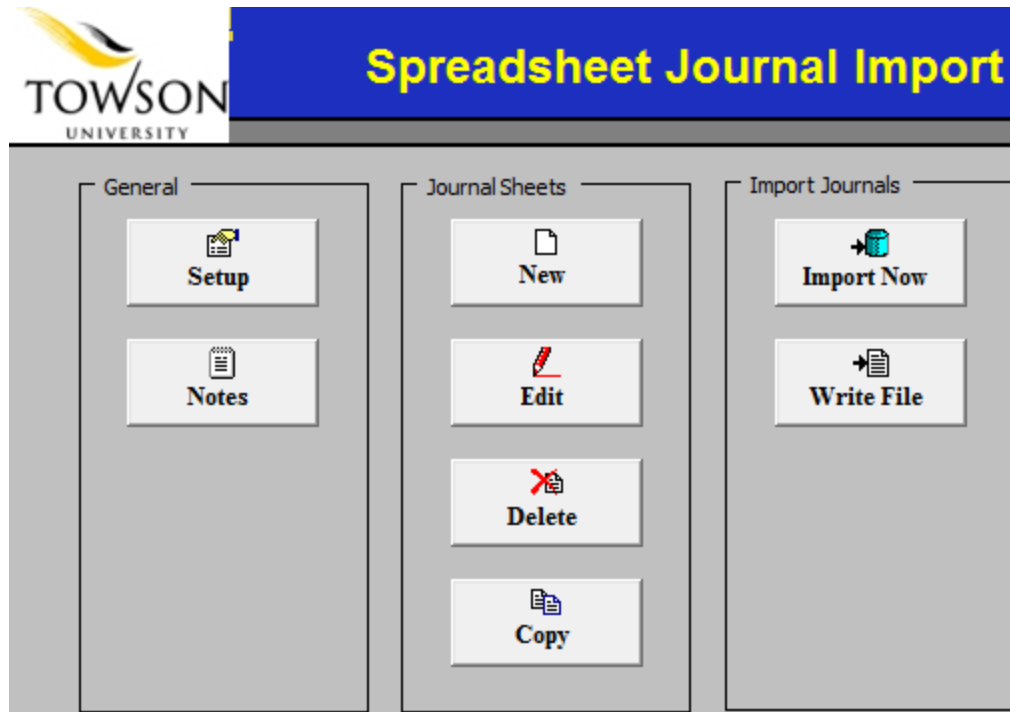




Spreadsheet Journal Import



PSTeam@towson.edu

Towson University

For direct questions about the Spreadsheet Journal Import:
Email the PeopleSoft Financials Team at PSTeam@towson.edu or call 410-704-2188

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How to Use the Journal Upload Program

Welcome

After you receive the Journal Upload training, you will receive three (3) files for the Journal Upload Spreadsheet via email. Upon receiving the needed files, we suggest that you save an untouched copy of the files in your home-share drive (H: drive). You will want to create a folder named **PS Journal New** on your H: drive.

Where to Save the Files

If you have old copies of the Journal Upload Spreadsheet, Financial Services recommends that you delete those files and empty your trash can before saving the new files. This will eliminate any compromise to the new program.

XP Users

From your desktop

Go to "My Computer"

- a. Double click on "H: drive"
- b. Create a new folder
 - i. Right click on mouse
 - ii. Select "New"
 1. Select "Folder"
 - iii. A new folder will appear on your H: drive
- c. Rename the folder to "PS Journal New"
- d. Copy and paste ALL FOUR files, from the email, into your new folder

Windows 7 Users

From your desktop

Go to "Computer"

- a. Double click on "H: drive"
- b. Create a new folder
 - i. Right click on mouse
 - ii. Select "New"
 1. Select "Folder"
 - iii. A new folder will appear on your H: drive
- c. Rename the folder to "PS Journal New"
- d. Copy and paste ALL FOUR files, from the email, into your new folder

NOTE:

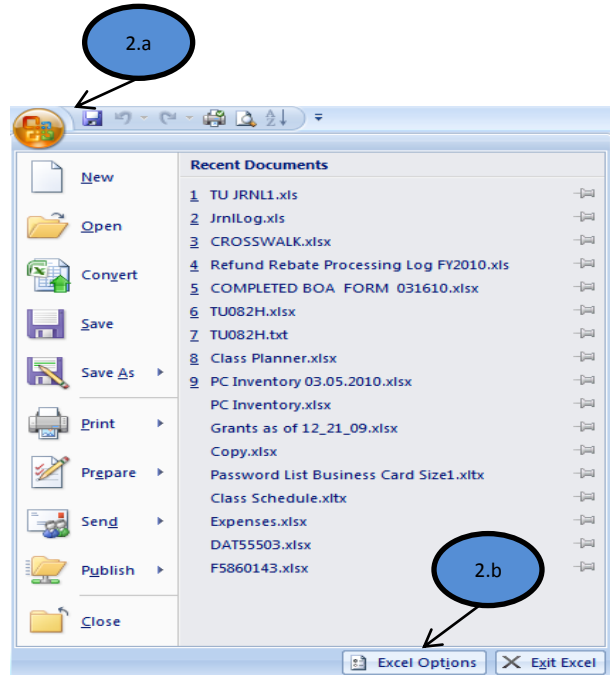
If you receive a "Visual Basic" error when opening up the program, contact the PeopleSoft Financials Team at PSTeam@towson.edu and they will direct you accordingly.

