



GL.020.033 - BATCH SPREADSHEET JOURNAL IMPORT

Purpose	 To identify the first step in importing spreadsheet journals by batch. To describe why users must process the journal through Journal Edit after importing from a spreadsheet. To batch import a spreadsheet journal.
Description	If users enter spreadsheet journals, the journals must be written to an .xml file and then imported into PeopleSoft. After writing the journals to a file, use the Spreadsheet Journal Import process to load it into General Ledger. After the process is finished, users can pull up the journal in General Ledger. When users pull up the journal entry, the system prompts users to process the journal through Journal Edit because it was created through an external source.
Security Role	BOR_GL_PRC_JRNL_PRC
Dependencies/ Constraints	None
Additional Information	None





Procedure

Below are step by step instructions on how to batch spreadsheet journal import.

Step	Action						
1.	If users have not created a working copy of the spreadsheet file, refer to the "Uploading Spreadsheet Journals" job aid to create working copy.						
2.	Enter a journal within the spreadsheet. For more information, refer to GL 020 030 – Entering/Copying/Deleting Journals from a Spreadsheet.						
3.	Once users create a working copy with journal entries, click the Write File button.						
4.	Select the journal sheet to upload.						
5.	Enter Filename (example: "c:\temp\jrnlupld.xml") in the Filename field.						
6.	Click the OK button.						
7.	Open a browser and log in to PeopleSoft Financials.						
8.	Click the General Ledger link.						
9.	Click the Journals link.						
10.	Click the Import Journals link.						
11.	Click the Spreadsheet Journals link.						
12.	Click the Add a New Value tab.						
13.	Enter a Run Control ID in the Run Control ID field.						
14.	Click the Add button.						
15.	Click the Add button.						
16.	Enter File Name (example: "c:\temp\jrnlupld.xml") in the File Name field.						
17.	Click the Open button						
18.	Click the Upload button.						
19.	Click the View button to confirm the correct file was selected.						
20.	Verify the Journal ID and Journal Date are correct.						
21.	Click the Close button.						
22.	Click the Run button. The Process Scheduler Request window displays.						
23.	Under the Process List, Journal Import with Edit process, GL_EXCL_BATC is selected.						
	Process List Select Description Process Name Process Type *Type Format Distribution						





Action	ı								
Click the OK button.									
Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.									
Click the Refresh button until the Run Status is Success.									
Once the Journal Upload Batch Process is complete, navigate to General Ledger.									
Click the General Ledger link.									
Click the Journals link.									
Click the Journal Entry link.									
-									
Enter "EXT" in the Source field.									
Click the Search button.									
Click the OK button.									
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	Click the page at Click the Click th	Click the F page and c Click the F Once the L Ledger. Click the G Click the G Click the G Click the F Enter "EXT Click the G Process the Spreadshe	Click the Proces page and defause Click the Refression Once the Journal Ledger. Click the General Click the Journal Click the Journal Click the Find a Enter "EXT" in the Click the Search Click the OK but Process the journal Rote: If no journal Spreadsheet. To	Click the Process Monitor page and defaults to the P Click the Refresh button used once the Journal Upload Eledger. Click the General Ledger Click the Journals link. Click the Journal Entry line Click the Create/Update J Click the Find an Existing Enter "EXT" in the Source Click the OK button. Click the OK button. Process the journals are get	Click the Process Monitor link. The page and defaults to the Process List Click the Refresh button until the Rule Once the Journal Upload Batch Proceed Ledger. Click the General Ledger link. Click the Journals link. Click the Journal Entry link. Click the Create/Update Journal Entry Click the Find an Existing Value talk Enter "EXT" in the Source field. Click the Search button. Click the OK button. Process the journals are generated, its spreadsheet. To confirm, navigate to	Click the Process Monitor link. The system page and defaults to the Process List tab. Click the Refresh button until the Run State Once the Journal Upload Batch Process is Ledger. Click the General Ledger link. Click the Journals link. Click the Journal Entry link. Click the Create/Update Journal Entries I Click the Find an Existing Value tab. Enter "EXT" in the Source field. Click the Search button. Click the OK button. Process the journal entry to completion. Note: If no journals are generated, it is likely spreadsheet. To confirm, navigate to People	Click the Process Monitor link. The system navigates to page and defaults to the Process List tab. Click the Refresh button until the Run Status is Success. Once the Journal Upload Batch Process is complete, not Ledger. Click the General Ledger link. Click the Journals link. Click the Journal Entry link. Click the Create/Update Journal Entries link. Click the Find an Existing Value tab. Enter "EXT" in the Source field. Click the Search button. Click the OK button. Process the journal entry to completion.	Click the Process Monitor link. The system navigates to the Propage and defaults to the Process List tab. Click the Refresh button until the Run Status is Success. Once the Journal Upload Batch Process is complete, navigate to Ledger. Click the General Ledger link. Click the Journals link. Click the Journal Entry link. Click the Create/Update Journal Entries link. Click the Find an Existing Value tab. Enter "EXT" in the Source field. Click the Search button. Click the OK button. Process the journal entry to completion. Note: If no journals are generated, it is likely there is an error on the search service.	Click the Process Monitor link. The system navigates to the Process M page and defaults to the Process List tab. Click the Refresh button until the Run Status is Success. Once the Journal Upload Batch Process is complete, navigate to Gener Ledger. Click the General Ledger link. Click the Journals link. Click the Journal Entry link. Click the Create/Update Journal Entries link. Click the Find an Existing Value tab. Enter "EXT" in the Source field. Click the Search button. Click the OK button. Process the journal entry to completion.





Step	Action			
38.	the spre	eadsheet m	displays. If the Message Text states nust be corrected, and the process m g to successfully import journals. To	nust be attempted again
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	Severity	Log Time	Message Text	Explain
	10	11:47:50AM	Journal Import processing has started.	Explain
		11:47:51AM	Processing file JRNL1_BOR_92_872_FPROD_12012017.txt	Explain
		11:47:51AM	Journal JL12180001 has error. Skip this journal and continue.	Explain
		11:47:51AM	Process completed successfully with 0 journals imported.	Explain
			Journal Import processing has finished.	Explain