

GL.020.030 – ENTERING/COPYING/DELETING JOURNALS FROM A SPREADSHEET

Purpose	<ul style="list-style-type: none"> • To identify where to access the Spreadsheet Journal Import Template. • To describe what types of information can be recorded when entering a journal from a spreadsheet. • To enter journals from a spreadsheet. • To identify where a spreadsheet journal is copied. • To copy a spreadsheet journal. • To identify where a spreadsheet journal is deleted. • To delete a spreadsheet journal.
Description	<p>This process allows users to enter a journal into an Excel spreadsheet and import it to the General Ledger module. Users enter journals from the Spreadsheet Journal Import Template. It is a good practice to save the Spreadsheet Journal Import template under a new file name before entering data to preserve the integrity of the original template. To enter journals from a spreadsheet, use the Spreadsheet Journal Import template located on the GeorgiaFIRST website.</p> <p>When entering journals from a spreadsheet, users can enter the Header and Detail Lines information. Refer to business process GL.020.033 - Batch Spreadsheet Journal Import to import the spreadsheet journal.</p> <p>Users copy and delete a spreadsheet journal through the Spreadsheet Journal Import Template. A function exists within the spreadsheet that allows users to copy or delete an existing sheet.</p>
Security Role	BOR PeopleSoft User
Dependencies/Constraints	None

Additional Information	None
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Procedure

Below are step by step instructions on how to enter a new journal entry from a Spreadsheet Journal Import, make a copy of a journal sheet, and delete a journal sheet.

Step	Action
1.	If users have not created a working copy of the spreadsheet file, refer to the " Uploading Spreadsheet Files " job aid to create a working copy.
2.	Click the New Sheet button.
3.	Enter a New Journal Sheet Name in the field.
4.	Click the OK button.
5.	Click the (+) button under Journal Header.
6.	Enter a Journal ID in the Journal ID field or leave as Next.
7.	Enter " DEFAULT " in the Transaction Code field.
8.	Enter a Description in the Description field.
9.	Select a Commitment Control Amount Type from the dropdown.
10.	Click the OK button.
11.	Click the (+) button under Journal Lines to insert additional lines into the spreadsheet.
12.	Enter a Business Unit in the Unit field.
13.	Enter a Ledger name in the Ledger field.
14.	Enter an Account number in the Account field.
15.	Enter a Fund code in the Fund field.
16.	Enter a Department number in the Dept ID field.
17.	Enter a Program number in the Program field.
18.	Enter a Class number in the Class field.
19.	Enter a Budget year in the Budget Ref field.
20.	Enter a Description in the Description field.
21.	Enter an Amount in the Amount field.
22.	Click the (+) button.
23.	Update ChartFields as needed for new journal line.

Step	Action
24.	Press [Delete] in the Amount field.
25.	Enter an amount in the Amount field.
26.	Navigate to the Home page to import the journal entry into the general ledger by using the write to file option.
27.	If the user needs to make a copy of the RECLASSDPT journal sheet, click the Copy Sheet button.
28.	Select the journal sheet to copy.
29.	Enter a New Journal Sheet Name in the field.
30.	Click the Copy button.
31.	Click the Delete Sheet button from the Home page if the user needs to delete the journal sheet.
32.	Select the journal to delete.
33.	Click the Delete button.