The Program

To open the journal, locate the folder, where you have the four files, and double click on the file reads TU_91.JRNL1.xlsm. To save you some time, you can create a shortcut to your desktop.

Opening the Journal for the first time

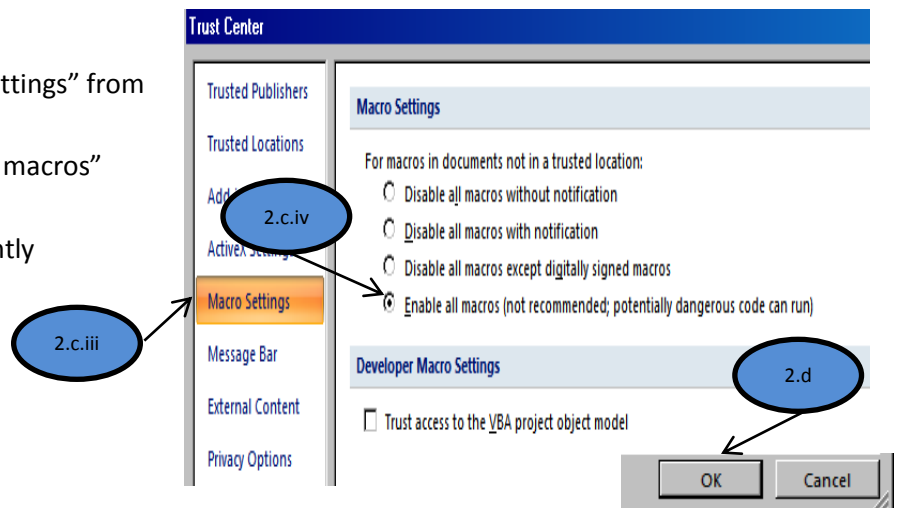
1. Open the file TU_91.JRNL1.xlsm
2. **To enable macros on XP**
 - a. Click on the Windows Circle
 - b. Click on Excel Options



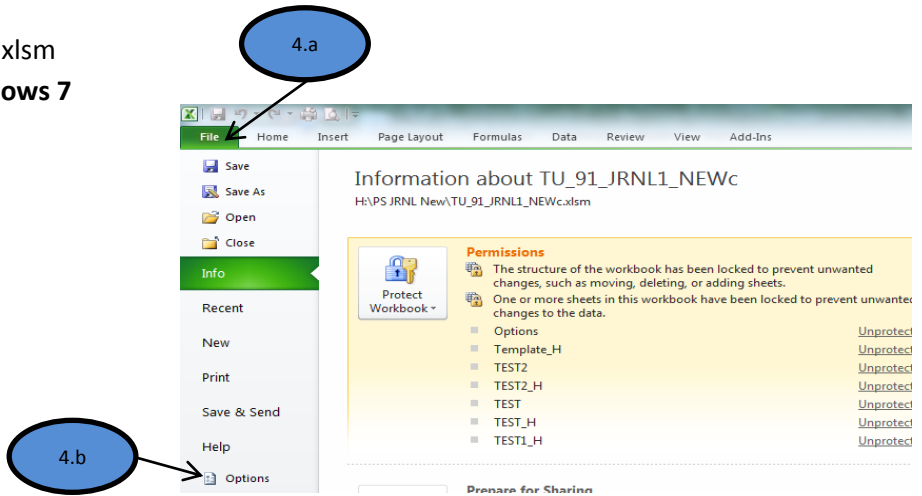
- c. When pop-up box appears
 - i. Click on "Trust Center"
 - ii. Click on "Trust Center Settings"



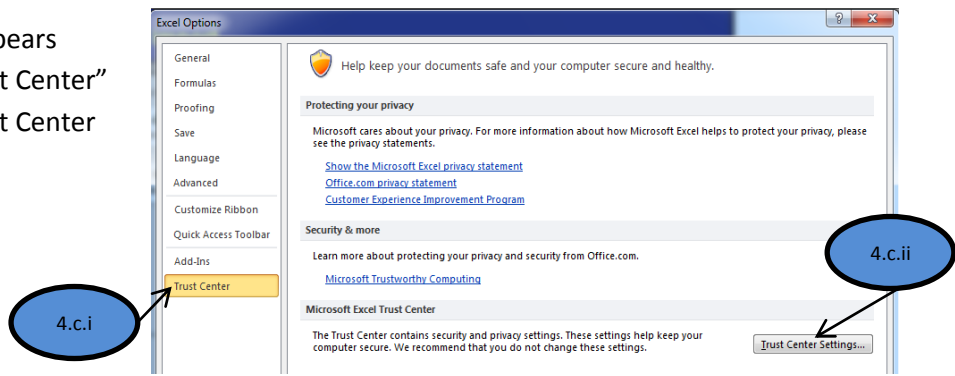
- iii. Locate "Macro Settings" from left menu
- iv. Select "Enable all macros"
- d. Click "OK"
3. Your macros will be set permanently



