

# Using Journal Spreadsheets

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This is an alternate way to create journals in PeopleSoft other than using the normal Journal and Budget journal entry menu items.

## *Budget Journal Spreadsheet*

1. Load "Budget Journal Import Template " (Budget Journal Import Template.xlsx) to a folder on your network drive
2. Open the macro and select "Add-Ins" from the excel menu
3. After selecting Add-ins on the far left a Menu Command box will open showing "PS Budget Journals"
4. Select the menu item "PS Budget Journals" and select "Create New Budget Journal Spreadsheet". This will display a new Book .xlsx for entry.
5. There is a Journal header section and journal line section
6. Journal Header:
  - a. Business Unit – Select the appropriate business unit from drop down box.
  - b. Journal Id - defaults to NEXT do not change
  - c. Journal Date – Enter the starting period (eg: Fiscal year FY16 = 7/1/2015)
  - d. Ledger Group – defaults to "CC\_EXP – Exp Comtmnt Cntrl Ledger Group"
  - e. Budget Entry Type – Select from drop down list – 0 – Original defaults. Original budget should always be 0. Adjustments after load will be 1 – Adjustment, 2- Budget Transfer
  - f. Description – free format entry for Journal
7. Journal Lines:
  - a. Budget period - must be the Fiscal year (eg: FY16 = 2016)
  - b. Fund – Enter fund or copy from external worksheets
  - c. Dept Id – Enter department or copy department Id from worksheets
  - d. Activity – copy Activity from worksheets
  - e. Account – copy from worksheets
  - f. Operation Unit – Copy from worksheets
  - g. Amount – copy from worksheets or enter Value in format -999999999.999 (eg: 488420.000 or -175000.000)
  - h. Line Description – enter a description for each line can be the same
8. After entry of data, select "Export Budget Journal as a file" from the menu
9. Create Text File a new window will pop up
10. Browse to the folder you want to save the txt file
11. Give the txt file a name
12. After the path and name will appear in the window
13. Select "Create Export File". When the Create indicator is at 100% you can select "Close"
14. Text file has been created
15. "Save As" giving the current Book the same name as the .txt to a folder as a .xlsx workbook

16. Go to step 5 above and create an open a new book.
17. Continue until all journals complete
18. Once complete Import the text file into PeopleSoft
19. From the PeopleSoft main menu, navigate to the following
  - a. Main Menu>Commitment Control>Budget Journals>Import Budget Journals
  - b. Follow PeopleSoft instructions to load text file.

### *GL Journal Spreadsheet*

1. Load "GL Journal Import Template" (GL Journal Import Template.xlsm),"GL Journal Macro" (JRNLMCRO.xlam) and "GL Journal Log" (JrnLog.xls) into the same folder on your network drive
2. Open the macro "GL Journal Import Template.xlsm "
3. Select "Setup" from the menu
4. Fill in the required fields
  - a. Business unit
  - b. Date
  - c. User Id
5. Then click "OK"
6. Select an option from Journal Sheets:
  - a. "New" to build a new Journal
  - b. "Edit" to edit an existing
  - c. "Delete" to remove a journal
  - d. "Copy" from an existing Journal.

These options only affect the spreadsheets not after a journal has been uploaded.
7. You will be prompted for a Journal Sheet Name
8. Under Journal Header select the "Plus Sign"
9. Enter the journal header information
10. Select OK
11. Under Journal Lines select the "Plus Sign"
12. Enter your line data
13. When complete "Select Import Now"
14. Then proceed to PeopleSoft Menu
  - a. Main Menu>General Ledger>Journals>Import Journals>Spreadsheet Journals
  - b. Import your journal
15. After Journal is uploaded process as normal

