



Spreadsheet Journal Entry

SPREADSHEET JOURNAL ENTRY

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Preparing Your Computer

You will need to install the following three files using a zip file:

- ✓ JOURNAL1.xls (the journal file)
- ✓ GLLOG.xlt (the log file)
- ✓ JRNLMCRO.xla (the macro file)

Referring to SFU's Finance Website:

<http://www.sfu.ca/finance.html>

Resources; Financial Reporting:

- [Spreadsheet Journal Guide](#) for instructions on using the application
- [New in the Spreadsheet Journal](#) for changes made as a result of the PeopleSoft upgrade February 14th, 2011
- [Setting up Talbot Remote Terminal](#) for MAC users.
- [Installing the Spreadsheet Journal](#) for instructions on installing the files to your computer

Forms; Financial Reporting:

- [Journal Spreadsheet](#) for the zip file containing the application files

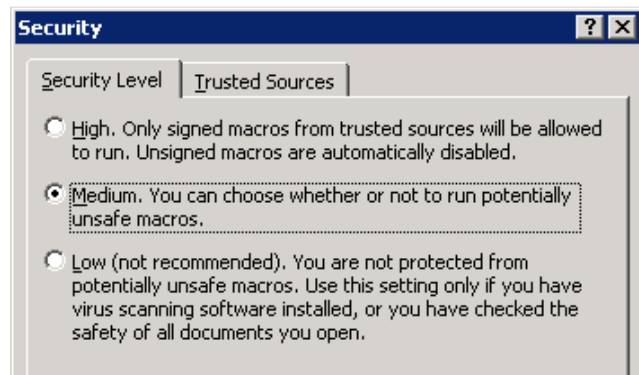
Security Settings:

Upon following the installation instructions, for the journal upload process to run, you will also need to check the macro settings

For Excel 97/2003

Tools → Macro → Security

- Select Medium

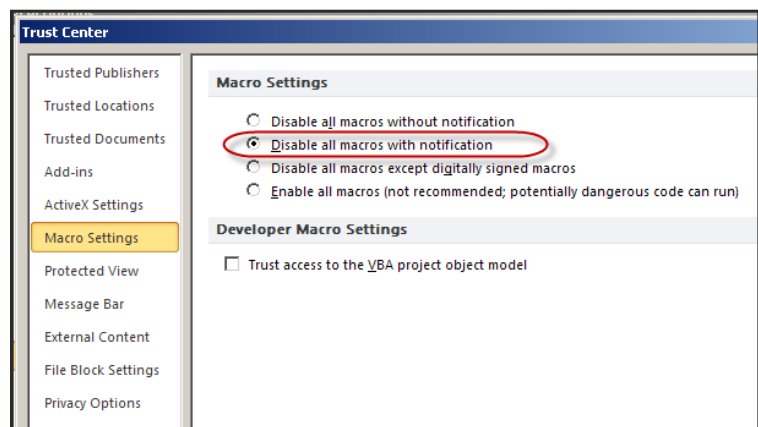


For Excel 2007/10

File → Options → Trust Center →

Trust Center Settings → Macro Settings:

- Select Disable all macros with notification



TIP:

For MAC users, you will need to use terminal services as Excel for the MAC does not support this technology.

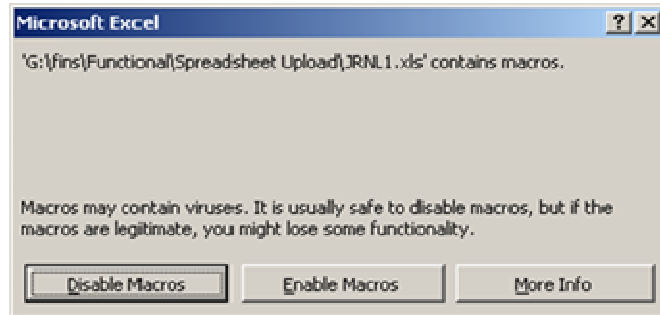
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Launching JOURNAL1.xls

