

SHARE: PeopleSoft Financials

Spreadsheet Journal Entry Training Guide

Spreadsheet Journal Entry Creation, Support Documentation and Workflow Approval

January 2016

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Introduction

New Process for Spreadsheet Journal Entries

The Excel template for spreadsheet journal entries has been modified so that Agencies can import journals directly into the SHARE PeopleSoft application.

Spreadsheet journals will be limited to AGY, CFR, CSH and OPR journal sources, all of which will require workflow approvals. Specifically:

- Agencies are level 1 and level 2 approval
- Cash control is level 2 approval for BU 39401
- The CAFR unit is level 3 approval.

All Agencies will now be able to view intercompany (OPR) journals which impact their financials and will be required to approve their portion of an OPR in the SHARE system. The CAFR unit will provide the final approval and posting step.

All manual journals that impact cash, even those between your own funds, must have a header business unit of 39401 and must follow the upload process and cannot be manually entered into SHARE.

Key Changes

As part of the Cash Remediation II project, the State of New Mexico is introducing new functionality in regards to spreadsheet journal entry:

Prior Business Process	Future State Business Process
Journals were prepared by “preparers” and once approved handed off to another person to upload.	Preparer’s will be responsible for uploading journals into the system.
Spreadsheet journals were emailed to a DFA representative for processing	Emailing of the text file (.xml format file) is no longer required.
Journal documentation was attached to the printed copy of the spreadsheet journal upload.	No change at this point in time, although DFA plans to implement new functionality during the PeopleSoft upgrade that will allow for soft-copy documentation to be uploaded to the JE itself
Journals with combination edit errors, invalid chartfields values or budget errors could be approved on the hard-copy print out of the journal and the errors were only discovered after import to PeopleSoft.	Journals must first be loaded into PeopleSoft and successfully pass journal edit prior to being routed in SHARE workflow for journal approvals.
Journals were manually approved on a hard-copy printed journal report.	Journals will be approved within SHARE via workflow and on the hard-copy by the originating Agency
Journals between Agencies used GL account 101900	Journals with cash impacts will flow through business unit 39401 and will use GL account 101800

Prior Business Process	Future State Business Process
Journal 'Source' rules were manually enforced	Journal 'Source' rules will be enforced at the time of upload: <ul style="list-style-type: none"> • AGY and CFR journals must impact a single Agency and have a zero dollar impact to Fund and GL account and can no longer be used to reclassify sub-funds. • Journals that impact Fund and/or GL account balances within an Agency require a journal source of 'CFR' • Journals between Agencies will require a journal source of 'CSH' or 'OPR' and flow through BU 39401
Approvals of intercompany journals were not captured in the system	Approvals of intercompany journals (source code 'OPR') are captured in the system for all Agencies and for final approval from the CAFR group
Preparers and approvers were unable to view intercompany journals online within SHARE	Preparers and approvers will be able to view and approve any manual journal entry that have journal lines hitting their Agency
Hard copy journals required physical signatures of all Agency cabinet secretaries or their CFO designates	Signatures are captured electronically within the system. The only signature required on the hard-copy journal is that of the originating Agency which must match the signature authorization form on file with DFA.

Spreadsheet Journal Process Overview

- Journal entry is created (or modified) by the journal preparer.
- The following checks are completed by the journal preparer:
 - If the journal entry contains project costing chartfields, the preparer ensures that any alpha characters in the chartfield values are upper case.
 - The preparer highlights the amounts on the spreadsheet and ensures that the journal is in balance (total of all journal lines are zero).
 - The preparer clicks on the check decimal icon and makes sure that all amounts do not extend past the second decimal.

Decision point—if all pre-checks in step 2 pass, proceed to step 3; otherwise, go back to step 1 and correct issues.

- Preparer clicks on the upload icon and imports the journal to PeopleSoft.

Decision point—if all upload is successful, proceed to step 4. Otherwise, go back to step 1 and correct issues.

- Preparer logs into PeopleSoft and edits the journal uploaded in step 4.

Decision point—if all upload is successful, proceed to step 5. Otherwise, go back to step 1 and correct issues.

- Preparer submits journal for workflow approval.

Decision point—if workflow was successful, proceed to next step. Otherwise, go back to step 1 and correct issues.

- Preparer routes journal paperwork and notifies approvers that a journal requires their attention—
 - AGY journals follow existing process at individual Agencies.
 - Backup paperwork and hardcopy journals are sent to DFA for approval for CFR and CSH journals.
 - For OPR journals, preparer notifies all impacted Agencies that a journal entry requires their approval. Hardcopy journal with preparer signature is routed to DFA.

Initial Setup

Download New Template

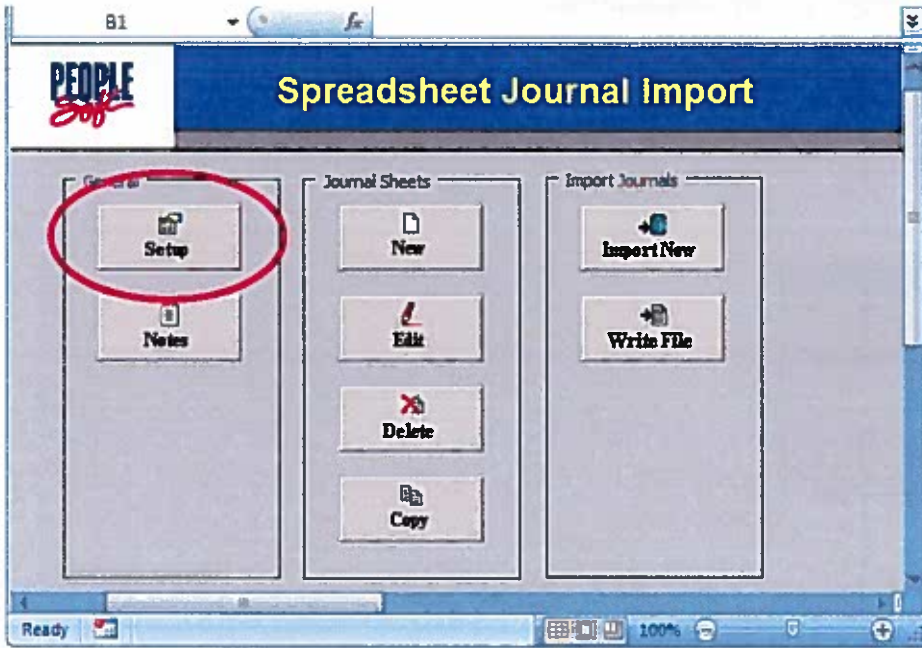
New spreadsheet journal entry files are available on the DFA website via a zip file. This zip files contain three files used for the upload:

