

**STATE OF GEORGIA  
General Ledger**

# **SAO End-User Training**

## **GENERAL LEDGER SPREADSHEET JOURNAL UPLOAD TEMPLATE – 9.1**

PARTICIPANT GUIDE

**PEOPLESOFT FINANCIALS FOR PUBLIC  
SECTOR 9.1**

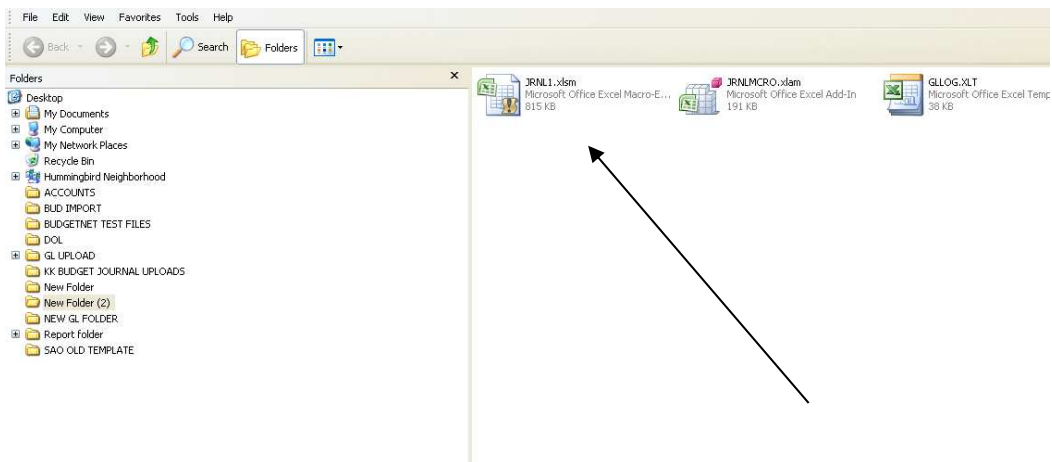
**PEOPLESOFT GENERAL LEDGER**

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## A. Opening Spreadsheet Journal Template

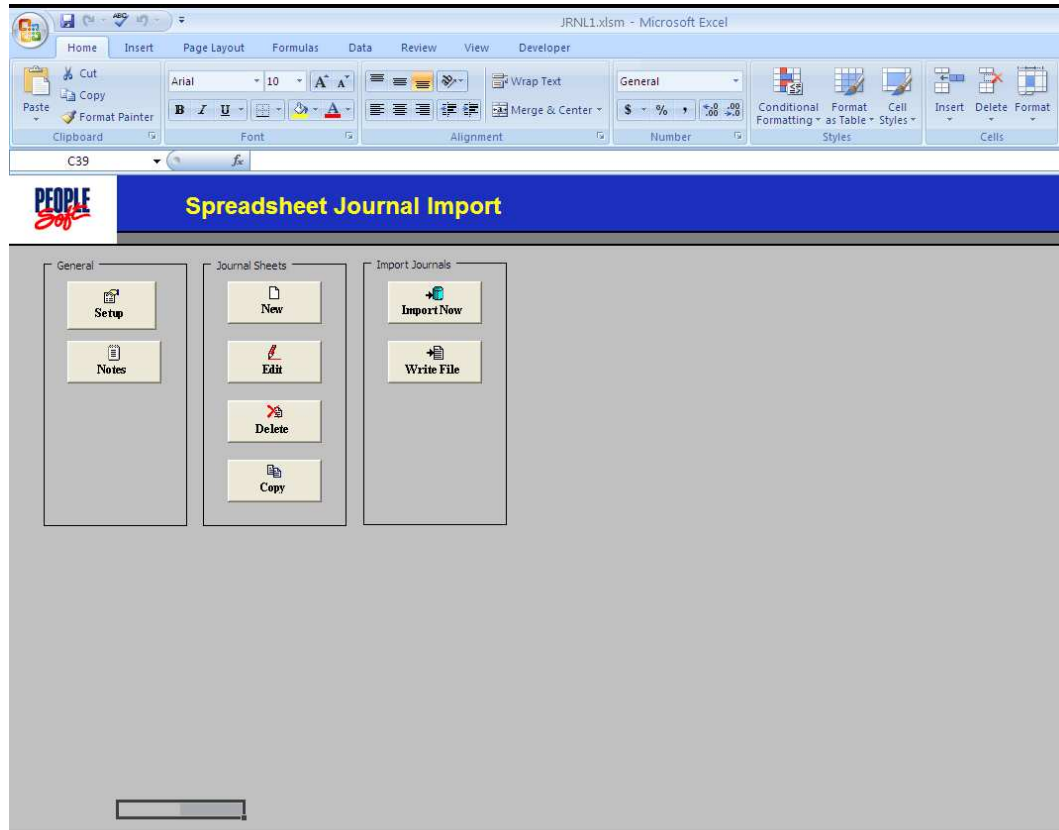
- Navigate:** Start⇒Programs⇒Accessories⇒Windows Explorer  
**Select:** C:\ Drive⇒GL Upload 9.1  
**Double Click:** JRNL1 SAO Version.xlsm

The 3 required files to successfully upload a journal from Excel should be saved in a separate folder on the C: drive.



