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Excel Journal Entry

Concept

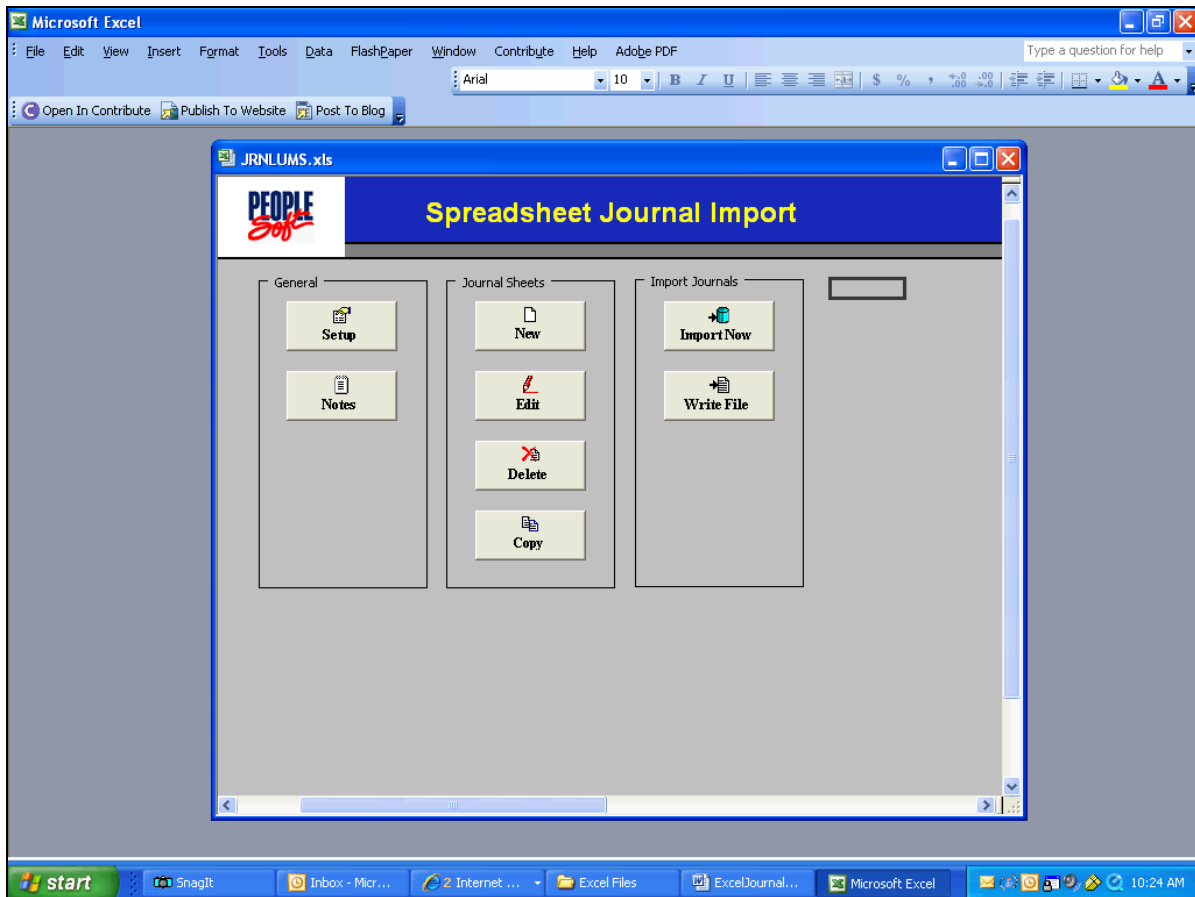
Journal Entries are used to update the General Ledger for many types of transactions, including cash receipts, transfers of revenue or expense, and budget changes. The Spreadsheet Journal Entry system facilitates Journal Entry using Microsoft Excel. The customized Excel interface provides an easy-to-follow menu for entering data and specifying defaults.

The first step towards using the Excel Journal Entry system is to install three required Oracle provided Excel files on your computer. The files can be downloaded from http://www.maine.edu/system/oft/psfinancial/journal_entry.php. The file names are **JRNLUIMS.xls** (Journal Entry Workbook), **GLLOG.xlt** (message log template) and **JRNLMCRO.xla** (compiled macro sheet). The only file you will manipulate is the JRNLUIMS.xls file. It is the Control page you will use to create and maintain Journal Entry sheets. It is required that all three files be saved to the same directory on your workstation. We recommend you create a folder on your workstation's C: drive and download the three files into this folder.

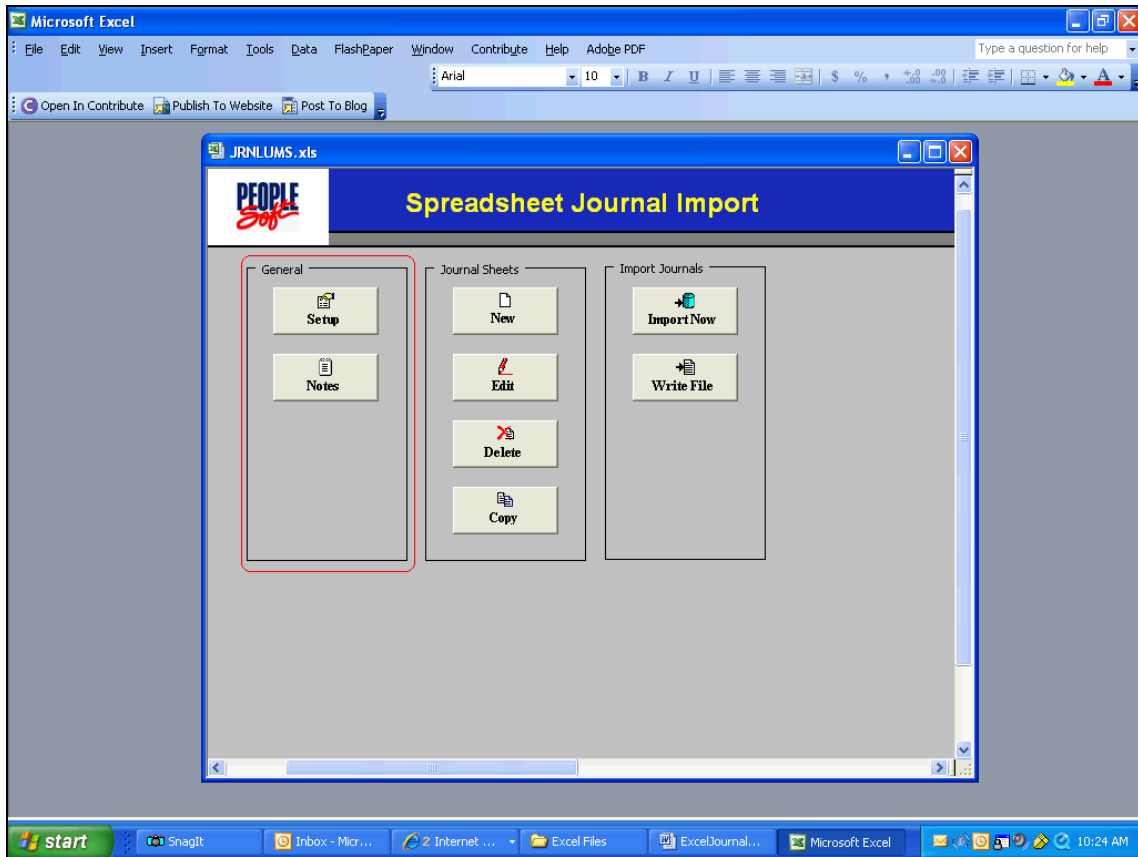
It is recommended you save the JRNLUIMS.xls file and apply a different name to it. This will enable you to use the newly named workbook file for your Journal Entries and retain a clean copy of the JRNLUIMS.xls file readily available in case you need it. You can also download the original version from the Oracle provided Excel files, make certain the **Excel Macro Security Level** is set to *Medium* rather than *High*.

To check the Macro Security settings, open Excel and, select **Tools > Macro > Security** from the Excel menu.

Procedure



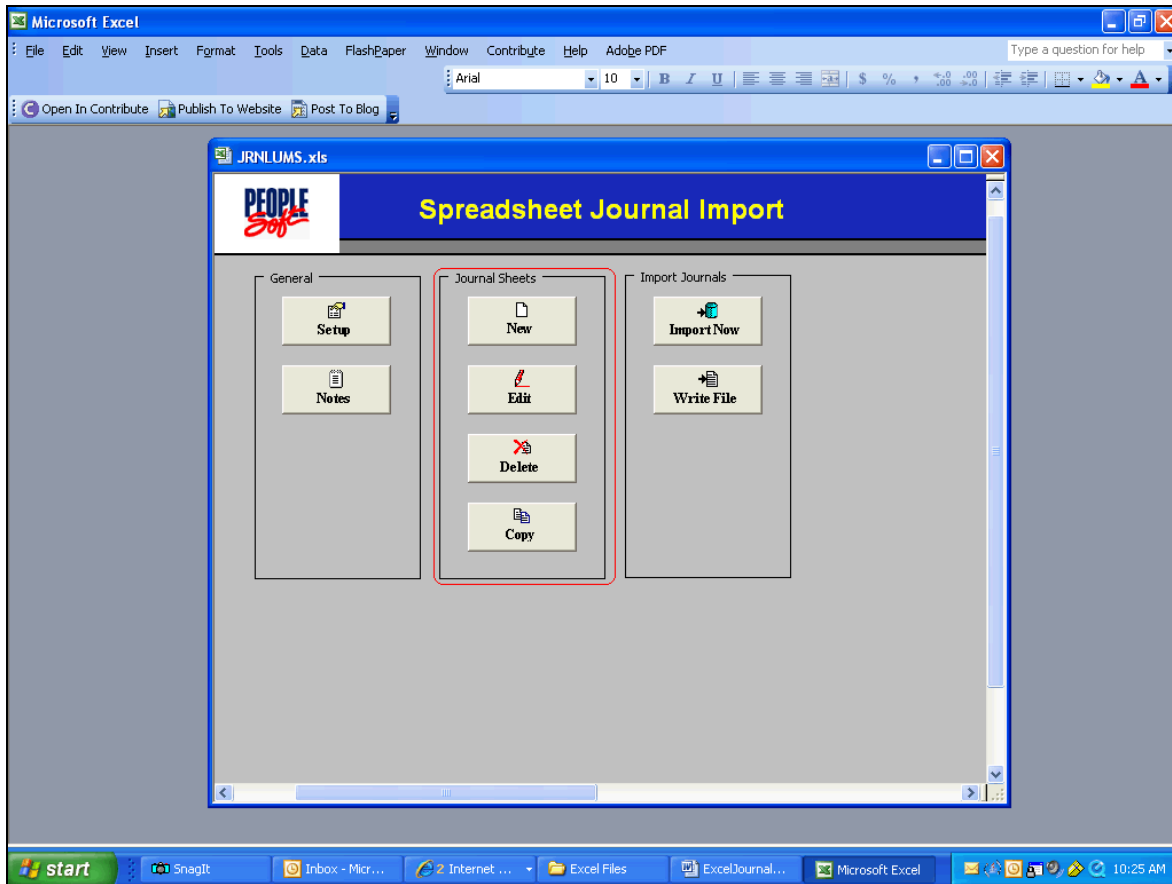
Step	Action
1.	From the <i>Excel</i> menu, open your Excel Journal workbook file and click on the Enable Macros button when it appears. The Spreadsheet Journal Import screen will open. You will most likely need to adjust the window to view the entire screen.
2.	The Spreadsheet Journal Import screen provides links to other screens you will use during the initial setup of your Excel Journal Entry worksheet. It is comprised of three main sections that provide you with various options. The sections are: General , Journal Sheets and Import Journals .



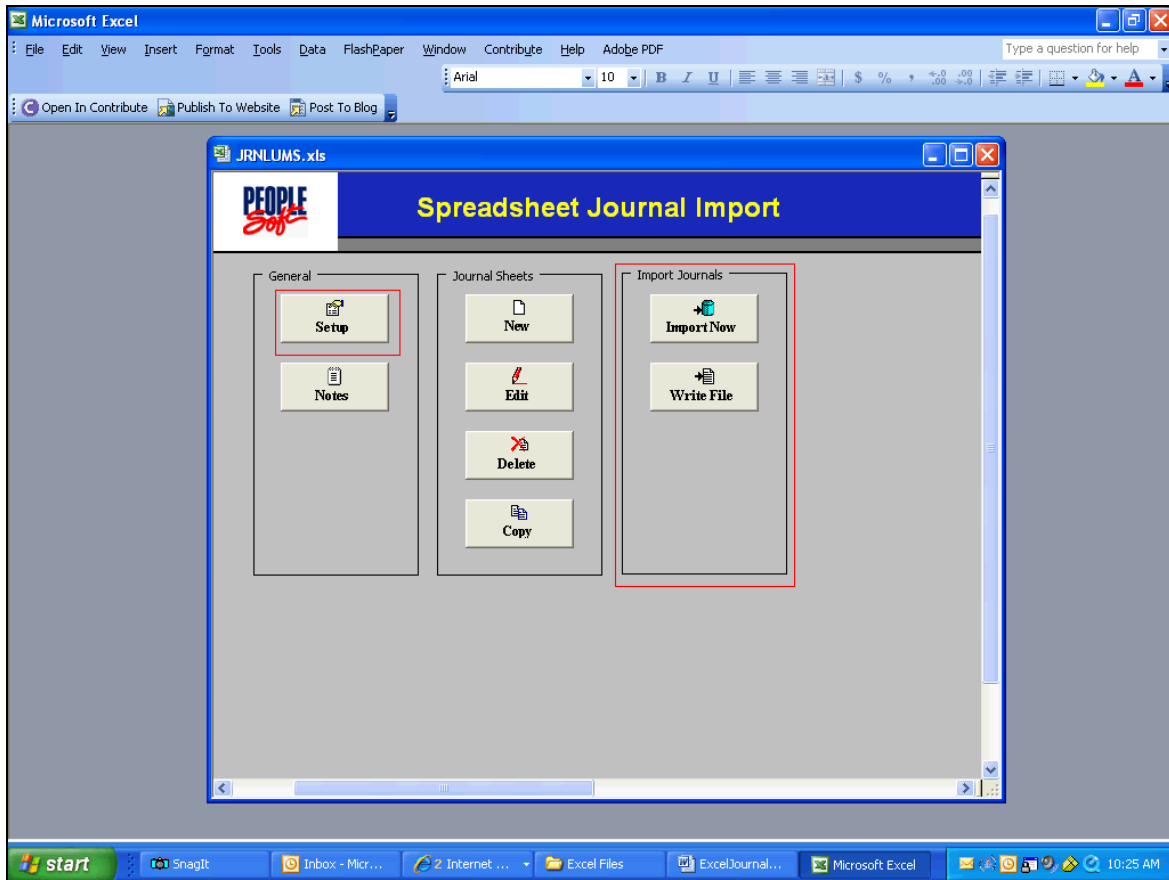
Step	Action
3.	<p>There are two buttons in the <i>General</i> section. They are Setup and Notes.</p> <p>Setup is used for a one-time setup of the general default options for your Excel Journal Entry worksheets. Setup also provides the option to arrange the ChartField columns on your Journal Entry worksheets in an order that best suits your needs.</p> <p>Notes is an Excel worksheet that you may use for miscellaneous notes or calculations. Use of Notes is optional and it is not linked to any specific Journal Entry worksheet.</p>


Process Document

Financials 9.0: Excel Journal Entry



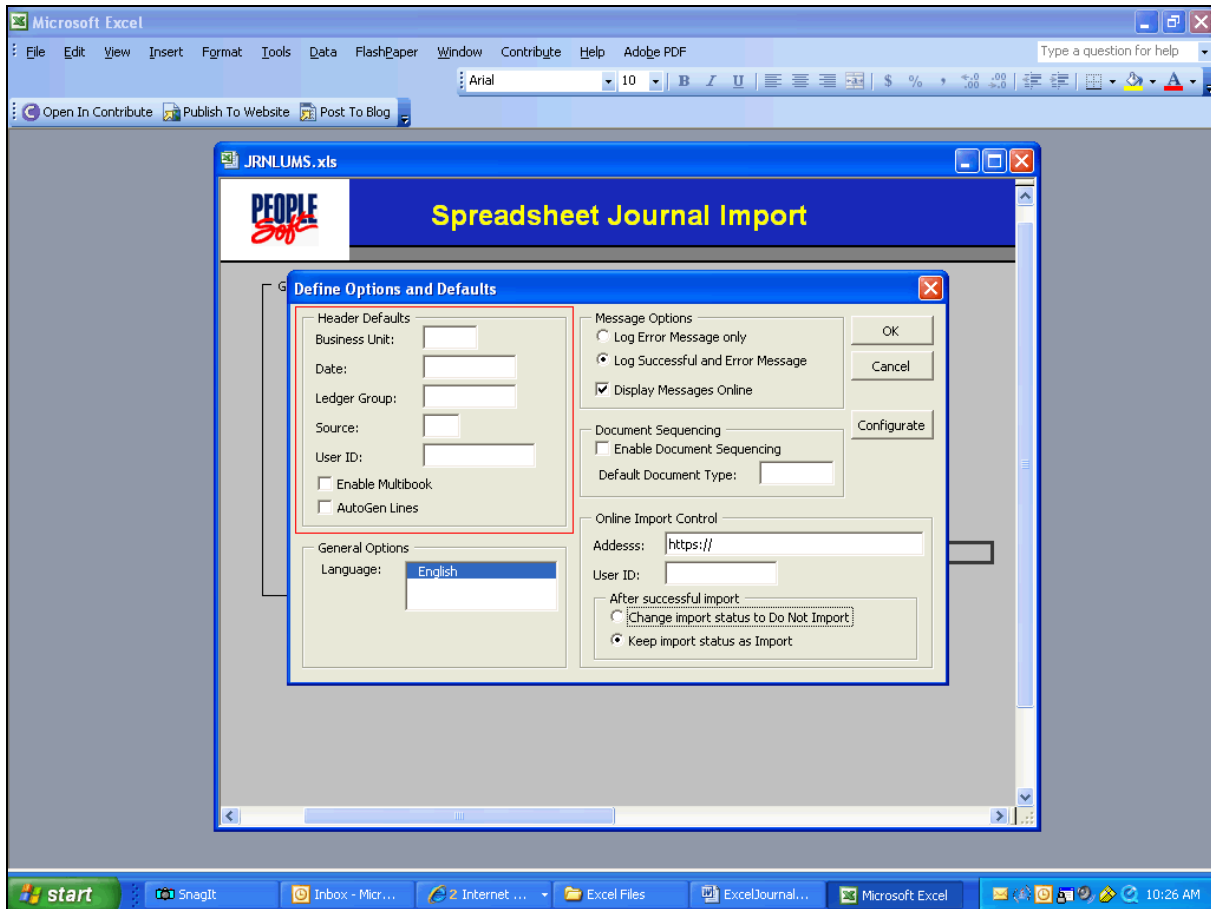
Step	Action
4.	<p>The <i>Journal Sheets</i> section of Spreadsheet Journal Import screen provides four options for managing your Journal Sheets. They are:</p> <p>New – This button opens a new Journal Sheet.</p> <p>Edit - Enables you to select already entered Journal Sheets so you can apply edits to them.</p> <p>Delete – Enables you to delete Journal Sheets.</p> <p>Copy – Enables you to copy Journal Sheets.</p>