- JRNL1—the actual spreadsheet used for journal entry creation;
 - JRNLMCRO—the “macros” used by the spreadsheet to your journal entries to the PeopleSoft SHARE application;
 - JrnlLog—a template that contains messages between your journals and the PeopleSoft SHARE application.
-

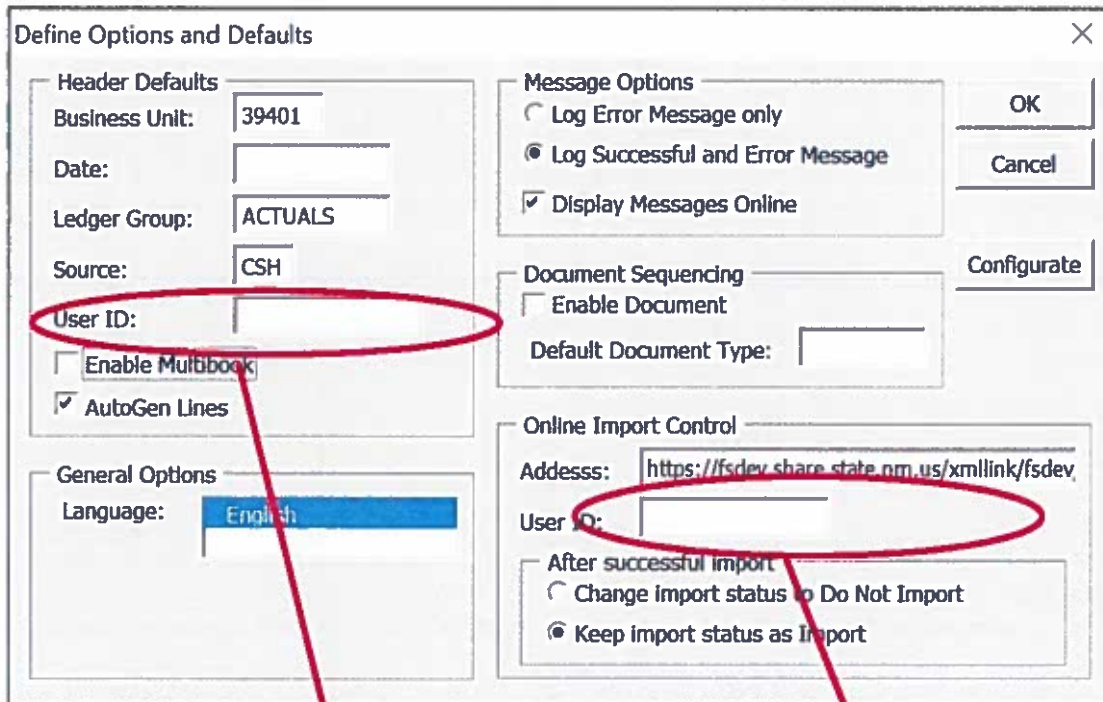
Prior to downloading the new spreadsheet journal entry files, be sure to search your computer’s hard-drive and delete any existing JRNL1 or JRNLMCRO file.

DFA recommends that preparers of spreadsheet journals download the above files to a common directory on their computer, and then open the JRNL1.xls file. In Excel and with the JRNL1.xls file opened, DFA recommends that the journal preparer update the user ID defaults and save the file with the journal preparer’s initials in the file name and use this file as the basis for all spreadsheet journals.

User ID Default



Select the Setup button.



1. Your user id (in CAPS)

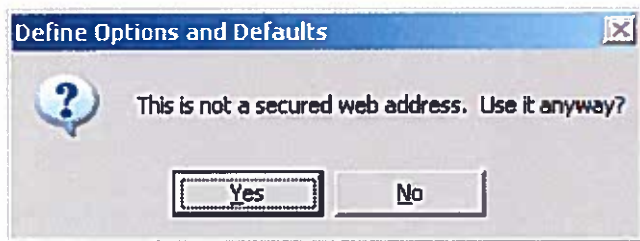
2. Your user ID (in CAPS)

The first **User ID** will default in the journal header. Enter your user id here.

The second **User ID** will default into the sign in screen when the journal upload button is selected.

Select **OK**.

You will receive the following message.