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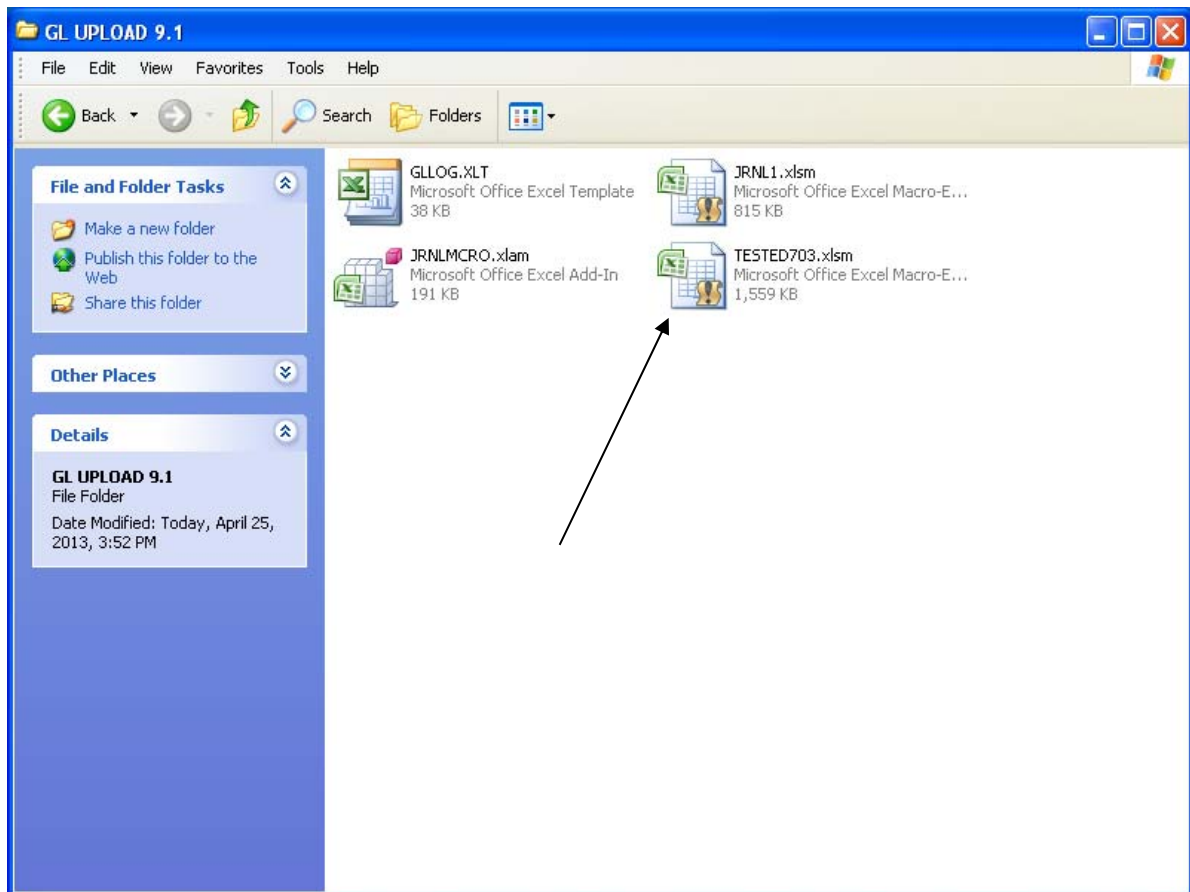
The Template will open to this sheet.



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**Navigate:** File⇒Save As  
**Save in:** C:\GL Upload 9.1  
**File name:** Assign a name.

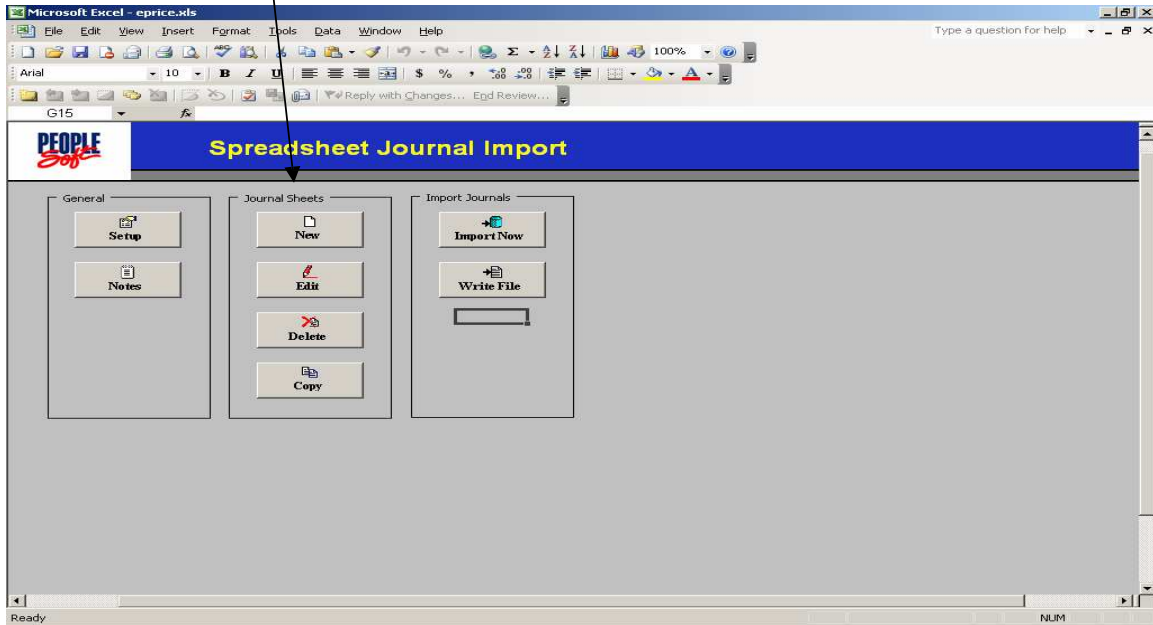
**NOTE:** Always rename your template at this point. Do not copy over the original template. This will allow users the ability to re-use the Spreadsheet Template as necessary.



