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.

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

****IMPORTANT**** – Before April 3, 2017, the Spreadsheet Journal Upload allowed the user to press the Import Now button to load the journal directly into PeopleSoft. PeopleSoft-delivered maintenance made this functionality stop working. The issue is being explored further and there is no need to submit a Footprint. Contact Financial Reporting & Accounting Services with questions or concerns. Until the issue is resolved, follow the steps in this document.

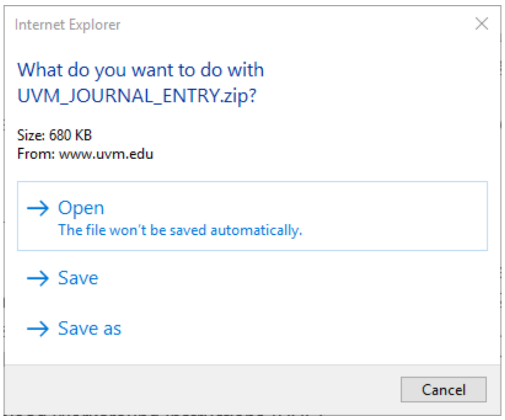
Step 1: Prepare Journal for Uploading

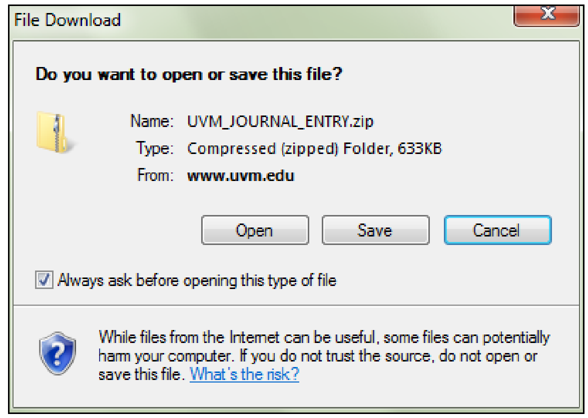
Do NOT include the following characters anywhere in the data within this sheet: >> *{ % & @ / : }*. If any of these characters are present, a cryptic error message such as, "*ORACLE CONFIDENTIAL. For authorized use only. Except for as expressly authorized by Oracle, do not disclose, copy, reproduce, 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.

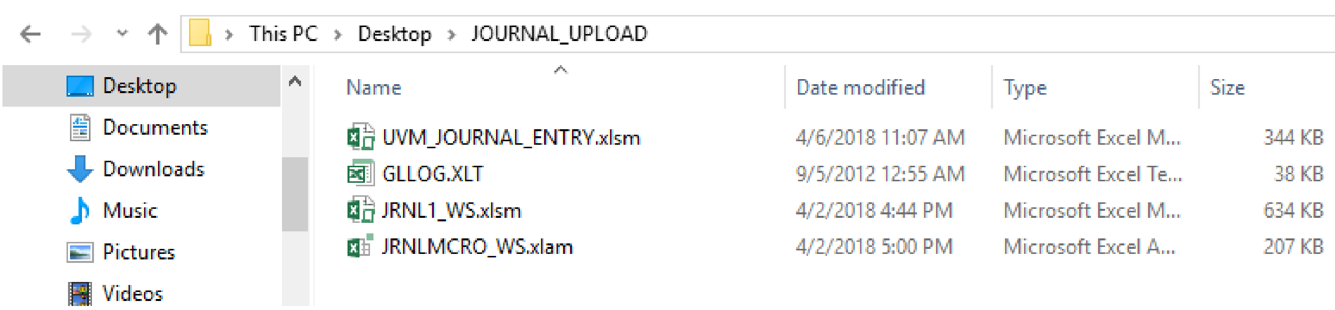
1. Download the Spreadsheet Journal Upload Excel files.

