

# UPLOADING THE GENERAL LEDGER (GL) JOURNAL INTO PEOPLESOFT

This video will provide instructions for uploading the GL journal into PeopleSoft.

## Prior to uploading into PeopleSoft, you will need to have:

1. Completed “OPEB Calculator for PeopleSoft” spreadsheet.
2. Prepared the “Import\_Spreadsheet\_Production\_SDFP” and “JRNLMCRO”
  - a. Spreadsheets are located on the Customer Resource Center (CRC) website <http://crc.sdcoe.net/resources/peoplesoft/guides> under General Ledger -> Other.
  - b. Download and save the spreadsheet and macro *PRIOR* to opening the spreadsheet.
  - c. Click on the “Download” link under both the spreadsheet and macro.
  - d. Upon the download, rather than opening the document, select “View in Folder”.
  - e. Copy and Paste the file the folder you would like each of the documents saved.
  - f. From the new folder, open the spreadsheet “Import\_Spreadsheet\_Production\_SDFP”.

## STEPS:

1. Open your “**OPEB Calculator for PS**” spreadsheet.
2. Go to the “Journal Entry Form” tab. You may have chosen to not enter the resource, PY, site and location initially. In order to use the upload template, you will be **required to enter the resource and site** (*PY and Loc are still optional*).
3. Once all resource and site codes are entered, go to the “PS Journal Upload” tab.
4. You will notice that the information from the “Journal Entry Form” tab has already populated in the “PS Journal Upload” tab.

<i>DIST NO</i> <i>(5 dgt)</i>	<i>ACTUALS</i>	<i>Obj</i> <i>(7 dgt)</i>	<i>Fund</i> <i>(4 dgt)</i>	<i>Resource</i> <i>(7 dgt)</i>	<i>Goal</i> <i>(4 dgt)</i>	<i>4</i> <i>dgts</i>	<i>Site</i> <i>(3 dgts)</i>	<i>credit = negative</i>
Unit	Ledger	Account	Fund	Resource	Goal	Function	Site	Amount
04700	ACTUALS	3701000	0100					-67.5
04700	ACTUALS	3702000	0100					-36.5
04700	ACTUALS	3701000	0100	0000000	1110	1000	001	33.8
04700	ACTUALS	3701000	0100	0000000	1110	2100	001	
04700	ACTUALS	3701000	0100	0000000	1110	2700	001	
04700	ACTUALS	3701000	0100	0000000	1110	4200	001	
04700	ACTUALS	3701000	0100	0000000	1110	2490	001	
04700	ACTUALS	3701000	0100	0000000	1110	4000	003	

- You will need to enter the Journal Reference and Journal Description.

PEOPLESOP							
Enter Reference (max 10 chr):		1516 OPEB		(count: 9)			
Enter Description (max 30 chr):		1516 OPEB Calculation		(count: 21)			
DB and CR Balanced				DB:	-104,069.01	CR:	104,069.01
ADD JOURNAL ROWS:		145					
DIST NO (5 dgt)	ACTUALS	Obj (7 dgt)	Fund (4 dgt)	Resource (7 dgt)	Goal (4 dgts)	4 dgts	3
Unit	Ledger	Account	Fund	Resource	Goal	Function	
04700	ACTUALS	3701000	0100				

- Once the reference and description are entered use the filter on the "Unit" column and unselect "(blanks)". Click "OK".

- Open the "Import\_Spreadsheet\_Production\_SDFP" spreadsheet
- Click "Enable Content".
- Click "New".

10. Name your Journal Sheet.

The screenshot shows a dialog box titled "New Journal Sheet" with a close button (X) in the top right corner. It contains a text input field labeled "New Journal Sheet Name:" with the text "1516 OPEB Calculation" entered. Below the input field are two buttons: "OK" and "Cancel".

11. Click the "+" under "Journal Header".

The screenshot shows a spreadsheet interface. Row 2 is a blue header row with the text "Spreadsheet Journal Import". Row 3 is a grey header row with the text "Journal Header" and columns for "Sys ID", "Unit", "Journal ID", and "Date". Row 4 is a grey row. Row 5 is a grey row with a yellow "+" button in the first column. Row 6 is a blue header row with the text "Journal Lines" and columns for "Sys ID", "Journal ID", "Line #", "Unit", "Ledger", "Account", "Fund", and "Resource". Row 7 is a grey row with checkmarks in the "Unit", "Ledger", "Account", "Fund", and "Resource" columns. Row 8 is a grey row. Row 9 is a grey row with yellow "+" and "-" buttons and a dropdown arrow. Row 10 is a grey row with the text "Select fields to copy from a previous line by marking". Row 11 is a white row with a green border. Row 12 is a white row.