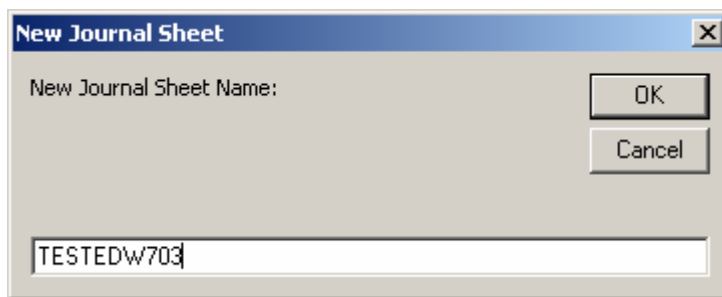
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## B. Journal Sheet Options - Add a New Journal Worksheet

1. Select: **NEW**



2. Name the New Journal Sheet: The name of the sheet should be defined by the user. It should not exceed 10 characters.

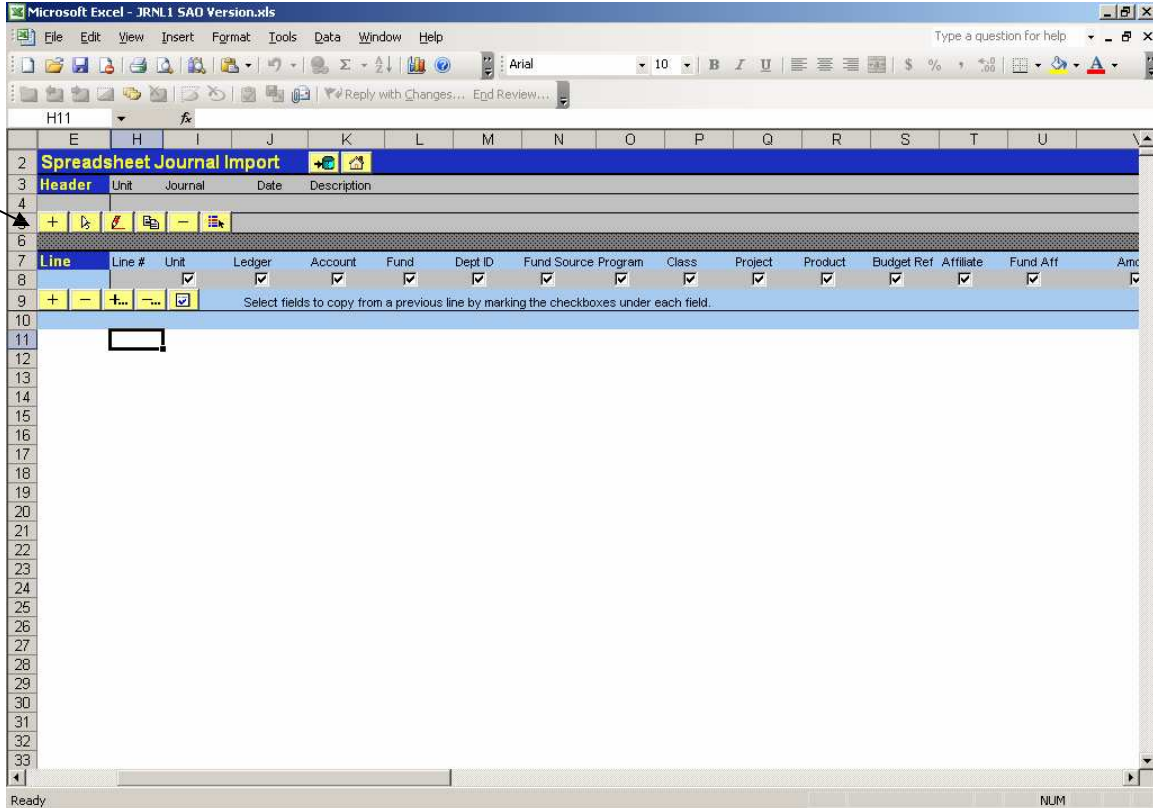


3. Click: **OK**

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## C. Create Journal Header

1. On line 5, click **+** to add Header information.



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**Create Journal Header (Cont'd)**

**New Journal Header**

System ID: \_\_\_\_\_

Unit:

Journal ID:

Journal Date:

Reference Number:

Ledger Group:

Ledger:

Source:

User ID:

Journal Class:

Transaction Code:

Description:

AutoGen Lines

Adjusting Entry

Document Type:

Doc Sequence:

Adjustment Type:

Commitment Control Amount Type:

Agency Location Code:

Currency Information

Foreign Currency:

Effective Date:

Rate Type:

Exchange Rate:

