



North Dakota University System

ConnectND Finance 9.0

Spread sheet journal import job aid

On occasion you may use a spreadsheet application such as Excel to calculate amounts for large Journal Entries (i.e. allocations, payroll entries, etc.). The journal import feature of PeopleSoft eliminates the manual input of Journal Entries by allowing you to import data directly from a spreadsheet application (Excel) to the General Ledger. The basic steps are: use a spreadsheet application to calculate the data you need for the Journal Entry, copy the amounts to the upload file (JRNL1.xls), add the appropriate journal line and journal header information, then simply click on the import button. The Journal Entry will be automatically created in PeopleSoft for Edit Checking, Budget Checking, and Posting.

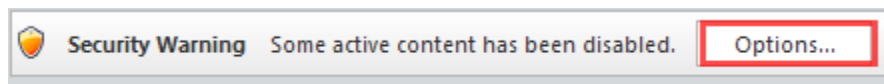
There are three files that must be in the same directory on your workstation. The files are GLOG.XLT, JRNLMCRO.XLA, & JRNL1.XLS. Copy them to your network drive. You will probably want to set up a new folder in your C: drive such as "Psoft Spreadsheet Journals."

STEP 1: CREATE SPREADSHEET

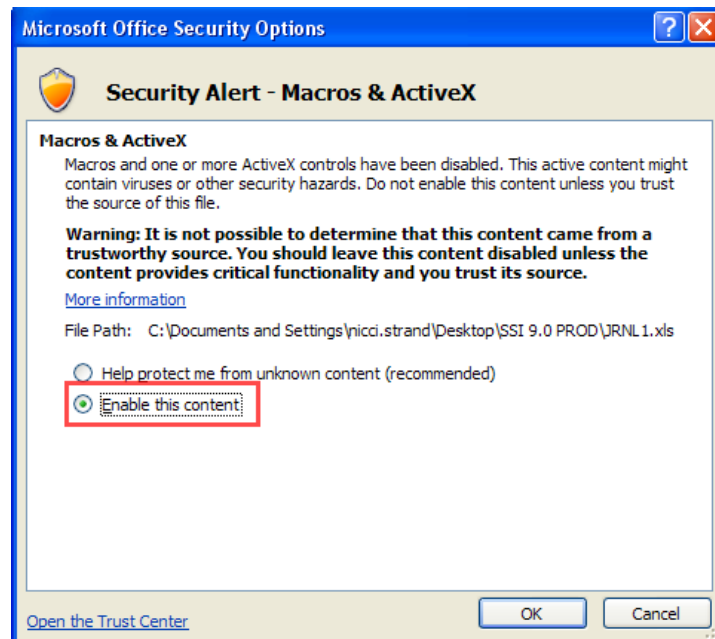
Navigation: Go to the same network drive and directory noted above. Open the JRNL1.xls file.

NOTE: When opening the spreadsheet you will be asked if you want to enable the macros. You must answer, "Yes" to activate the spreadsheet functionality. The macro setting in your Excel must be set to medium or low for this functionality to work. The navigation to change is Tools > Macro > Security > Security Level Tab.