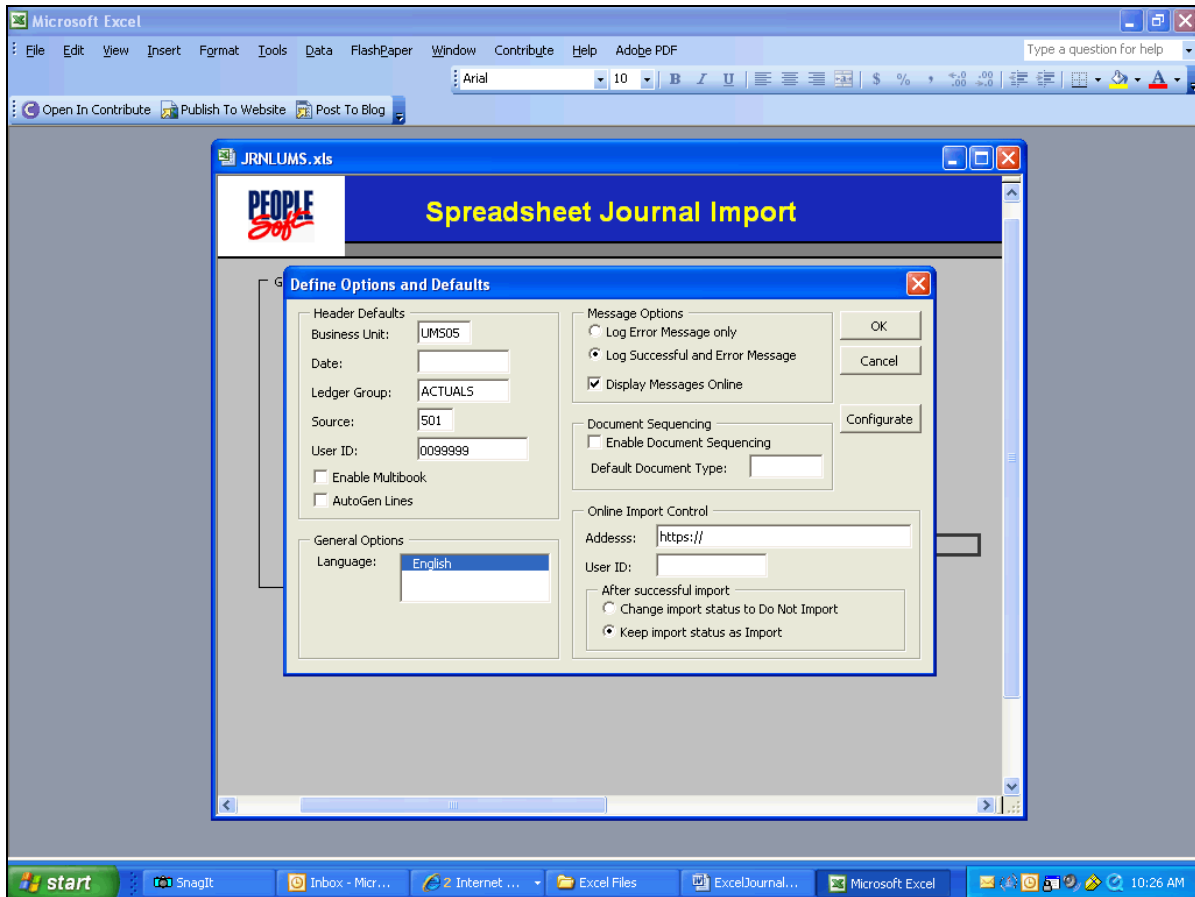
Step	Action
5.	<p>The <i>Import Journals</i> section contains two buttons, Import Now, and Write File. You will not use the Import Now option. Rather, you will use Write File to prepare your Excel Journal Entries for transfer to MaineStreet, upload the files into MaineStreet and import the Journals.</p> <p>To begin, click the <i>Setup</i> button to open the Define Options and Defaults screen.</p> <div data-bbox="418 1430 574 1503" style="border: 1px solid black; padding: 5px; display: inline-block;">  Setup </div>

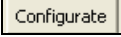
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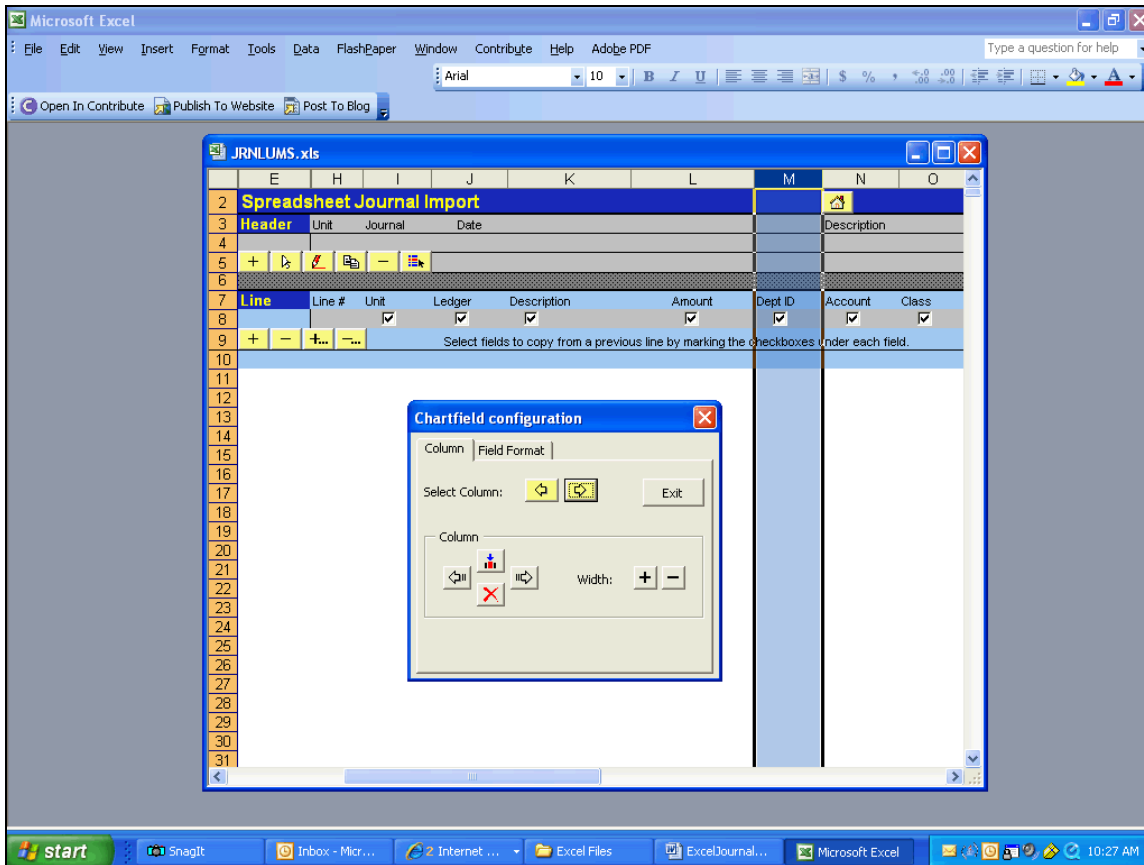
Step	Action
6.	The Define Options and Defaults screen is comprised of five sections. The Header Defaults section is where you will set the Header defaults that will appear on your Excel Journal Entries. To begin, enter your Business Unit in the Business Unit field.
7.	Leave the Date field blank. When you create your Journal Entry worksheets, today's date will enter by default or you will enter an alternative date. In the Ledger Group field, using upper-case text, enter the appropriate Ledger.
8.	In the Source field, enter the 3-digit Source code assigned to you.
9.	In the User ID field, enter your 7-digit EmplID. Note: Leave the Enable Multibook and AutoGen Lines checkboxes blank.



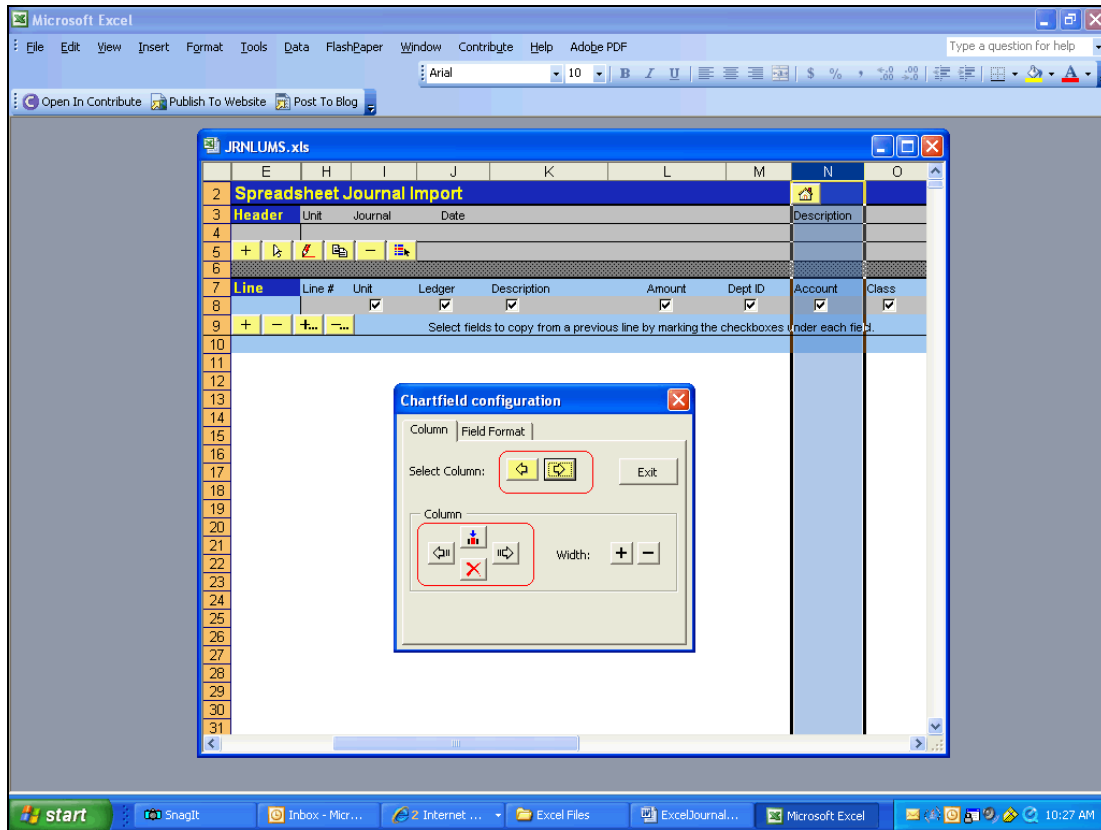
Step	Action
10.	<p>In the General Options section, English will appear by default in the Language field.</p> <p>The items in the Message Options section apply only to the Import Now function. We do not use that option, so you can disregard this section.</p> <p>In the Document Sequencing section, leave both fields blank.</p> <p>All the necessary settings appear in the Online Import Control section. Do not adjust the settings.</p> <p>Click the Configure button to open the ChartField Configuration screen.</p> 


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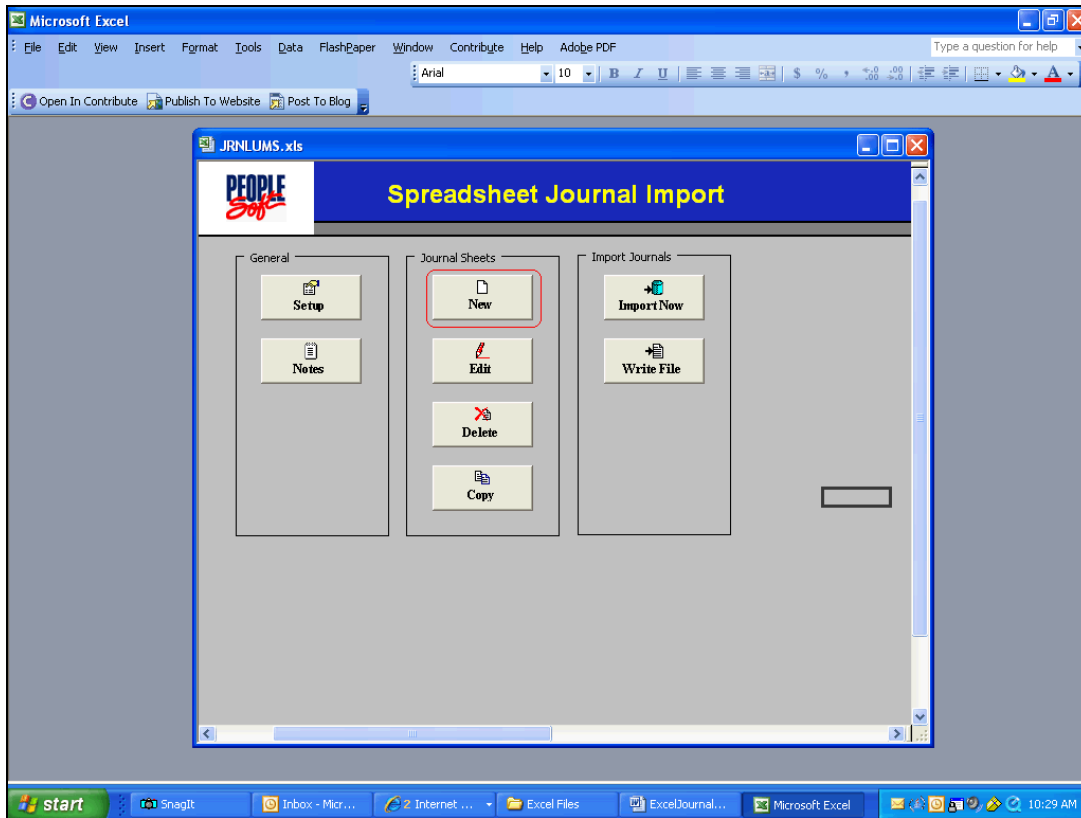
Step	Action
11.	<p>The first time you open your Journal Entry worksheet, the ChartField columns should appear in the same order they appear when you open a MaineStreet online Journal Entry. You should only need to make changes to the worksheet column order if you prefer a different order. For example, if you know you will only use the same four or five ChartFields on every Journal Entry you create in Excel, you might want to move those four columns together. You can use the ChartField configuration screen to arrange the Journal Entry worksheet columns in an order that best suits your needs.</p> <p>Settings applied via the ChartField configuration screen apply to all Journal Sheets set up after the configuration is set. If the configuration is changed, Journal Sheets set up after that change will reflect the new configuration.</p>




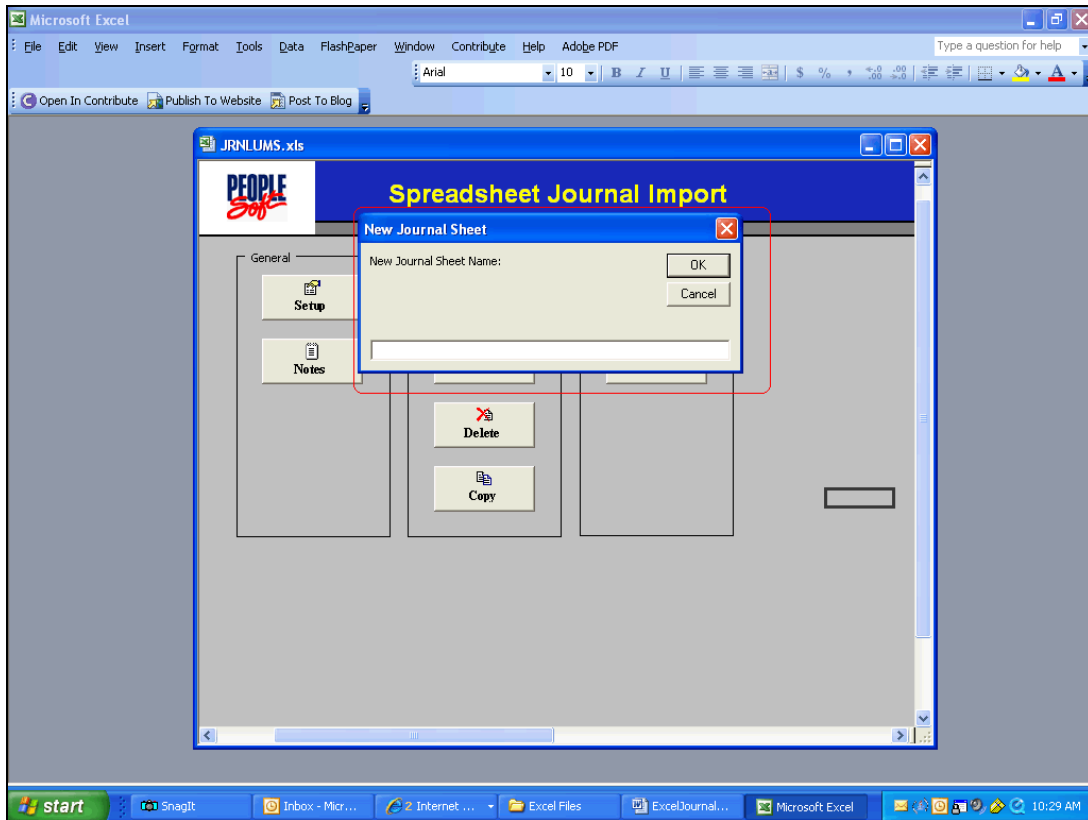
Step	Action
12.	<p>Click the yellow directional arrow buttons to move the blue vertical selection bar to the column you wish to move.</p> <p>Click the direction arrow buttons in the <i>Column</i> section to move the selected column.</p> <p>Note: DO NOT ADJUST COLUMN WIDTHS and DO NOT ADJUST FIELD FORMATS.</p>
13.	<p>Select the <i>Exit</i> button to return to the Spreadsheet Journal Import screen.</p> <p></p>