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

OK

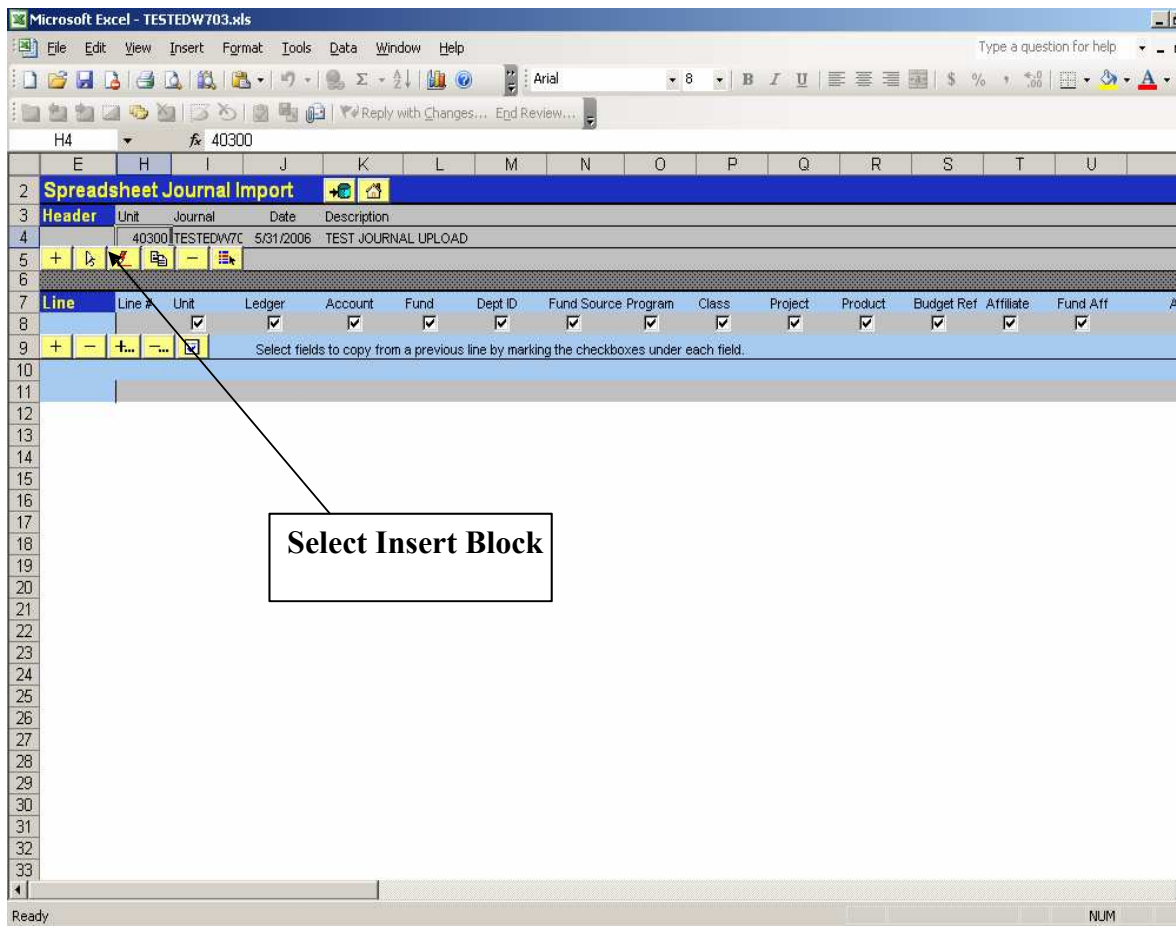
Cancel

- . **Enter:** Business Unit
  - Enter:** Journal ID:
  - Enter:** Journal Date:
  - Enter:** Ledger Group:
  - Enter:** Source
  - Enter:** **Description:**
  - Click:** **OK**
3. Verify the entered information. The Journal Date and the Effective Date should include slashes as shown above.

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## D. Create Journal Lines in Journal Template

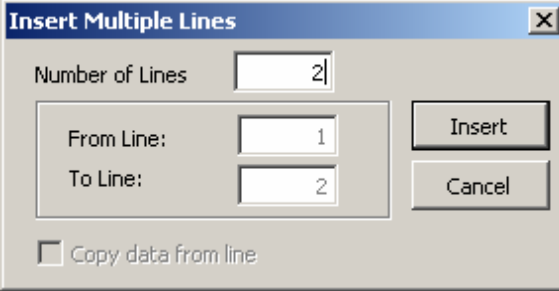
1. On line 9, click **+...** to insert multiple rows or click **+** to add a single line. If a block of lines is entered chartfield values will not be automatically copied down to additional lines that are added.





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2. Enter the number of lines that need to be added.
3. Click: **Insert**




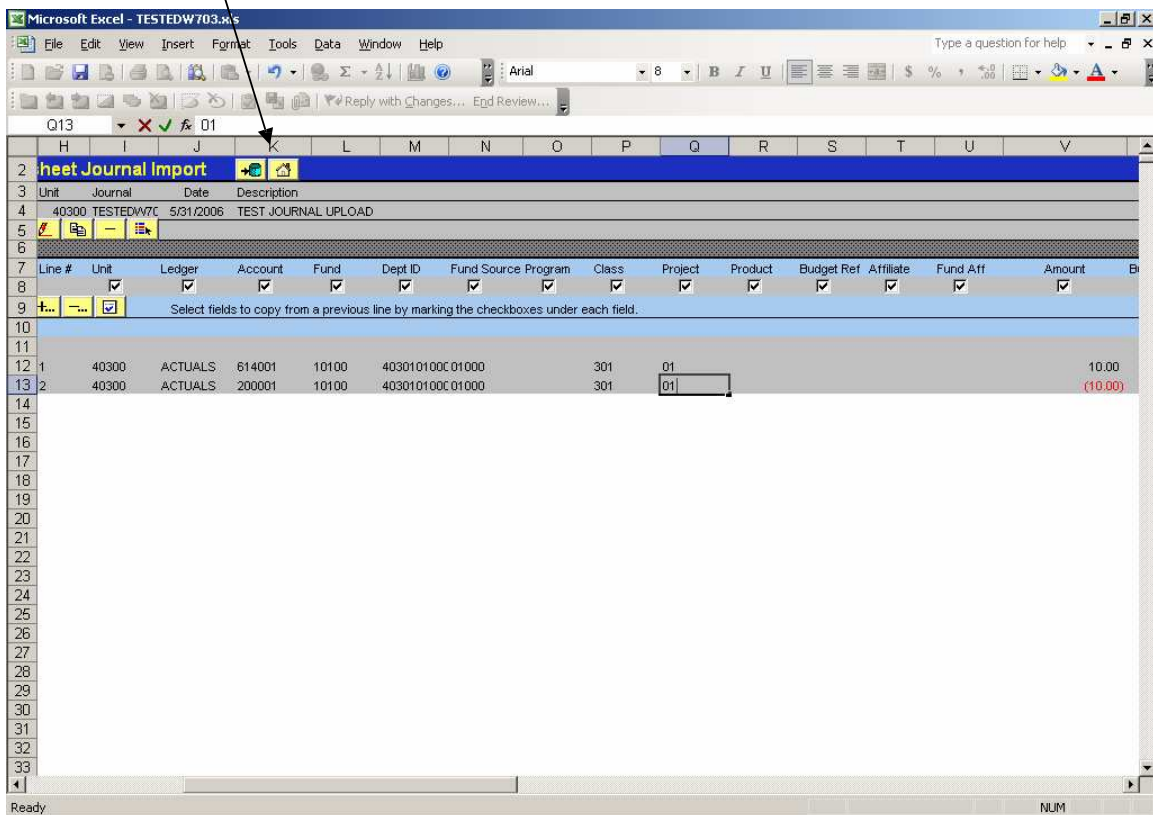
The screenshot shows a dialog box titled "Insert Multiple Lines" with a close button (X) in the top right corner. The dialog contains the following elements:

- A text input field labeled "Number of Lines" containing the value "2".
- A group box containing two text input fields: "From Line:" with the value "1" and "To Line:" with the value "2".
- Two buttons: "Insert" and "Cancel".
- A checkbox labeled "Copy data from line" which is currently unchecked.

