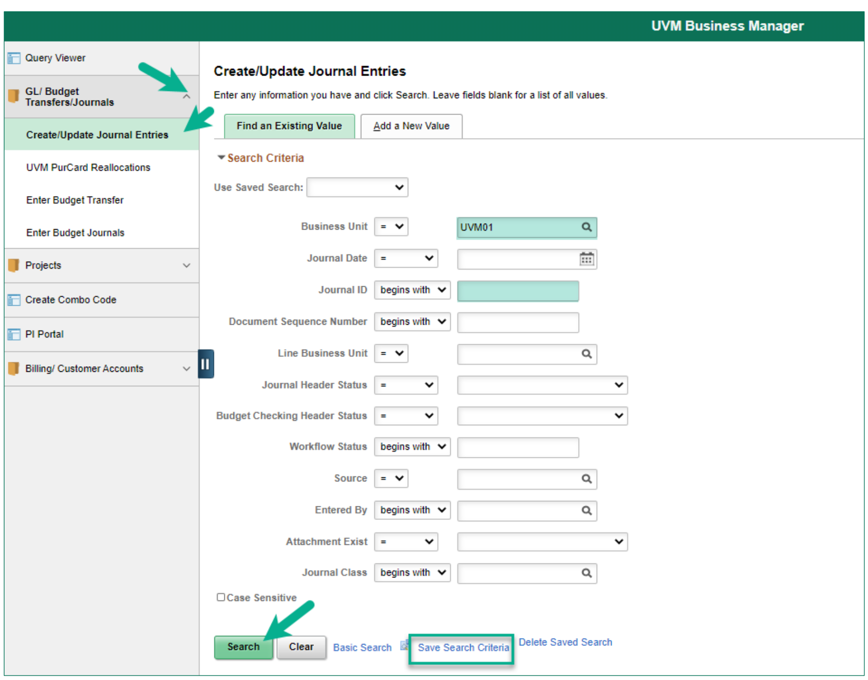
Step 2: Additional Tasks to Complete After the Journal is Loaded

After uploading the journal from the spreadsheet, edit the journal and submit it for approval in PeopleSoft. Approved journals will be posted with nightly batch processes, unless the Save Journal

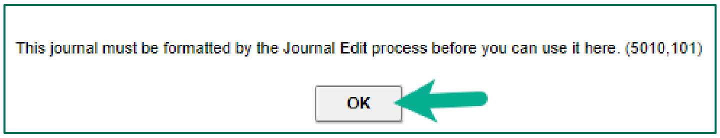
Incomplete Status checkbox is checked on the journal header page. Check this box to prevent a valid journal from being picked up for posting.

1. Login into PeopleSoft Financials
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile**.**

3. Click the **Arrow**  icon to expand the **Links** and **GL & Budget** to expand the menu, showing a list of frequently used links. Select **Create/Update Journal Entries.**
4. Enter search criteria:
   - **Business Unit** UVM01 is required.
   - Enter the **Journal ID** or journal source to find a journal.
   - Use the other search fields to narrow the search.
   - The Save Search Criteria functionality allows users to save criteria and perform quick, repetitive queries.

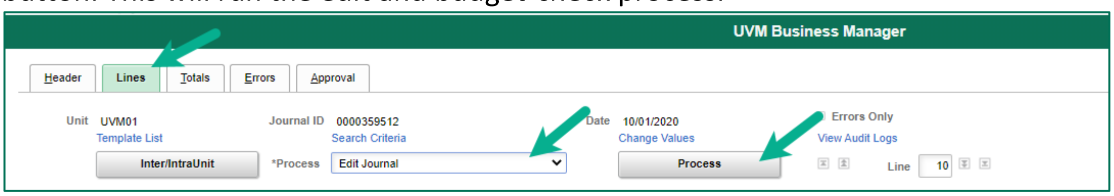


5. The message below will appear. Click **OK**. This means not to make any changes to the journal until it is edited.



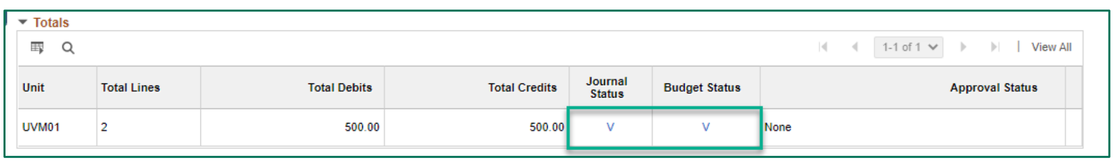
6. Click the **Lines** tab.

7. To edit the journal, select **Edit Journal** from the Process drop-down menu and click the **Process** button. This will run the edit and budget-check process.



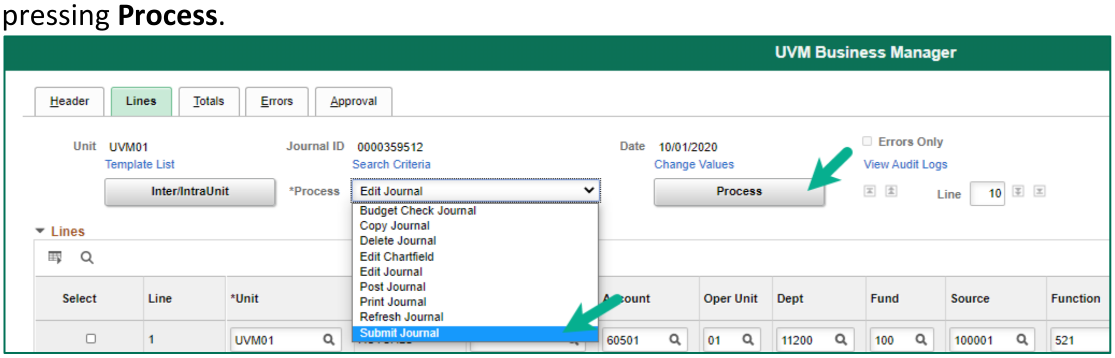
8. Assuming there is a budget for the transaction and no errors, the journal status and budget status will change to "**V**" for valid.

   If there is no budget or if there is an error found during budget-checking, the budget status will be "**E**" for error.



   Changes to the journal may be made directly in PeopleSoft in this page or in the spreadsheet. If changes are made in the spreadsheet, run the upload process again after saving the file. Updating the spreadsheet and re-uploading will update the already loaded journal.

9. Submit the journal by selecting **Submit** from the drop-down menu on the journal **Lines** tab and pressing **Process**.



Creating Multiple Journals in one File

If you need to create multiple journal headers in one spreadsheet, log a PeopleSoft Help Desk Footprint and we will guide you through that process. It is possible, but most people create one journal at a time.

Help/Resources

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in Footprints.

Resources

- University Financial Services
- UFS Roadshow Training Topics (PDF)
- Professional Development & Training Classes
- University Policies and Operating Procedures

Training

- UFS Roadshow Topics (PDF)
- Professional Development & Training Classes

Relevant UVM Departments

- Financial Accounting and Reporting Services

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.