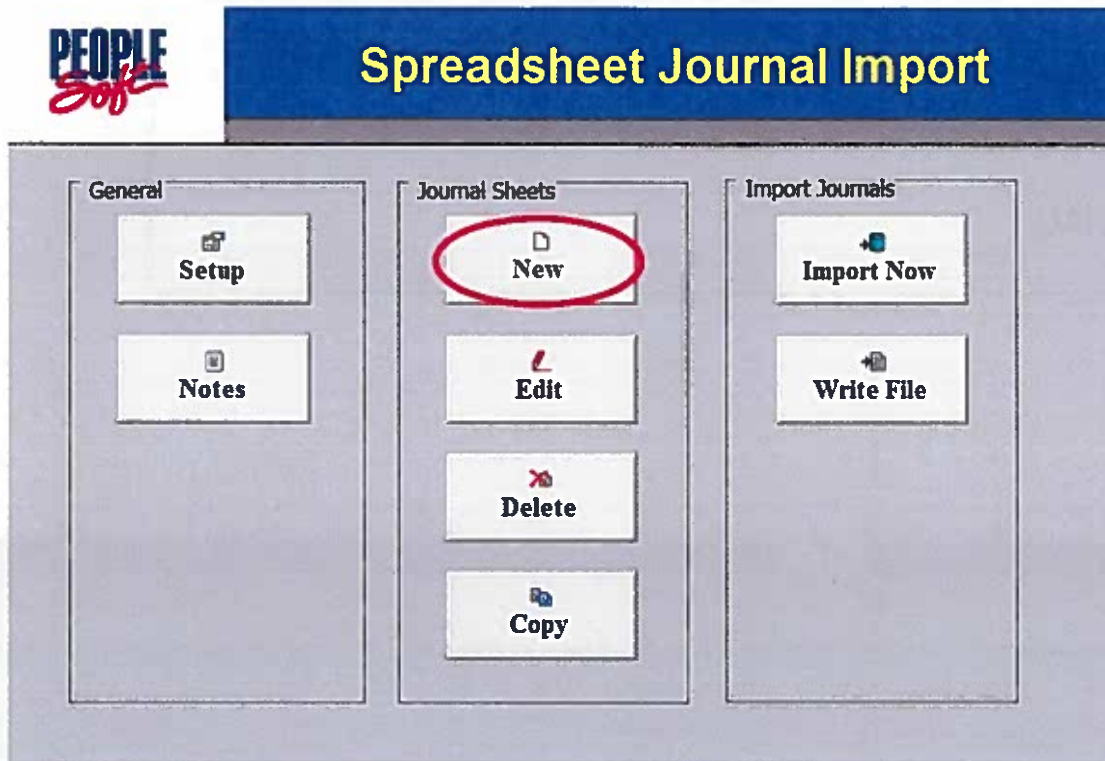


Select **Yes**.

Step 1: Creating or Modifying Spreadsheet Journal

Create a Journal Spreadsheet

For new journal entries, select the 'New' button under the 'Journal Sheets' menu.



After selecting the **New** button from the home page you will be prompted to name the Sheet used for journals. **DFA recommends you use the Journal ID as the sheet name.** Whatever naming convention you use, be sure to note the journal ID (or IDs) that you use for a given sheet because you may have to go back to the journal to make edits.

New Journal Sheet

New Journal Sheet Name:

OK

Cancel

New Journal Sheet ✕

New Journal Sheet Name:

TESTJOURNAL

OK
Cancel

Select OK.

Spreadsheet Journal Import														
Header	Unit	Journal	Date	Description										
<div style="display: flex; justify-content: space-between; align-items: center;"> + ↳ ↶ ↳ ↷ ↳ </div>														
Line	Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Budget Ref	Program	Class	Amount
<div style="display: flex; justify-content: space-between; align-items: center;"> + - + - <input type="checkbox"/> </div> <p>Select fields to copy from a previous line by marking the checkboxes under each field.</p>														

Journal Header

Spreadsheet Journal Import														
Header	Unit	Journal	Date	Description										
<div style="display: flex; justify-content: space-between; align-items: center;"> + ↳ ↶ ↳ ↷ ↳ </div>														
Line	Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct	Rpt Cat	Project	Oper Unit	Budget Ref	Program	Class	Amount
<div style="display: flex; justify-content: space-between; align-items: center;"> + - + - <input type="checkbox"/> </div> <p>Select fields to copy from a previous line by marking the checkboxes under each field.</p>														

Click the + in the Journal Header section to add a header.

New Journal Header ✕

Unit: Journal ID: Journal Date:

Ledger Group:

Ledger:

Source:

User ID:

Journal Class:

Transaction Code:

Currency Information

Foreign Currency:

Effective Date:

Rate Type:

Exchange Rate:

Document Type:

Doc Sequence:

Adjustment Type:

AutoGen Lines

Adjusting Entry:

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

Description : (required)

Field	Values
Business Unit	Either your Agency BU for AGY and CFR source journals, or 39401 if you are entering a CSH source journal
Journal ID	Enter a journal ID (do not use NEXT). The journal ID must adhere to document numbering conventions per MAPS. Journal ID's cannot exceed 10 characters and can only contain those characters authorized by FCD.
Journal Date	Enter the journal date
Ledger Group	Almost always 'ACTUALS', although you may upload JEs to the 'FULLACCRUE' ledger group.
Source	Three sources are available, with the default value of 'CSH' that can be overridden: <ul style="list-style-type: none"> • AGY • CFR • CSH/OPR (can only be used with a BU header of 39401)
User ID	Enter your user ID (case sensitive, so use all CAPS)
Effective Date	DFA suggest that you change this value to match the journal date.
Description	Enter a description for the journal (254 character limit)

New Journal Header ✕

Unit:	39401	Journal ID:	TESTUPLOAD	Journal Date:	2/28/16
Ledger Group:	ACTUALS	Document Type:		OK	
Ledger:		Doc Sequence:			
Source:	CSH	Adjustment Type:		Cancel	
User ID:	JOHN.SMITH	<input checked="" type="checkbox"/> AutoGen Lines			
Journal Class:		<input type="checkbox"/> Adjusting Entry:			
Transaction Code:	SGFIP				
Currency Information			Reversal		
Foreign Currency:		<input checked="" type="radio"/> None			
Effective Date:	2/28/16	<input type="radio"/> Beginning of Next Period			
Rate Type:		<input type="radio"/> End of Next Period			
Exchange Rate:		<input type="radio"/> Next Day			
		<input type="radio"/> Specified Date			
Description : (required)	TEST UPLOAD JOURNAL				

Select OK.

