



Excel Journal Upload Templates

PeopleSoft Version 8.8



Journal Upload Process

The journal upload sqr process is designed to take a fixed length formatted file comprised of header(s) and line(s) and load the file contents into the JRL_HEADER and JRNL_LN tables.

The fixed length formatted file can be created from any technique as long as the file matches the layout in the sqr. To simplify the creation of this file we have created a number of templates using excel.



Excel Templates

We have created a number of excel templates to create the fixed length formats. These templates are located on our website at http://www.uwsa.edu/fadmin/sfs/Jrnl_Upload_Templates.htm.

WARNING: If the journal template does not open in excel, see the EXCEL SETTINGS section below.

If you are making entries and an offset line to cash (account 6100) is required for every line, you should not make the offset line entries. You should use the journal upload “auto cash” process to create the cash offset lines.

There are a number of excel macros written into each template. The “ACTUALS” template has a number of macros including the following and will not create the text file until these macro are successful:

A journal with a source code of “INT” MUST have debits equal credits (Do not enter cash offsets.).

A journal id with a prefix of “PO” MUST have a source code of “ENC”.

After selecting the appropriate template you should populate the “JOURNAL ENTRY FORM” tab with the following information (Do not use the comma character “,” as this is designated as a special character and will create a problem when saving the file.)

Business Unit - Five digit Peoplesoft business unit, i.e., UWADM

Journal ID - Encumbrance journals must be begin with “PO”

(We do not recommend using the “next” feature.)

Journal Date - Date the journal should be posted for average daily balance purposes.

Ledger - “ACTUALS”, “STD_BUDGET” etc..

Reversal Code - Should the journal be reversed (normally used for accruals)

'B' = Begin next period

'E' = End next period

'D' = User defined date

'N' = No reversal (default)

Reversal Date - Enter date if Reversal Code is ‘D’

Operid - Your eight-digit PeopleSoft id

Source Code - “INT” for transfer journals, “BUD” for budget journals, etc..

See <http://www.uwsa.edu/fadmin/sfs/FY06%20ID%20Mask%20Source%20Codes.doc>

Description - Description of the journal

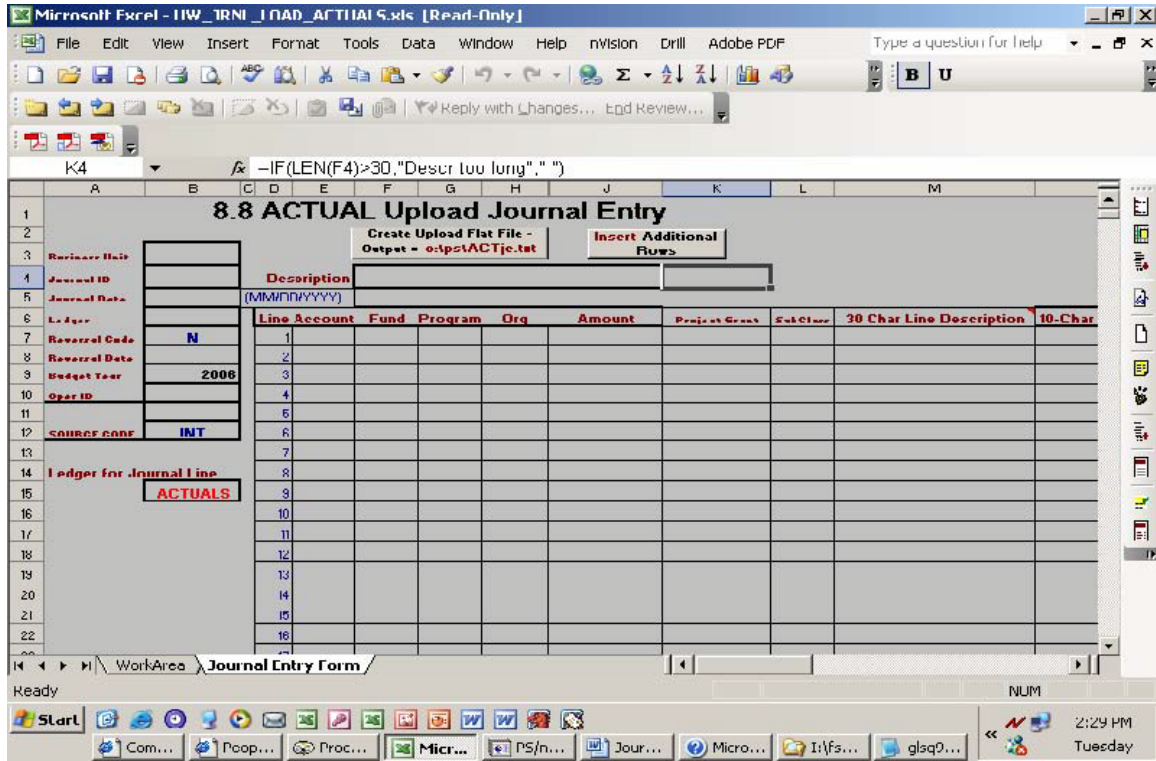
Ledger for Journal Lines - This should be the same as the “Ledger” value

To fill in the line information we recommend you use the “WORKAREA” tab and populate the information in tabular form with the columns representing the fields and the rows representing lines.