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## Create Journal Lines (Cont'd)

4. Enter the charfield information for the journal lines that have been inserted.
5. Click the  icon to return to the Spreadsheet Journal Import Panel



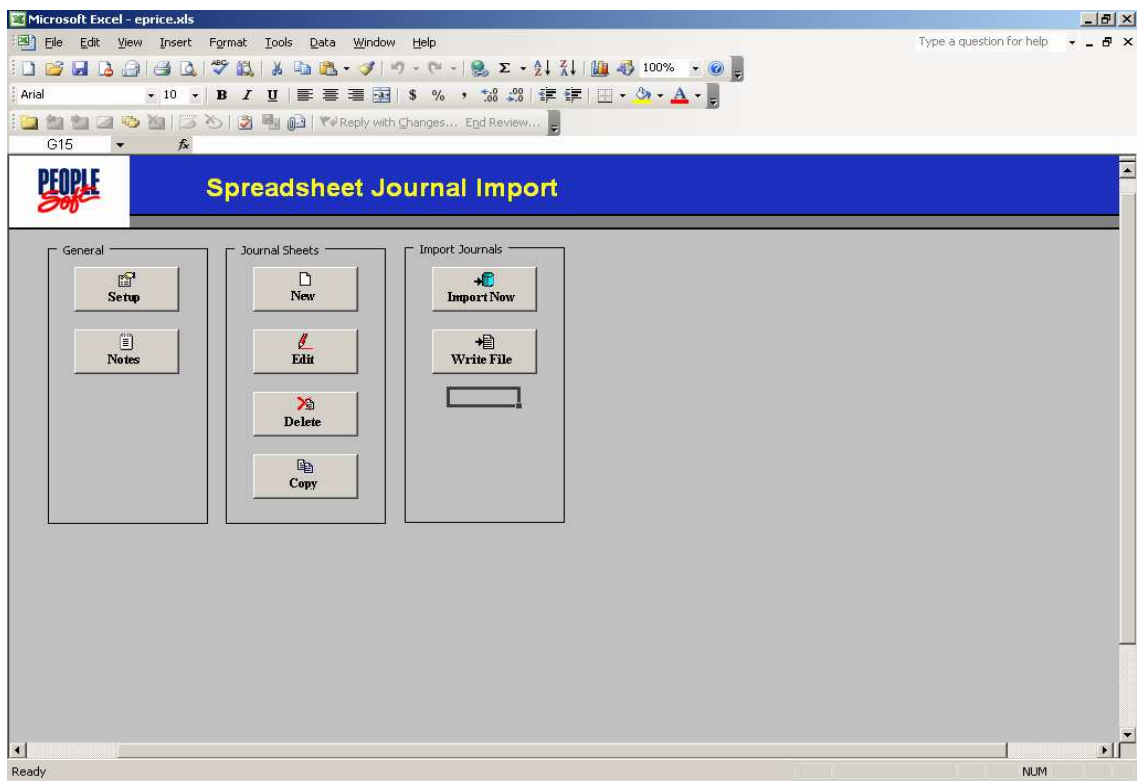
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Once you have completed the journal entry template, the journal must be transferred into PeopleSoft. The two methods are detailed below in sections E and F.

## E. Import Spreadsheet Journal

### 1. From the Import Journals Panel

Click: 'Import Now'



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2. Highlight the Spreadsheet Journal. Enter User ID and Password.

**Import Journals Now**

Select Sheet:  
TESTEDW703

OK  
Cancel  
All  
None

Import Control  
https://saofn.state.ga.us/psp/sao/  
User ID: EDWALKER  
Password: \*\*\*\*\*

3. Click: **OK**

When the spreadsheet journal has been successfully imported the following message will appear.

**PEOPLE Soft** Spreadsheet Journal Import

General | Journal Sheets

Setup | New | Edit | Delete | Copy | Notes | Setup

**Import Journals Now**

Select Sheet:  
TESTEDW703  
TESTEDW700  
JRN10510

OK  
Cancel

**Import OK - Sheet TESTEDW703**

Imported 1 journals (Unit, Journal ID, Date) :  
40300, TESTEDW703, 05/31/2006

OK

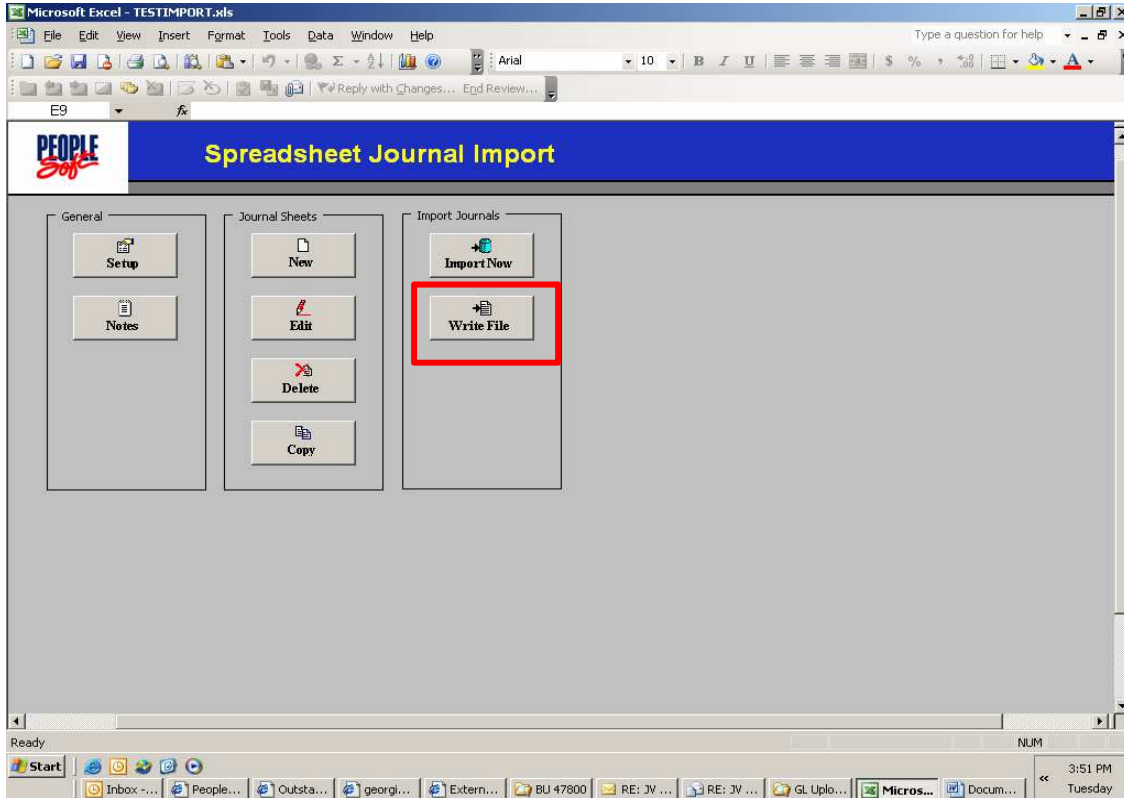
User ID: EDWALKER  
Password: \*\*\*\*\*