2. A window similar to the following may appear:

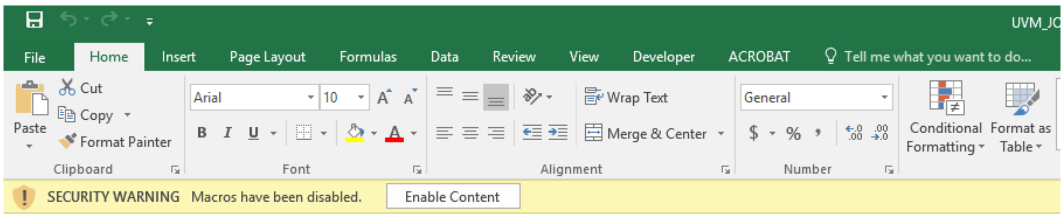




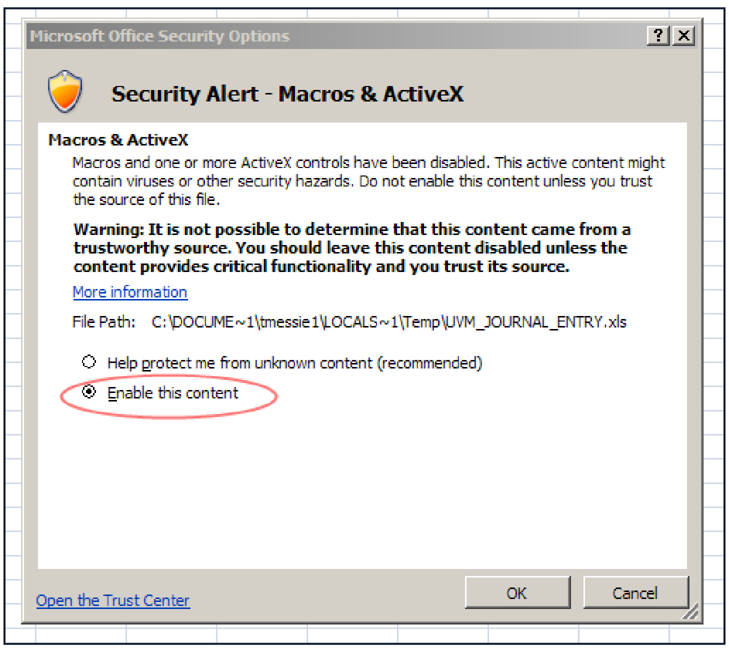
3. Click **Save As** or **Save** and save the .zip file to your desktop, your My Documents, or any desired location designated for your individual use. (Each person should download their own set of files to use; files may be saved to the UVM shared drive, but should not be saved in a location where more than one user in a department can readily access the same set of files.)
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."
   - Copy the files you just unzipped into the new folder.



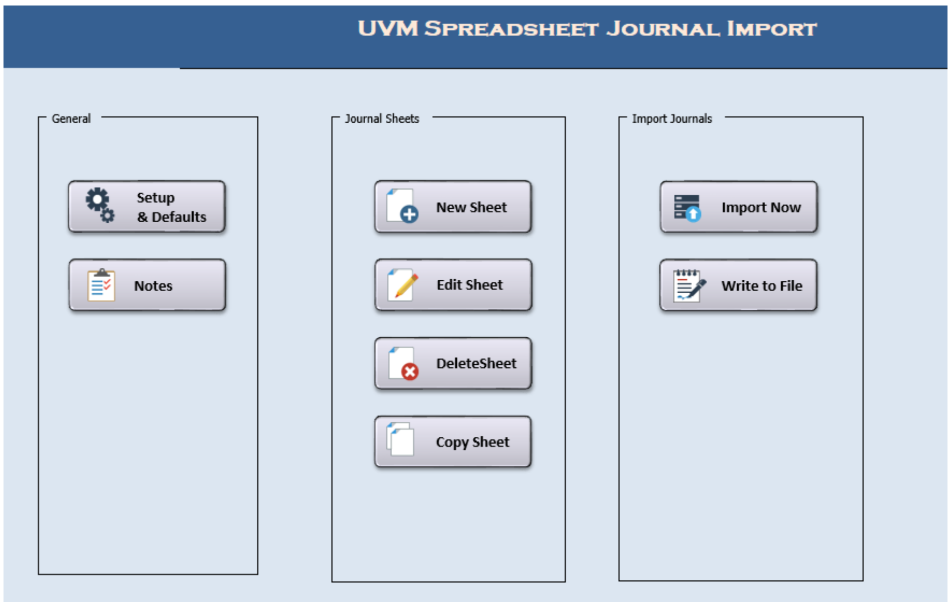
5. Open the file **UVM_JOURNAL_ENTRY.xlsm**. There may be a Security Warning in a yellow bar at the top of the Excel spreadsheet. If so, click **Enable Content**. If a message appears asking to make this a trusted document, click **Yes**.