Office 2007-



Click the options

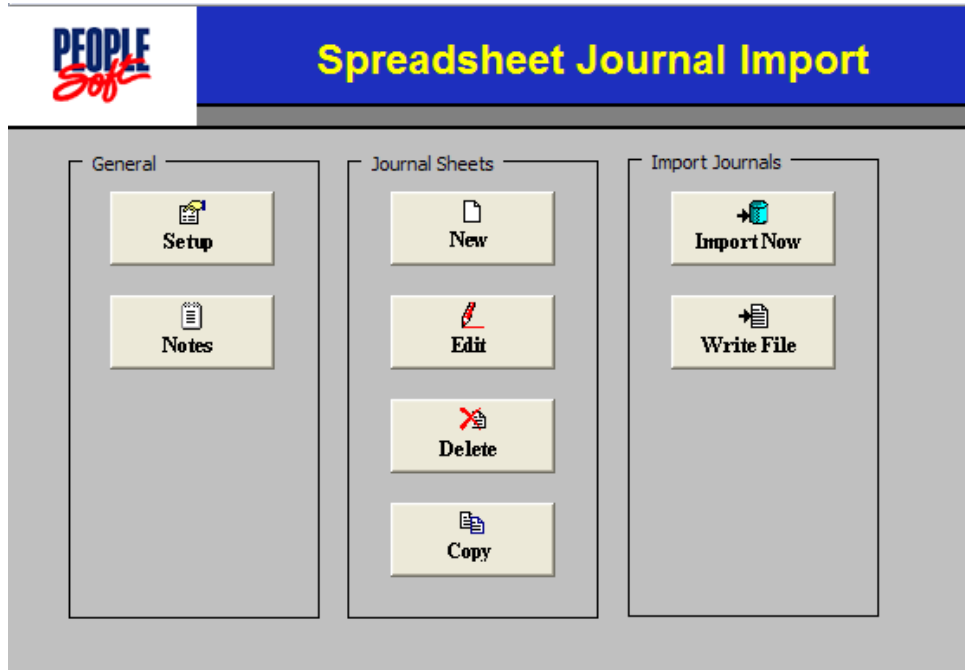


Select Enable this content and click ok.

This is a modified Excel spreadsheet and most of the functionality of Excel (i.e. copy, cut, paste, etc.) can be used in this spreadsheet.

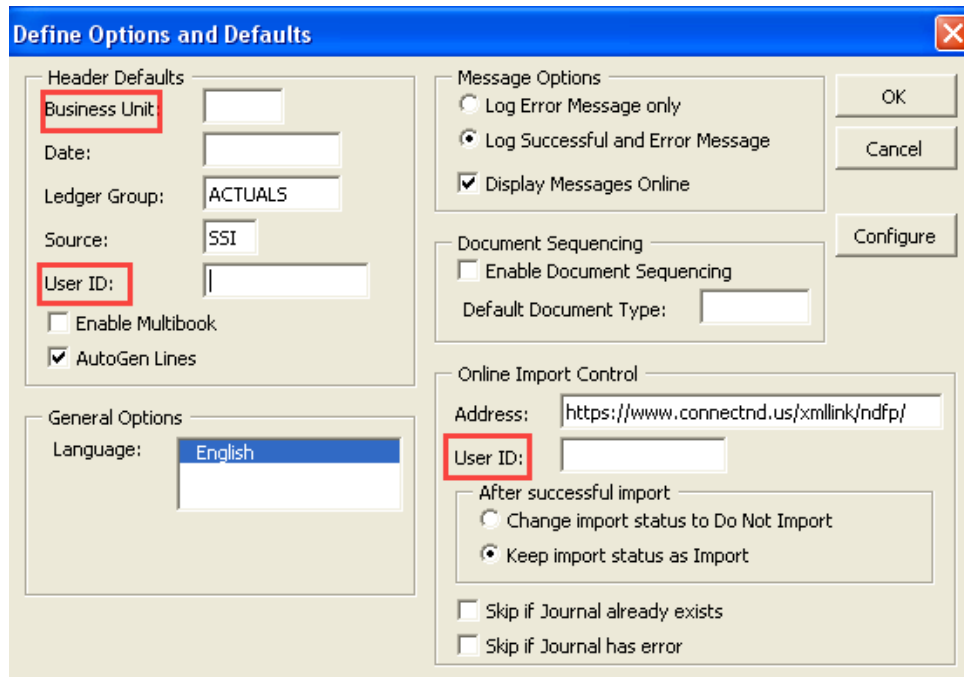
JRNL1.XLS CONTROL WORKSHEET

The initial worksheet in the JRNL1.xls file, the Control Worksheet, is shown below.



General Option Buttons

- **Setup** Click this to set up options on the Define Options and Defaults dialog box. Set journal header defaults and options for message logging, document sequencing and general options, and specify online import controls for the workbook. Make sure the online import control address is : <https://www.connectnd.us/xmlink/ndfp/>
- **The Source of SSI should be used for spreadsheet journal imports.**



- **Notes** Click to go to a scratchpad in the workbook. Use this for instructions, calculations, notes, and so on. In our example, the sheet is blank except for a heading and the control button that returns you to the control page.