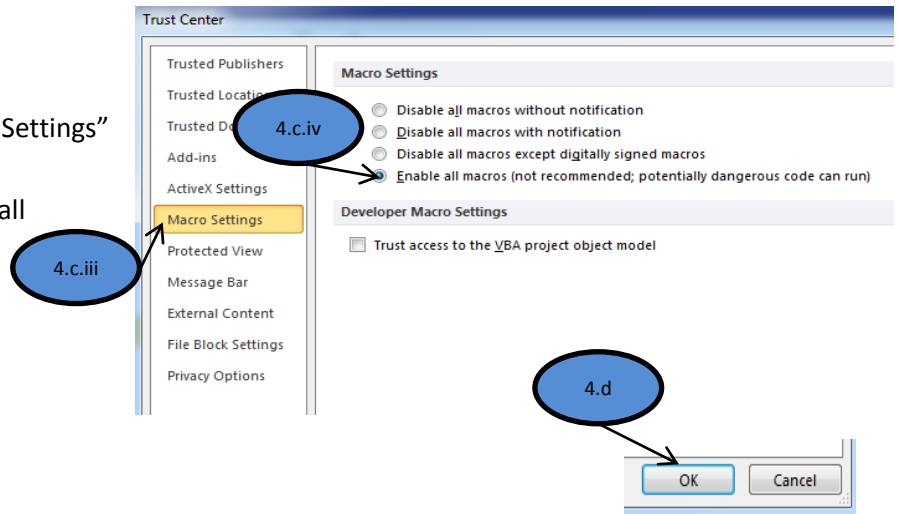
1. Open the file TU_91.JRNL1.xlsm
2. To enable macros on Windows 7
 - a. Select "File"
 - b. Click on "Options"



- c. When pop-up box appears
 - i. Click on "Trust Center"
 - ii. Click on "Trust Center Settings"



- iii. Locate "Macro Settings" from left menu
 - iv. Select "Enable all macros"
- d. Click "OK"



Setting up the Program for the First Time

Once you've received the new journal, you will have to set up the parameters. **YOU WILL ONLY HAVE TO DO THIS ONCE!**

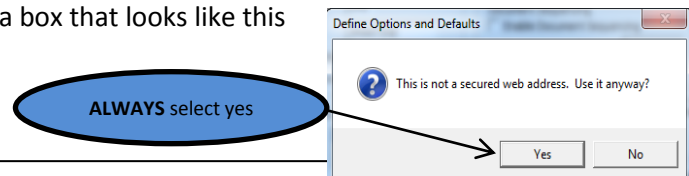
On the Spreadsheet Journal Upload Menu, you will need to set up the spreadsheet.

1. Click on the "Setup" button
2. A box will appear and you can fill out the form
 - a. Business Unit will **ALWAYS** be TOWSN
 - b. Ledger Group will be **ACTUALS**
 - c. You will select a journal source from the list provided—enter in ALL CAPS
 - i. **NEVER USE ONL AS A JOURNAL SOURCE** (Financial Services Only!!)
 - d. Your User ID is the same used to log into the system—enter in ALL CAPS
 - e. Message options will already be selected for you—enter in ALL CAPS
 - f. You will need to type this address exactly as shown:
<http://fsprodweb3.towson.edu:8080/xmllink/FS91PRD>
DO NOT COPY AND PASTE THIS LINK. IF YOU DO, YOU WILL RECEIVE AN ERROR!!!!
 - g. Enter your User ID here also. **THIS WILL BE IN ALL CAPS**
 - h. This option **MUST** be selected
 - i. Click "OK" when finished

The screenshot shows the 'Define Options and Defaults' dialog box with several fields and options highlighted by callouts:

- 2.a**: Business Unit: TOWSN
- 2.b**: Ledger Group: ACTUALS
- 2.c**: Source: ONL
- 2.d**: User ID: JMARTINE
- 2.e**: Message Options: Log Successful and Error Message (selected), Display Messages Online (checked)
- 2.f**: Address: http://fsprodweb3.towson.edu:8080/xmllink/
- 2.g**: User ID: JMARTINE
- 2.h**: After successful import: Change import status to Do Not Import (selected)
- 2.i**: OK button