Journal Lines

Spreadsheet Journal Import										
Header		Unit	Journal	Date	Description					
		39401	TESTUPLOA	2/28/2016	TEST JOURNAL UPLOAD					
Line	Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct	Rpt Cat	Proj	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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.										

Click the **+...** button in the **Journal Lines** section to add multiple lines.

Insert Multiple Lines ✕

Number of Lines:

From Line:

To Line:

Copy data from line

Enter the **Number of Lines** and select the **Insert** button.

Spreadsheet Journal Import								
Header	Unit	Journal	Date	Description				
	39401	TESTUPLOA	2/28/2016	TEST JOURNAL UPLOAD				
<div style="display: flex; justify-content: space-between;"> + ✎ ✂ - </div>								
Line	Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct	Rp
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<div style="display: flex; justify-content: space-between;"> + - +... -... 📄 </div> <p>Select fields to copy from a previous line by marking the checkboxes under</p>								

Insert Multiple Lines ✕

Number of Lines

From Line:

To Line:

Insert

Cancel

Copy data from line

You can add additional journal entry lines to the journal by clicking the '+' or '+...' yellow buttons.

DFA recommends that upload entries be limited to 400 journal lines.

Journal entry approval workflow is predicated by the department value populated on the first row of the journal entry.

For intercompany journals (source type CSH and OPR):

Always populate the first journal line with a business unit of '39401', ledger of 'ACTUALS', a department value of '0000000000' (ten zeroes), and a GL account value of '200000'.

Fund code on this line is not necessary nor is the amount, so leave these fields blank.

Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct	Rpt Cat	Project	Activity	Source Type	Analysis	Oper Unit	Budget Ref	Class	Affiliate	Fund Alt	Amount
Select fields to copy from a previous line by marking the checkboxes under each field																	
1	39401	ACTUALS		0000000000	200000												

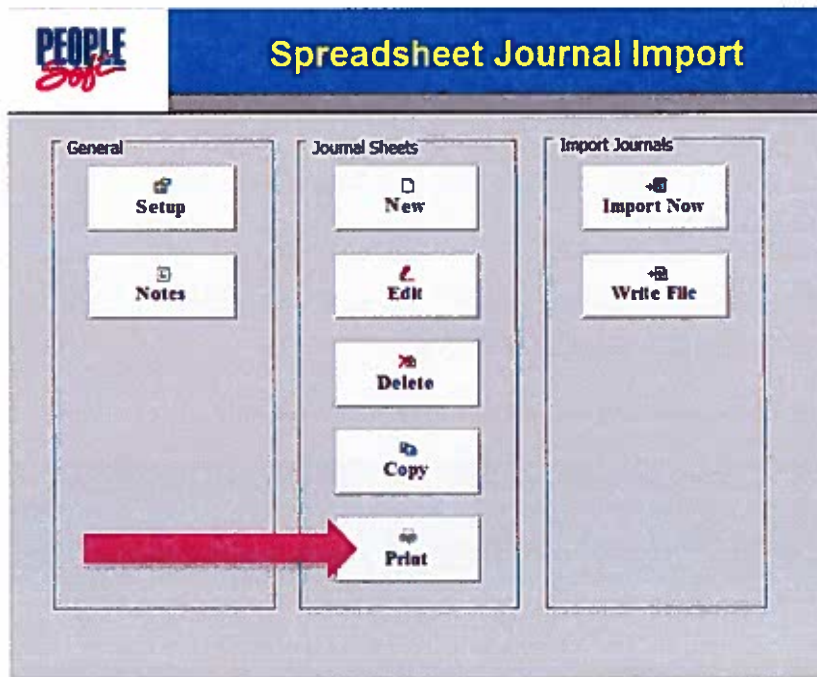
Line	Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct	Rpt Cat	Project	Activity	Source Type	Analysis	Oper Unit	Budget Ref	Class	Affiliate	Fund Alt	Amount	Specs
Spreadsheet Journal Import																			
Header		Unit	Journal	Date	Description														
		39401, TESTUPLOA		2/28/2016	TEST JOURNAL UPLOAD														
Select fields to copy from a previous line by marking the checkboxes under each field																			
12	TESTUPLOA1	39401	ACTUALS			200000													
13	TESTUPLOA2	10000	ACTUALS	20000		201900												444.44	
14	TESTUPLOA3	10000	ACTUALS	20000		201900												(444.44)	

Journal Print



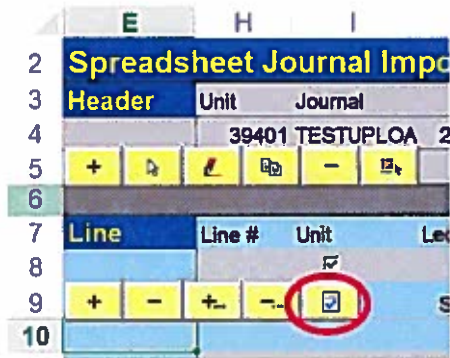
For a hardcopy print out of the journal, click the 'Home' icon  and from the 'Home' page, click the 'Print' pushbutton.

AGY, CFR and CSH journals can be printed from Excel or within PeopleSoft after importing the journal into SHARE. OPR source codes should be printed from the Excel spreadsheet because the SHARE print-out will only contain the journal lines that impact Agency's to which you have security access.

