

GL.020.033 - BATCH SPREADSHEET JOURNAL IMPORT

Purpose	<ul style="list-style-type: none"> To identify the first step in importing spreadsheet journals by batch. To describe why users must process the journal through Journal Edit after imports from a spreadsheet. To batch import a spreadsheet journal.
Description	<p>If users enter spreadsheet journals, the journals must be written to an .xml file and then imported into PeopleSoft. After writing the journals to a file, use the Spreadsheet Journal Import process to load it into General Ledger. After the process is finished, users can pull up the journal in General Ledger. When users pull up the journal entry, the system prompts users to process the journal through Journal Edit because it was created through an external source.</p>
Security Role	BOR_GL_PRC_JRNL_PRC
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to batch spreadsheet journal import.

Step	Action
1.	If users have not created a working copy of the spreadsheet file, refer to the "Uploading Spreadsheet Journals" job aid to create working copy.
2.	Enter a journal within the spreadsheet. For more information, refer to GL 020 030 – Entering/Copying/Deleting Journals from a Spreadsheet .
3.	Once users create a working copy with journal entries, click the Write File button.
4.	Select the journal sheet to upload.
5.	Enter Filename (example: "c:\temp\jrn1upld.xml") in the Filename field.
6.	Click the OK button.
7.	Open a browser and log in to PeopleSoft Financials.
8.	Click the General Ledger link.
9.	Click the Journals link.
10.	Click the Import Journals link.
11.	Click the Spreadsheet Journals link.
12.	Click the Add a New Value tab.
13.	Enter a Run Control ID in the Run Control ID field.
14.	Click the Add button.
15.	Click the Add button.
16.	Enter File Name (example: "c:\temp\jrn1upld.xml") in the File Name field.
17.	Click the Open button
18.	Click the Upload button.
19.	Click the View button to confirm the correct file was selected.
20.	Verify the Journal ID and Journal Date are correct.
21.	Click the Close button.
22.	Click the Run button. The Process Scheduler Request window displays.

Step	Action																				
23.	<div>Under the Process List, Journal Import with Edit process, GL_EXCL_BATC is selected.</div> <div><div>Process List</div><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Journal Import with Edit</td><td>GL_EXCL_BATC</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></table></div>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution						
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24.	Click the OK button.																				
25.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.																				
26.	Click the Refresh button until the Run Status is Success.																				
27.	Once the Journal Upload Batch Process is complete, navigate to General Ledger.																				
28.	Click the General Ledger link.																				
29.	Click the Journals link.																				
30.	Click the Journal Entry link.																				
31.	Click the Create/Update Journal Entries link.																				
32.	Click the Find an Existing Value tab.																				
33.	Enter " EXT " in the Source field.																				
34.	Click the Search button.																				
35.	Click the OK button.																				
36.	<div>Process the journal entry to completion.</div> <div>Note: If no journals generate, it is likely there is an error on the spreadsheet. To confirm, navigate to PeopleTools > Process Scheduler > Process Monitor. Locate the GL_EXCL_BATC process and select the Details link. Select View Log/Trace to view error details.</div> <div><div>Process List</div><div><div><div><div></div><div>Q</div></div><div>1-1 of 1</div><div>View All</div></div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>12801519</td><td></td><td>Application Engine</td><td>GL_EXCL_BATC</td><td>OIITSAXON</td><td>11/18/2019 2:41:50PM EST</td><td>Success</td><td>Posted</td><td>Details</td></tr></table></div></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	12801519		Application Engine	GL_EXCL_BATC	OIITSAXON	11/18/2019 2:41:50PM EST	Success	Posted	Details
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37.	<p>The Process Detail displays. Select the Message Log link.</p> <div><table><thead><tr><th>Date/Time</th><th>Actions</th></tr></thead><tbody><tr><td>Request Created On 11/18/2019 2:43:31PM EST</td><td>Parameters</td></tr><tr><td>Run Anytime After 11/18/2019 2:41:50PM EST</td><td>Message Log</td></tr><tr><td>Began Process At 11/18/2019 2:43:46PM EST</td><td>Batch Timings</td></tr><tr><td>Ended Process At 11/18/2019 2:44:02PM EST</td><td>View Log/Trace</td></tr></tbody></table></div>	Date/Time	Actions	Request Created On 11/18/2019 2:43:31PM EST	Parameters	Run Anytime After 11/18/2019 2:41:50PM EST	Message Log	Began Process At 11/18/2019 2:43:46PM EST	Batch Timings	Ended Process At 11/18/2019 2:44:02PM EST	View Log/Trace														
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38.	<p>The Message Log displays. If the Message Text states the journal has an error, the spreadsheet must be corrected and the process must be attempted again from the beginning to successfully import journals. To view errors click View/Log Trace.</p> <div><table><thead><tr><th>Severity</th><th>Log Time</th><th>Message Text</th><th>Explain</th></tr></thead><tbody><tr><td>10</td><td>11:47:50AM</td><td>Journal Import processing has started.</td><td>Explain</td></tr><tr><td></td><td>11:47:51AM</td><td>Processing file JRNL1_BOR_92_872_FPROD_12012017.txt ...</td><td>Explain</td></tr><tr><td></td><td>11:47:51AM</td><td>Journal JL12180001 has error. Skip this journal and continue.</td><td>Explain</td></tr><tr><td></td><td>11:47:51AM</td><td>Process completed successfully with 0 journals imported.</td><td>Explain</td></tr><tr><td>10</td><td>11:47:51AM</td><td>Journal Import processing has finished.</td><td>Explain</td></tr></tbody></table></div>	Severity	Log Time	Message Text	Explain	10	11:47:50AM	Journal Import processing has started.	Explain		11:47:51AM	Processing file JRNL1_BOR_92_872_FPROD_12012017.txt ...	Explain		11:47:51AM	Journal JL12180001 has error. Skip this journal and continue.	Explain		11:47:51AM	Process completed successfully with 0 journals imported.	Explain	10	11:47:51AM	Journal Import processing has finished.	Explain
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