The **Import Now** process is now complete. You can view your journals in PeopleSoft General Ledger.

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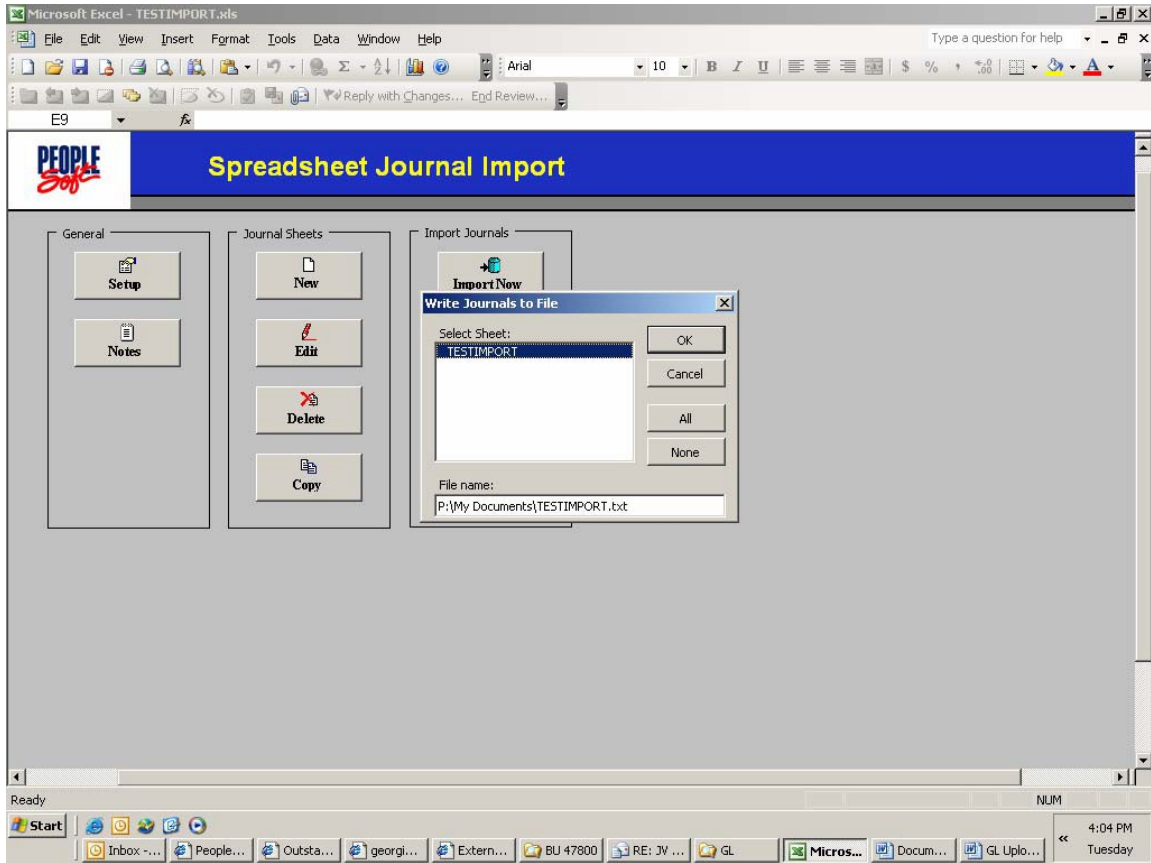
## F. Write File

A user may choose to write a spreadsheet journal to a file and manually import the journal into People Soft using the “Write File” functionality.



After the journal lines are entered click “Write File” from the main page.

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Highlight the journal that is to be uploaded. Also, make sure that the path under “File Name” is the path to the folder where the spreadsheet was saved.

# STATE OF GEORGIA General Ledger

Navigate to the General Ledger component in PeopleSoft and select Import Journals/Spreadsheet Journals.



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The screenshot displays the State of Georgia General Ledger system interface. At the top, the logo for the State Accounting Office (SAO) is visible. A navigation menu on the left lists various system functions, with 'Spreadsheet Journals' expanded to show 'Spreadsheet Journal Import'. The main content area is titled 'Spreadsheet Journal Import' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. A search form is present with a dropdown menu set to 'begins with' and a text input field containing 'gl'. A 'Case Sensitive' checkbox is unchecked. At the bottom of the search area, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer bar at the top right contains links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign Out'.

Enter a **Run Control ID**. Click Search. The **Spreadsheet Journal Import Request** page will be displayed.