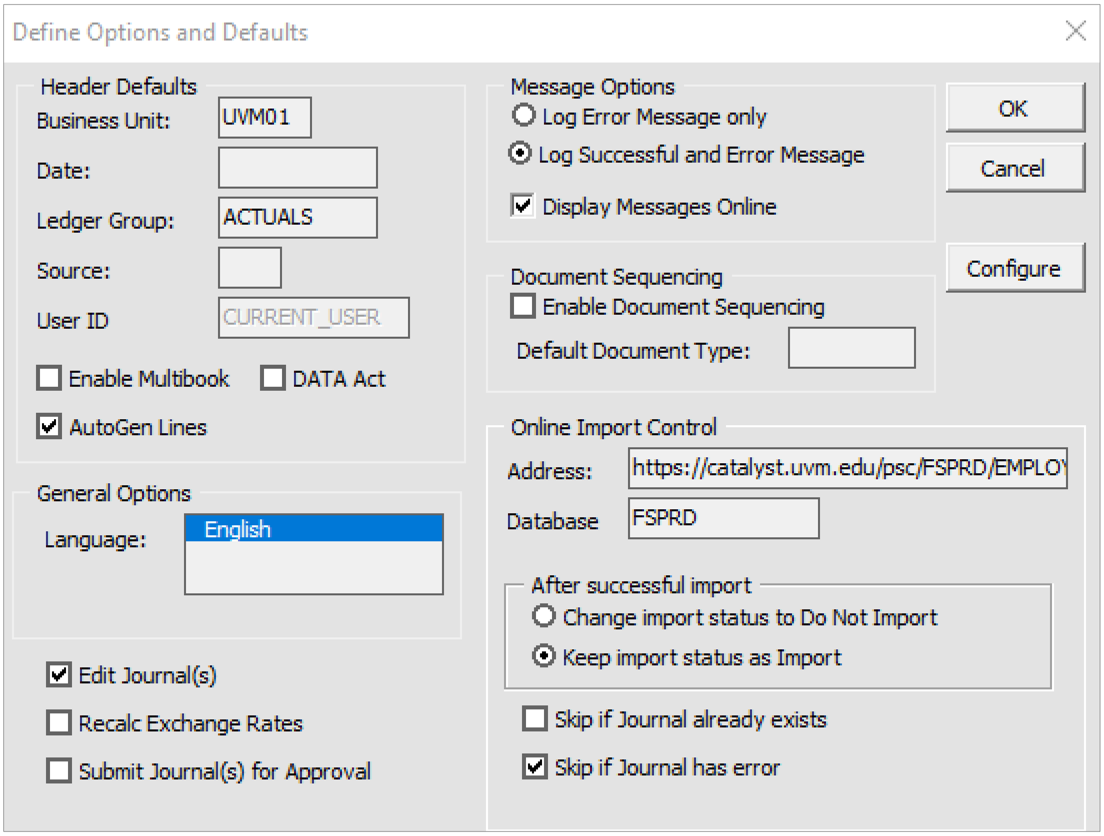
6. A security warning window may appear asking to enable macros. Click on **Enable this content,** and then click **OK**.



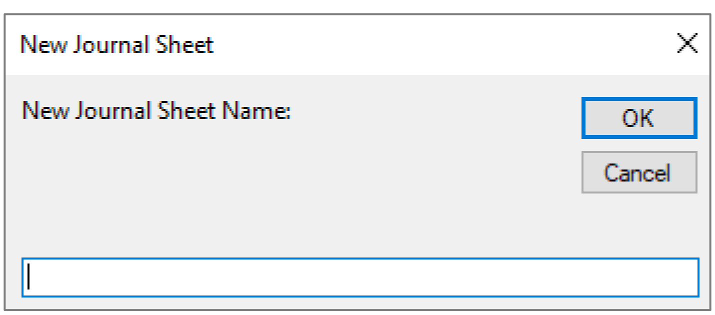
7. Click the **Setup & Defaults** button. If the error, "Compile error, can't find project or library" appears, be sure to complete Steps 3 and 4 exactly as written. If this does not resolve the problem, please log a PeopleSoft Help Desk Footprint for assistance.



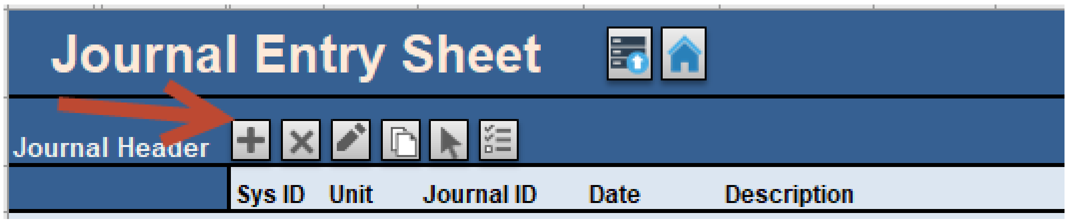
8. Complete the "Define Options and Defaults" screen as described below:
   - **Business Unit**: Must be UVM01 (case-sensitive).
   - **Date**: Leave blank. (If you enter a value here, it will default in on all future journals you create. Instead, the date should be specified on the journal header.)
   - **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.