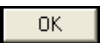
Process Document

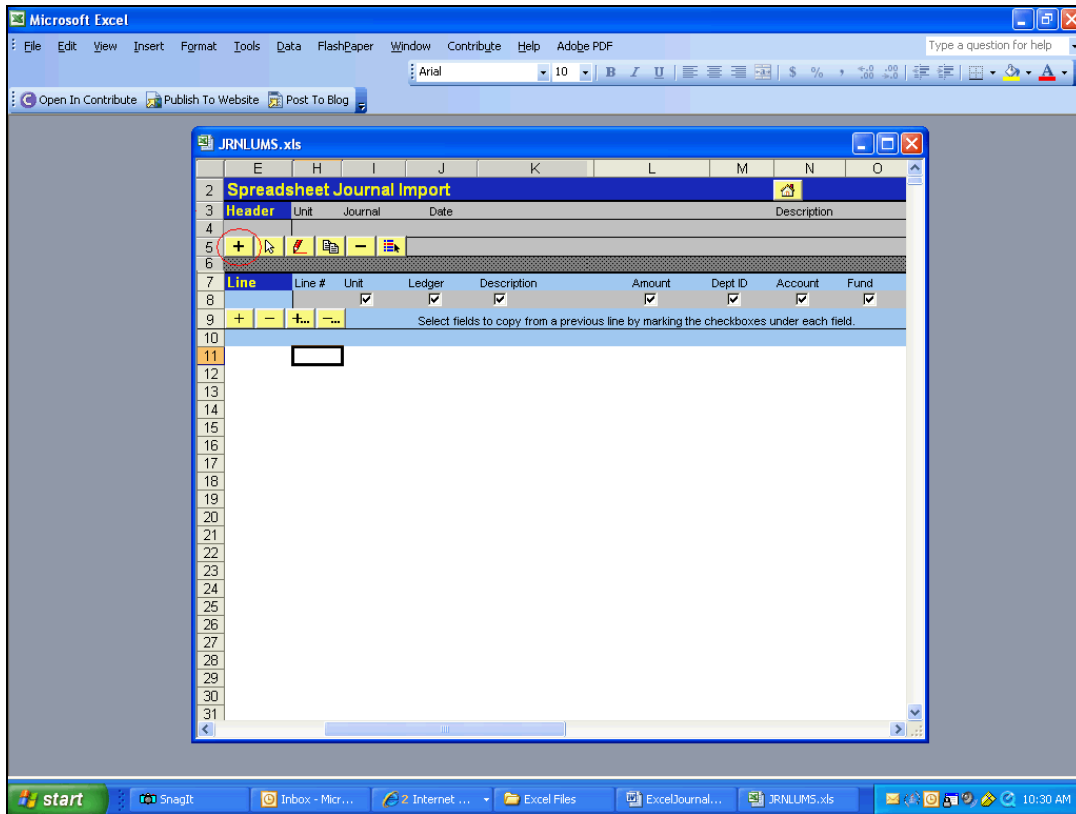
Financials 9.0: Excel Journal Entry




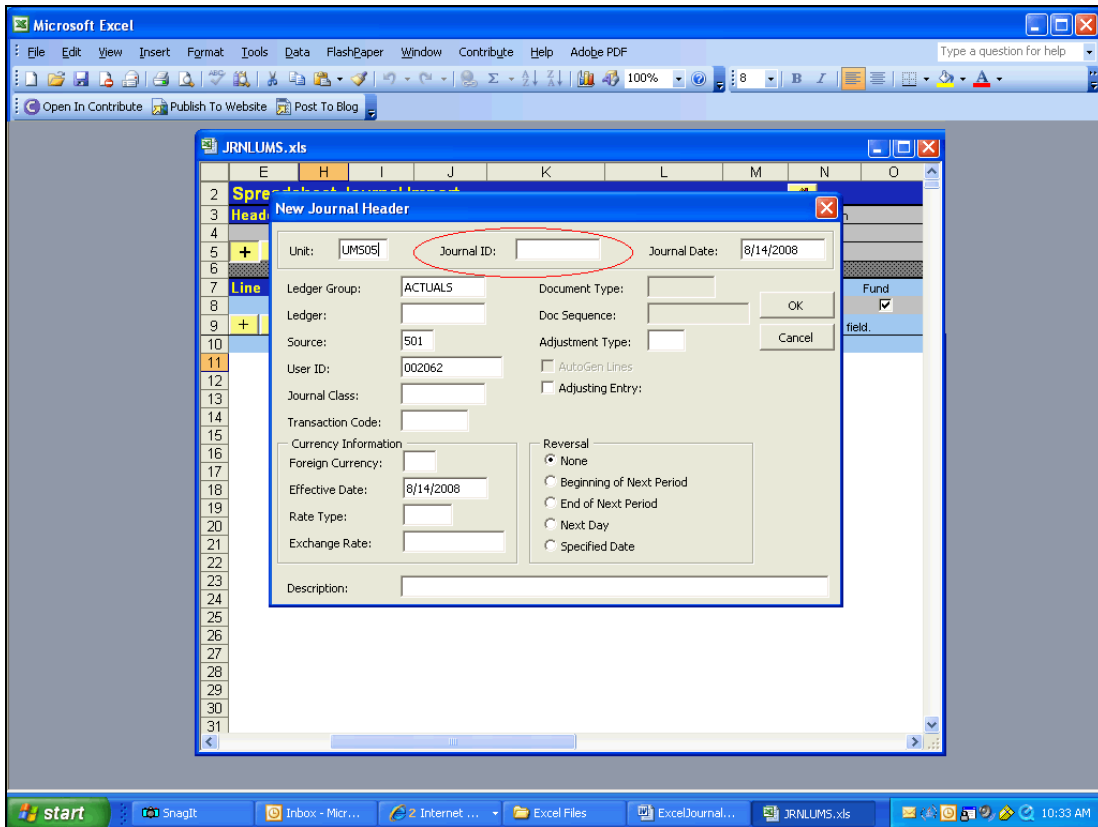
Step	Action
14.	After you've set your worksheet defaults, you're ready to open a new Journal Sheet. Click the <i>New</i> button in the <i>Journal Sheets</i> section. 



Step	Action
15.	<p>The New Journal Sheet dialogue box appears. It is recommended that you name the Journal Sheet the required 10-character (maximum) Journal ID you plan to use for MaineStreet.</p> <p>Note: <u>Do not</u> use more than 10 characters or enter spaces in the Journal Sheet Name. If you do, the Journal Entry will upload to MaineStreet but it will fail the Edit process.</p>
16.	<p>Click the OK button to apply the Journal Sheet Name and open the Journal Sheet.</p> 



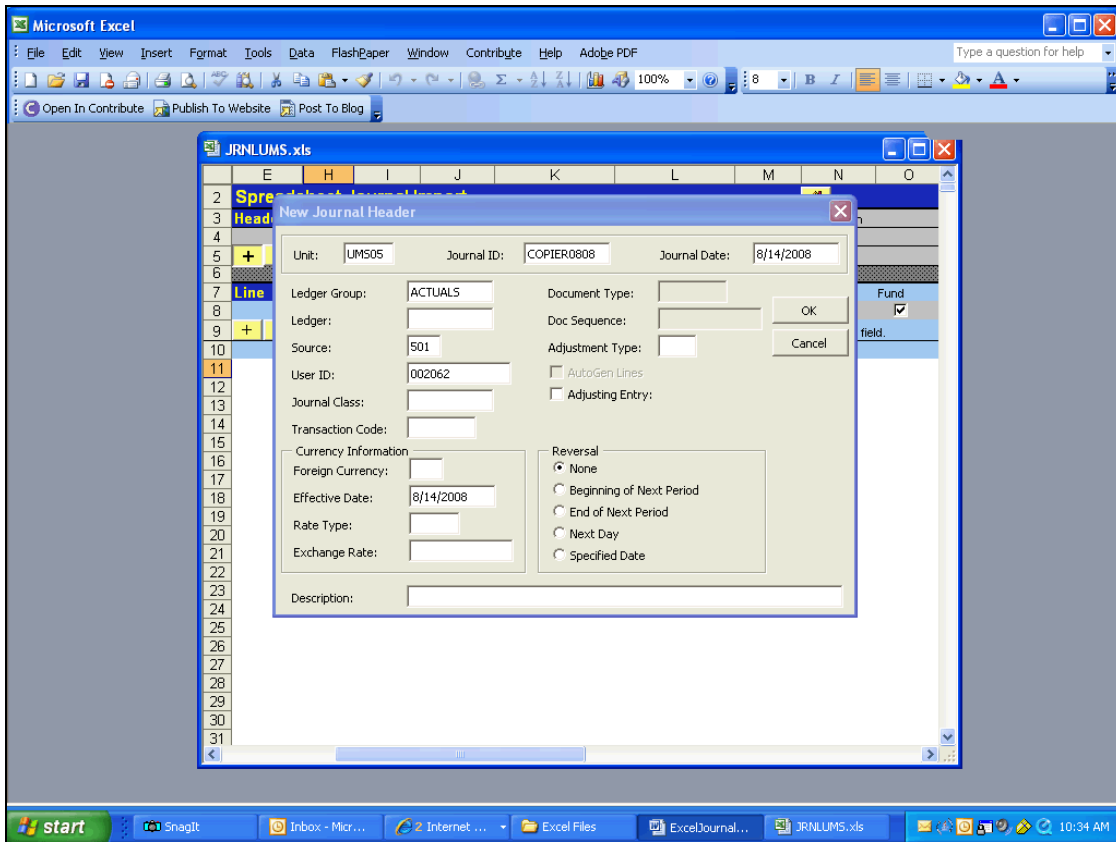
Step	Action
17.	<p>The Journal Sheet Name will not appear on the Journal Sheet. You can only view the Journal Sheet Name on the list that displays when you select the <i>Edit</i> button from the Spreadsheet Journal Import screen.</p> <p>To begin, you will add a journal Header. Click the ADD Header button (+) in Row 5.</p> 



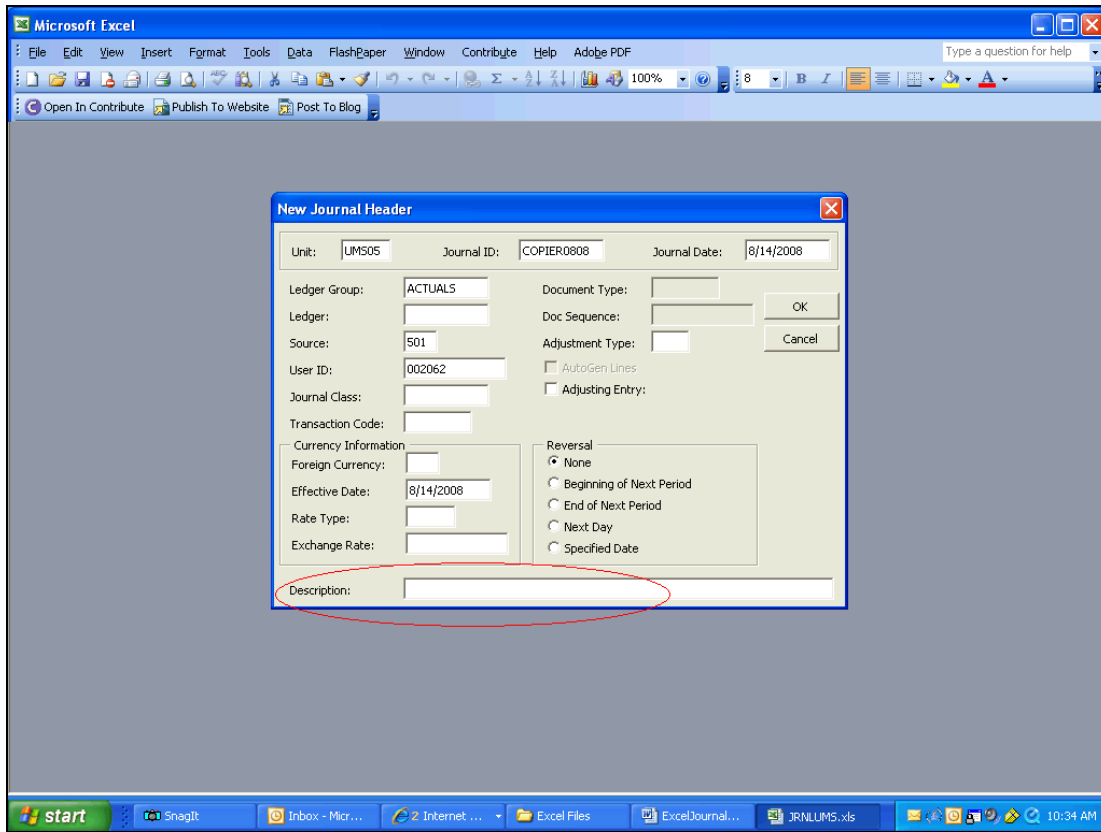
Step	Action
18.	<p>The New Journal Header screen opens. Notice that all previously set Header defaults are entered and a Journal Date (by default, today's date) has been applied.</p> <p>Enter the Journal ID. Again, to avoid confusion, it is recommended that the Journal ID and the Journal Sheet Name be the same.</p>

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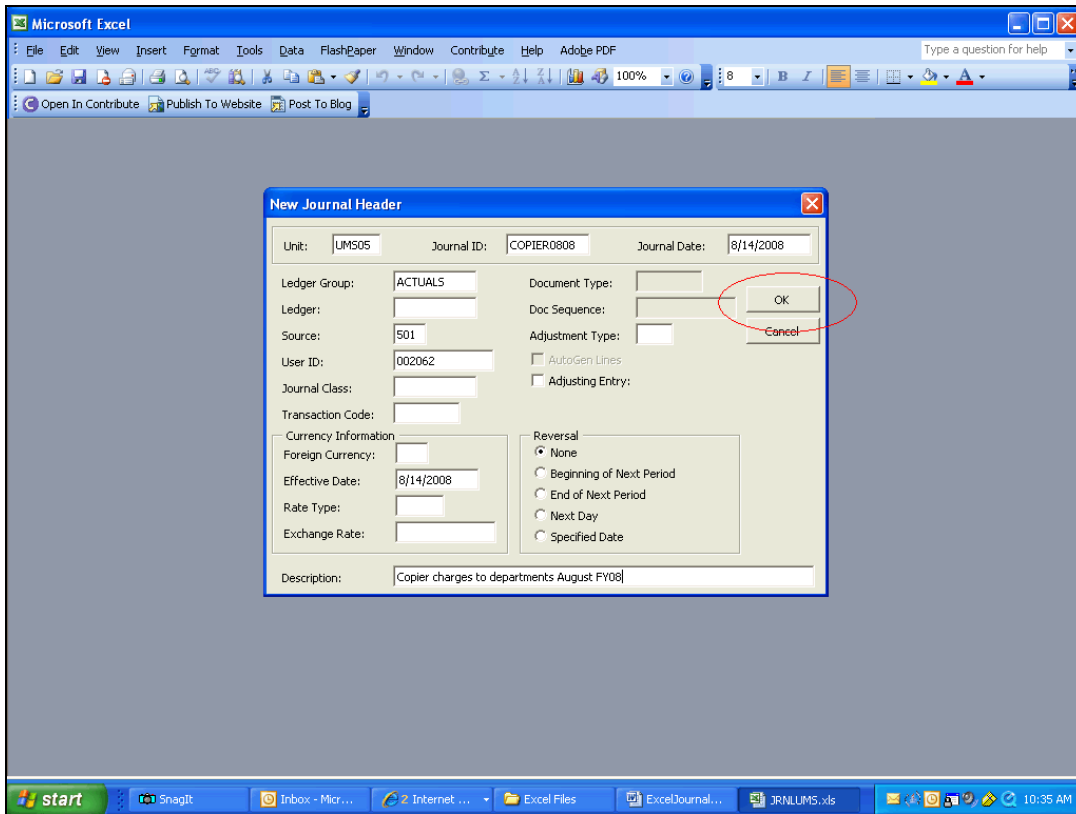
Financials 9.0: Excel Journal Entry

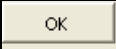


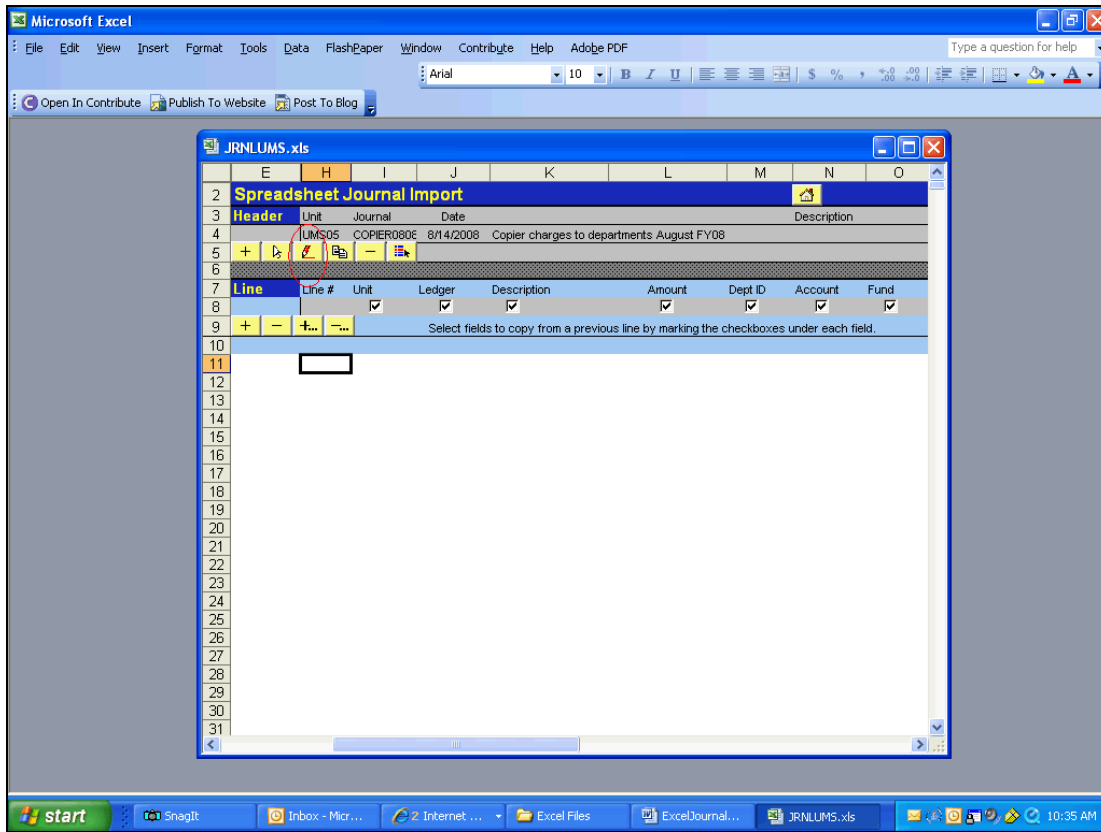
Step	Action
19.	Leave the <i>Ledger</i> , <i>Journal Class</i> , <i>Transaction Code</i> , <i>Foreign Currency</i> , <i>Rate Type</i> and <i>Exchange Rate</i> fields blank.