If you follow this format you can use Excel’s relative cell addressing feature by linking the appropriate fields on the “JOURNAL ENTRY FORM” worksheet to the “WORKAREA” worksheet.

Accomplish this link by placing the cursor into a cell representing one of the chartfield values (i.e. E7 is usually the first cell for the account chartfield), from there you would enter the “+” key and move to the “WORKAREA” worksheet cell representing the first row of the corresponding value. You would continue this process until the first row (7) in the “JOURNAL ENTRY FORM” worksheet is filled in.

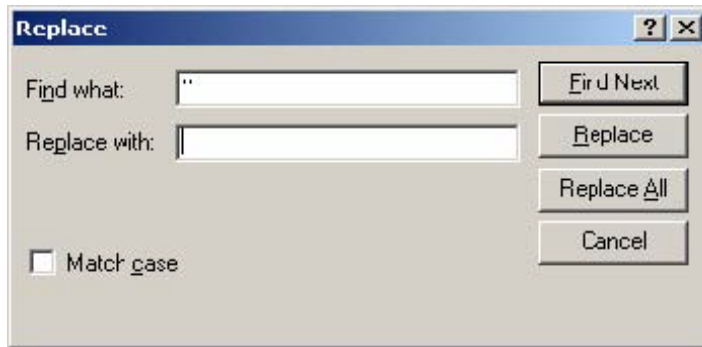
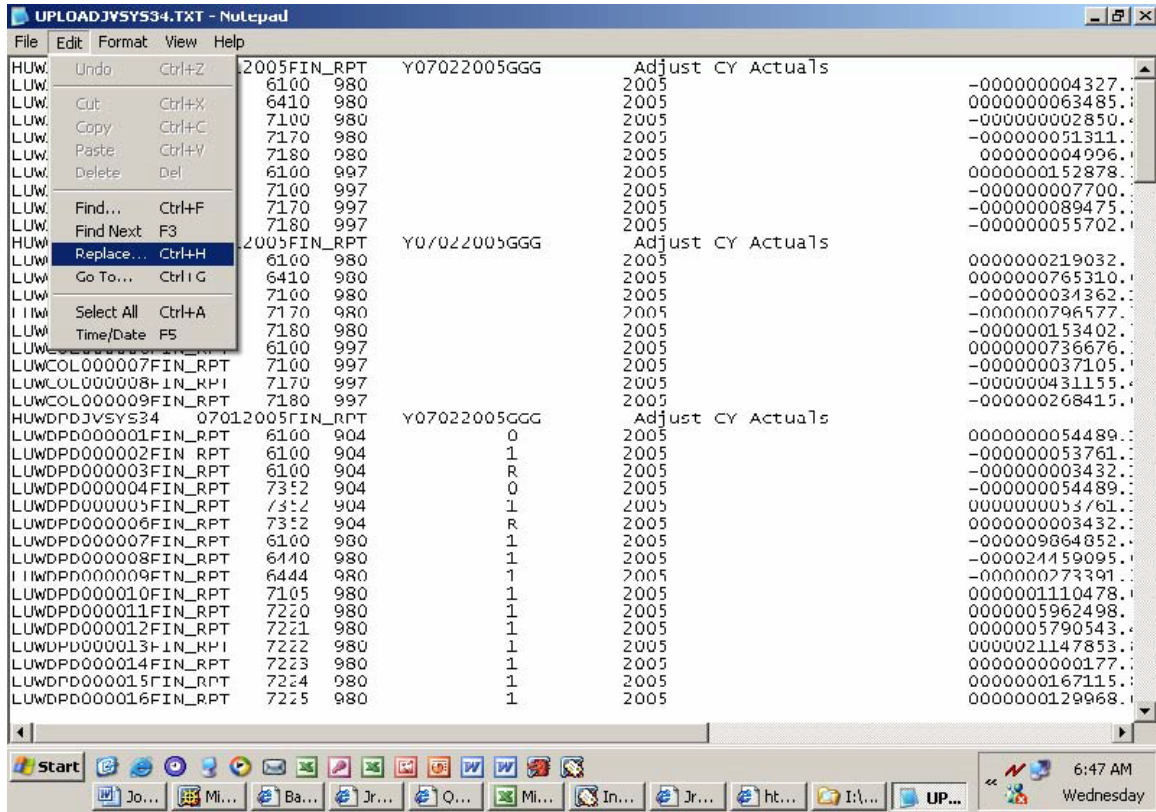
You can then highlight this first row and “copy” it down as far as necessary to replicate the information from the “WORKAREA” worksheet.