If you have your macro security set to medium, depending upon the Version of Excel being used, you will see the following Excel messages where action is required:

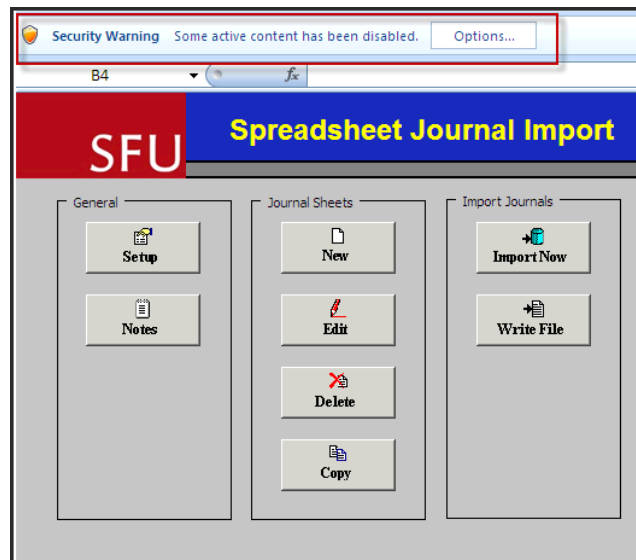
Excel 97/2003:

- Select “Enable Macros” to continue

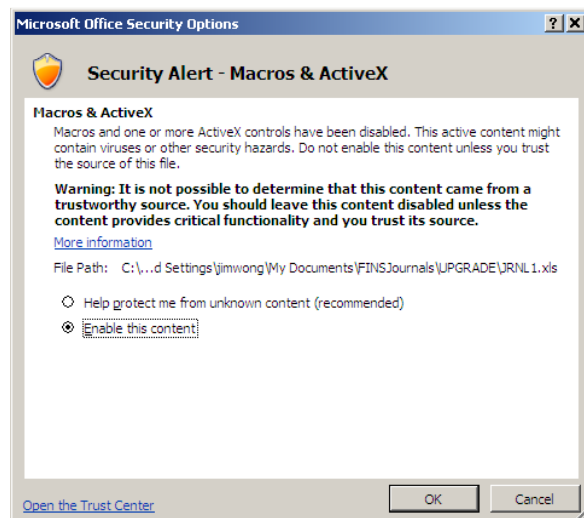


Excel 2007/2010:

- Select the “Options” prompt

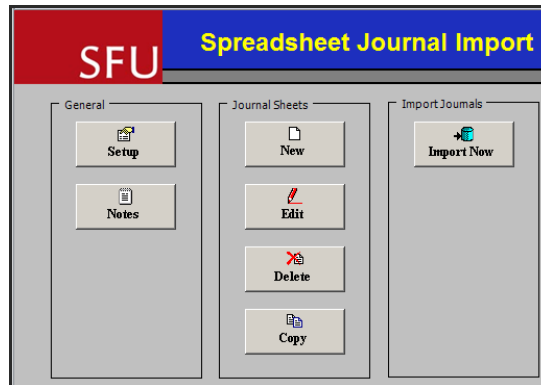


- Select “Enable this content”



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The Home page



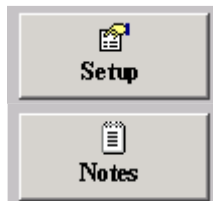
Your Starting Point

When you begin, you will start on the Home page. From here you will be able to launch all of the functions needed to import your journals. The functions are grouped into three categories:

- **General** Setting up your default and tracking notes
- **Journal Sheets** The meat and potatoes of the spreadsheet
- **Import Journals**

Home page Options

General Options



Default settings have already been applied by the FINS team, there is no need to change any settings

Transfers you to a blank worksheet. This page can be used as a scratch pad

Journal Sheet Options



Insert a new journal sheet. You can insert as many journal sheets as needed.

