

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 <u>Footprint</u> 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:

Internet Explorer	X File Download
What do you want to do with UVM_JOURNAL_ENTRY.zip? Size: 680 KB From: www.uvm.edu	Do you want to open or save this file? Name: UVM_JOURNAL_ENTRY.zip Type: Compressed (zipped) Folder, 633KB From: www.uvm.edu
→ Open The file won't be saved automatically.	Open Save Cancel
→ Save	Always ask before opening this type of file
\rightarrow Save as	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Cancel	

- **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."

IAL_UPLOAD					
are View					
This PC → Desk	top >	JOURNAL_UPLOAD			
		Name	Date modified	Туре	Size
		GLLOG.XLT	9/5/2012 12:55 AM	Microsoft Excel Te	38 KB
		JRNL1.xls	2/21/2019 9:31 AM	Microsoft Excel 97	2,769 KB
	<i>ж</i>	JrnlLog.xls	3/18/2019 2:06 PM	Microsoft Excel 97	9 KB
	×	IRNLMCRO.xla	12/28/2016 5:17 A	Microsoft Excel Ad	424 KB
	*	UVM Journal Import.xls	3/18/2019 2:09 PM	Microsoft Excel 97	8,133 KB
ity Information	*				
uerv Hints	*				

• 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.



ਜ਼ 5° ° ਾ ∓				UVM_JOURNAL_ENTRY.xls
File Home Inse	ert Page Layout Formulas	s Data Review	View Q Tell me what	you want to do
Cut Paste V Format Painter	Arial \cdot 10 \cdot B I U \cdot \bigcirc \land		Wrap Text	General ▼ \$ ▼ % ♪ \$ 00 00 Form
Clipboard 🕞	Font	G A	lignment 🛛	Number 🕞
1 SECURITY WARNING	Some active content has been	n disabled. Click for mor	e details. Enable Conte	ent

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





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

	Spreadsheet J	ournal Import
General Setup E Notes	Journal Sheets New Edit Delete Eas Copy	Import Journals Import Now Marker File

- 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.FieldFo rmula.lscript_Excel_Journal/?postDataBin=y&disconnect=y/.NOTE: If the address does not default to the above, start over at <u>Step 2</u>.
 - Leave the **other fields** as pictured below.



Define Options and Defaults	×
Header Defaults Business Unit: UVM01 Date: Ledger Group: ACTUALS	Message Options OK O Log Error Message only OK Image: Comparison of the state of the
Source: User ID: CURRENT_USER Enable Multibook AutoGen Lines	Document Sequencing Configure Enable Document Default Document Type: Online Import Control Online Import Control
General Options Language: English	Address: https://catalyst.uvm.edu/psc/FSPRD/EMPL4 User ID:

- 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.

New Journal Sheet	×
New Journal Sheet Name:	OK Cancel
1	



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

Spreadsheet	nal li	+🖬 🚮				
Journal Header	Sys ID	Unit	Journal ID	Date	Description	
+ 😿 🗶 🖻) -	≣ ⊾				

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

New Journal Header		×
System ID:		Description:
Unit: Journal ID:	UVM01	
Journal Date: Reference Number:	10/01/2020	Cancel
Ledger Group: Ledger: Source:	ACT	Doc Sequence: Adjustment Type:
User ID: Journal Class: Transaction Code:		Agency Location
Currency Information Foreign Currency: Effective Date: Rate Type: Exchange Rate:	on 10/01/2020	Code: Reversal None Beginning of Next Period C End of Next Period Next Day Specified Date

- **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 (casesensitive) 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.

Spre	adsheet	Jour	nal Im	port	+🖬 🚮								
Journ	al Header	Sys ID	Unit	Journal ID	Date	Description	_						
		1036	UVM01	NEXT	10/1/2020								
+	रि 🖉 🖪	a –	🎫										
Journ	al Lines												
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Oper Unit	Dept ID	Fund	Source	Function	PC BU	Projec
				\checkmark	v	V	\checkmark			\checkmark	✓	✓	V
+	- +	🔽		Select fie	lds to copy from	m a previous lin	e by markin	g the checl	kboxes unde	r each field.			

17. The buttons may be used as follows:

F	Imports this journal sheet immediately using online import mode.			
1	Returns to the Spreadsheet Journal Import control page.			
Spreadsheet Journ	al Import - Header Buttons			
The buttons in the h	eader section of the spreadsheet are:			
+	Creates a new journal header with its own default values.			
2	Selects the journal header on whose lines you want to work.			
Ø	Edits the journal header fields.			
	Copies a journal.			
Ι	Deletes a journal.			
II	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.					
l.	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.

Import Journals Now	×
Select Sheet:	ок
	Cancel
	All
	None
Import Control	
https://catalyst-	
User ID:	
Password:	

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 <u>PeopleSoft Financials</u>
- 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. <u>Select</u> 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.

	UVM Business Manager								
Cuery Viewer	Create/Update Journal Entries								
GL/ Budget Transfers/Journals	Enter any information you have and click Search. Leave fields blank for a list of all values.								
Create/Update Journal Entries	Find an Existing Value								
UVM PurCard Reallocations	▼ Search Criteria								
Enter Budget Transfer	Use Saved Search:								
Enter Budget Journals	Business Unit 🔹 🗸 UVM01 🔍								
Projects V	Journal Date V								
T Create Combo Code	Journal ID begins with V								
FI Portal	Document Sequence Number begins with V								
Billing/ Customer Accounts ~	Line Business Unit								
	Journal Header Status = V								
	Workflow Status begins with								
	Source • Q								
	Entered By begins with V Q								
	Attachment Exist 😑 🗸								
	Journal Class begins with 🗸								
	Case Sensitive								
Search Clear Basic Search Save Search Criteria Delete Saved Search									



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.

	UVM Business Manager	
Header Lines Iotals Errors Approval		
Unit UVM01 Journal ID 0000 Template List Searc	59512 Date 10/01/2020 Errors Only Criteria Change Values View Audit Logs	
Inter/IntraUnit *Process Edit	ournal Process I d Line 10 T I	

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.

 Totals 									
□ Q 4 4 1-1 of 1 ∨ → → View All									
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Approval Status			
UVM01	2	500.00	500.00	V	v	None			

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**.

				UVM Business Manager						
Header	Lines <u>T</u> otals	<u>E</u> rrors <u>A</u> pp	roval							
Unit	UVM01 Template List	Journal ID	0000359512 Search Criteria	Date	10/01/2 Change	020 Values		Errors Only View Audit Log	s	
	Inter/IntraUni	t *Process	Edit Journal			Process		X A L	ine 10 🗉 🗉	:
▼ Lines			Copy Journal Delete Journal Edit Chartfield	-						
Select	Line	*IInit	Edit Journal Post Journal	Acount		Oper Unit	Dent	Fund	Source	Function
	1	UVM01 Q	Refresh Journal Submit Journal	60501	Q,	01 Q	11200 Q	100 Q	100001 Q	521



Creating Multiple Journals in one File

If you need to create multiple journal headers in one spreadsheet, log a PeopleSoft Help Desk <u>Footprint</u> 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 <u>Footprints</u>.

Resources

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

Training

- UFS Roadshow Topics (PDF)
- <u>Professional Development & Training Classes</u>

Relevant UVM Departments

• Financial Accounting and Reporting Services

Suggestions? Updates?

Send an email to <u>PS9-1Upgrade@uvm.edu.</u>