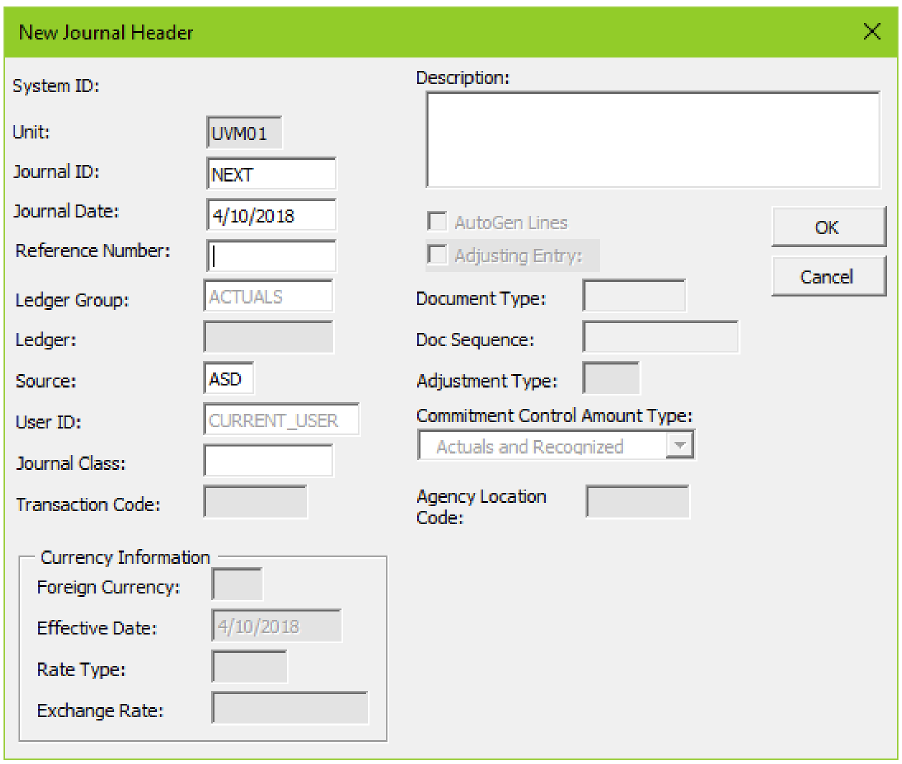
9. Click **OK**.
10. To create a journal, click **New Sheet** from the Spreadsheet Upload Home Page.
11. Enter a name for the journal sheet (e.g., "MAY-BILLS") and click **OK**. This is not the journal ID – this a name to identify this spreadsheet. A sheet can contain one or more separate journals.



12. Click on the **+** (plus sign) in row three 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:

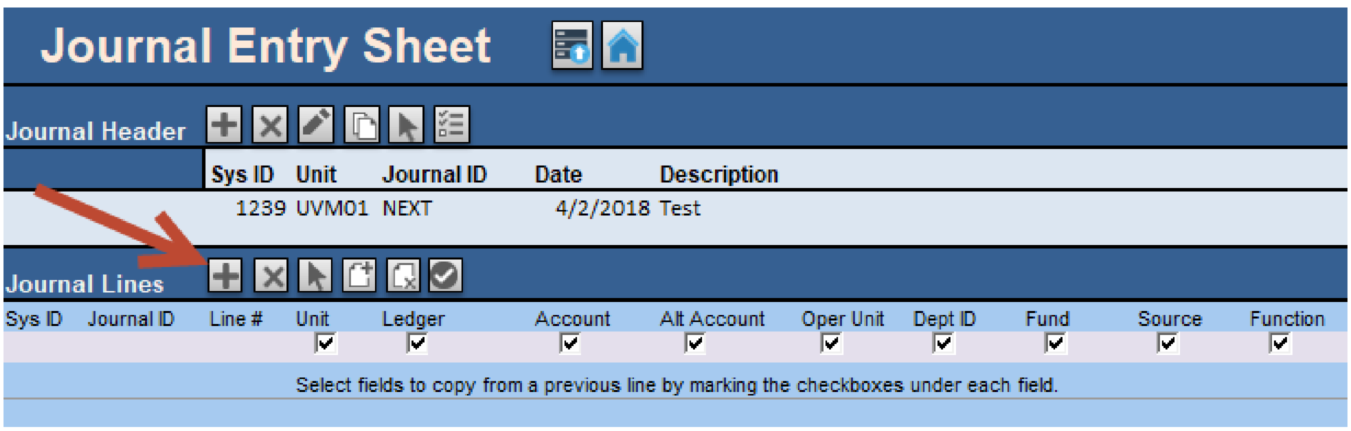
- **Unit**: This should be UVM01
- **Journal ID:** The journal ID will default to NEXT. If you want to specify a Journal ID (may be alpha or numeric) and have authorization to create journals NOT using the NEXT journal ID, you can. The journal ID can only be 10 characters long. Start the journal ID with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