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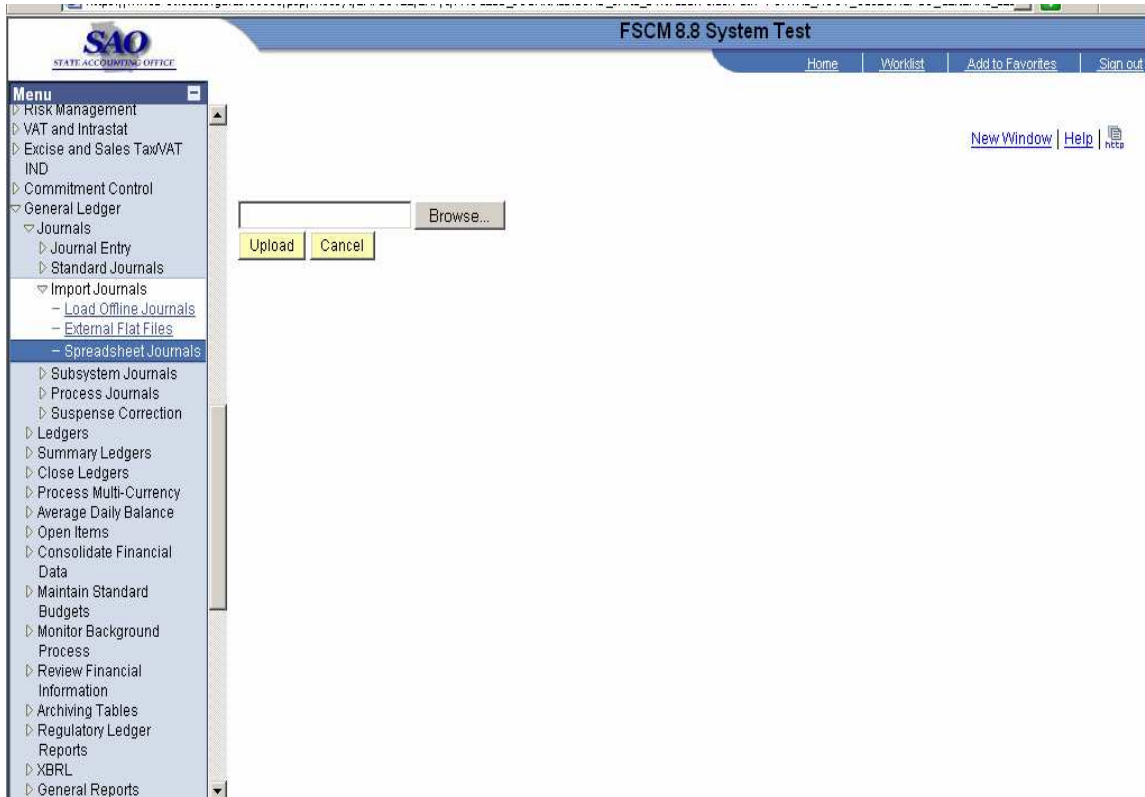
The screenshot displays the 'Spreadsheet Journal Import Request' page in the FSCM 8.8 System Test environment. The interface includes a navigation menu on the left, a header with the SAO logo and system title, and a main content area. The 'Run Control ID' is 123. The 'Process Request Parameters' section contains the following fields:

- 'Number of Data Files': Single data file
- 'Character Set': ISO\_8859-1
- 'If Journal Already Exists': Skip
- 'If Journal is Invalid': Skip

Below these fields are three buttons: 'Add', 'Delete', and 'View'. The 'Add' button is highlighted with a red rectangular box. To the right of these buttons is the 'Attached File:' label. At the bottom of the form, there are several utility buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

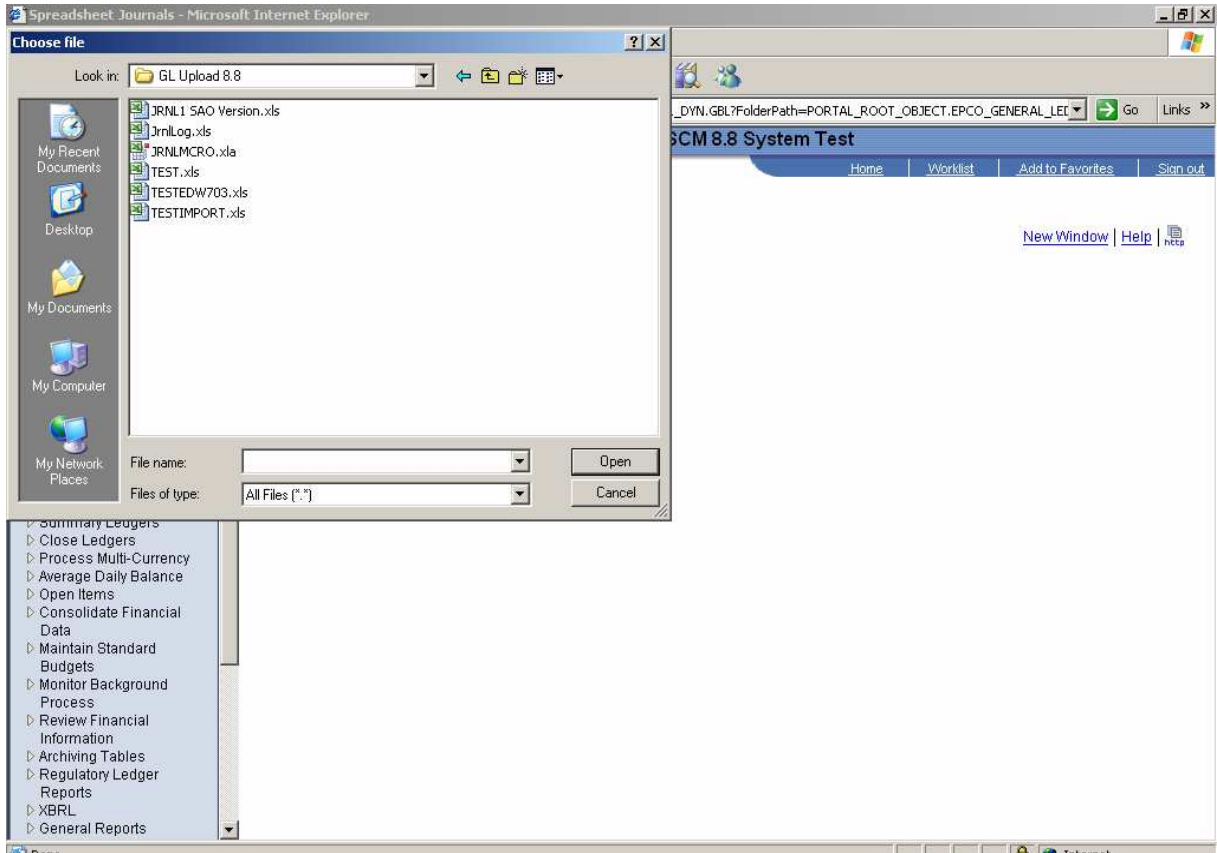
Select Add.