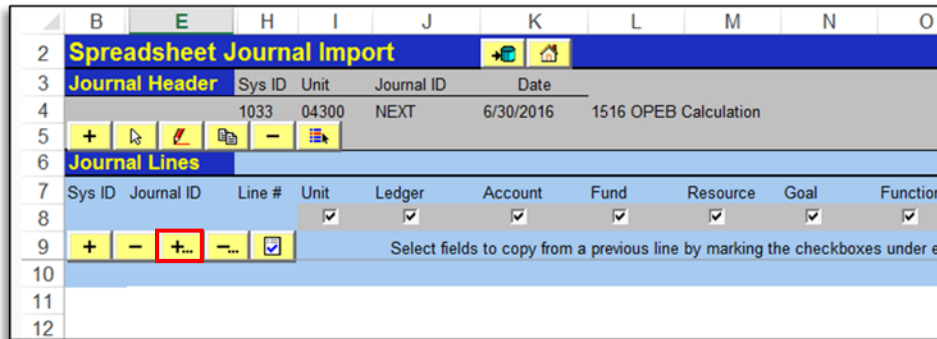
12. Enter your Journal Header information.

The screenshot shows a dialog box titled "New Journal Header" with a close button (X) in the top right corner. It contains several fields and sections:

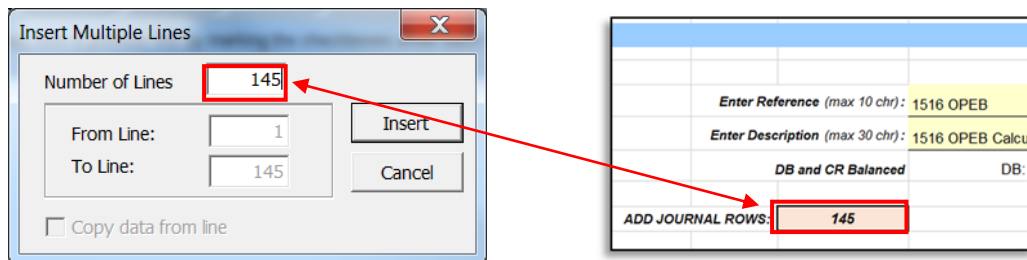
- System ID: [Empty]
- Unit: [Empty]
- Journal ID: NEXT
- Journal Date: 06/30/2016
- Reference Number: [Empty]
- Ledger Group: ACTUALS
- Ledger: [Empty]
- Source: DO
- User ID: [Empty]
- Journal Class: [Empty]
- Transaction Code: [Empty]
- Description: [Empty]
- AutoGen Lines:
- Adjusting Entry:  Period: 998
- Document Type: [Empty]
- Doc: [Empty]
- Adjustment Type: [Empty]
- Commitment Control Amount Type: Actuals, Recognize and Collect
- Agency Location Code: [Empty]
- Currency Information:
  - Foreign Currency:
  - Effective Date: 06/30/2016
  - Rate Type: [Empty]
  - Exchange Rate: [Empty]
- Reversal:
  - None
  - Beginning of Next Period
  - End of Next Period
  - Next Day
  - Specified Date

Buttons "OK" and "Cancel" are located in the bottom right corner.

13. Click on the “+...” under “Journal Lines”.

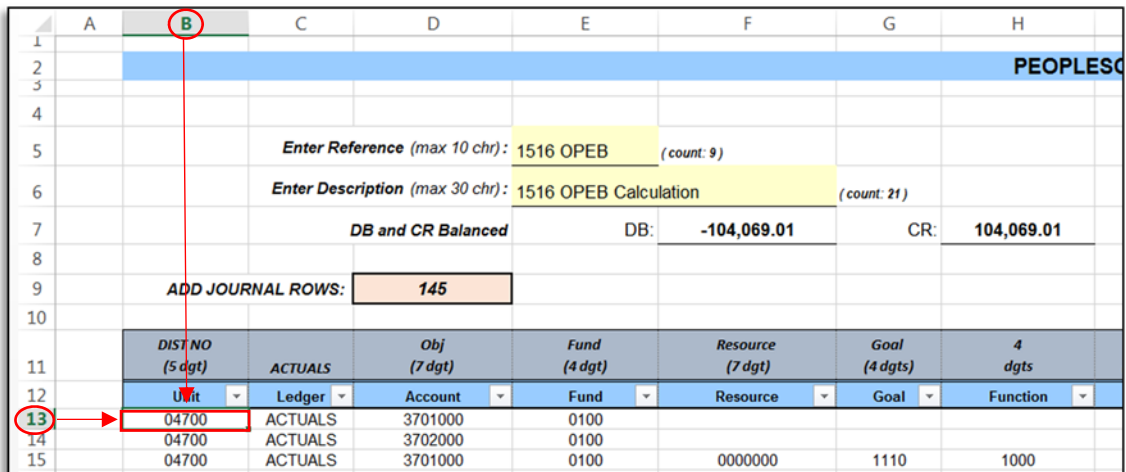


14. Enter the number of lines to be added. This number should match the “Add Journal Rows” amount on the “PS Journal Upload” tab on the “OPEB Calculator for PS” spreadsheet.



15. Click “Insert”

16. Move back to your OPEB Calculator for PS and go to the “PS Journal Upload” tab. Beginning in cell B13, highlight all transfer data (this should be the first row/account string for the transfer form).