- j. When you click "OK" you will get a box that looks like this

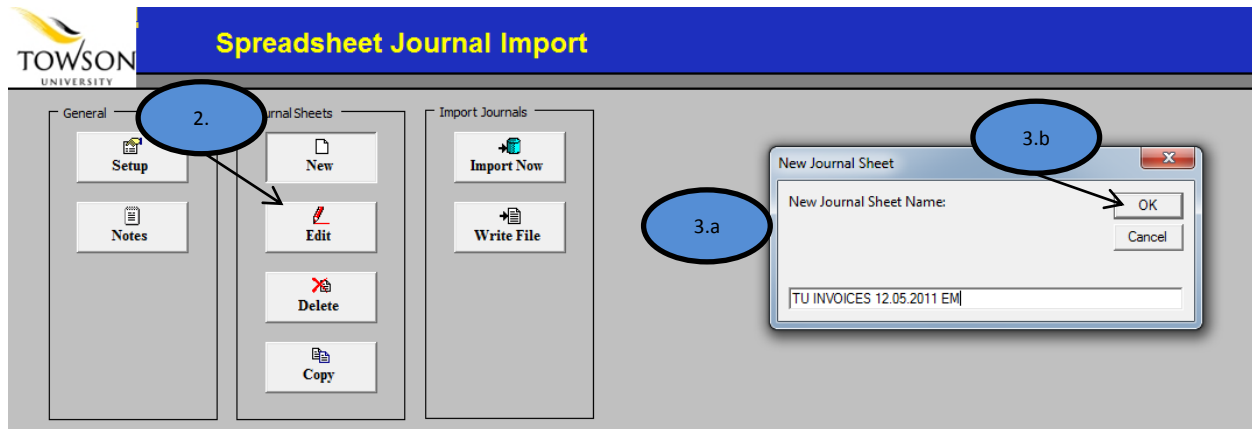


Using the Spreadsheet Journal Import

When opening up the Spreadsheet Journal Import program, you will see a series of buttons. You will want to create a new journal; here are the steps to do so.

Opening a New Journal

1. Open the Spreadsheet Journal Import system
2. Select the “New” button
3. A new box will appear
 - a. Give the journal a **UNIQUE** name—**DON'T USE SPECIAL CHARACTERS!!!**
 - b. Click “OK”
4. You will now be able to create a new journal.



Creating the Header

The header will be imported into PeopleSoft Financials. This button provides detailed information regarding the journal; if you do not fill this out, the journal will not be generated. Within the units, you want to be as detailed as possible. Doing this will expedite the process of your journal.

To begin

1. Click on the Journal Header Button
2. When the box appears
 - a. Enter in the “Journal Date”

EXAMPLE—Today’s date is 12/03/2011 and you want to import a journal for November, you will need to back-date your journal header date to 11/30/2011

This date will automatically be defaulted for the date you are entering the journal. If you are within the deadlines for month-end, this is where you will want to change the date, if the journal belongs to the previous month. If you are past the month-end deadline, you will not be able to use a previous month date.

- b. Enter in the “Reference Number”

The reference number should be your User ID. This helps Financial Services determine who processed the journal.

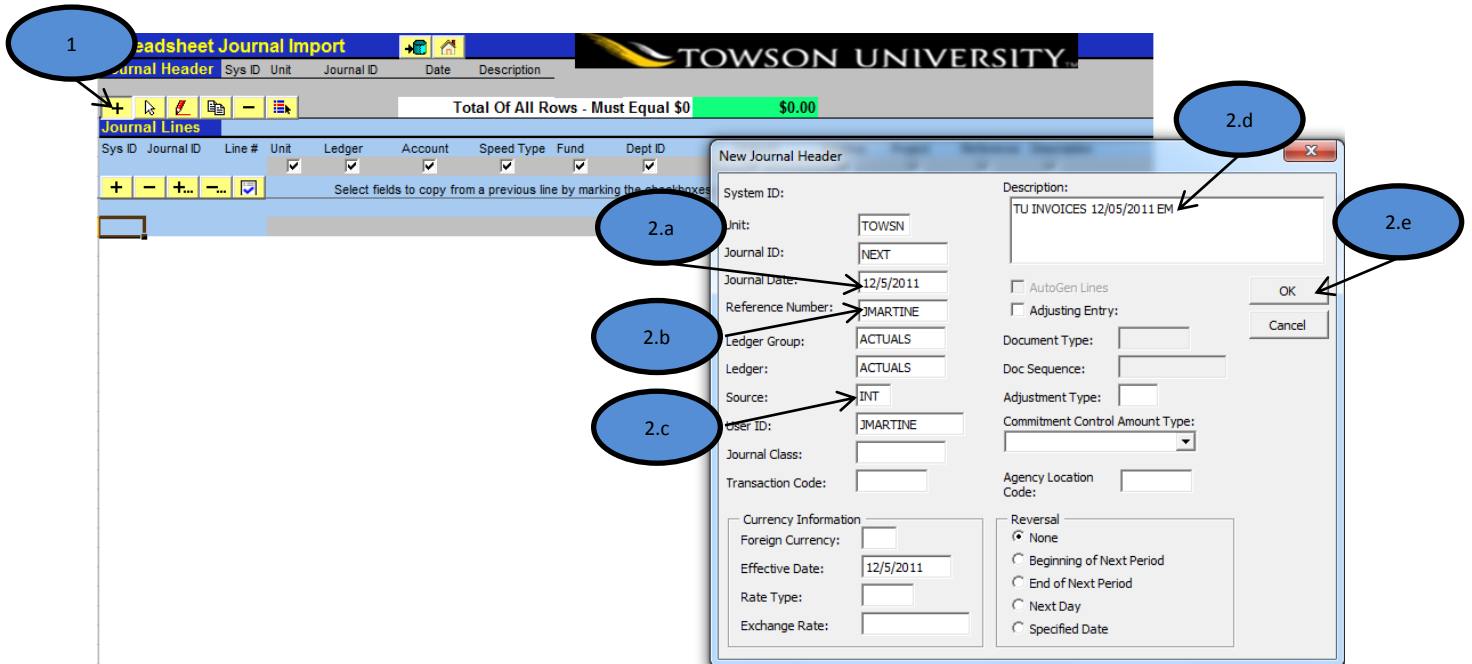
- c. Enter in the “Source”