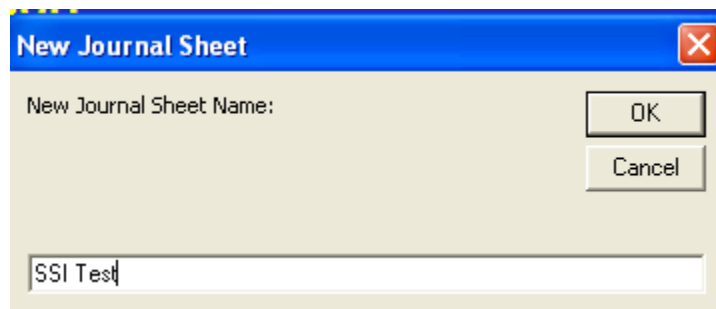
Journal Sheets Buttons

The buttons in the Journal Sheet Options box allow you to create and edit worksheets that contain Journal Entries.

- **New** - insert a new journal sheet. The JRNL1.xls file can contain as many journal sheets as needed (limited by the number of worksheets allowed within your version of Excel).
- **Edit** - select one journal sheet in the workbook to edit.
- **Delete** - delete one or more journal sheets in the workbook.
- **Copy** -copy a selected journal worksheet to a new name.

Entering Journals in JRNL1.xls

To enter a worksheet for a new journal, press the **NEW** button on the Control Worksheet. Enter a journal Sheet Name in the dialog box.

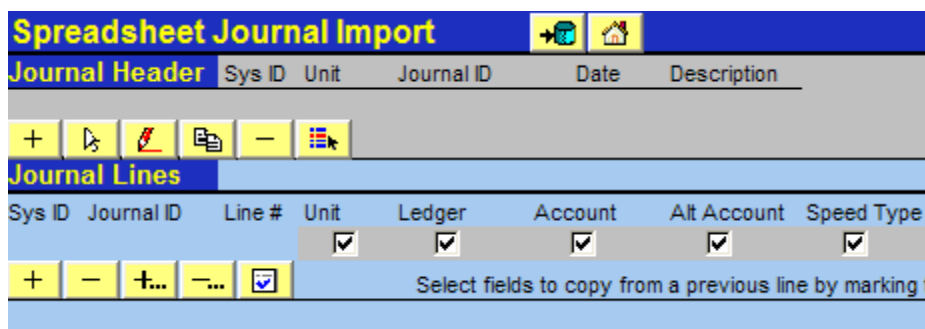


This creates a spreadsheet worksheet.

JRNL1.XLS SPREADSHEET WORKSHEET

Just as a manual the Journal Entry input directly into the General Ledger has two sections, the journal header and journal lines, so does the Journal Entry worksheet. The top section, shown in gray, is for the journal header information, and the lower section, shown in blue is for the journal line information.

To insert a journal header click on the button in the Header section. The Journal Header dialog box (shown below) appears.




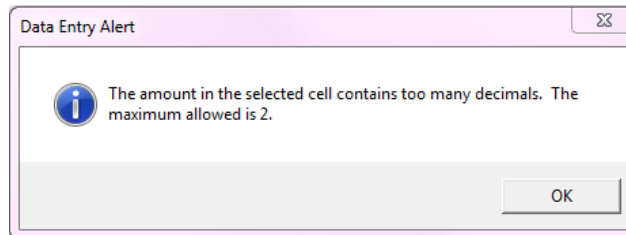
Enter the following:


- **Unit** – Input the appropriate Business Unit.
- **Journal ID** – Input a journal ID. This can be a maximum of 10 characters. Note, You can use a journal ID of NEXT or you use a series of letters and numbers that are not similar to the auto numbering scheme. This field cannot contain blank spaces
- **Journal Date** – Enter the effective date of the journal in the MM/DD/YYYY format.
- **Ledger Group** - Input the Ledger Group, this typically should be ACTUALS.
- **Ledger** - Input the Ledger, if needed.
- **Source** – Use source of SSI (Spreadsheet Journal Import).
- **User** – Enter your User ID
- **Foreign Currency** – Enter USD (US Dollars)
- **Effective Date** – Defaults to the current date.
- **Reversal** – Select a reversing date if this is appropriate, the default is None.
- **Description** – Enter a long description of the Journal Entry if required.
- **Auto Gen Lines** - Select this check box if the ledger group contains multiple ledgers.
- **Lines** check box should always be checked so that the system will automatically generate journal lines to support transaction detail for each ledger in the group.