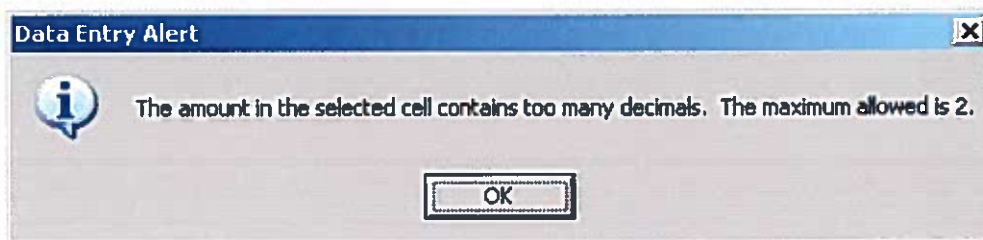


Check that Your Journal Amounts Do not Extend Past Two Decimals

The final pre-import check that we request you perform is that the amounts in your journal spreadsheet do not contain more than two decimals. Click the **3 Decimal Check** button to verify there are no Amounts with more than 2 decimal places.



If there are no values with 3 decimal places, the spreadsheet does nothing. If there is a value with 3 decimal places you will receive the following message:



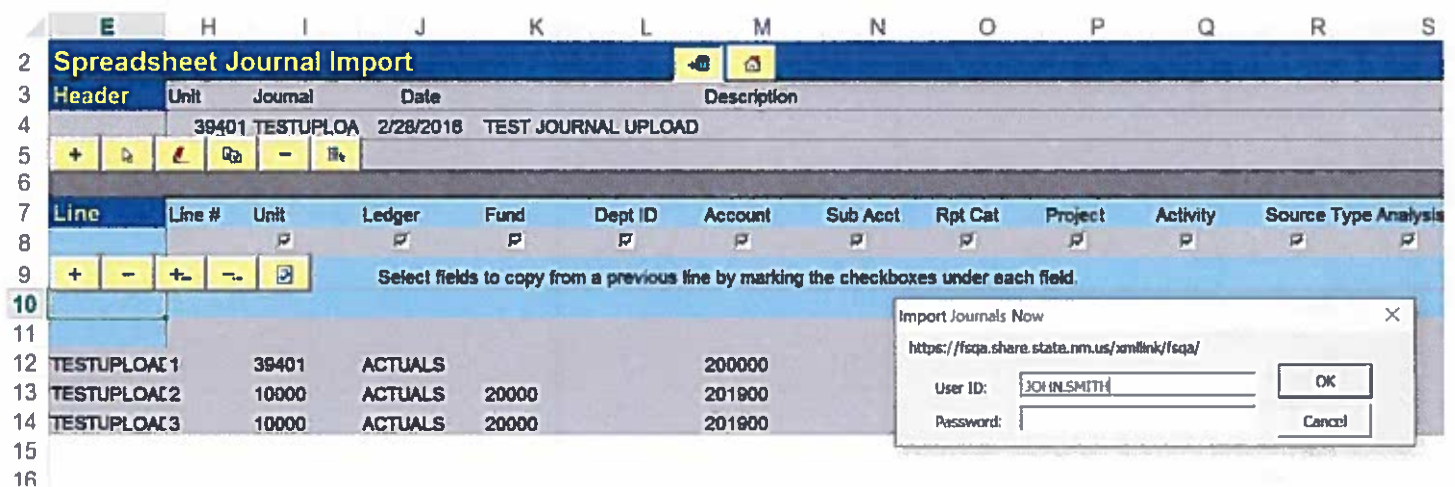
Correct the **Amount** that has 3 decimal places and continue.

Decision Point—Pre-Upload Checks

If your pre-upload checks were successful, proceed to next step. If unsuccessful, go back to step 1 and make the necessary corrections to your journal.

Step 3: Import Journal to PeopleSoft

Click on the  icon to initiate the upload process.



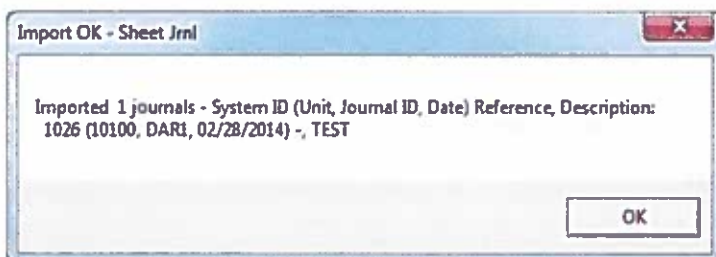
A PeopleSoft login screen will appear. Enter your SHARE password and press the 'OK' button.

Remember that your PeopleSoft password is case sensitive.

If you type in an incorrect password three times, your PeopleSoft account will be locked and you will have to call the DFA helpdesk to unlock your account.

Successful Messages

If successful, a message indicating a successful upload will appear on your screen.



Unsuccessful Messages

If unsuccessful, a variety of messages indicating the type of error will appear. Note that a common type of error occurs when you type in an incorrect password (or user ID). You will see the following message:


```
<html dir="ltr" lang="en">
<HEAD>
<!--
.....
* ORACLE CONFIDENTIAL. For authorized use only. Except for as
* expressly authorized by Oracle, do not disclose, copy, reproduce,
* distribute, or modify.
.....
*
-->
<TITLE>Oracle | PeopleSoft Enterprise Sign-In</TITLE>

<link rel="stylesheet" href="/fsqa/styles.css" rel="stylesheet" type="text/css">
<style type="text/css">
<!--
a:link {
    color: #060E56;
}
a:visited {
    color: #060E56;
}
a:hover {
    color: #060E56;
}
a:active {
    color: #4859BC;
}
body {
    margin-left: 0px;
    margin-top: 0px;
    margin-right: 0px;
    margin-bottom: 0px;
}
-->
```