This source refers to the type of journal you are creating. The source from the initial set up page will be reflected in your source box, if you need to change it **AGAIN, DON'T USE ONL**. Please refer to Journal Sources for Transactions located at the end of this documentation.

d. Provide a detailed description of the journal

This helps Financial Services determine what type of journal is being uploaded. This information will be carried into PeopleSoft, so you will want to be as descriptive as possible.

e. Click "OK"



Creating the Journal

Within the journal, you will need to know the six-digit account number (example: 609003—Office Supplies under 500), the five-digit or seven digit speed type (example: 18930—Financial Services; 5050007—Resident Teacher Cert/Coach). This journal uses debits and credits to determine the amount of expenses within a transaction. This journal allows you to debit or credit expense accounts and revenue accounts.

The Spreadsheet Journal Import System **IS NOT TO BE USED FOR TRANSFERING BUDGET**; if you need to do a Budget transfer, to increase or decrease spending authority, please refer to page 19 of the following documentation:

http://wwwnew.towson.edu/adminfinance/fiscalplanning/budgetoffice/documents/PSFinancials_BudgetingandChartofAccounts_dlmmodifiedforaccess.pdf

Entering Journal Lines

1. Click on the "Add a Line" button (or "Add Multiple Lines" button)
2. Enter in journal information
 - a. Account
 - b. Speed type
 - c. Amount

- i. Debit (will be positive)
- ii. Credit (will be negative)
- d. Detailed description information

Your journal MUST always net to \$0.00

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Speed Type	Fund	Dept ID	Amount	Initiative	Project	Reference	Description
1040	0000043142	1	TOWSN	ACTUALS	609021	18960			1,500.00			JMARTINE	TEST2
1040	0000043142	2	TOWSN	ACTUALS	609021	18930			(1,500.00)			JMARTINE	TEST2

When your journal has netted to zero, you can import the journal.

- 3. Click on the green cylinder at the top of the page
- 4. When "Import Journals Now" appears
 - a. User ID is already filled in
 - b. Enter your net password
 - c. Click "OK"

Another pop-up box will appear, notifying you that the journal was imported successfully, or that the journal failed to import.

- 5. Verify Journal ID
- 6. Verify Date
- 7. Verify Reference Number
- 8. Verify Journal Description
- 9. Click "OK"

10. Exit out of the journal
11. Save the journal

When you close out the journal, another spreadsheet will appear; this spreadsheet is a log, keeping track of all the journals you've created. The most recent journal will be at the bottom of the spreadsheet. That is the information that you need to send to the PeopleSoft Financials Team, at PSTeam@towson.edu, so the journal can be posted within PeopleSoft.

12. Copy the cell that provides all the journal information

Imported 1 journals - System ID (Unit, Journal ID, Date) Reference, Description:
1043 (TOWSN, 0000042155, 09/11/2011) JMARTINE, test scenario JESUO20104.4

13. The subject line should state, "Journal Imported"
14. Send the email

****THIS MUST BE DONE AFTER EVERY JOURNAL ENTRY! ****

If there are any issues with your journal, the PeopleSoft Financials Team will notify you.

Editing the Journal

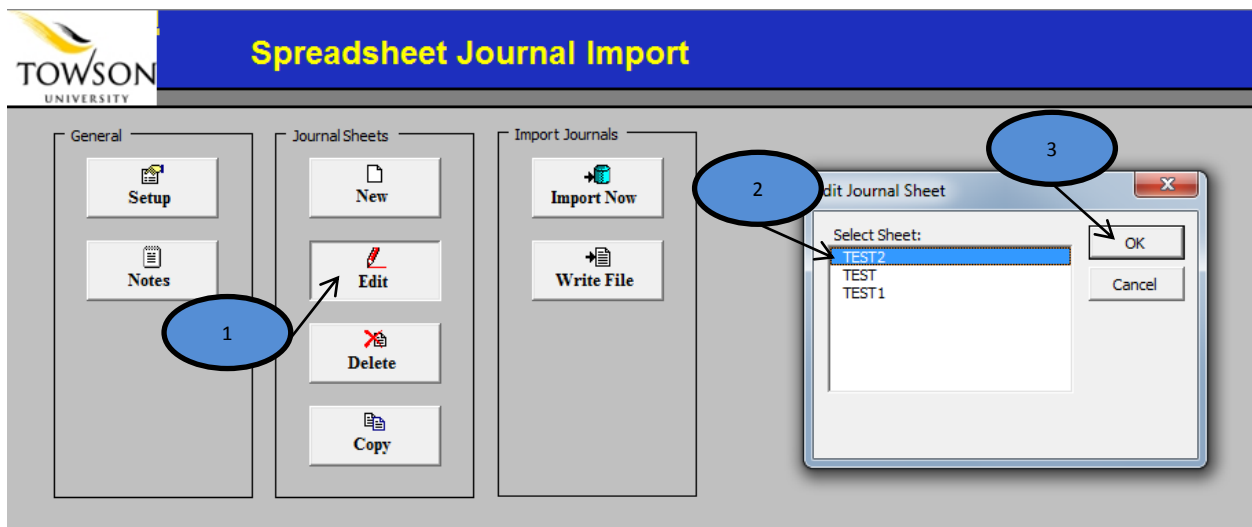
If the PeopleSoft Financials Team has notified you that there was an issue with the journal you submitted, or you need to make a correction to the journal, the editing process is what you will need to use.