Selects a journal sheet from a list of journal sheets that you have previously saved

Displays a dialog box allowing you to delete the selected sheets from the workbook.

Copies selected journal worksheet to a new worksheet with a new name.

Tip:
Prior to using the Edit, Delete & Copy functions, a journal must be created first!

Import Options



Displays a dialog box allowing you select the journal to import into the PeopleSoft GL

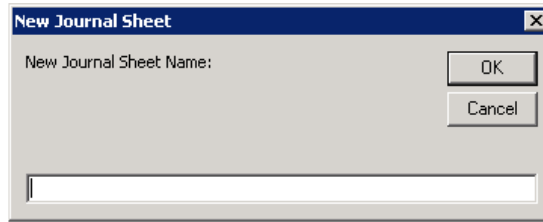
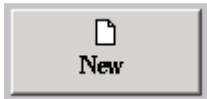
SPREADSHEET JOURNAL ENTRY

Entering Journals

An accounting journal entry is made up of two parts:

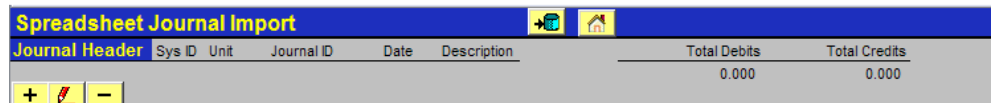
- Journal Header-this contains information that uniquely identifies the journal
- Journal Lines-this contains the transactions making up the journal, the debits and credit entries
- From the “Home” page, you can create a new journal, edit an existing journal or copy a previous one that had similar information

Creating a New Journal



- Enter a name for your journal, not exceeding 30 characters. This name is used in identifying your journals if you want to re-edit or copy the journal. You can use alphanumeric characters, spaces and underscores but not characters such as: ?/*&%\$! or the phrases “Template”, “Notes”, Options” or “Control”

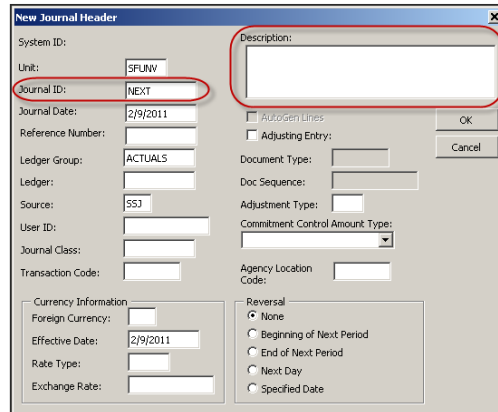
Creating a Journal Header





In the Header section: click on





This will retrieve the Header page, refreshing any previous entry made to the sheet.



- Here is where you will enter your Journal ID, and a Journal Description, everything else is left as is, unless you need to change other fields for exceptional situations (*samples noted below*)
- In the case of the change option  this will retrieve the current header details and allow you to modify them.
- The impact of the delete option  is very similar to creating a new header description, it removes what was there, but does not prompt for new entry

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Journal Header Fields

Field	Definition:
Unit	<ul style="list-style-type: none">Always use the default value: SFUNV
Journal ID	<ul style="list-style-type: none">This is a 10 character alphanumeric field that will appear in FAST, no spaces or characters such as: ?/*&%\$! may be usedTip: The first 3 characters could reflect your department! Try to assign a journal identifier that uniquely defines the new journal being createdBy leaving the field with the default value "NEXT", a system generated number will be applied to your journal, most users will override this default with a unique and meaningful journal ID
Journal Date	<ul style="list-style-type: none">Typically this date is left as the defaulted current dateIf however, the journal pertains to month end or year-end (<i>and they have not yet been closed!</i>) don't forget to update the field accordingly!Be certain to verify the date, both the Month and Year
Ledger Group	<ul style="list-style-type: none">Always use the default value: ACTUALS
Source	<ul style="list-style-type: none">Select an appropriate source code:Typically SSJ for journalsSSD for deposits
Foreign Currency	<ul style="list-style-type: none">If this is a US dollar journal, enter USD otherwise leave blank
Rate Type	<ul style="list-style-type: none">Typically left blank, however:For US \$ deposits, enter DEPSTFor US\$ transactions, enter CRRNT
Description	<ul style="list-style-type: none">This is a 254 character field! Tips:Do not use a carriage return, this would pop you out of the description field, simply type continuously in the field, the first 254 characters will be used as the description
Tip - How!	 <ul style="list-style-type: none">Beginning with your Name and Local, enter a thorough description of the transaction. Your contact information is very important should Finance need to contact you about the journal
Tip - What!	