15. Click **OK**.

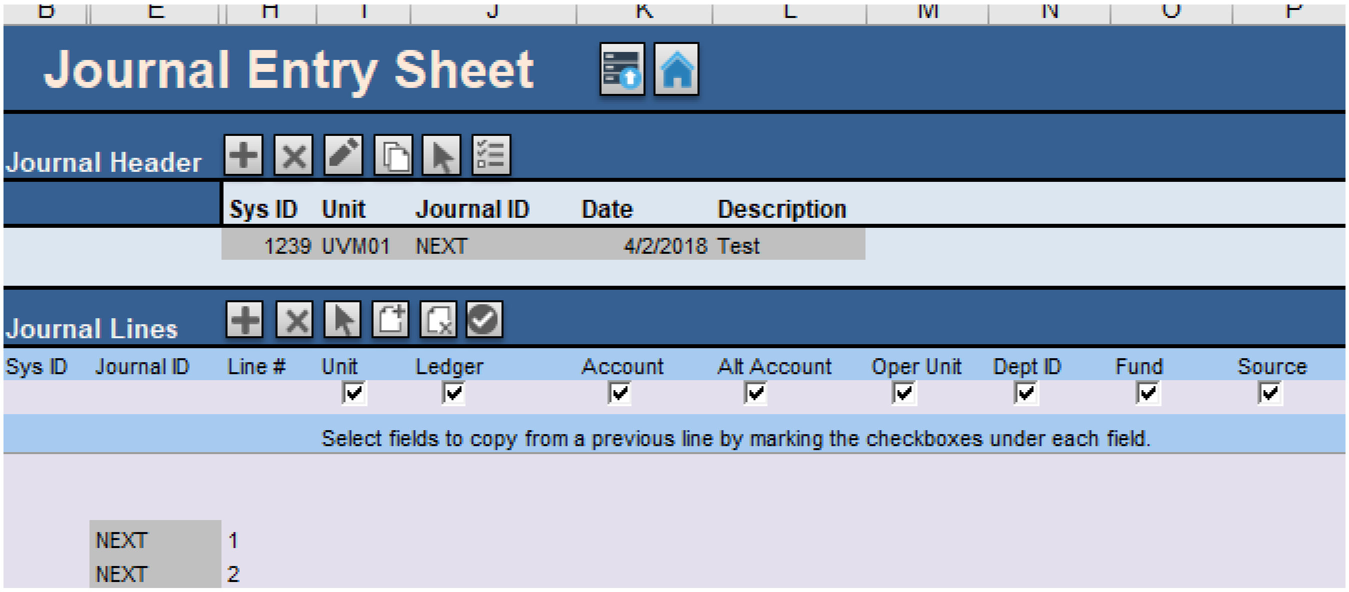
16. Click the **+** (plus sign) on row 7 in the lines area. The first plus sign on the far left adds one row at a time.



17. The buttons in the top row may be used as follows:

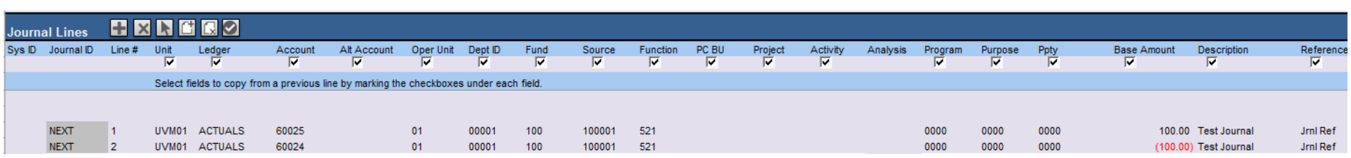
	Delete the row that your cursor is on
	Select a different journal, if there is more than one in your workbook
	Add multiple journal lines at once
	Delete multiple journal lines at once
	

18. Add the desired number of Journal Lines. In the example below, two lines were added using the  button. If one line at a time is added using the plus sign, the fields that have a checkmark in the box on row 9 will automatically copy down.



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

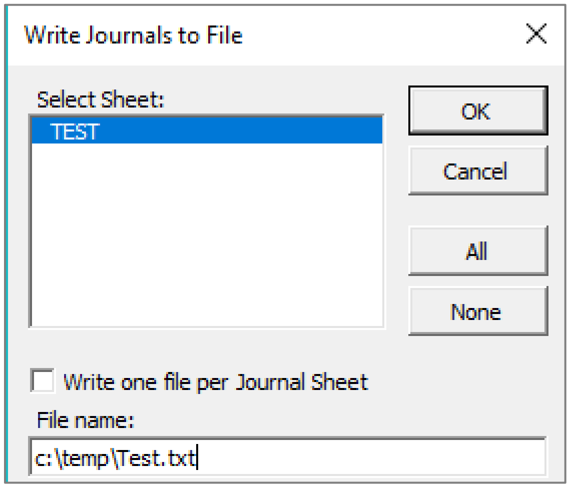
20. Fill in the remaining chartfields, amount, and description as required and make sure the transaction(s) are in balance. **NOTE: Leave the "Alt Account" field blank. It is not necessary. NOTE:** The description entered here will appear on the budget transaction detail report. Do not use the percent sign (%) in the description field.