Step	Action
20.	In the <i>Description</i> field, enter your Journal Entry Description. You can enter up to 254 alpha/numeric characters.



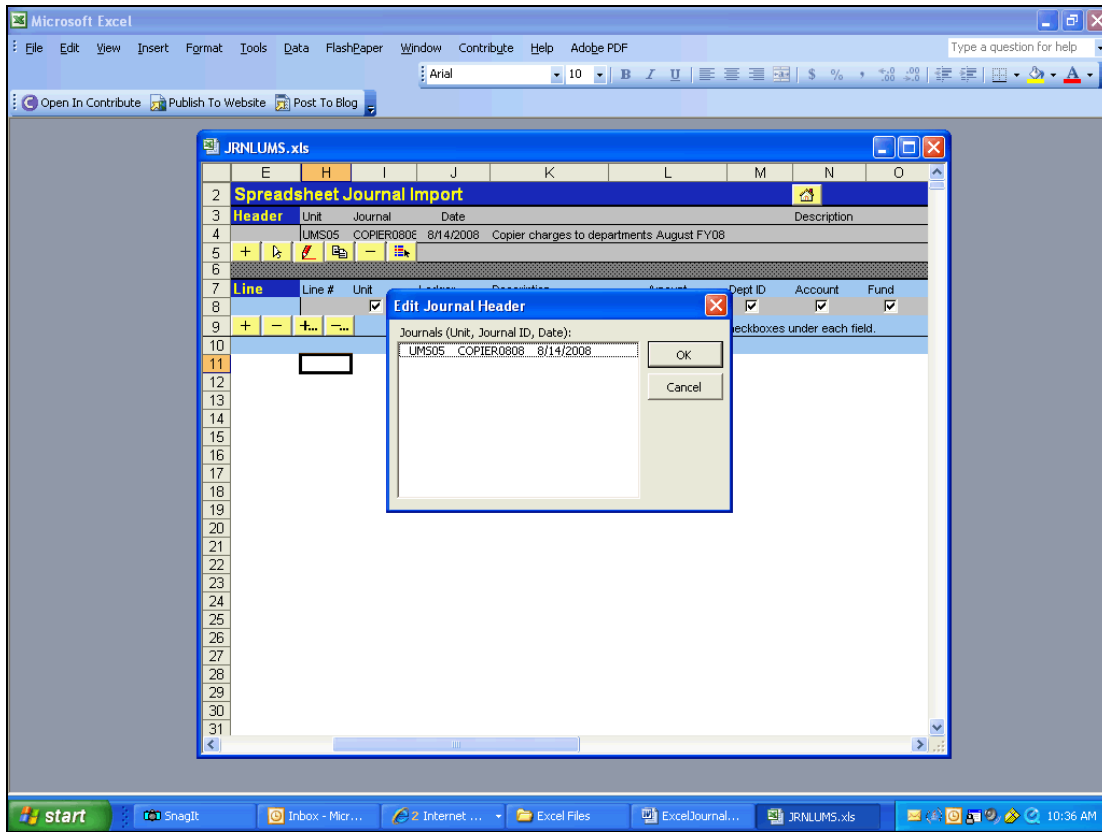
Step	Action
21.	After you enter all required information on the New Journal Header screen, select OK to return to the Journal Sheet. <div style="text-align: center; margin-top: 10px;">  </div>



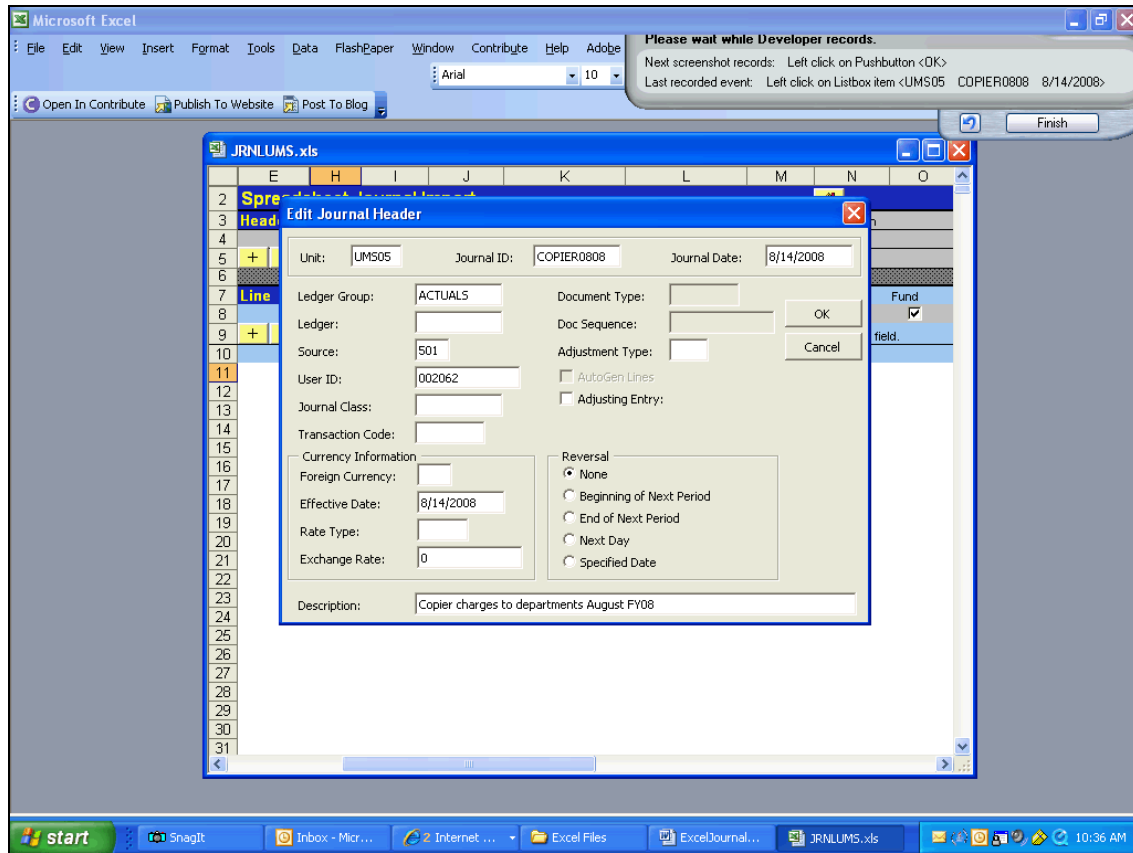
Step	Action
22.	<p>Notice the Description now appears in the Journal Header.</p> <p>To change items in Journal Header, select the pencil icon on Row 5 of the Header.</p> <p>NOTE: We recommend you DO NOT use the buttons in Row 5 except for the Edit Header button. The row 5 buttons are used to enter multiple Journal Entries on a single Journal sheet. Due to many common pitfalls during the upload process of Journal sheets containing multiple Journal Entries, we DO NOT RECOMMEND you enter more than one Journal Entry per Journal sheet.</p> <p>Click the pencil icon to open the Edit Journal Header screen.</p> 

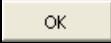
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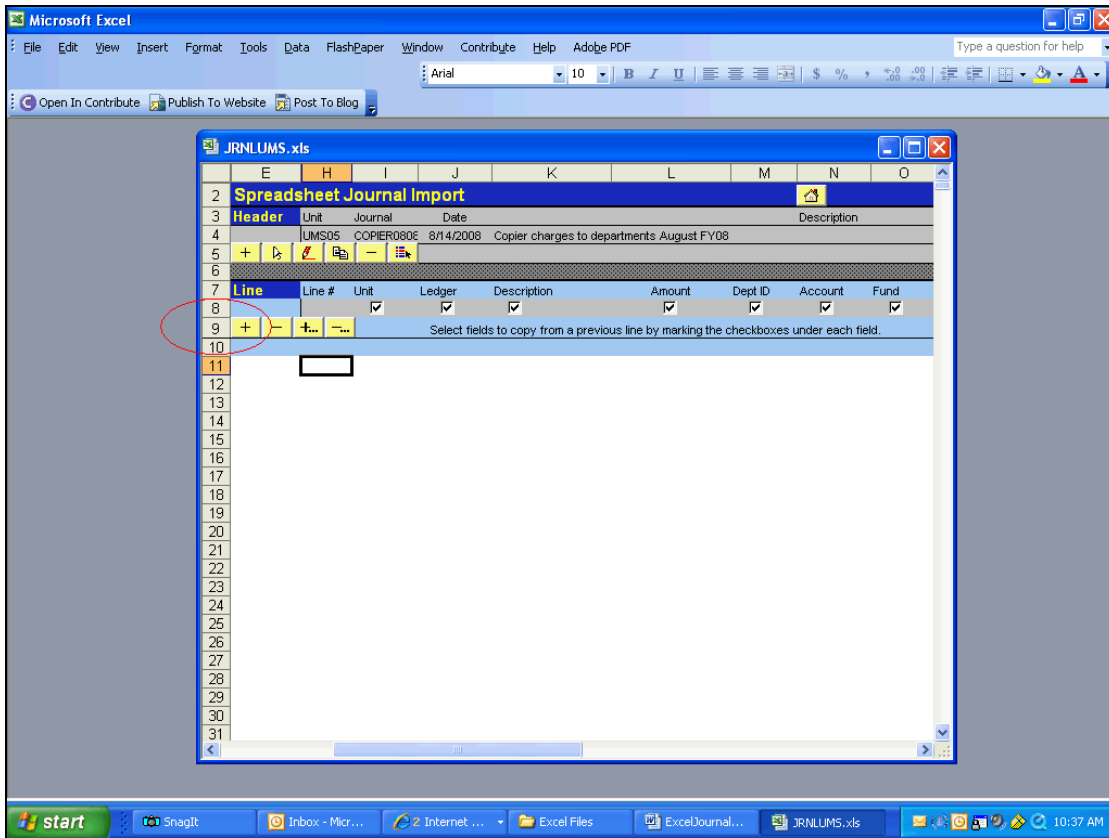
Step	Action
23.	Select the Journal Sheet you want to Edit and select OK .
24.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



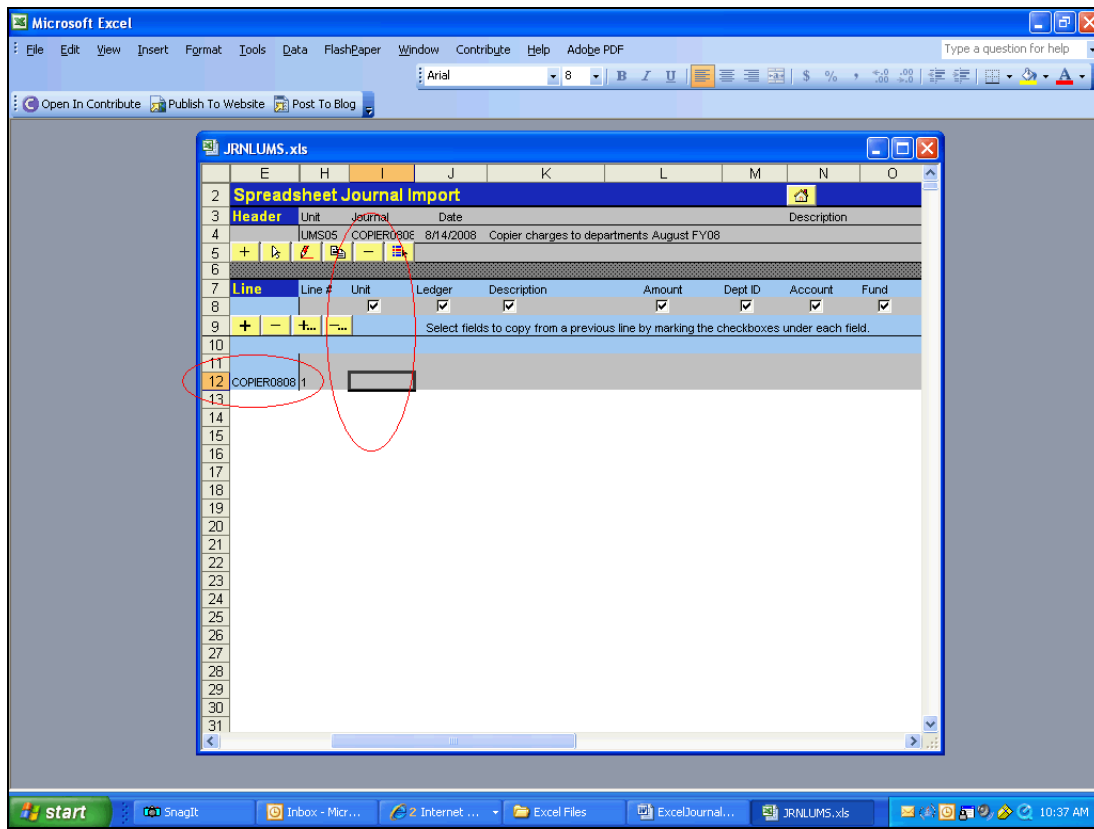
Step	Action
25.	This is how you would enter changes to an established Journal Header. After you apply changes to the Header, select OK to return to the Journal Sheet. 
26.	Make certain to periodically save your work when entering information into the Journal Sheet using the Excel menu. bar. You do not need to return to the Spreadsheet Journal Import screen before saving your work.

