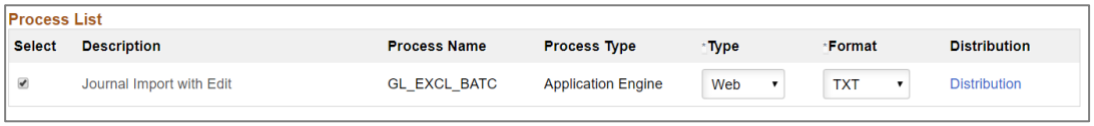
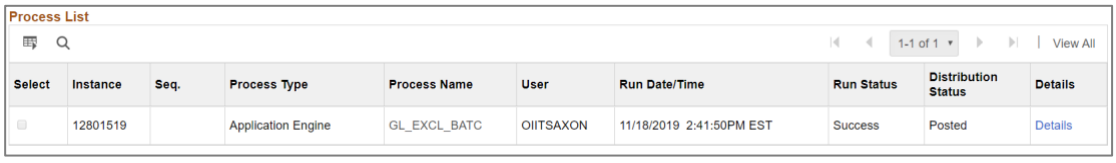
GL.020.033 - BATCH SPREADSHEET JOURNAL IMPORT

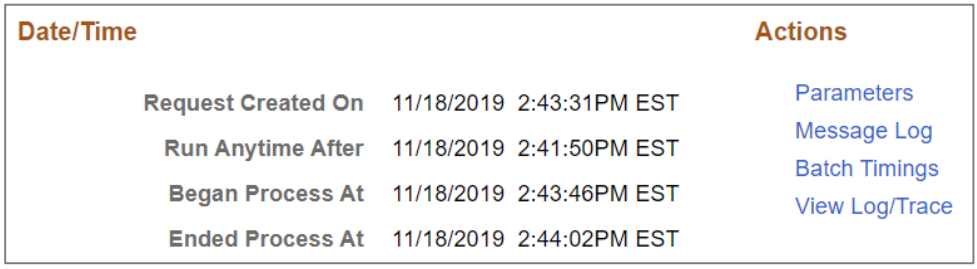
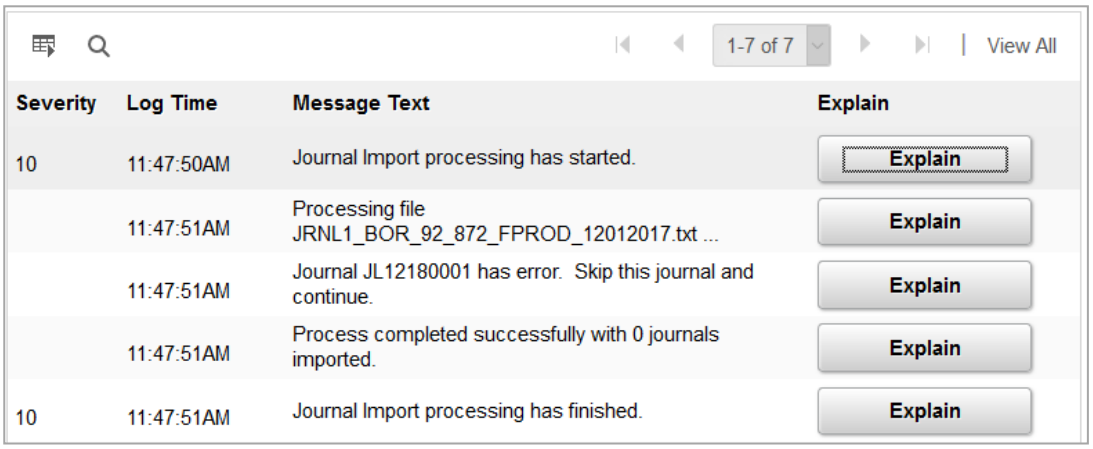
Purpose	• To identify the first step in importing spreadsheet journals by batch. • To describe why users must process the journal through Journal Edit after imports from a spreadsheet. • To batch import a spreadsheet journal.
Description	If users enter spreadsheet journals, the journals must be written 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.
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\jrnlupld.xml**") in the **Filename** field.
6.	Click the **OK** button.
7.	Open a browser and log in to PeopleSoft Financials.
8.	Click the **NavBar** icon.
9.	Click the **Menu** icon.
10.	Click the **General Ledger** link.
11.	Click the **Journals** link.
12.	Click the **Import Journals** link.
13.	Click the **Import Spreadsheet Journals** link.
14.	Users can run this process by searching for an existing Run Control ID or adding a new value. To add a new value, click the **Add a New Value** tab. ***Note:*** *Creating a Run Control ID relevant to the process may help to remember it for future use.*
15.	If adding a new value, enter a Run Control ID in the **Run Control ID** field, and click the **Add** button. .
16.	
17.	In the Report Request Parameters, click the **Add** button.
18.	Enter File Name (example: "**c:\temp\jrnlupld.xml**") in the **File Name** field or click the **Choose File** button to search for the file.
19.	Click the **Open** button
20.	Click the **Upload** button.
21.	Click the **View** button to confirm the correct file was selected.
22.	Verify the Journal ID and Journal Date are correct.

Step	Action
23.	Click the **Close** button.
24.	Click the **Run** button. The Process Scheduler Request window displays.
25.	Under the Process List, **Journal Import with Edit** process, GL_EXCL_BATC is selected.  Process List Select | Description | Process Name | Process Type | Type | Format | Distribution ☑ | Journal Import with Edit | GL_EXCL_BATC | Application Engine | Web | TXT | Distribution
26.	Click the **OK** button.
27.	Click the **Process Monitor** link. The system navigates to the Process Monitor page and defaults to the Process List tab.
28.	Click the **Refresh** button until the Run Status is Success.
29.	Once the Journal Upload Batch Process is complete, navigate to General Ledger.
30.	Click the **General Ledger** link.
31.	Click the **Journals** link.
32.	Click the **Journal Entry** link.
33.	Click the **Create/Update Journal Entries** link.
34.	Click the **Find an Existing Value** tab.
35.	Enter "**EXT**" in the **Source** field.
36.	Click the **Search** button.
37.	Click the **OK** button.
38.	Process the journal entry to completion. ***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.*  Process List 1-1 of 1 | View All Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details ☐ | 12801519 | | Application Engine | GL_EXCL_BATC | OIITSAXON | 11/18/2019 2:41:50PM EST | Success | Posted | Details

Step	Action
39.	The Process Detail displays. Select the **Message Log** link. 
40.	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.**