To edit a journal

1. Click on "Edit" from the menu screen
2. Highlight the journal that needs to be edited

This is why you want to save the journals when exiting the system. It eliminates having to recreate the journal.

3. Click "OK"



4. Start editing the journal
5. When editing is complete, change import status to "Import"
 - a. Click on the "Change Import Status" button
 - b. When box appears
 - i. Highlight journal
 - ii. Select "Import"
 - iii. Click "OK"
6. Click on "Import" button

Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1040	TOWSN	0000043142	11/30/2011	TEST2

Total Of All Rows - Must Equal \$0 \$0.00

Journal Lines

Sys ID	Journal ID	Line #	Unit	Account	Speed Type	Fund	Dept ID	Amount	Initiative	Project	Reference	Description
1040	0000043142	1	TOWSN	ACTUALS	609021	18960						
1040	0000043142	2	TOWSN	ACTUALS	609021	18930						

Change Import Status

System ID (Unit, Journal ID, Date)	Reference, Description
1040 (TOWSN, 0000043142, 11/30/2011)	JMARTINE, TEST2

Change Import Status

Import Do Not Import

Buttons: OK, Cancel, All, None

General Information

Spreadsheet Journal Upload Tidbits and Troubleshooting:

Make sure the journal has the correct web address on the setup page. **DO NOT COPY AND PASTE!**
<http://fsprodweb3.towson.edu:8080/xmlink/FS91PRD/>

Terminology

Class = Initiative

Project = Project/Grant

Speed type = seven-digit Grant or five-digit Department ID

Don'ts

DO NOT DELETE, ADD, OR HIDE COLUMNS!

DO NOT NAME JOURNALS THE SAME; EACH JOURNAL MUST HAVE A UNIQUE NAME!

DON'T perform a "Save As." You can save by clicking on "File," then "Save." You can also save the spreadsheet by clicking the "X" and the spreadsheet will prompt you to save the file. All of your journals will save directly to the spreadsheet and it will keep a list of all your journals.

Do not try to send a journal entry as an attachment. You will end up sending the entire spreadsheet and it could corrupt your file.

DON'T use any special characters when naming the journal. Only use letters and numbers.

Do not try to insert extra rows without hitting the + button. This means do not right click on an area to insert rows.

Troubleshooting

When selecting a journal from the "Edit" button, make sure that the journal you wish to edit is highlighted in blue; otherwise the journal will not be selected.

Dates

Please make sure your Spreadsheet Journal is dated for the month that you want the journal posted. Since the monthly cut off dates occur in the next month, it is important that you clearly identify the month in which the journal should be posted. In addition, include the month the journal should be posted in the email you send to the PeopleSoft Financials team. **THIS IS VERY CRUCIAL!**

If you are doing a month-end journal submission and the current date is past the month you need to make reallocations (**WITHIN THE MONTH-END DEADLINES**), make sure to put the last day of the previous month in your "Journal Date" allotted area on the Header (refer to page 8).

Re-importing

When you are re-importing a journal, make sure that you have clicked the “Change Import Status” button*****REFER TO PAGES 10-11*****

Opening the Journal

Always open the journal from the folder in which it is saved. **DO NOT** open Excel and perform a File>Open to open the spreadsheet. This will corrupt your files.

Copying the Journal

When copying and pasting from an excel spreadsheet, to the Journal Import Spreadsheet, insert the number of lines you wish to copy, than paste the information into the spreadsheet. For instance, if you have 13 lines you wish to import, use the “Add Multiple Lines” button, and type 13 lines. You can than copy all the information over. Ensure that you have the account and speed type in the proper cells.

Error Messages

If you receive an error that states, “Site name is not valid. Check your URL syntax and try again,” the site address entered from page 6 is incorrect. Remember, you have to physically type the URL address.