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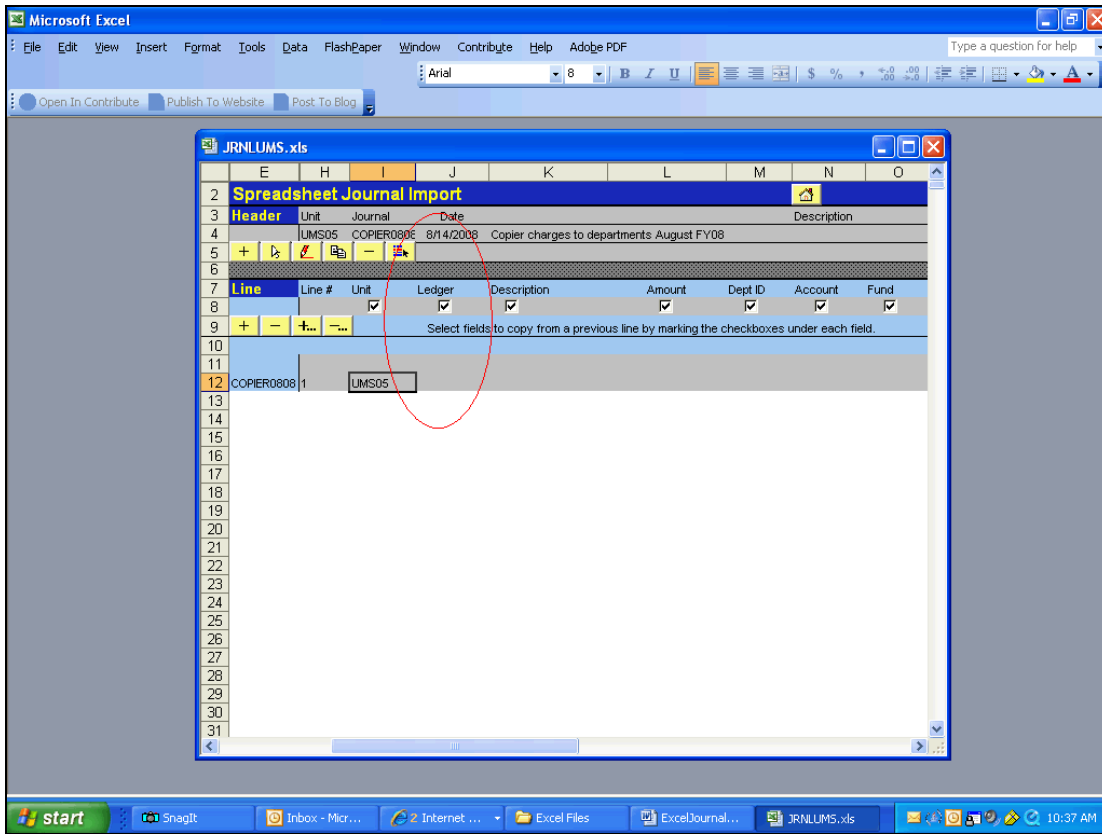
Step	Action
27.	<p>We use Journal Entry Lines to record the transactions making up the Journal Entry – the debit and credit entries, and to enter ChartField information that describes details of the Journal Entry.</p> <p>To add a line to your Journal Entry, from Row 9 of Journal Sheet Lines section, select the + button to enter the first line of your Journal Entry.</p>



Step	Action
28.	<p>Notice that the Journal ID appears in the first column of the Journal Entry.</p> <p>In the Unit column of Journal Line, enter the five-character Business Unit for first line of the the Journal Entry.</p> <p>NOTE: Text entered in columns must be in upper-case.</p>

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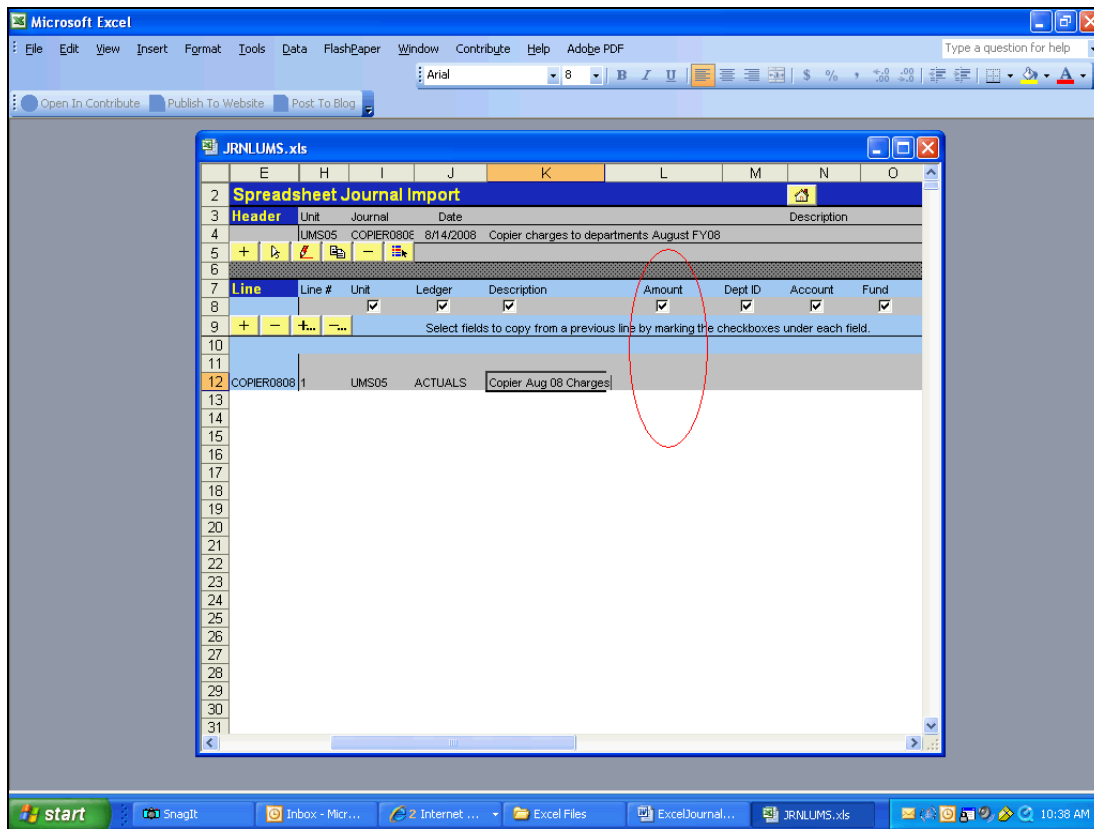
Financials 9.0: Excel Journal Entry



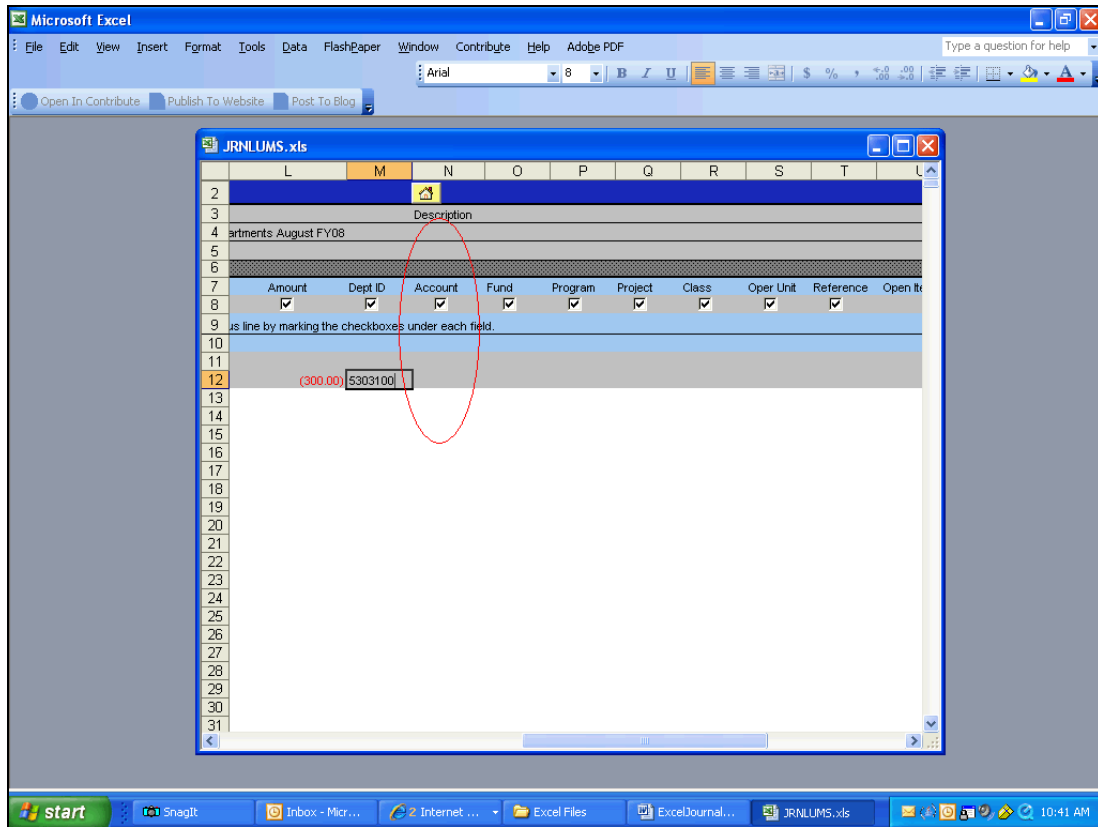
Step	Action
29.	In the <i>Ledger</i> column of the Journal Entry Line enter ACTUALS in UPPER-CASE text.

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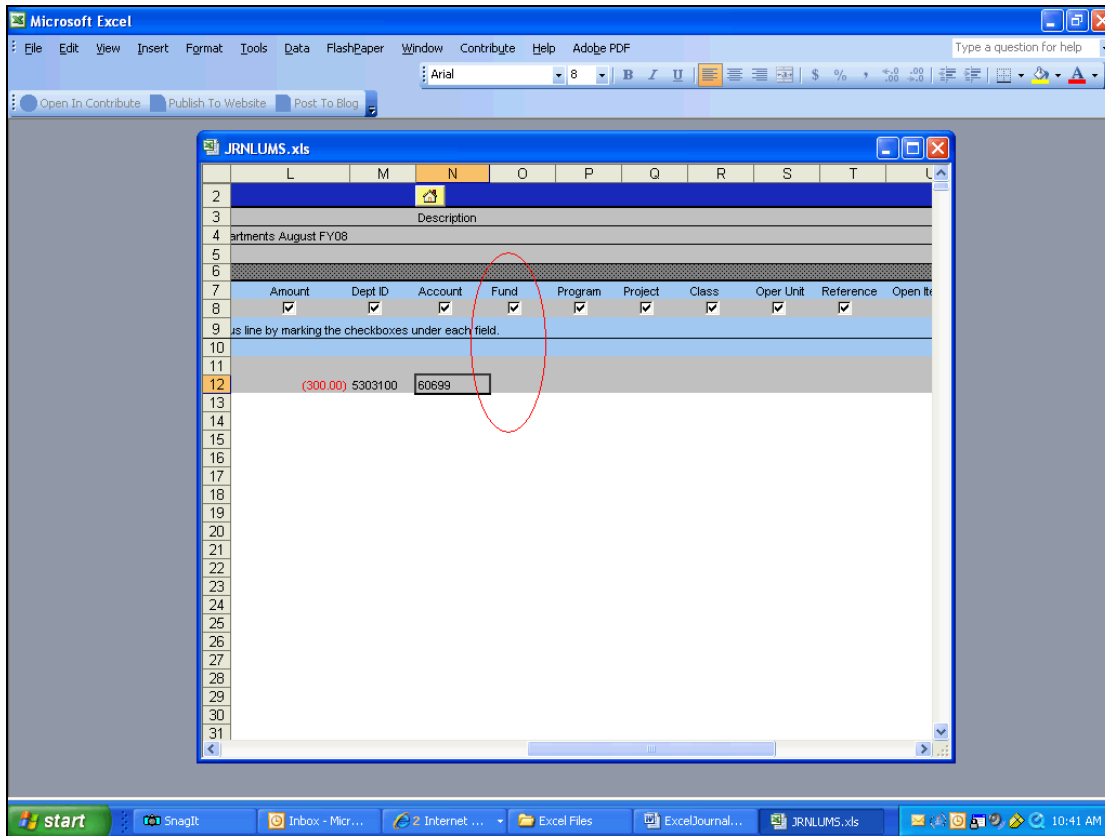
Step	Action
31.	Every line of every Journal Entry requires a value in the Amount column. Enter credit values as negative numbers and debit values as positive number. Do not enter dollar signs or commas. If cents are other than zero, enter a period after the dollar amount.
32.	Every line of every Journal Entry requires Department. Enter the seven-digit Department for the first line of your Journal Entry in the DeptID column.



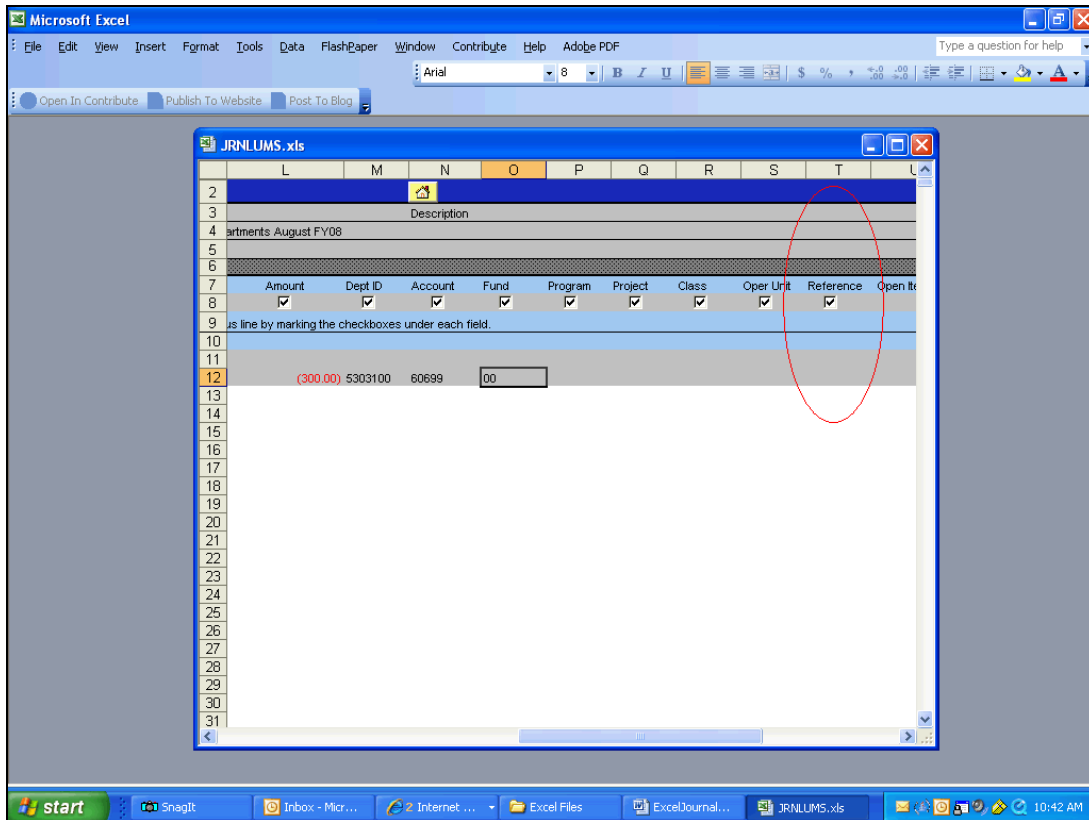
Step	Action
33.	Every line of every Journal Entry requires Account . Enter the five-digit Account for the first line of your Journal Entry into the Account column.

Process Document

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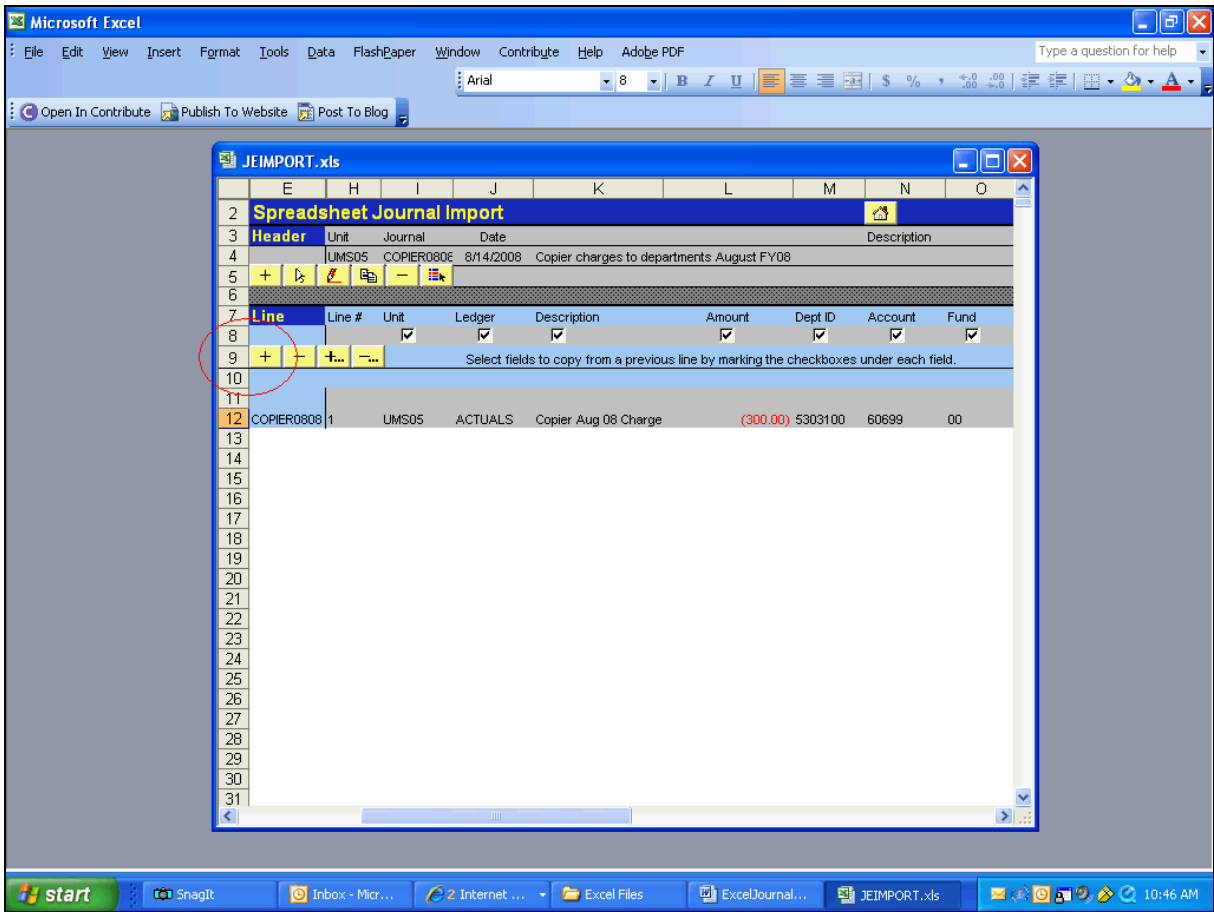
Step	Action
34.	Every line of every Journal Entry requires Fund . Enter the two-digit Fund for the first line of your Journal Entry in the Fund column.



