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

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| **Purpose** | • To identify where to access the Spreadsheet Journal Import Template.<br>• To describe what types of information can be recorded when entering a journal from a spreadsheet.<br>• To enter journals from a spreadsheet.<br>• To identify where a spreadsheet journal is copied.<br>• To copy a spreadsheet journal.<br>• To identify where a spreadsheet journal is deleted.<br>• 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.<br><br>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.<br><br>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 |
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| 1. | If users have not created a working copy of the spreadsheet file, refer to the "Uploading Spreadsheet Files" job aid to create a 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 next to "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. | If journal preferences have not been set up, you will also enter a business unit, ledger group, and source. For instructions on how to set journal preferences, refer to GL_020_031 – Setting Up Spreadsheet Journal Preferences, which can be found under General Ledger (GL) - Journals. |
| 11. | Click the **OK** button. |
| 12. | Click the **(+)** button next to "Journal Lines" to insert lines into the spreadsheet. |
| 13. | Enter a Business Unit in the **Unit** field. |
| 14. | Enter a Ledger name in the **Ledger** field. |
| 15. | Enter an Account number in the **Account** field. |
| 16. | Enter a Fund code in the **Fund** field. |
| 17. | Enter a Department number in the **Dept ID** field. |
| 18. | Enter a Program number in the **Program** field. |
| 19. | Enter a Class number in the **Class** field. |
| 20. | Enter a Budget year in the **Budget Ref** field. |
| 21. | Enter a Description in the **Description** field. |
| 22. | Enter an Amount in the **Amount** field. |
| 23. | Click the **(+)** button to add additional journal lines. |
| 24. | Update ChartFields as needed for new journal line. |
| 25. | Update the amount in the **Amount** field. |

| Step | Action |
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| 26. | Navigate to the Home page to import the journal entry into the general ledger by using the **Write to File** option. |
| 27. | To import spreadsheet journals in batch, refer to GL_020_003 – Batch Spreadsheet Journal Import, which can be found under General Ledger (GL) - Journals. |
| 28. | If the user needs to make a copy of the journal sheet, click the **Copy Sheet** button. |
| 29. | Select the journal sheet to copy. |
| 30. | Enter a New Journal Sheet Name in the field. |
| 31. | Click the **Copy** button. |
| 32. | Click the **Delete Sheet** button from the Home page if the user needs to delete the journal sheet. |
| 33. | Select the journal to delete. |
| 34. | Click the **Delete** button. |