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

22. Click the **Home** button at the top of the spreadsheet:

23. Click the **Write to File** button. A dialog box will appear. Make sure to select/highlight the sheet that you would like to write to file. Enter a path and a filename where you want your file will to be written/saved. Do not check "Write One File per Journal Sheet."

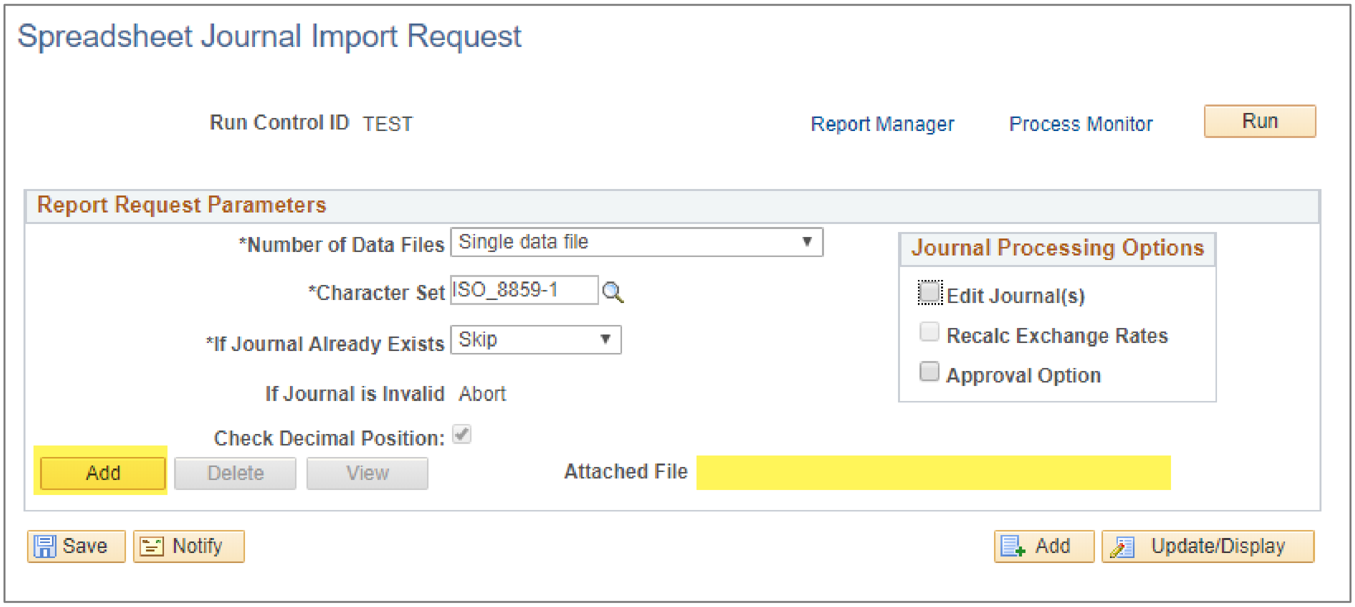


24. Click **OK.**

25. At this point, log into PeopleSoft Financials to complete the upload.

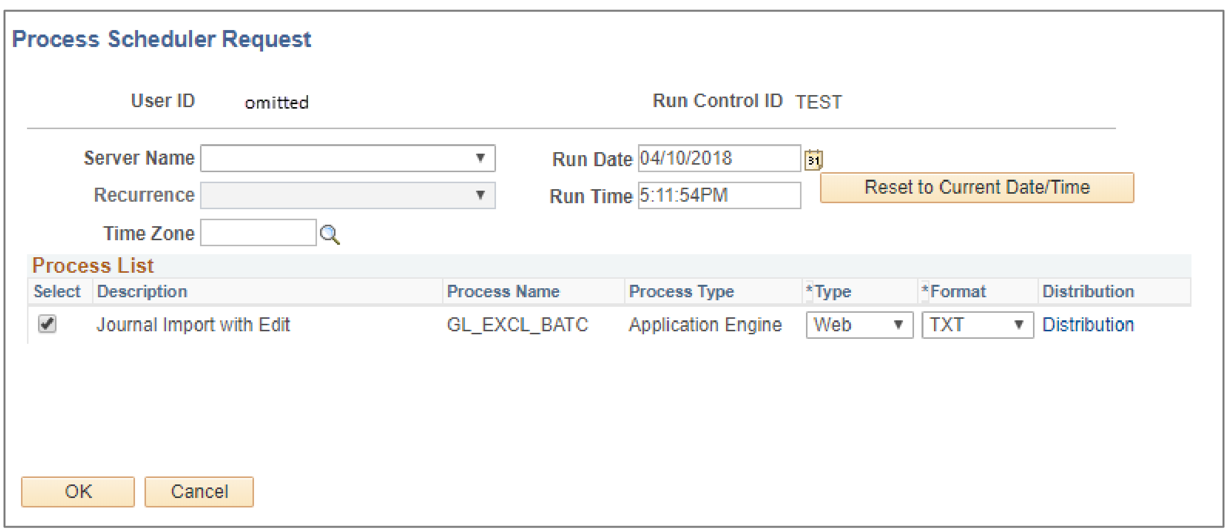
Step 2: Load the Journal into PeopleSoft