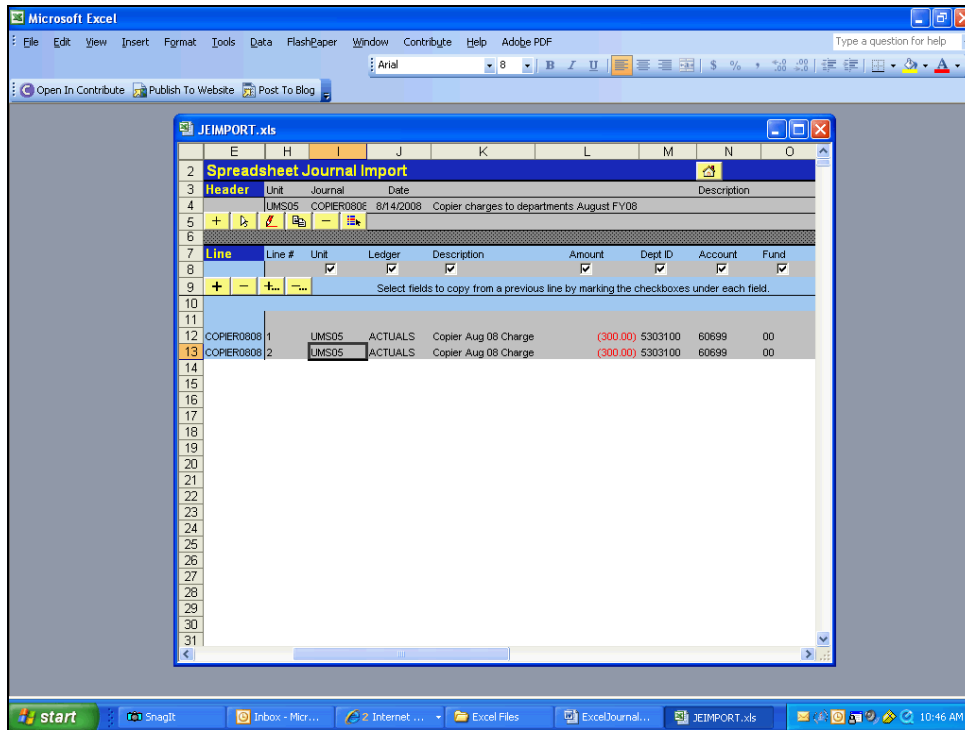
Step	Action
35.	The Reference column allows you to refer each line of your Journal Entry back to a document, person, invoice or any other piece of information that will be helpful in tracking the source of your Journal Entry line. You may enter up to ten alpha/numeric characters in the line Reference column.

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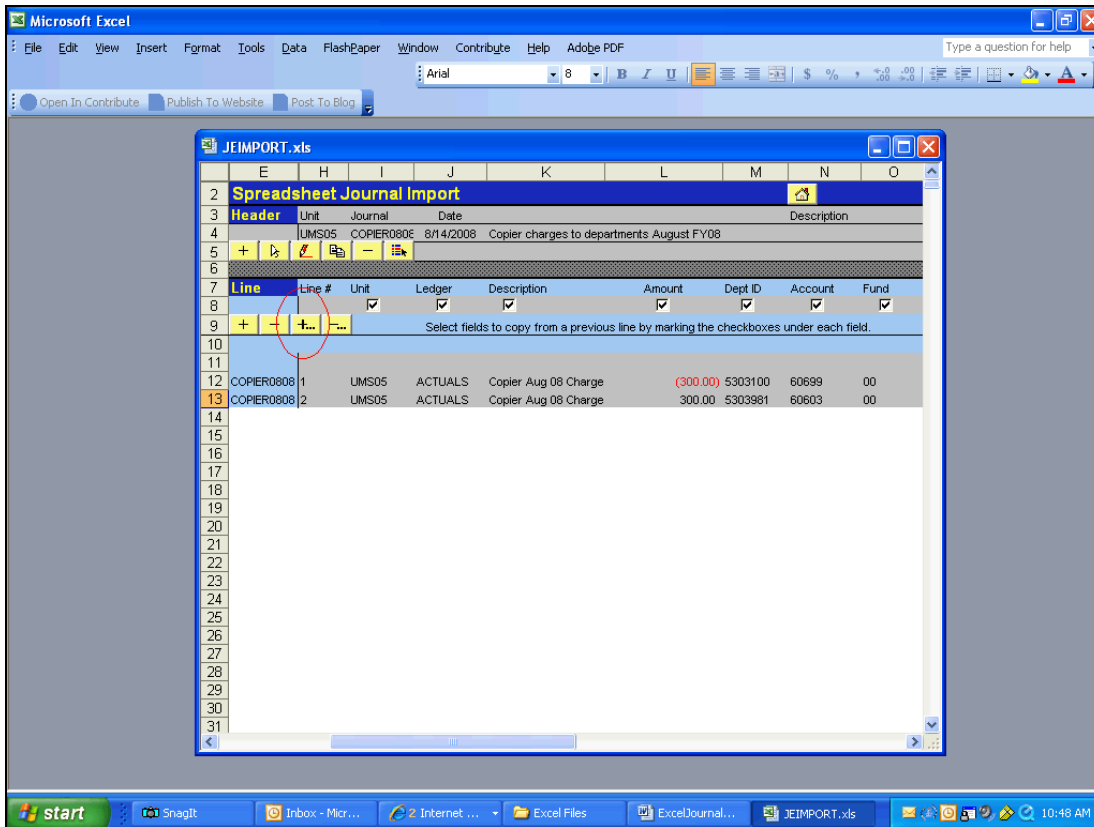
Step	Action
36.	To add another line to your Journal, in the <i>Line</i> section of your journal sheet, select the + button in Row 9 to add one line to your Journal Entry.




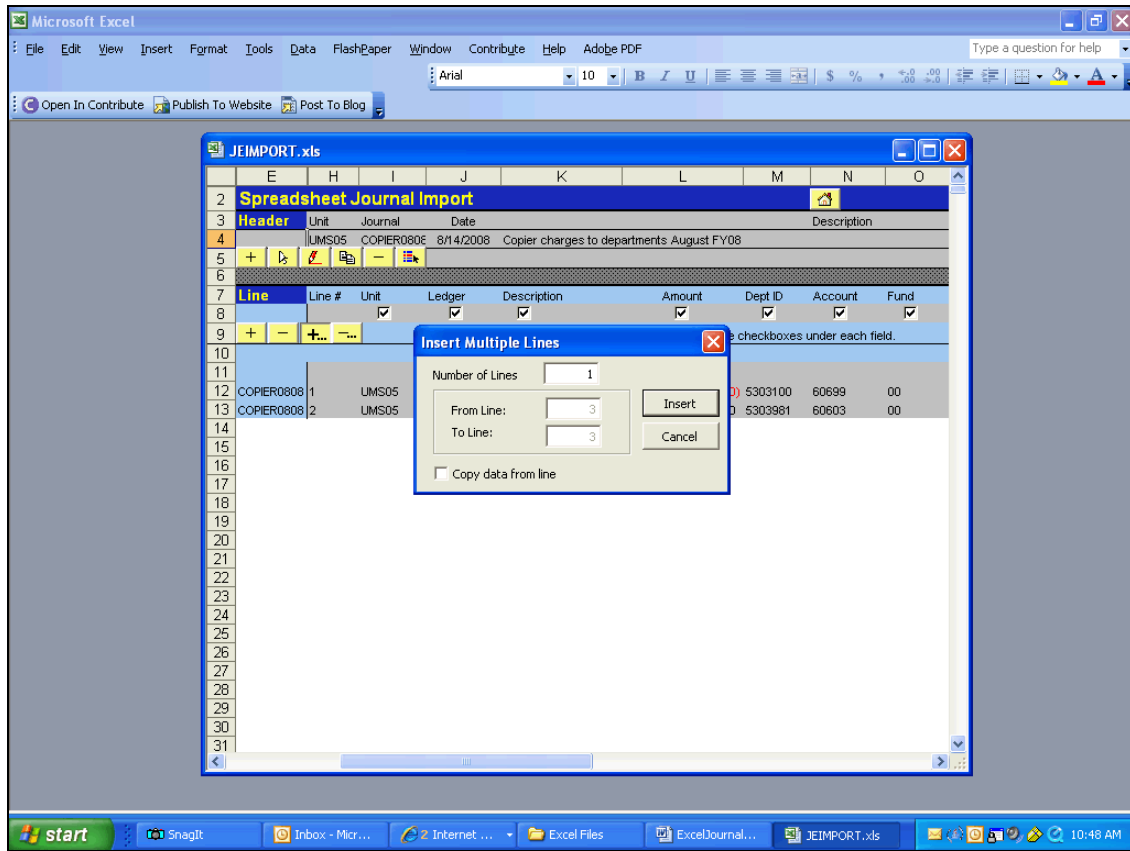
Step	Action
37.	<p>Notice that adding a row copies information from previous line into columns on the new line.</p> <p>If necessary, you can apply changes to the information entered on your Journal Entry sheet by clicking in the cell/s you need to adjust and entering the appropriate data.</p>

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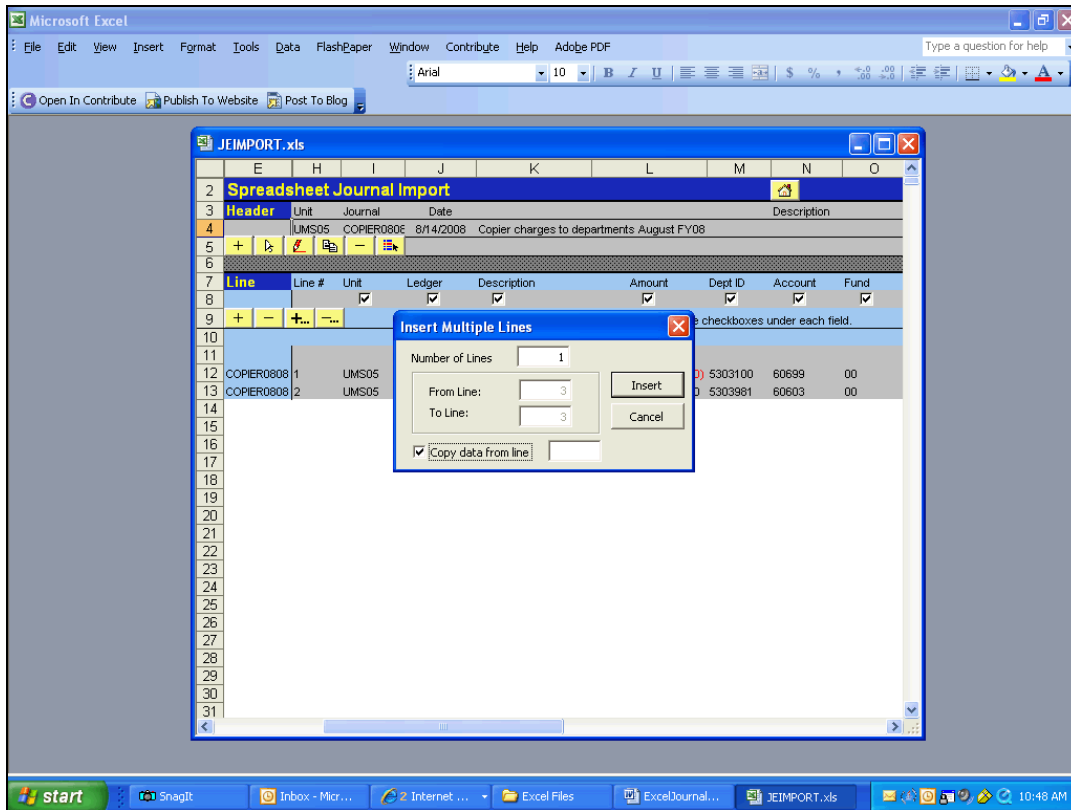
Step	Action
38.	To add multiple lines to the Journal, in the Lines section of your journal sheet, click the +... button to open the Insert Multiple Lines dialog box: 



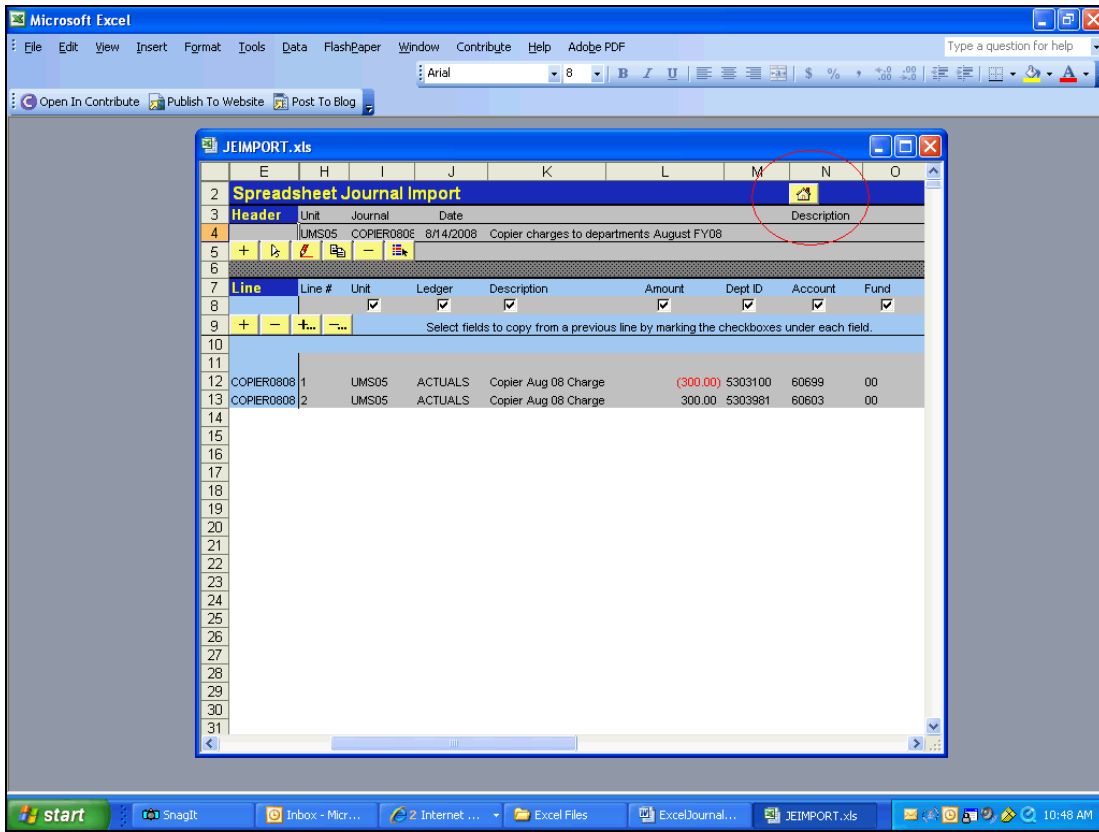
Step	Action
39.	Click the Copy data from line option. <input type="checkbox"/> Copy data from line


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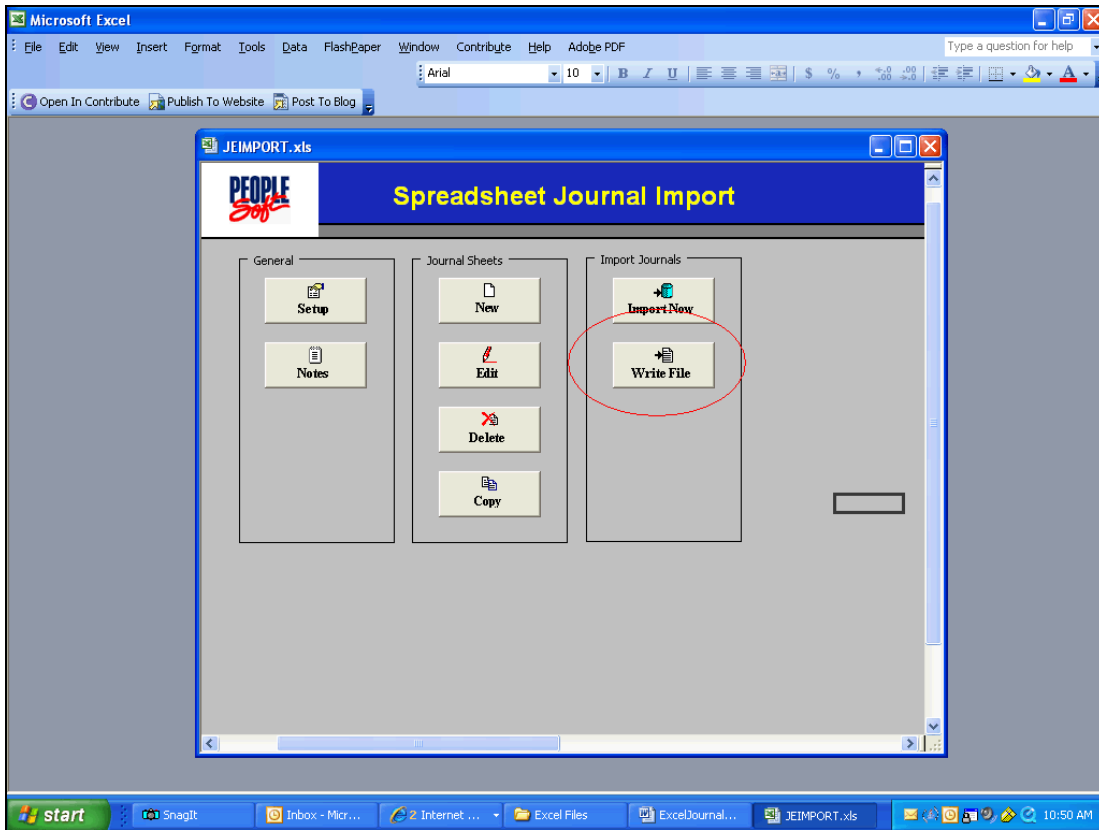
Step	Action
40.	<p>On the <i>Insert Multiple Lines</i> screen, in the <i>Number of Lines</i> field, enter number of lines you wish to add to your Journal Entry. By default, the new lines will be added below existing lines. You cannot add lines between already existing lines. The new lines will be blank unless you check the Copy data from line box. Another box will appear where you will enter the number of the line you want to copy data from.</p> <p>When you are finished, select <i>Insert</i> to add the new lines.</p> <p>If necessary, you can apply changes to the information entered on your Journal Entry sheet by clicking in the cell/s you need to adjust and entering the appropriate data.</p>