All other fields are not being used at this time

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Entering Journal Lines

Journal Lines												
Sys ID	Journal ID	Line #	Ledger	Fund	Dept ID	Project-Grant	Account	Amount	User 1	User 2	Description	Document/Ref
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ - +... -...			Select fields to copy from a previous line by marking the checkboxes under each field.									

Line Action Icons



- Inserts a single line at the bottom of the journal
- If the previous line has data entered and the check box is selected, the information from the line above will copy into the new line inserted.



- Deletes a single line dependant upon where your cursor is placed at the time of the request



- Inserts multiple lines below the last line in the journal

Insert Multiple Lines

Number of Lines: 1

From Line: 1

To Line: 1

Insert

Cancel

Copy data from line



- Deletes a range of lines from the journal

Delete Block of Lines

From Line: 1

To Line: 1

Delete

Cancel

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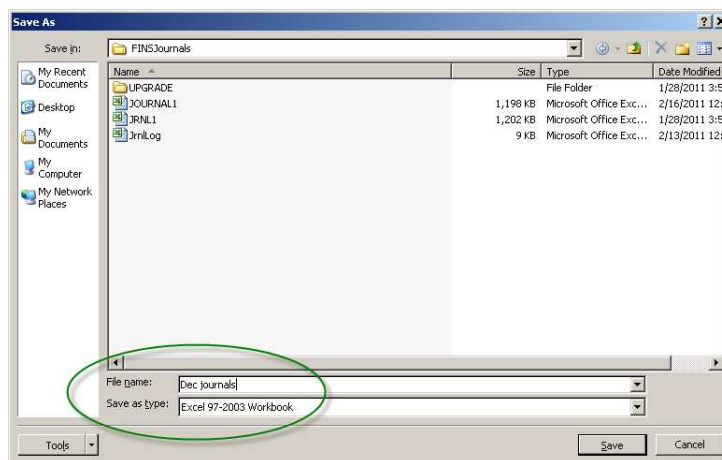
Journal Line Fields

In the Journal Line section, click on  to add a single row

<u>Field</u>	<u>Description</u>
Ledger	ACTUALS
Fund	2 digit fund code
Dept ID	5 digit department code, used with fund 11 only
Project	6 digit project code, used with funds 12 to 61
Account	4 digit account code
Amount	Use a positive number for debit entries Use a negative number for credit entries
User 1	7 character User 1 code
User 2	4 or 7 character User 2 code
Description	30 character description of the transaction line entry
Reference	10 character transaction line reference

Saving the Journal

- At this point, assuming you are comfortable with the journal, it is considered good practice to save the Journal as a new name, preserving the original file *JOURNAL1.xls* as a clean template for your next journal entry, as well as maintaining a manageable file size.
- This is best accomplished using Excel's File Save As option:
 - change the file name accordingly
 - Save as type should be Excel 97-2003 workbook



- If you are saving your file to a different folder, it is critical that the Macro file (JRNLMCRO.xla dated 2010/11/9) and Template file (GLLOG.xlt dated 2010/11/5) be contained in the same folder, otherwise, the journal upload process will not work.