1. Log into PeopleSoft Financials.
2. Navigate to **General Ledger > Journals > Import Journals > Spreadsheet Journals**. Use an existing run control ID or add a new one.
3. On the Spreadsheet Journal Import Request page, select the fields as follows:
   a. **Number of Data Files:** Single Data File
   b. **Character Set:** Leave default value of ISO_8859-1
   c. **If Journal Already Exists:** Select what you want to happen if the journal already exists in PeopleSoft: Stop the Process, Skip the Upload (these are essentially the same), or Update the existing journal (assuming it is not posted) with the information from your file.
   d. **If Journal is Invalid:** The process will abort and the journal will not be loaded.
   e. **Check Decimal Position:** The upload will automatically check that the monetary amounts on your journal lines only have two decimal positions. Make sure that if you use formulas in the spreadsheet upload template, that you round to the nearest penny.
   f. **Edit Journal(s):** You can choose to have the journal edited as soon as it is loaded by checking the Edit Journal Checkbox. This will <u>not</u> budget-check the journal.
   g. **Approval Option:** Checking this box will not do anything since the journal will not be budget-checked.

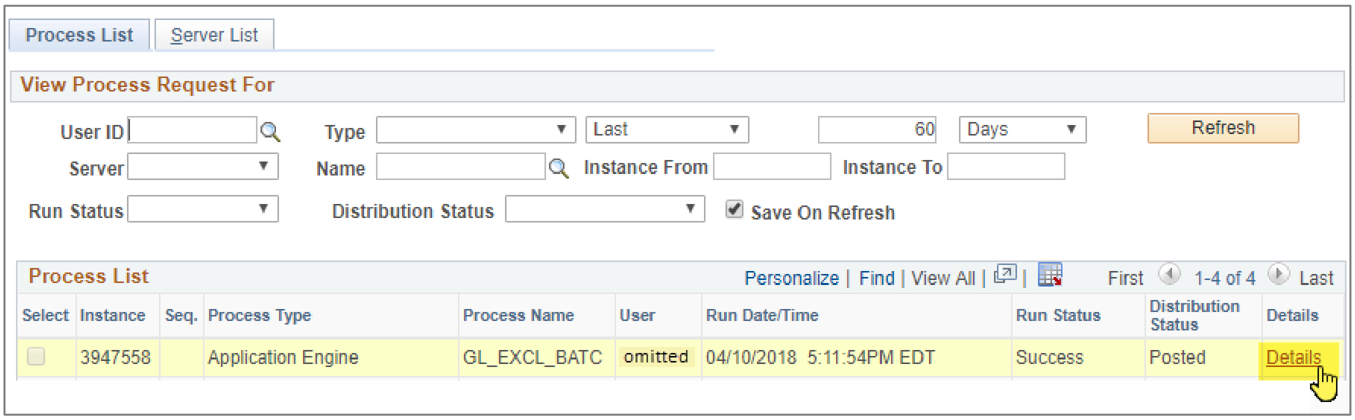


4. If no Attached File is displayed, click **Add**, and then **Choose File.** Navigate to the location of your file, select the file, and click **Upload**. If you already see a Filename attached, click **Delete** to delete it, and then Add a new one.

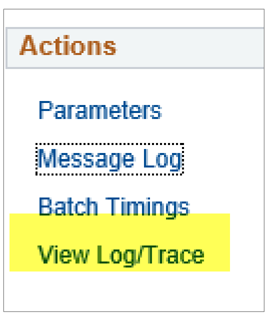
5. Click **Run**. Select the process GL_EXCL_BATC and click **OK**.



6. **IMPORTANT**: Go to the **Process Monitor.** Once the Run Status of the Process GL_EXCL_BATC is "Success," click **Details**.