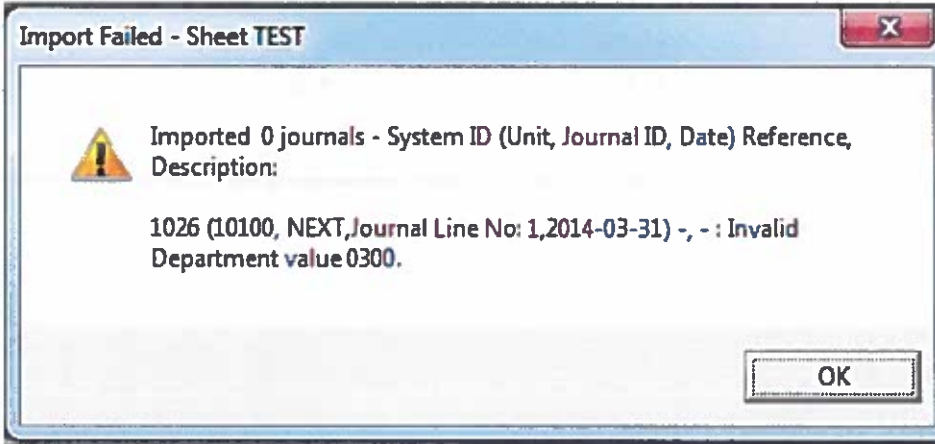
If you receive this message, click on the 'Ok' pushbutton and try the import again with a correct password / user ID.

In addition to this error message, a spreadsheet named 'JrnLog.xlsx' will be opened on your computer. This spreadsheet will contain the error message in the message box.

	A	B	C	D	E	F
1	Workbook	Sheet	Date / Time	Status	Log message	
2	JRNL1_92PLAY_Ed - Copy.xlsx	Jrn1	5/2/2014 14:59	Success	Imported 1 journals - System ID (Unit, Journal ID, Date) Reference, Description 1026 (10100, EW21, 02/28/2014) -, TEST	
3	JRNL1_92PLAY_Don.xlsx	Jrn1	5/3/2014 16:10	Import failed	Error XMLLink - Invalid XMLLink Userid or Password	
4						
5						

In this example, the upload error occurred because the incorrect password was entered. To resolve, go back to the journal spreadsheet upload and hit the upload icon  again.

Another type of error occurs when you attempt to load a journal that has a chartfield that is inactive. In this case, the message text will read that zero journals have been loaded.



JrnLog.xls

All upload attempts, either successful or unsuccessful, are logged in the spreadsheet 'JrnLog.xls'. This spreadsheet automatically opens when you click the import icon.

1	Workbook	Sheet	Date / Time	Status	Log message
2	NMS_Journal.xls	TEST	2/1/2016 11:55	Import failed	<pre> <html dir="ltr" lang="en"> <HEAD> <!-- * ORACLE CONFIDENTIAL. For authorized use only. Except for as * expressly authorized by Oracle, do not disclose, copy, reproduce, * distribute, or modify * --> <TITLE>Oracle PeopleSoft Enterprise Sign-in</TITLE> <link rel="stylesheet" href="/fsqa/styles.css" rel="stylesheet" type="text/css"> <style type="text/css"> <!-- a:link { color: #060E56; } a:visited { color: #060E56; } a:hover { color: #060E56; } a:active { color: #48598C; } body { margin-left: 0px; margin-top: 0px; margin-right: 0px; margin-bottom: 0px; } --> </pre>
3	NMS_Journal.xls	TEST	2/1/2016 11:55	Success	<pre> Imported 1 journals (Unit, Journal ID, Date) : 39401, DRTEST, 11/11/2015 </pre>

Decision Point—Pre-Upload Checks

If the upload was successful, proceed to next step. Otherwise, go back to step 1 and correct issues.

Step 4: Journal Edit

Log into PeopleSoft and locate your journal.

Navigation: General Ledger → Journals → Create Journal Entries → Find an Existing Value

Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Business Unit:	= ▼	39401	🔍
Journal ID:	begins with ▼		
Journal Date:	= ▼		📅
Document Sequence Number:	begins with ▼		
Line Business Unit:	= ▼	39401	🔍
Journal Header Status:	= ▼	No Status - Needs to be Edited	▼
Budget Checking Header Status:	= ▼		▼
Source:	= ▼	CSH	🔍

Search

Clear

Basic Search

Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

If you click on the 'Clear' pushbutton at the bottom of the screen, the business unit, line business unit, journal header status and source are cleared.

Create Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search Criteria

Business Unit:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;"/>	🔍
Journal ID:	<input type="text" value="begins with"/>	<input style="width: 95%;"/>	
Journal Date:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;"/>	📅
Document Sequence Number:	<input type="text" value="begins with"/>	<input style="width: 95%;"/>	
Line Business Unit:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;"/>	🔍
Journal Header Status:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;"/>	▼
Budget Checking Header Status:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;"/>	▼
Source:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 95%;"/>	🔍

Search
Clear

Basic Search
📄
Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Once you locate your upload journal, you need to edit the journal entry to ensure that the journal is in a valid status. Journal edit checks the following:

- Header Validations
 - Is the accounting period for the journal entry open?
 - Is the journal in balance?
 - Does enough budget exist for the transaction?
- Line Validations
 - Are all accounts, departments and other chartfields still in an active status as of the journal date?
 - Is the combination of the various chartfields valid?

To process a journal edit, while in the journal entry, navigate to the 'Journal Lines' tab.

Note, if you need to pull up the journal entry:

Navigation: Select **General Ledger**, then select **Journals**, then select **Journal Entry**, then select **Create/Update Journal Entries**, then select 'Find an Existing Value'. Input selection criteria for your journal, hit the yellow 'Search' button on the bottom left section of the page, and choose your journal entry.