If you receive an error with a message that states, “Site Moved Temporarily,” this could mean that there is a problem with your password. Try re-importing the journal and be careful when you are entering your password. ****MAKE SURE THE CAPS LOCK IS OFF. ****

When entering a description for the journal, enter something more than just a name. ****Refer to page 9. ****

Journal Sources

Journal Sources for Transactions

PS Journal Source	Description	Originating Department	Contact Person
AAJ	Academic Affairs Journal	Academic Affairs	Kevin Burke, x-4880
ACJ	Design and Publications Billings	Design and Publications	Tasha Lloyd, x-4337
ALO	Allocations (Grant Indirect Cost and Self Spt)	Financial Services	PS Team, x-5599 opt 2
AMR	Auxiliary Maintenance Reallocations	Auxiliary Services Business	Vanessa Topping, x-4995
ASJ	Art Services Billings	Art Services	Jim Lasher, x-2276
ATJ	Athletics Journal	Athletics	Tim Knavel, x-3287
AXB	Auxiliary Services Billings (Parking, Events, etc...)	Auxiliary Services	Cheryl Webb, x-4997
AXJ	Auxiliary Services Misc. Journals	Auxiliary Services	Fran Kateley, x-4996
AXS	Auxiliary Services Settlements	Auxiliary Services	Joan Doremus, x-45597
BRT	Budget Office Revenue Transfer	Budget Office	Donna Auvil, x-3116
BUD	Budget Office Journal	Budget Office	Donna Auvil, x-3116
BUR	Bursar's Office Journal	Bursar's Office	PS Team, x-5599 opt 2
CEO	COFAC Events Office Billings	College of Fine Arts Box	Heather Sorensen, x-2787
CPP	TU Copies Plus Printing Services Billings	Copies Plus	Larry Dernetz, x-2010
CPY	Copiers-Monthly Billing	Photocopy	Kathy Mosier, x-2181
ECJ	Events and Conference Services Billings	Events & Conference Svcs	Joan Doremus, x-5597
FMA	Housekeeping Billings	Facilities Management	Tracie Rusnak, x-6371
FMB	Building Trades/Work order Billings	Facilities Management	Gail Vogel, x-2484
FMJ	Utilities Reallocation	Facilities Management	Karen Comer, x-2508
FML	Lock Hardware Billings	Facilities Management	Jennifer Weiner, x-2761
FMS	Facilities-Central Store/Stock Fund Billings	Central Stores	Robert Childs, x-2510
FMT	TU-Motor Pool/Transportation Billings	Facilities Management	Debra Boettcher, x-4721
FMT	Fuel Billings	Facilities Management	Debra Boettcher, x-4721
FMT	Car Rental Billings	Facilities Management	Debra Boettcher, x-4721
GEA	General Accounting Office Misc. Journal	Financial Services	PS Team, x-5599 opt 2
GSR	CGSR Journal	College of Grad Studies	Ellen Libao, x-4095
INT	Interdepartmental Invoices	Financial Services	Eric Martinez, x-5114
ONL	Adjustments and Corrections	Financial Services	PS Team, x-5599 opt 2
ONL	Auxiliary Services	Auxiliary Services	Fran Kateley, x-4996
OTS	OTS Services/Equipment Billings	OTS	Terry Cromwell, x-4340
PCA	Contingent Payroll Accruals	Payroll Office	PS Team, x-5599 opt 2
PCD	Visa Procurement Card Journal	Financial Services	PS Team, x-5599 opt 2
PCT	TU Printing Center Billings	Printing Center	Larry Dernetz, x-2010
POJ	Post Office-Monthly Billings	Post Office	Terry Mullen, x-3523
POJ	Post Office Bulk Mailing Billings	Post Office	Terry Mullen, x-3523

PS Journal Source	Description	Originating Department	Contact Person
POJ	Post Office Fed Ex Billings	Post Office	Terry Mullen, x-3523
POL	Fingerprinting/Background Checks	University Police	Jean Comer, x-5766
PRA	Regular Payroll Accruals	Payroll Office	PS Team, x-5599 opt 2
PRR	Payroll Retro Re-Distribution	Payroll Office	PS Team, x-5599 opt 2
RES	Division of Community Outreach (DECO) Journal	DECO	Sharon Seybold, x-4009
SAF	Student Affairs Journal	Student Affairs	Bonnie Lingelbach, x-5155
SF	Student Financials Interface	Student Financials	PS Team, x-5599 opt 2
TCP	Diners Club Card Reallocations	Financial Services	PS Team, x-5599 opt 2
TEL	Phone Services Monthly Billings	Telecommunications	Jim Monroe, x-3429
TEL	Cellular Phone Monthly Billings	Telecommunications	Nicole Cosentino, x-5013
TEL	Phone Services-Repairs/Other Services	Telecommunications	Jim Monroe, x-3429
TUW	Tuition Waiver Journal	Tuition Waivers	Sue Walsh, x-3109
USC	University Store Purchase Billings	University Store	x-4617
YAU	Auxiliary Business Office Revenue	Auxiliary Services Business	Mulika Yowell, x-2287
YCD	Bursar's Office Registers Deposit Revenue	Bursar's Office	PS Team, x-5599 opt 2
YCG	CGIS Deposit Revenue	DECO-CGIS	Linda Natalie, x-5285
YCP	Copies Plus Deposit Revenue	Copies Plus	Larry Dernetz, x-2010
YEC	Events and Conference Deposit Revenue	Events & Conference Svcs	Mulika Yowell, x-2287
YEE	Extended Online Learning Deposit Revenue	Extended Online Learning	Christina Morgan, x-5287
YFA	Fine Arts Box Office Deposit Revenue	Fine Arts Box Office	Heather Sorensen, x-2787
YRC	TC Rec Center Deposit Revenue	Towson Center Ticket Offc	Mulika Towell, x-2287
YSG	SGA Deposit Revenue	SGA	Mulika Towell, x-2287
YST	University Stadium Store Deposit Revenue	University Store	Rona Russell, x-4872
YTO	Auxiliary Services Ticket Office Revenue	Auxiliary Services Ticket	Mulika Towell, x-2287
YUS	University Store Deposit Revenue	University Store	Rona Russell, x-4872
YUU	University Union Deposit Revenue	University Union Box Offc	Mulika Towell, x-2287
ZAP	Invoice/Voucher Payments and Travel	Accounts Payable	PS Team, x-5599 opt 2
ZCT	Wires/ACH Deposits	Financial Services	PS Team, x-5599 opt 2
ZIN	R*Stars Interagency Billing/Receipts	Financial Services	PS Team, x-5599 opt 2
ZPA	Payroll Charges	Financial Services	PS Team, x-5599 opt 2
ZRA	Interest, Income, Credit Card CHBK/Refunds	Financial Services	Laura Jackson, x-2217

