
GL.020.031 - SETTING UP SPREADSHEET JOURNAL PREFERENCES

Purpose	• To identify what options users can set for spreadsheet journal preferences. • To setup spreadsheet journal preferences.
Description	Users can set defaults to make journal entry more efficient within the Journal Load Spreadsheet. Users can specify Header Defaults, General Options, Message Options, Document Sequencing and Online Import Control.
Security Role	BOR PeopleSoft User
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to set defaults in the Journal Load Spreadsheet to make it more efficient.

Step	Action
1.	If this is the first time completing this business process, retrieve spreadsheet document from the BOR Spreadsheet Upload Files on the GeorgiaFIRST website.
2.	Click BOR Journal Upload folder.
3.	Open appropriate document for business transaction. <i>Note: For testing purposes use FPLAY and for actual business use, use FPROD.</i>
4.	Click the Setup & Defaults button in Excel.
5.	Enter Date in the Date field.
6.	Enter Business Unit in the Business Unit field.
7.	Enter a Ledger Group in the Ledger Group field.
8.	Enter " EXT " in the Source field.
9.	Click the OK button.