7. Click **View Log/Trace**.



8. Click on the file that ends with **.LOG**. This file will tell you either the Journal ID of the journal that you loaded successfully, or that the import failed and why. Here is an example:

```
Spreadsheet Journal Import (GL_EXCL_JRNL)

2018-04-02   16.42.24.000000
----------------------------------------
Processing file ROCKETS.txt ...
Skipped Journals Import due below errors
1239 (UVM01, NEXT, Journal Line No.: 2, 2018-04-02) -, Test -- Errored : Combo error for fields Account/Function in group BAL_FUNC.
```

If your journal loaded successfully, proceed to "Step 3" below.

If your journal did not load, return to your spreadsheet, make corrections as needed, and repeat the process to produce the file. When you import the file again, make sure to attach the newly created file.

Step 3: Additional Tasks to Complete After the Journal is Loaded

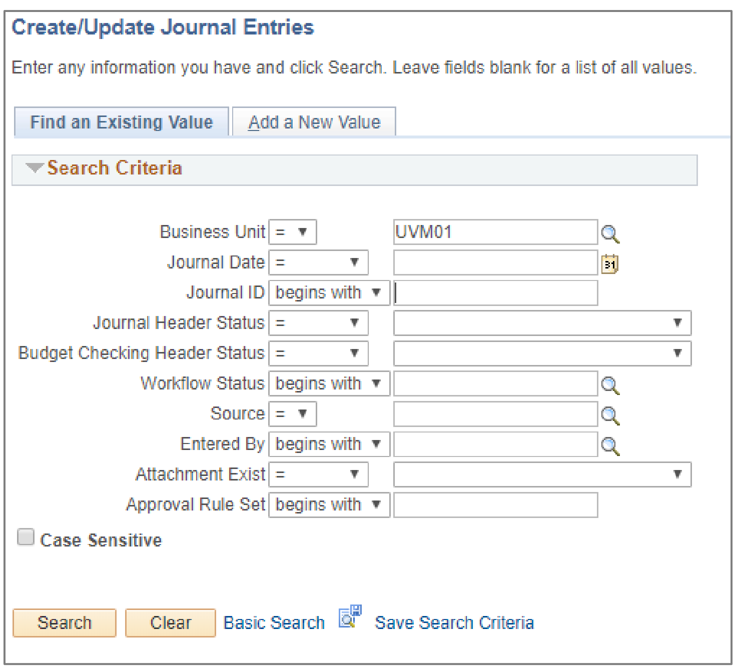
After uploading the journal from the spreadsheet, edit the journal and submit it for approval in PeopleSoft. Approved journals will be posted with nightly batch processes, unless the Save Journal Incomplete Status checkbox is checked on the journal header page. Check this box to prevent a valid journal from being picked up for posting.

1. Login into PeopleSoft Financials: www.uvm.edu/~erp/portal/

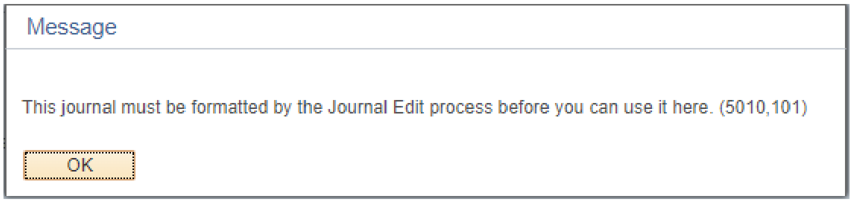
   Navigation: **General Ledger > Journals > Journal Entry > Create/Update Journals**

2. 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.

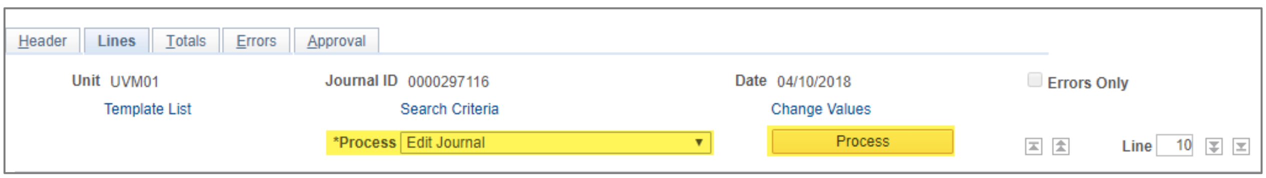


3. The message below will appear. Click **OK**. This means not to make any changes to the journal until it is edited.



4. Click the **Lines** tab.

5. 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.



6. 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.

7. 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

If you have questions about information in this user guide, please contact Financial Reporting and Accounting Services.

Related resources, classes, and policies:

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