TOWSON UNIVERSITY

PS JOURNAL SOURCES FOR TRANSACTIONS

Originating Department	PS Journal Source	Description	Old FRS Batch Prefix
Academic Affairs	AAJ	Academic Affairs Journal	BUH
Art Services	ASJ	Art Services Journal	BUJ
Auxiliary Services Business Office	YAU	Auxiliary Business Office revenue	AO5
Auxiliary Services	AXB	Auxiliary Billings	BUH
Auxiliary Services Ticket Office	YTO	Auxiliary Service Ticket Office Revenue	AA9
Auxiliary Services	AMR	Auxiliary Maintenance Reallocations	
Athletics	ATJ	Athletic Journal	BUH
Budget Office	BUD	Budget Office Journal	BUK/BUL/HP/BUH/BUJ
Bursar's Office	BUR	Bursar's Office Journal	BUH/FRS
Bursar's Office	YCD	Bursar's Register Deposits	CD1 & CD2
Bursar's Office	STA	Student Adjustments	
Central Stores	ONL	Central Stores	BUJ
CGIS	GIJ	CGIS Journal	BUH
CGIS	YCG	CGIS Deposits	GS
CGSR	GSR	CGSR Journal	BUH
Copies Plus	YCP	Copies Plus Deposit	CP45
Copies Plus	CPP	Copies Plus Journal	
Copies Plus	CPY	Copies Plus Photocopy	
Design Center	ACJ	Design Center Journal	BUJ
Event & Conference Services	ECJ	Events & Conference Journal	BUJ
Event & Conference Services	YEC	Events & Conference Deposits	AE3
Event & Conference Services	AXS	Auxiliary Settlements	BUJ
Extended Online Learning	EOL	Extended Online Learning	BUH
Extended Online Learning	YEE	Extended Online Learning Deposit	EE
Facilities Management	FMJ	Facilities Management Journal	BUH/BUJ

Originating Department	PS Journal Source	Description	Old FRS Batch Prefix
Fine Arts Box Office	YFA	Fine Arts Box Office Deposits	FA
Housing & Residence	DRL	Housing & Residence Deposits	
Interdepartmental Invoices	INT	Interdepartmental Invoice Journal	BUJ
Financial Services	ONL	Adjustments & Corrections	BUH
OTS	ONL	OTS Journal	BUJ
Payroll Reallocations	PRR	Payroll Retro Re-Distribution	BUR
Photocopy	CPY	Photocopy-Monthly Journal	BUX
Post Office	POJ	Post Office-Monthly Journal	BUJ
Printing Center	PCT	Printing Center Journals	BUP
Procard	PCD	Procard Journal	PCD
RESI	RES	RESI Journal	BUH
SGA	YSG	SGA Deposits	AG4
Stock Fund	ONL	Stock Fund Journal	BUH
Student Affairs	SAF		
Student Financials	SF	Student Financials Interface	SF
Telecommunications	TEL	Telecommunications Journal	BUJ/BUT
Towson Center Ticket Office	YRC	TC Rec Center Deposits	AA9
Tuition Waiver	TUW	Tuition Waiver Journal	BUH
University Police	ONL	University Police Journal	BUH
University Store	YUS	University Store Deposits	AS0
University Store	USC	University Store Charges	BUJ
University Stadium Store	YUS	University Stadium Store Deposit	AS
University Stadium Store	USS	University Stadium Store Journal	BUH
University Store Tiger Reels	UST	University Store Tiger Reels	BUH
University Union Box Office	YUU	University Union Deposits	AT85
University Union Tiger Reels	YUU	University Union Deposits	AU8
General Accounting	ZIN		



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