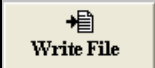


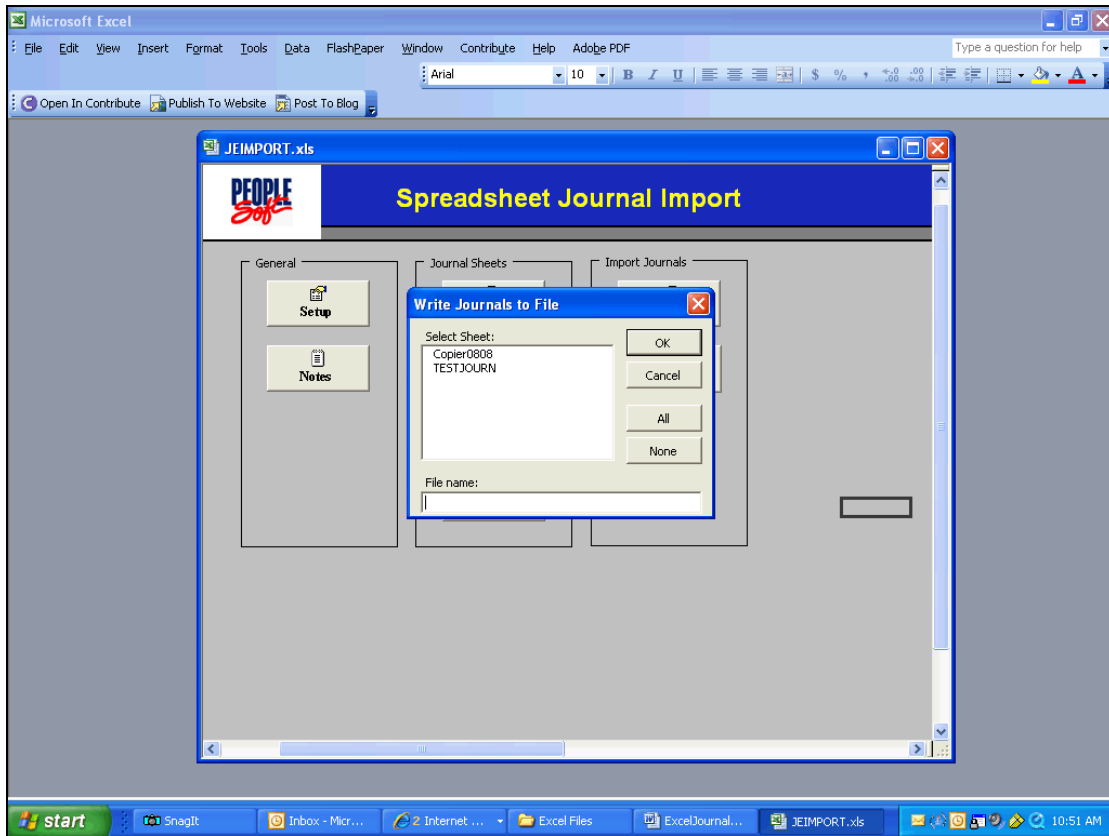
Step	Action
41.	When your journal sheet is completed, click the home icon to return to the Spreadsheet Journal Import screen. 

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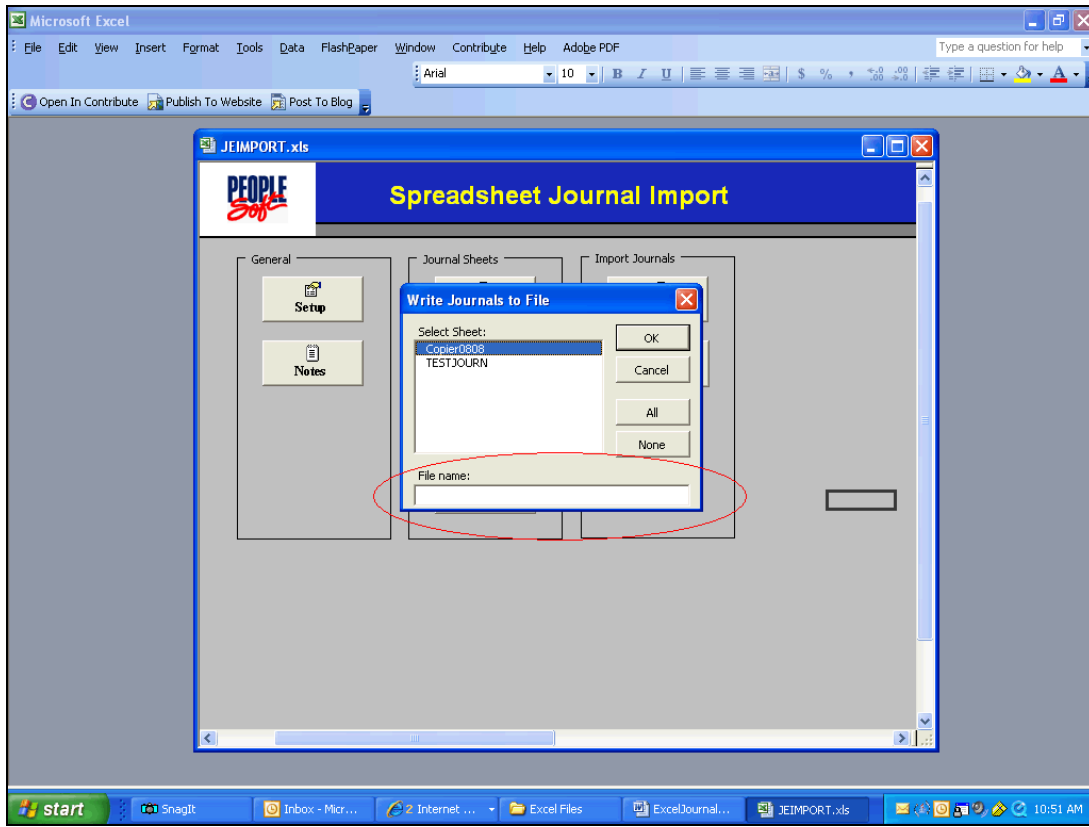
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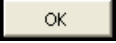


Step	Action
42.	When the Journal Entry is complete, it is time to prepare the worksheet for upload to PeopleSoft. From the Journal Spreadsheet Import screen, select Write File . 



Step	Action
43.	On the Write Journals to File screen, click on the Journal Sheet you want to upload to MaineStreet.

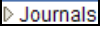
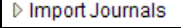



Step	Action
44.	<p>In the File name field, enter the path (where on your computer you will save the file to) and the file name. Apply an .xml extension to the file rather than .xls extension. The file will still upload if you apply an .xls extension to it, but you will be able to retrieve more meaningful data about the file later on in the process if you apply an .xml extension to it.</p> <p>NOTE: Make certain to take note of the path you entered in the File name field since you will browse for that location later in the process.</p>
45.	<p>Click the OK button.</p> <p>NOTE: After you select the OK button, your Excel Journal Entry will be saved on your computer as an .xml file and ready for upload to PeopleSoft.</p> 
46.	<p>You are now ready to import your journal to PeopleSoft. Open a browser and login to PeopleSoft and navigate to the Financials database.</p>



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Step	Action
47.	From the Financials menu, select the General Ledger link.
48.	Click the Journals link. 
49.	Select the Import Journals link. 
50.	Click the Spreadsheet Journals link. 



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

Spreadsheet Journal Import

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

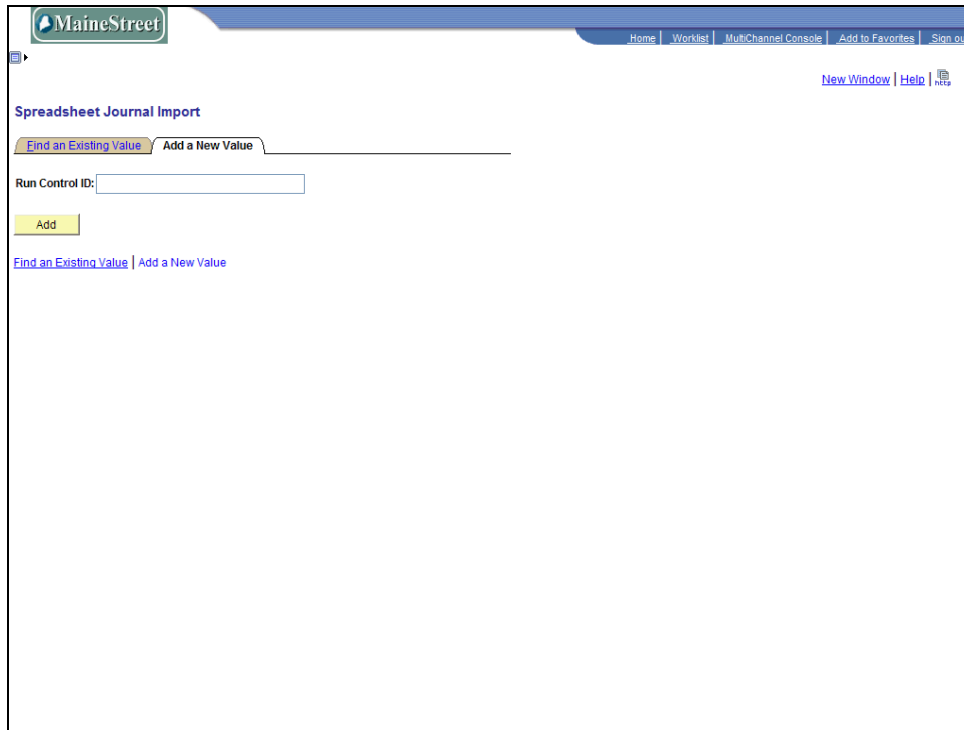
Run Control ID: begins with

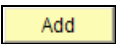
Case Sensitive

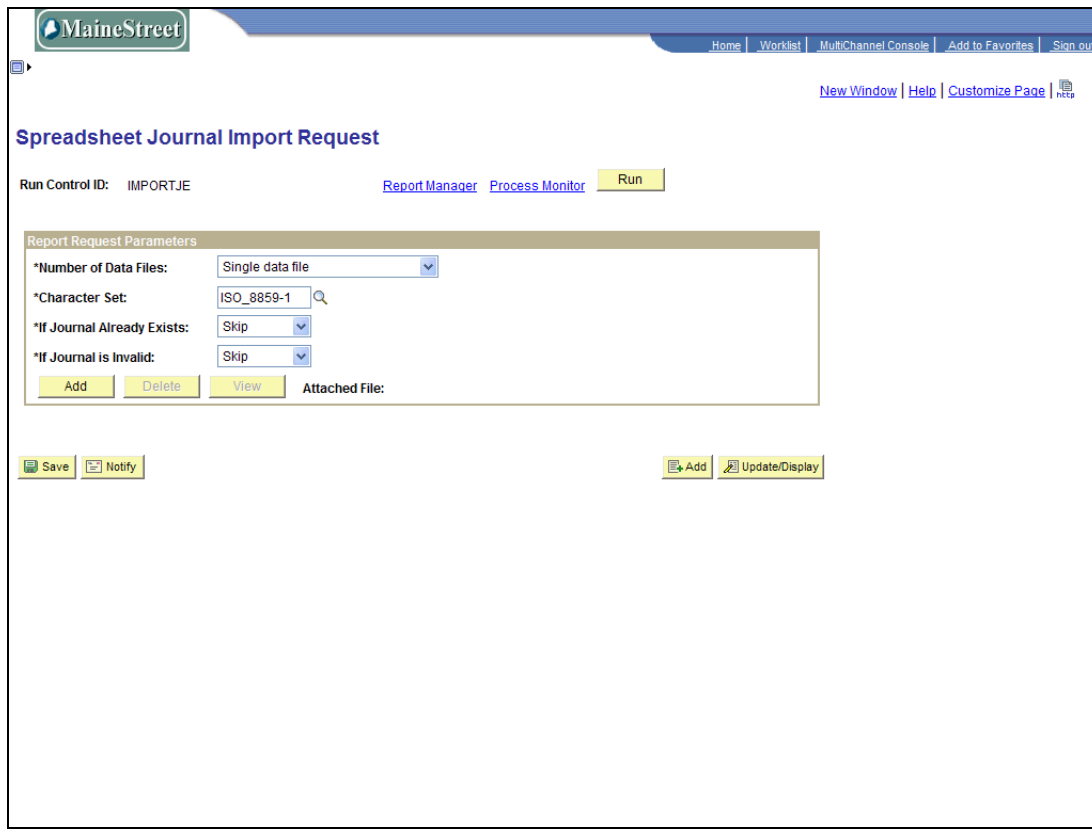
Search | Clear | Basic Search | Save Search Criteria

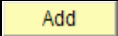
Find an Existing Value | [Add a New Value](#)

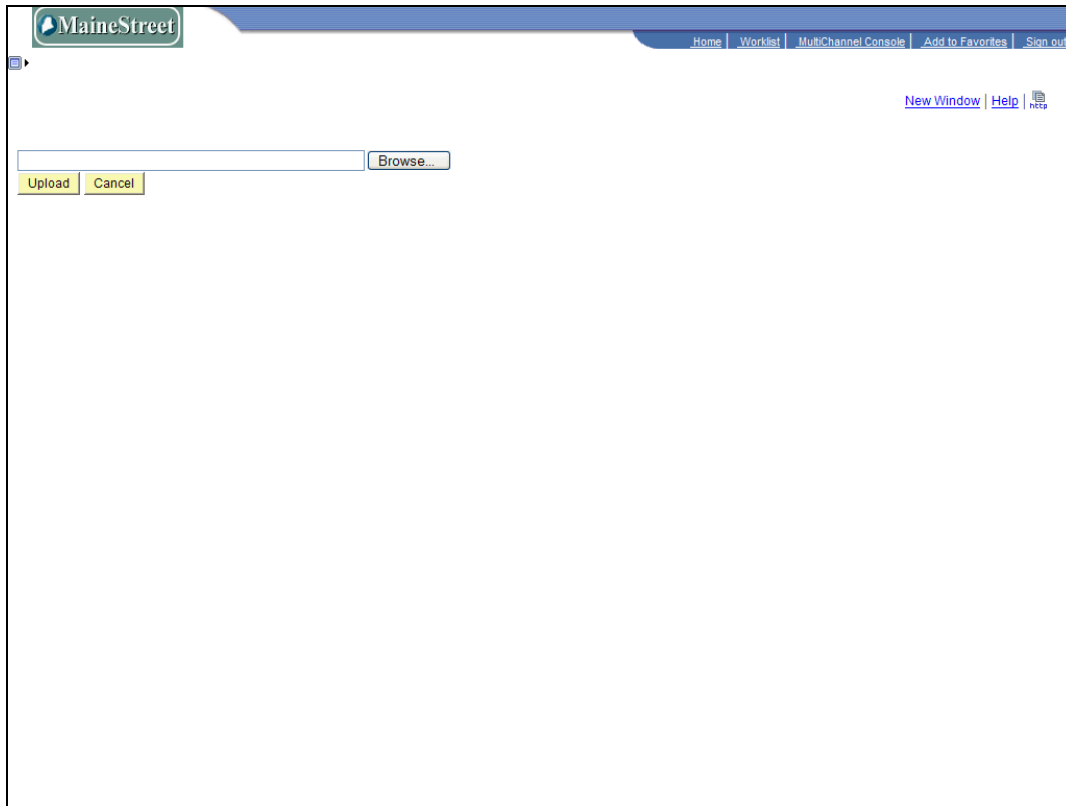
Step	Action
51.	On the Spreadsheet Journal Import page, click the <i>Add a New Value</i> tab. Add a New Value

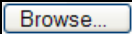


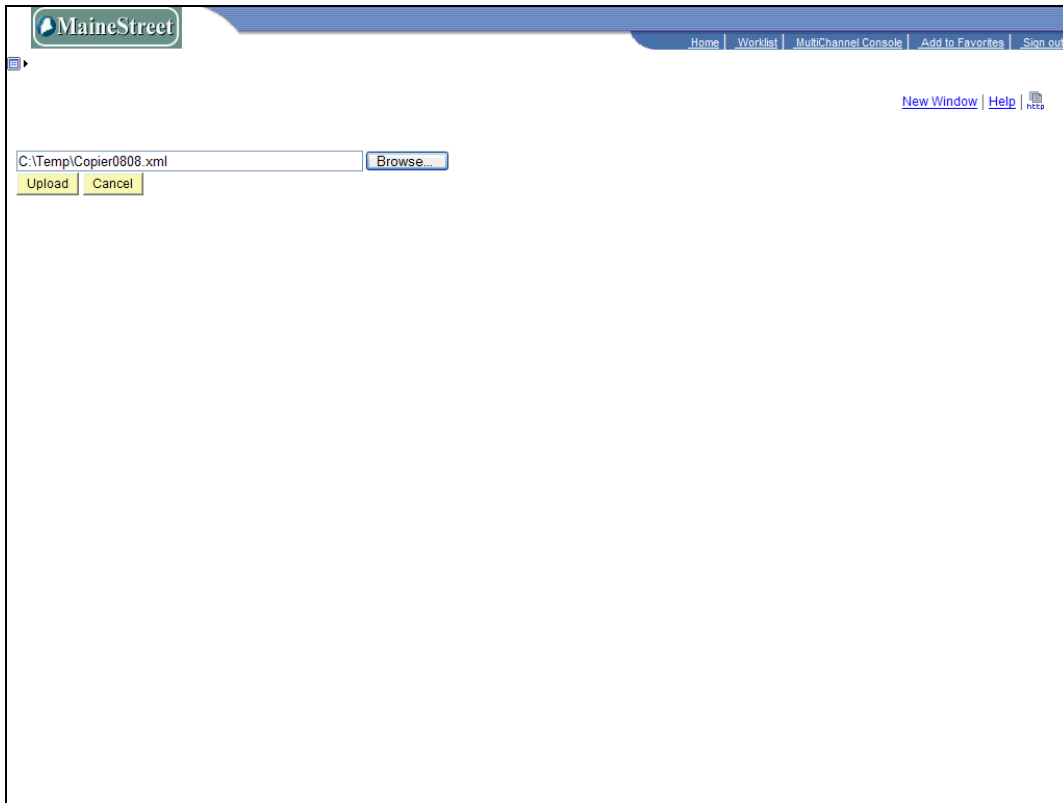
Step	Action
52.	The first time you upload an Excel Journal Entry to PeopleSoft, you will need to create a Run Control ID . A Run Control ID is used whenever a process is run in MaineStreet. You can save Run Controls for processes you frequently use.
53.	Click the Add button. 