	A	B	C	D	E	F	G	H
128		04700	ACTUALS	3751000	0100		1110	1000
131		04700	ACTUALS	3751000	0100		1110	2140
133		04700	ACTUALS	3751000	0100		1110	2490
134		04700	ACTUALS	3751000	0100		6000	1000
135		04700	ACTUALS	3751000	0100		6000	2700
136		04700	ACTUALS	3751000	0100		7110	1000
137		04700	ACTUALS	3751000	0100		3200	1000
138		04700	ACTUALS	3751000	0100		3800	1000
140		04700	ACTUALS	3751000	1100		0000	2700
142		04700	ACTUALS	3752000	0100		0000	7100
143		04700	ACTUALS	3752000	0100		0000	2100
144		04700	ACTUALS	3752000	0100		0000	7200
146		04700	ACTUALS	3752000	0100		0000	3600
148		04700	ACTUALS	3752000	0100		0000	7700
150		04700	ACTUALS	3752000	0100		0000	7490
152		04700	ACTUALS	3752000	0100		0000	7110
153		04700	ACTUALS	3752000	0100		0000	7540
154		04700	ACTUALS	3752000	0100		0000	2700
155		04700	ACTUALS	3752000	0100		0000	8110
156		04700	ACTUALS	3752000	0100		0000	8400
157		04700	ACTUALS	3752000	0100		0000	8200
161		04700	ACTUALS	3752000	0100		5770	1190
164		04700	ACTUALS	3752000	0100		5001	2100
165		04700	ACTUALS	3752000	0100		5001	3600
166		04700	ACTUALS	3752000	0100		5001	2700
171		04700	ACTUALS	3752000	0100		1110	2420
172		04700	ACTUALS	3752000	0100		1110	3160
175		04700	ACTUALS	3752000	0100		6000	2700
177		04700	ACTUALS	3752000	1300		0000	3700
178		04700	ACTUALS	3752000	2518		0000	8100
179		04700	ACTUALS	3752000	2139		0000	8500
180		04700	ACTUALS	3752000	1100		0000	2700
503								
504								
505								
506								

... OPEB Pivot Table Journal Entry Form PS Journal Upload

READY 145 OF 490 RECORDS FOUND AVERAGE: 50360.54422 COUNT: 1885 SUM: 7403000

17. Using your keyboard, hit Ctrl and C, **OR** right click the highlighted the area and select "Copy". This will copy the data.
18. Move back to the **Import\_Spreadsheet\_Production\_SDFP** spreadsheet.
19. Click in cell I12.

	B	E	H	I	J	K	L	M
2	<b>Spreadsheet Journal Import</b>							
3	<b>Journal Header</b>							
4		Sys ID	Unit	Journal ID	Date			
5		1033	04300	NEXT	6/30/2016	1516 OPEB Calculation		
6	<b>Journal Lines</b>							
7	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Resource
8					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Select fields to copy from a previous line by marking the checkbox							
11								
12	1033	NEXT	1					
13	1033	NEXT	2					
14	1033	NEXT	3					
15	1033	NEXT	4					
16	1033	NEXT	5					
17	1033	NEXT	6					
18	1033	NEXT	7					

20. Using your keyboard, high Ctrl and V, **OR** right click cell I12 and select "Paste".

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Resource	Goal	Function	Site	Oper Unit	Proj Year	Amount	Speed Type
1033	NEXT	1	04700	ACTUALS	3701000	0100							-67,521.01	
1033	NEXT	2	04700	ACTUALS	3702000	0100							-36,548.00	
1033	NEXT	3	04700	ACTUALS	3701000	0100	0000000	1110	1000	001			33,807.80	
1033	NEXT	4	04700	ACTUALS	3701000	0100	0000000	1110	2100	001			189.28	
1033	NEXT	5	04700	ACTUALS	3701000	0100	0000000	1110	2700	001			8.69	
1033	NEXT	6	04700	ACTUALS	3701000	0100	0000000	1110	4200	001			192.60	
1033	NEXT	7	04700	ACTUALS	3701000	0100	0000000	1110	2490	001			88.62	
1033	NEXT	8	04700	ACTUALS	3701000	0100	0000000	1110	4000	003			21.60	
1033	NEXT	9	04700	ACTUALS	3701000	0100		1110	2140				183.63	
1033	NEXT	10	04700	ACTUALS	3701000	0100		0000	2100				1,293.66	
1033	NEXT	11	04700	ACTUALS	3701000	0100		0000	3160				11.38	
1033	NEXT	12	04700	ACTUALS	3701000	0100		0000	2700				2,912.53	

21. If information on sheet is correct go to File, "Save".

22. Click the Import icon.

Sys ID	Unit	Journal ID	Date
1033	04300	NEXT	6/30/2016

23. Enter your User ID and Password for PeopleSoft.

24. Once the process runs, you will receive an import message. Write down the Journal ID#. Click "OK".

**25. Login to PeopleSoft Finance.**

26. Go to Main Menu → General Ledger → Journals → Create/Update Journal Entries

27. Enter The Journal ID number you received in Step 24 above. Click "Search".

28. The journal should open with the same data from your spreadsheet.

29. Go to the "Lines" tab. Verify the information. If everything is correct run the "Edit Journal", "Submit Journal" and "Post Journal" processes.

30. Your journal will be posted.