When all of the information is entered, double-check the data and then click “OK”. The journal header information is automatically inserted in the journal header section of the worksheet. The next step is to insert the Journal Line information. Click the “+” button under the journal lines section and line 1 of the journal line section will appear. Enter the appropriate journal line information, just as you would if you were manually inputting a journal in PeopleSoft

Spreadsheet Journal Import											
Journal Header											
Sys ID	Unit	Journal ID	Date	Description							
1008	UND01	NEXT	4/17/2008	Test SSI							
Journal Lines											
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	N/R	Rate Type
1008	NEXT	1	UND01	ACTUALS	532050				10.00		
1008	NEXT	2	UND01	ACTUALS	532050				(10.00)		

Click the  check lines button (located under the Line # on the journal lines section); this will verify that the foreign amount, base amount, and statistic amount are numeric with the right number of integers and decimals. If there are amounts with a third decimal place, the following message will appear:




Correct the amounts to two decimal places, click the  check lines button to verify there are no remaining amounts with three digits. If the third decimal place is not corrected, the following is impacted:

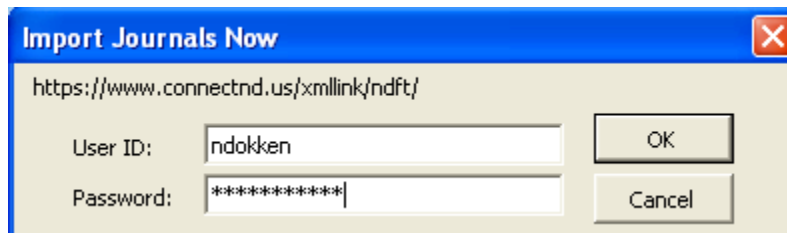
Delivered Reports/Closing/Queries

- The third digit does not display in reports/journal inquiries but due to rounding may have \$.01 were \$.00 should be displayed.
- The third digit carries forward when a close is processed.
- The third digit displays in queries.

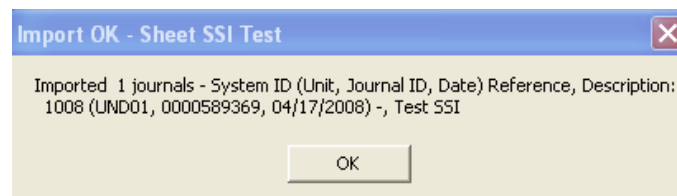
Grant Schools Impact

- The initial transaction with the third decimal place creates FNA, Billing, and AR transactions as well. The billing is at the two decimals and as a result, the 3 decimals left unwanted balances on the trial balance.

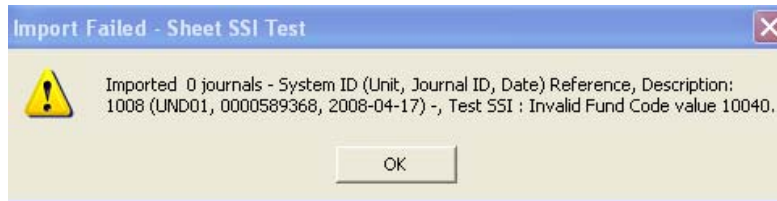
After all journal lines are entered and it has been verified that all items contain two decimal places, click the  import button at the top of the page. The following will appear, enter your Peoplesoft password.



You will get the following message notifying you of a successful load:











or unsuccessful journal load:



Log into Peoplesoft.

Spread Sheet Import

1.	Click the General Ledger link. 
2.	Click the Journal Entry link. 
3.	Click the Create/Update Journal Entries link. 
4.	Click the Find an Existing Value tab. 
5.	Enter the desired information into the Source field. Enter " ssi ".
6.	Click the Search button. 
7.	Click an entry in the Journal ID column.
8.	Click the OK button. 
9.	Click the Lines tab. 
10.	Click the Process button. 
11.	End of Procedure.