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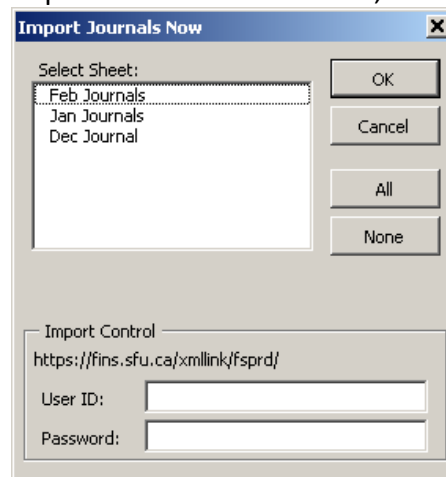
Importing the Journal

Once you have completed the journal, you can now import the information online. There are two ways to import the information and in either case, you will be asked to supply a User ID and password so that the import process can access the PeopleSoft database.

From the Home page



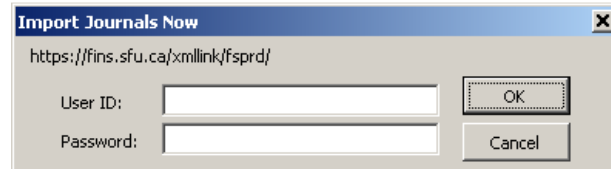
Click "Import Now" to view the list of journals that you can import. You can choose one, some or all of the journals



From the Journal sheet



Click to import only the journal on the active sheet



- User ID must be entered in all CAPS
- Password must be entered in regular case

You will then get a message indicating whether the import was successful or not

The Import Process

The import process performs a basic validation process and loads the journal into the General Ledger as an un-posted journal. The basic validation process includes checking for the following:

- Are all the Chartfields values (Fund, Dept ID, Project, Account, User1, User2) valid?
- Is the journal ID unique?
- Are all the fields such as Ledger group, source code valid?
- Is your user ID and password entered correctly?

If the journal does not pass one of the above conditions, then the import will fail. You will need to correct the problem and re-import.

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Appendix A: Trouble shooting Spreadsheet Journal Errors

Error Message	Cause of Problem	Resolution
Invalid User ID or password	User ID and/or password entered incorrectly	<ul style="list-style-type: none"> • Enter you user ID in UPPERCASE • Enter your password in regular case • Check to see if your CAPS lock is on • Ensure that the User ID field in the journal header box is blank
Site name is not valid. Check your url syntax and try again	The import address is incorrect.	<ul style="list-style-type: none"> • Click on the Setup button on the home page and ensure that the address situated in the lower left corner of the dialog box is set to: https://fins.sfu.ca/xmllink/fsprd/
The system cannot locate the resource specified	There is no internet connection The import address is incorrect	<ul style="list-style-type: none"> • Ensure that you have an internet connection • Click on the Setup button on the home page • Ensure that the address situated in the lower left corner of the dialog box is set to: https://fins.sfu.ca/xmllink/fsprd/
Cannot update journal with a status of Posted.	A journal with unique combination of journal ID and journal date has already been imported and posted in the system	<ul style="list-style-type: none"> • Determine if this is a previous journal that you have already imported • Either change the date or change the journal ID
Invalid Fund code Value Invalid Dept Value Invalid Project-Grant Value Invalid Account Value	A fund, dept, project or account does not exist in the system	<ul style="list-style-type: none"> • Correct the coding • Ensure that SFUNV is entered in each line of the Unit column • Ensure that there are no blank lines
Imported 0 journals	You are missing the appropriate permissions in your PeopleSoft profile to import journal	<ul style="list-style-type: none"> • Contact finshelp@sfu.ca to add the role SFU_GL_SPREADSHEET_UPLOAD to your user profile in PeopleSoft
Imported 0 journals Updated 1 journal	The journal is been successfully imported again	<ul style="list-style-type: none"> • This is not an error unless you were trying to import two journals with the same journal ID and date. If this is the case, the second journal has overwritten the first journal.