Remember: the Business Unit field is the header business unit field. For AGY and CFR journals, this will be your Agency business unit value. For CSH and OPR journals, this will be '39401'.

The Line Business Unit will be your Agency business unit value.

You can limit the search results by choosing different journal header statuses—'N' for journals that need to be edited, 'E' for journals in with errors, 'V' for valid journals, and 'P' for posted journals.

Results of a sample search:

Search Results

Business Unit	Journal ID	Journal Date	Unit Post Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Locked Group	Source	Currency Code	Journal Total Lines
39401	0002038047	11/01/2015	0	(blank)	66500	Valid	Valid	ACTUALS	CSH	USD	4
39401	6650160127	11/07/2015	0	(blank)	66500	Valid	Valid	ACTUALS	CSH	USD	3
39401	6650160154	11/02/2015	0	(blank)	66500	Valid	Valid	ACTUALS	CSH	USD	2
39401	OPRENM53R1	11/20/2015	0	(blank)	66500	Valid	Valid	ACTUALS	CSH	USD	2

Choose your journals and click the 'Edit Journal' process option.

Header | **Lines** | Totals | Errors | Approval

Unit: 39401 Journal ID: 0002038047 Date: 11/01/2015 *Process: **Edit Journal** Process

Template List | Search Criteria | Change Values | Inter/IntraUnit Errors Only Line: 10

Select	Line	*Unit	Fund	Dept	Account	Sub Acct	Bud Cat	Project	Oper Unit	Bud Ref
<input type="checkbox"/>	1	39401		0000000000	200000			(None)		
<input type="checkbox"/>	2	66500	50204	3040000000	429902		300006	(None)		116
<input type="checkbox"/>	3	66500	06105	3040000000	429902		300006	(None)		116
<input type="checkbox"/>	5	39401			101800			(None)		
<input type="checkbox"/>	6	39401			101800			(None)		
<input type="checkbox"/>	7	66500	50204		101800			(None)		
<input type="checkbox"/>	8	66500	06105		101800			(None)		

Lines to add: 1 + - [icon]

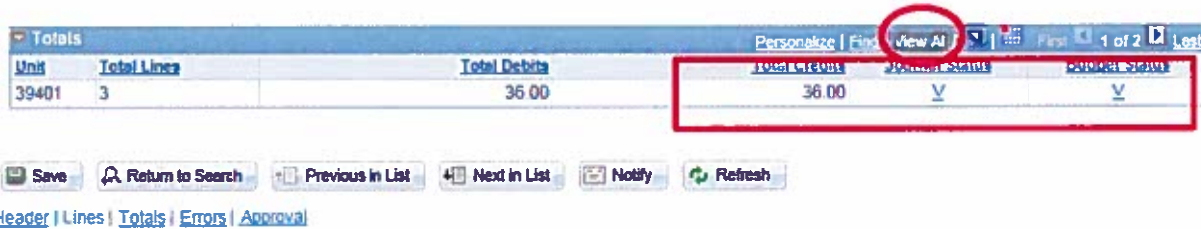
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
39401	3	36.00	36.00	✓	✓

Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval

With the *Process option set to 'Edit Journal', select the 'Process' button.

After editing the journal, check the edit status. Note that by default, only status of the first business unit with journal lines is displayed. Be sure to complete the 'All Business Unit Status Check' (instructions immediately follow the screen shot below).



Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
39401	3	36.00	36.00	V	V

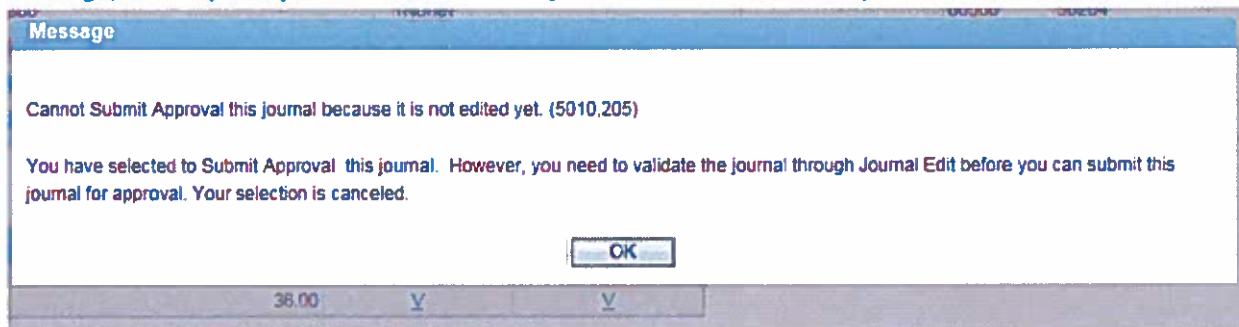
All Business Unit Status Check

Be sure to check all business units within the journal to ensure that all journal status and budget status have values of 'V'. Click the 'View All' option above the journal status to see the results for all line business units.



Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
39401	3	36.00	36.00	V	V
66500	4	72.00	72.00	V	V

Forgetting to check the statuses of all journals is a common mistake and can be confusing. If you receive the following message, most option you will have an error for a business unit on the journal.



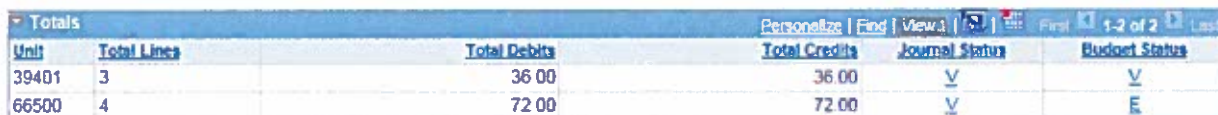
Message

Cannot Submit Approval this journal because it is not edited yet. (5010,205)

You have selected to Submit Approval this journal. However, you need to validate the journal through Journal Edit before you can submit this journal for approval. Your selection is canceled.