Create Upload Flat File - Output = c:\ps\ACTje.txt

Once the “JOURNAL ENTRY FORM” is completed click the button. The macros behind this button perform some basic edits of the fields in the header information and, when appropriate, checks to make sure the debits equal the credits on the lines. If the macros do not detect any errors, a text file is created in your C:\PS directory with a name of ACTje.txt (BUDJE.txt for budget journals.). **Make sure you have the C:\PS directory setup on your machine.**

WARNING – When Microsoft excel encounters “special” characters it interprets them as text and surrounds the entire row in double quotes “. You should always use your favorite text editor (Notepad works fine) to determine if any double quotes were added when the text file was created. You should delete these double quotes where appropriate by using the replace statement in you text editor...



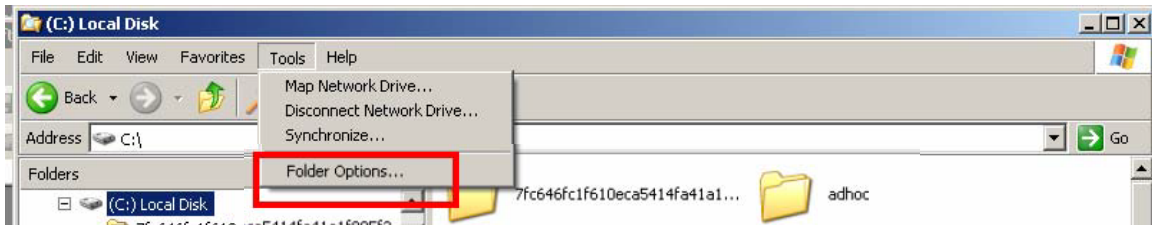
Create Upload Flat File - Output = c:\ps\ACTje.txt

Each time you click **File -> Save** file will be **overwritten**, so make sure you create a backup copy with an appropriate name and an appropriate directory.

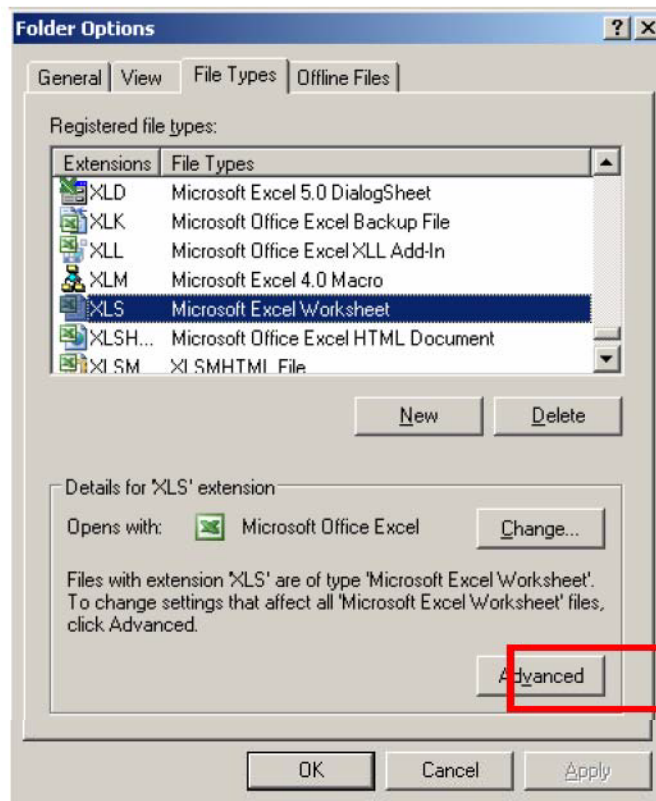
Excel Settings

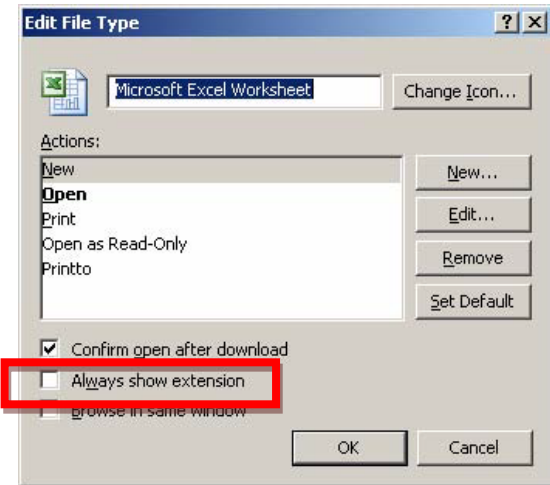
Depending on the settings on your computer, when you open Excel the process may or may not open in the browser window. If Excel does open in the browser window, Excel functionality is not available.

This setting is defined in Windows Explorer. From Windows Explorer, select Tools Folder Options...



Switch to the File Types tab and find XLS. Click on the 'Advanced' button.





From this window, uncheck 'Browse in same window'. Excel will now open in a new window when opened.