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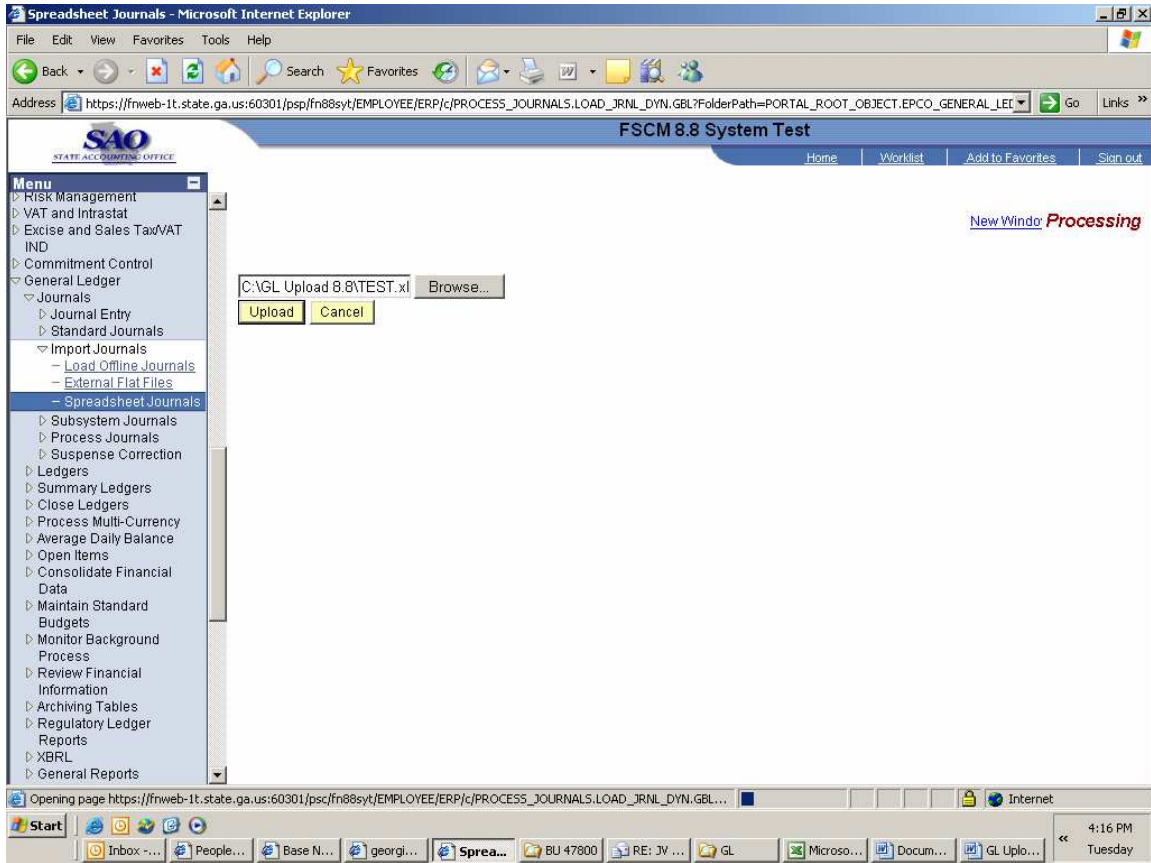
**Select Browse to locate the file.**

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Find the upload file that was saved. Select the file and click “Open.”

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The file navigation will update. Click **“Upload.”**

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The screenshot displays the 'Spreadsheet Journal Import Request' page within the FSCM 8.8 System Test environment. The browser window title is 'Spreadsheet Journals - Microsoft Internet Explorer'. The address bar shows the URL: [https://fnweb-1t.state.ga.us:60301/psp/fn88syf/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.LOAD\\_JRNL\\_DYN.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.EPCO\\_GENERAL\\_LED](https://fnweb-1t.state.ga.us:60301/psp/fn88syf/EMPLOYEE/ERP/c/PROCESS_JOURNALS.LOAD_JRNL_DYN.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_GENERAL_LED). The page header includes the SAO logo and 'FSCM 8.8 System Test' with navigation links for Home, Worklist, Add to Favorites, and Sign out. A menu on the left lists various system functions, with 'Spreadsheet Journals' selected. The main content area shows 'Run Control ID: 123' and a 'Run' button. Below this is the 'Process Request Parameters' section, which includes fields for 'Number of Data Files' (set to 'Single data file'), 'Character Set' (set to 'ISO\_8859-1'), 'If Journal Already Exists' (set to 'Skip'), and 'If Journal is Invalid' (set to 'Skip'). There are 'Add', 'Delete', and 'View' buttons, and the 'Attached File' is listed as 'TEST.xls'. At the bottom of the form are 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display' buttons.

Once the file is attached this page will be updated. Click **“Run.”**

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**SAO**  
STATE ACCOUNTING OFFICE

FSCM 8.8 System Test

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

### Process Scheduler Request

User ID: CTHOMAS      Run Control ID: 123

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Budget Journal Import	BDS9000X	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	Spreadsheet Journal Import	DX_EXCL_JRNL	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	<a href="#">Distribution</a>

Be sure that the server is “PSUNX.” Select “Spreadsheet Journal Import.” Click “OK.”

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The screenshot displays the FSCM 8.8 System Test interface. On the left is a navigation menu with categories like Risk Management, VAT and Intrastat, and General Ledger. The main area is titled 'Process List' and includes a 'View Process Request For' section with search filters for User ID (CTHOMAS), Server (PSUNK), and Run Status. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13885998		Application Engine	DX_EXCL_JRNL	CTHOMAS	07/18/2006 4:17:43PM EDT	Queued	N/A	<a href="#">Details</a>

Additional elements include a 'Go back to Spreadsheet Journal Import' link, 'Save' and 'Notify' buttons, and a status bar at the bottom showing 'Process Instance: 13885998'.

Click the Process Monitor link to view the status of the process. Once the process runs to “Success” you may view your journals in PeopleSoft General Ledger.