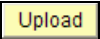


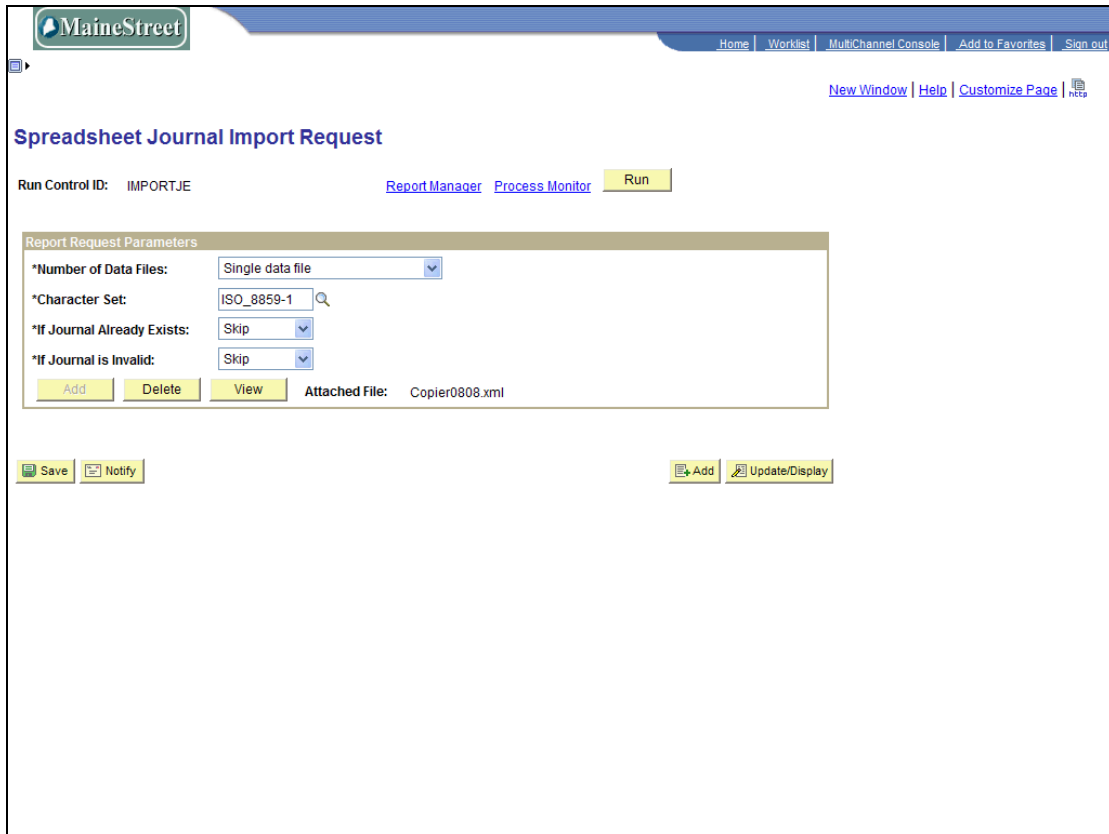
Step	Action
54.	On the Spreadsheet Journal Import Request page, click the Add button to attach the .xml file you wish to import. <div style="text-align: center; margin-top: 10px;">  </div>




Step	Action
55.	Click the <i>Browse</i> button to browse your computer to locate the .xml Journal Entry file you saved and then select it. 



Step	Action
56.	After you have located and selected the file, select the <i>Upload</i> button to return to the Spreadsheet Journal Import Request page. Click the <i>Upload</i> button. 




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Spreadsheet Journal Import Request

Run Control ID: IMPORTJE [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Number of Data Files:

*Character Set: 

*If Journal Already Exists:

*If Journal is Invalid:

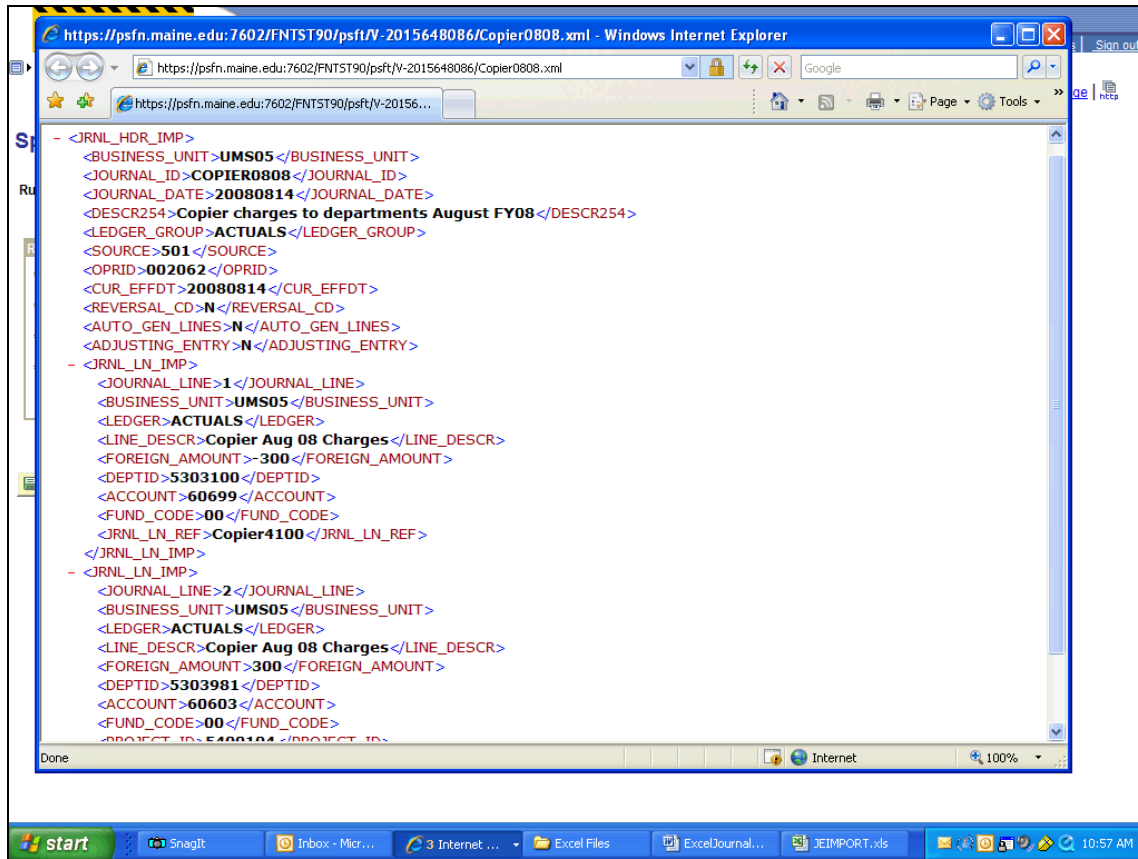
[Add](#) [Delete](#) [View](#) Attached File: Copier0808.xml

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

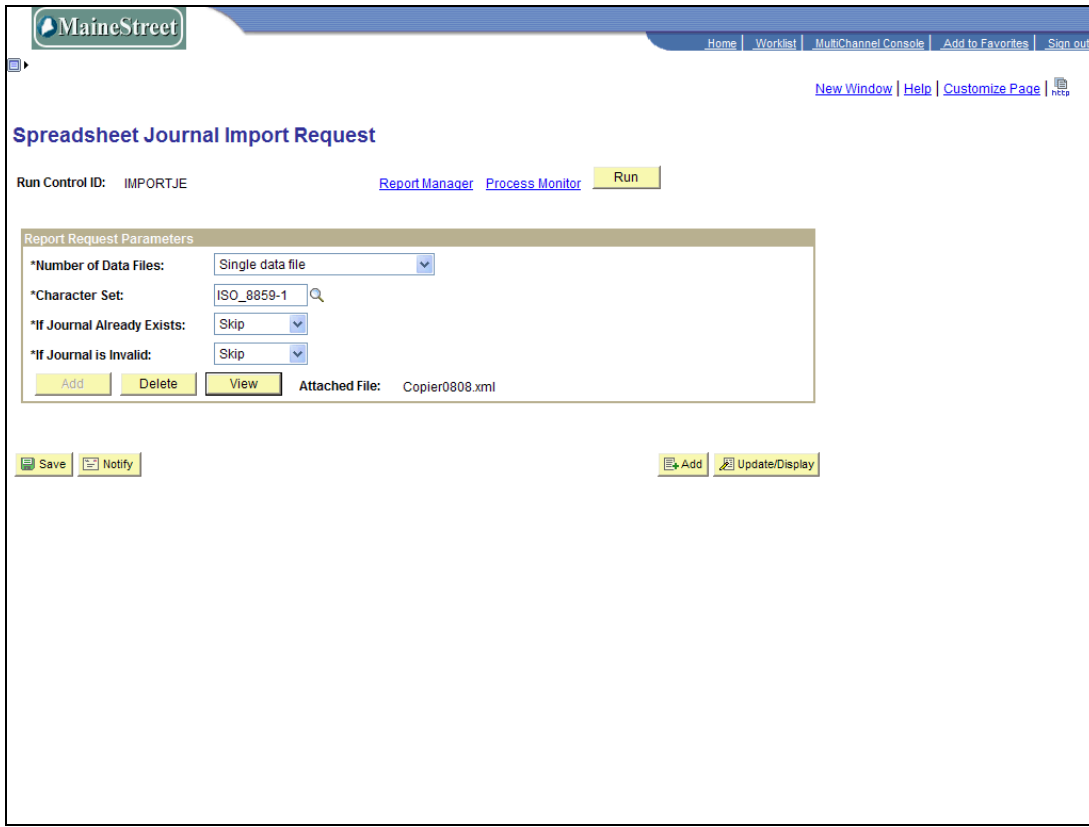
Step	Action
57.	Prior to importing your attached file to PeopleSoft, click the View button to verify one more time that the information entered in the Journal Entry is correct. <div style="text-align: center;">View</div>

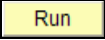
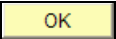
Process Document

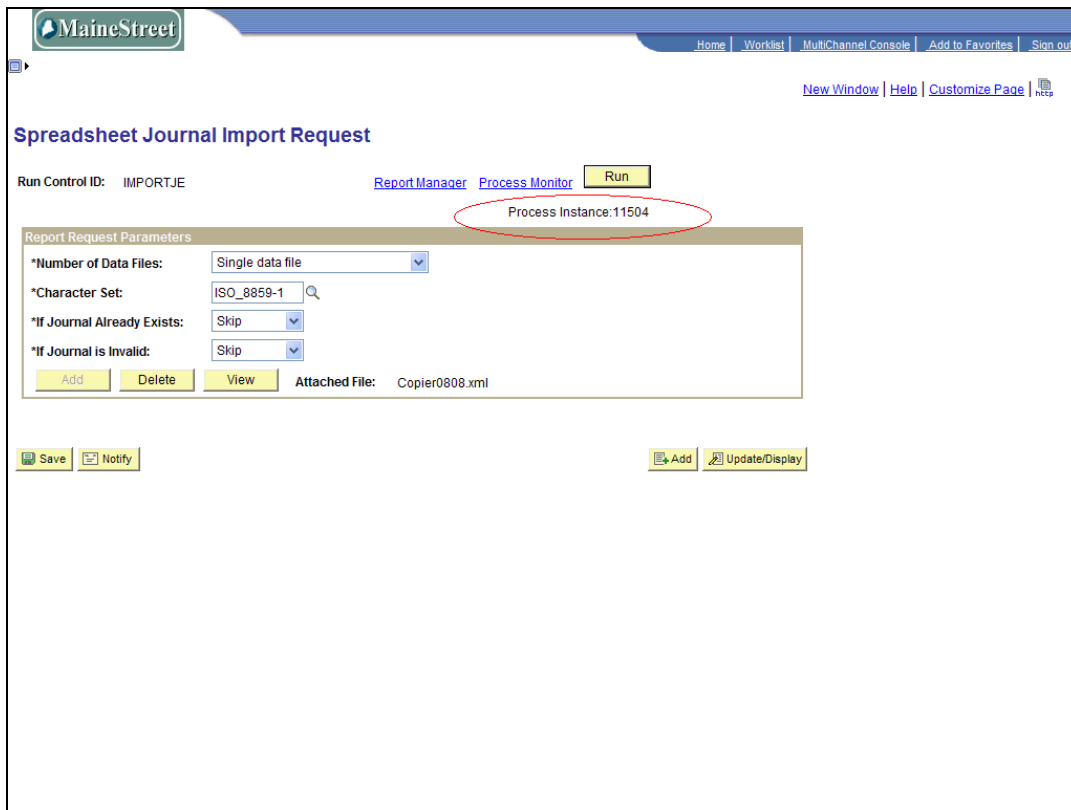
Financials 9.0: Excel Journal Entry



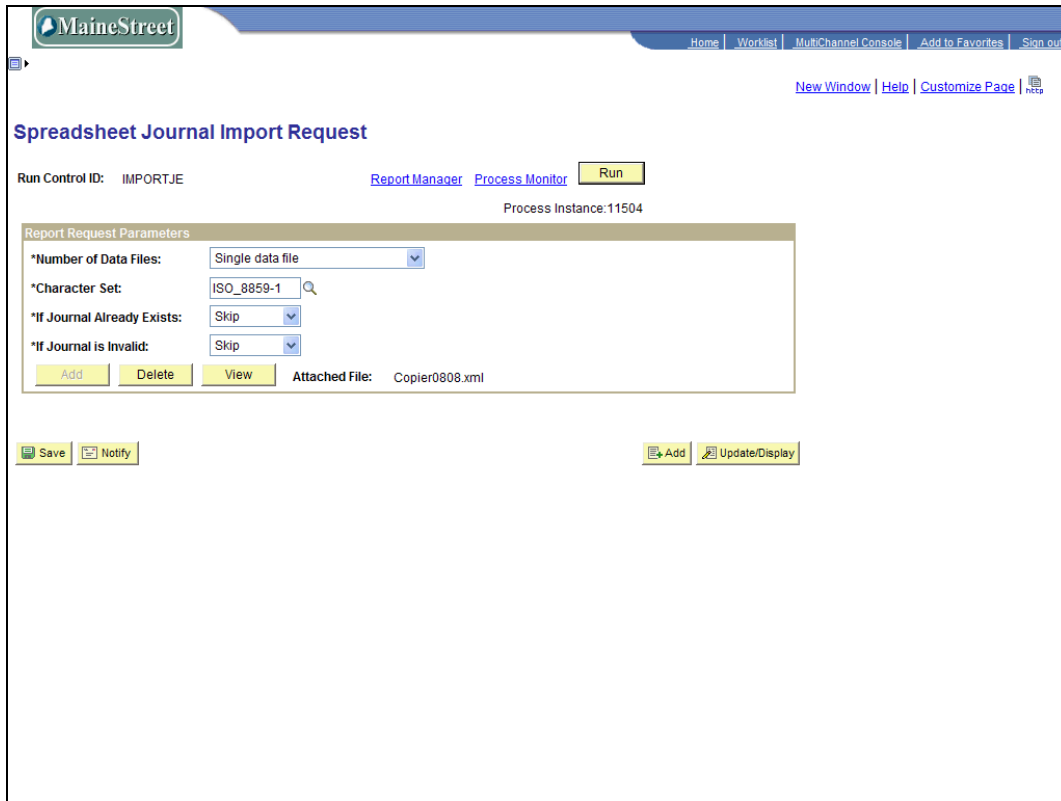
Step	Action
58.	A page similar to this will appear. You might want to access this file prior to importing your Journal Entry to MaineStreet just to verify one more time that the information entered in the Journal Entry is correct.




Step	Action
59.	Click the Run button to open the Process Scheduler Request page. 
60.	Click the OK button. 



Step	Action
61.	The Spreadsheet Journal Import Request page will appear with a Process Instance number assigned to it.



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Spreadsheet Journal Import Request

Run Control ID: IMPORTJE [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 11504

Report Request Parameters

*Number of Data Files:

*Character Set:

*If Journal Already Exists:

*If Journal is Invalid:

[Add](#) [Delete](#) [View](#) Attached File: Copier0808.xml

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
62.	Click the Process Monitor link on the Spreadsheet Journal Import Request page to check the progress and success of the process run. Process Monitor

Process Document

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The screenshot shows the MaineStreet web application interface. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, there are tabs for List, Explorer, Administration, and Archives. The main content area is titled 'View Reports For' and includes a search form with fields for User ID (0020625), Type, Last (1 Days), Status, Folder, Instance, and a Refresh button. Below the search form is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one entry: Report ID 8868, Prcs Instance 11504, Description Spreadsheet Journal Import, Request Date/Time 08/14/2008 10:58:40AM, Format Text Files (*.txt), Status Posted, and a Details link. Below the table are buttons for Select All, Deselect All, and Delete, along with a 'Go back to Spreadsheet Journal Import' link and a Save button. At the bottom, there are links for List, Explorer, Administration, and Archives.

Step	Action
63.	<p>Click the Refresh button until the Run Status for the process displays as <i>Posted</i>.</p> <p>When the status shows as Posted, navigate to the Create/Update Journal Entry page to look up the imported journal entry and run it through the Edit and Posting processes.</p> <p>Note: Be aware that a status of Posted does not necessarily mean no errors occur during the import process. It is best to click the Details link and then the Message Log link to see if errors are reported. If errors are noted, you will need to correct the errors on the Journal Sheet and re-run the import process.</p>
64.	End of Procedure.