
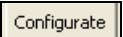





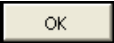
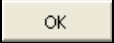











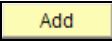
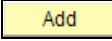
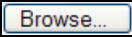



Excel Journal Entry

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 .
3.	There are two buttons in the General section. They are Setup and Notes . 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.
4.	To begin, click the Setup button to open the Define Options and Defaults screen. 
5.	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.
6.	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 in upper-case text.
7.	In the Source field, enter the 3-digit Source code assigned to you.
8.	In the User ID field, enter your 7-digit EmplID. Note: Leave the Enable Multibook and AutoGen Lines checkboxes blank.
9.	In the General Options section, English will appear by default in the Language field. 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. In the Document Sequencing section, leave both fields blank. All the necessary settings appear in the Online Import Control section. Do not adjust the settings. Click the Configure button to open the ChartField Configuration screen. 

10.	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.
11.	Click the New button in the <i>Journal Sheets</i> section. 
12.	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. Note: Do not 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.
13.	Click the OK button to apply the Journal Sheet Name and open the Journal Sheet. 
14.	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 Edit button from the Spreadsheet Journal Import screen. To begin, you will add a journal Header. Click the ADD Header button (+) in Row 5. 
15.	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. Enter the Journal ID . Again, to avoid confusion, it is recommended that the Journal ID and the Journal Sheet Name be the same.
16.	Leave the Ledger , Journal Class , Transaction Code , Foreign Currency , Rate Type and Exchange Rate fields blank.
17.	In the Description field, enter your Journal Entry Description. You can enter up to 254 alpha/numeric characters.
18.	After you enter all required information on the New Journal Header screen, select OK to return to the Journal Sheet. 
19.	Notice the Description now appears in the Journal Header. To change items in Journal Header , select the pencil icon on Row 5 of the Header. Click the pencil icon to open the Edit Journal Header screen. 
20.	Select the Journal Sheet you want to Edit and select OK .

21.	<p>Click the OK button.</p> 
22.	<p>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.</p> 
23.	<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> 
24.	<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>
25.	<p>In the Ledger column of the Journal Entry Line enter ACTUALS in UPPER-CASE text.</p>
26.	<p>In the Description column of the Journal Entry Line, briefly but precisely explain what this line of Journal Entry does. Limit your description to thirty alpha/numeric characters.</p>
27.	<p>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.</p>
28.	<p>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.</p>
29.	<p>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.</p>
30.	<p>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.</p>
31.	<p>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.</p>
32.	<p>To add another line to your Journal, in the Line section of your journal sheet, select the  button in Row 9 to add one line to your Journal Entry.</p> <p>Click on the + button to select it.</p>
33.	<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>
34.	<p>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:</p>

<p>35.</p>	<p>On the Insert Multiple Lines screen, in the Number of Lines 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 Insert 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> 
<p>36.</p>	<p>When your journal sheet is completed, click the  icon to return to the Spreadsheet Journal Import screen. </p>
<p>37.</p>	<p>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.</p> 
<p>38.</p>	<p>On the Write Journals to File screen, click on the Journal Sheet you want to upload to PeopleSoft.</p>
<p>39.</p>	<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>
<p>40.</p>	<p>Click the  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>
<p>41.</p>	<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>
<p>42.</p>	<p>From the Financials menu, select the General Ledger link.</p>
<p>43.</p>	<p>Click the Journals link.</p>
<p>44.</p>	<p>Select the Import Journals link.</p>
<p>45.</p>	<p>Click the Spreadsheet Journals link.</p>
<p>46.</p>	<p>On the Spreadsheet Journal Import page, click the  tab.</p>
<p>47.</p>	<p>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 PeopleSoft. You can save Run Controls for processes you frequently use.</p>

48.	Click the  button.
49.	On the Spreadsheet Journal Import Request page, click the  button to attach the .xml file you wish to import.
50.	Click the Browse... button. Click the Browse button to browse your computer to locate the .xml Journal Entry file you saved and then select it. 
51.	After you have located and selected the file, select the Upload button to return to the Spreadsheet Journal Import Request page. Click the  button.
52.	Prior to importing your attached file to PeopleSoft, click the  button to verify one more time that the information entered in the Journal Entry is correct.
53.	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.
54.	Click the  button to open the Process Scheduler Request page.
55.	Click the OK button.
56.	The Spreadsheet Journal Import Request page will appear with a Process Instance number assigned to it.
57.	Click the Process Monitor link on the Spreadsheet Journal Import Request page to check the progress and success of the process run.
58.	Click the Refresh button until the Run Status for the process displays as <i>Posted</i> . 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. 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.
59.	End of Procedure.