GL.020.030 – ENTERING/COPYING/DELETING JOURNALS FROM A SPREADSHEET

Purpose	• To identify where to access the Spreadsheet Journal Import Template. • To describe what types of information can be recorded when entering a journal from a spreadsheet. • To enter journals from a spreadsheet. • To identify where a spreadsheet journal is copied. • To copy a spreadsheet journal. • To identify where a spreadsheet journal is deleted. • To delete a spreadsheet journal.
Description	This process allows users to enter a journal into an Excel spreadsheet and import it to the General Ledger module. Users enter journals from the Spreadsheet Journal Import Template. It is a good practice to save the Spreadsheet Journal Import template under a new file name before entering data to preserve the integrity of the original template. To enter journals from a spreadsheet, use the Spreadsheet Journal Import template located on the Georgia*FIRST* website. When entering journals from a spreadsheet, users can enter the Header and Detail Lines information. Refer to business process GL.020.033 - Batch Spreadsheet Journal Import to import the spreadsheet journal. Users copy and delete a spreadsheet journal through the Spreadsheet Journal Import Template. A function exists within the spreadsheet that allows users to copy or delete an existing sheet.
Security Role	BOR PeopleSoft User
Dependencies/ Constraints	None

Additional Information	None

Procedure
Below are step by step instructions on how to enter a new journal entry from a Spreadsheet Journal Import, make a copy of a journal sheet, and delete a journal sheet.

Step	Action
1.	If users have not created a working copy of the spreadsheet file, refer to the "Uploading Spreadsheet Files" job aid to create working copy.
2.	Click the **New Sheet** button.
3.	Enter a New Journal Sheet Name in the field.
4.	Click the **OK** button.
5.	Click the **(+)** button under Journal Header.
6.	Enter a Journal ID in the **Journal ID** field or leave as Next.
7.	Enter "**DEFAULT**" in the **Transaction Code** field.
8.	Enter a Description in the **Description** field.
9.	Select a Commitment Control Amount Type from the dropdown.
10.	Click the **OK** button.
11.	Click the **(+)** button under Journal Lines to insert additional lines into the spreadsheet.
12.	Enter a Business Unit in the **Unit** field.
13.	Enter a Ledger name in the **Ledger** field.
14.	Enter an Account number in the **Account** field.
15.	Enter a Fund code in the **Fund** field.
16.	Enter a Department number in the **Dept ID** field.
17.	Enter a Program number in the **Program** field.
18.	Enter a Class number in the **Class** field.
19.	Enter a Budget year in the **Budget Ref** field.
20.	Enter a Description in the **Description** field.
21.	Enter an Amount in the **Amount** field.
22.	Click the **(+)** button.

Step	Action
23.	Update ChartFields as needed for new journal line.
24.	Press **[Delete]** in the **Amount** field.
25.	Enter an amount in the **Amount** field.
26.	Navigate to the Home page to import the journal entry into the general ledger by using the write to file option.
27.	If the user needs to make a copy of the RECLASSDPT journal sheet, click the **Copy Sheet** button.
28.	Select the journal sheet to copy.
29.	Enter a New Journal Sheet Name in the field.
30.	Click the **Copy** button.
31.	Click the **Delete Sheet** button from the Home page if the user needs to delete the journal sheet.
32.	Select the journal to delete.
33.	Click the **Delete** button.