OK

When this occurs, click the 'View All' above the journal status and make sure all business units are in a 'V' / 'V' status.



Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
39401	3	36.00	36.00	V	V
66500	4	72.00	72.00	V	E

If your journal has an 'E' as a status, you must modify the journal and re-edit the journal until all errors are resolved. The easiest way to do this is to go back in Excel and modify your journal import.

When you have made your correction, simply click on the 'Import' icon and re-upload to PeopleSoft. You will receive the following message for a successful re-import of an edited journal:

Imported 0 journals, update 1 journal (Unit, Journal ID, Date)

DFA recommends that all edits be captured in the Excel upload.

If you have a journal displayed in PeopleSoft and modify the journal in Excel, you must 'Refresh' the journal in order to view your Excel updates.

To do, from the journal lines page, click the 'Refresh Journal' Process Option.

*Process:

Decision Point—Journal Edits

If all journal edits are successful, proceed to Step 5. Otherwise continue to resolve journal errors from Step 4.

Step 5: Submit Journal Entry to Workflow for Approval

The final step in the journal entry process is to submit your journal for approval.

Navigate to the 'Journal Lines' tab.

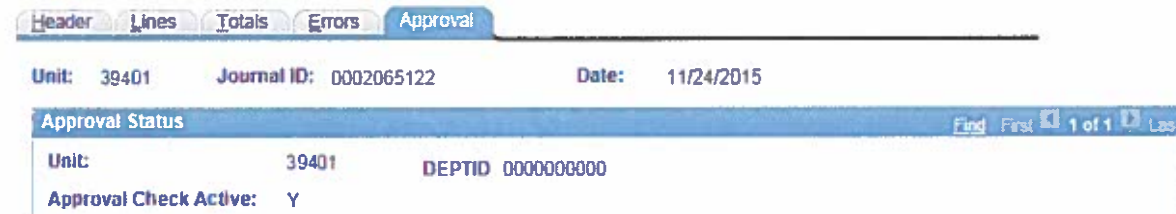
Note, if you need to pull up the journal entry:

Navigation: Select **General Ledger**, then select **Journals**, then select **Journal Entry**, then select **Create/Update Journal Entries**, then select '**Find an Existing Value**'. Input selection criteria for your journal, hit the yellow '**Search**' button on the bottom left section of the page, and choose your journal entry.



At the top portion of the page locate '***Process**' and choose the '**Submit Journal**' process. Then click the '**Process**' button to initiate submission to workflow.

Navigate to the '**Approval**' tab.



Journal Workflow Approvals for the State of New Mexico are dependent on the department that is populated on the first journal line. For AGY and CFR entries, be sure to populate your Agency's department. For CSH and OPR journals, always populate a department value of '0000000000'.

A journal with that was not successfully to workflow will result in the following blank department value:

Header | Lines | Totals | Errors | **Approval**

Unit: 39401 Journal ID: 6650160154 Date: 11/02/2015

Approval Status Find First 1-3 of 3 Last

Unit: 35000 **DEPTID**

Approval Check Active: Y

Approval Status: Pending Approval

Approval Action:

Comments for Denial
Email:

Approval History

After submitting your journal, the **Approval Status** will be "Pending Approval". Once the journal is fully approved, this status will change to "Approved to Post". Note that all business units must be approved before the journal is posted to ledger. The example below shows the 39401 side of a journal entry and two approvals—one from the Cash Control team and one from the CAFR team.

Header | Lines | Totals | Errors | **Approval**

Unit: 39401 Journal ID: 0002065122 Date: 11/24/2015

Approval Status Find First 1 of 1 Last

Unit: 39401 DEPTID 0000000000

Approval Check Active: Y

Approval Status: **Approved to Post** ←

Approval Action:

Comments for Denial
Email:

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	11/24/2015 1:09:57PM	STEVE VIGIL
01	A	Skipped	11/24/2015 1:09:57PM	
02	A	Approved	02/03/2016 3:31:46PM	EMILY OSTER
03	A	Approved	02/04/2016 9:19:08AM	CHRISTINA.CDEBACA

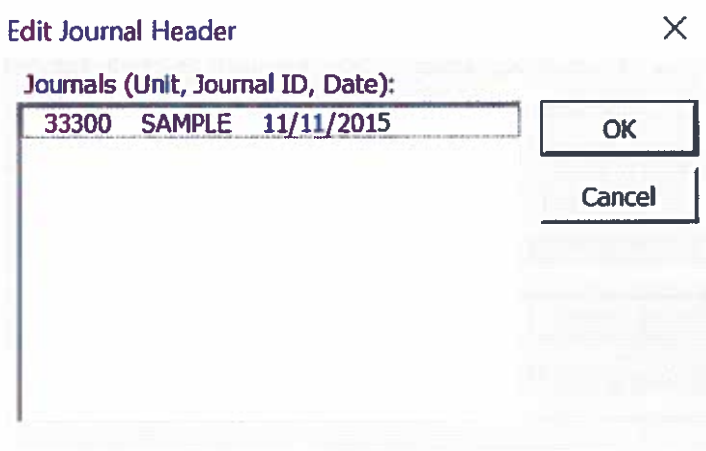
Header | Lines | Totals | Errors | **Approval**

Appendix A: Correcting Journal Header Business Unit via Copy Journal

A common type of error occurs when a journal is keyed into the Excel spreadsheet upload template as an AGY source type but has an impact to cash. In this case, the upload will not import to PeopleSoft and you will receive the following error message:

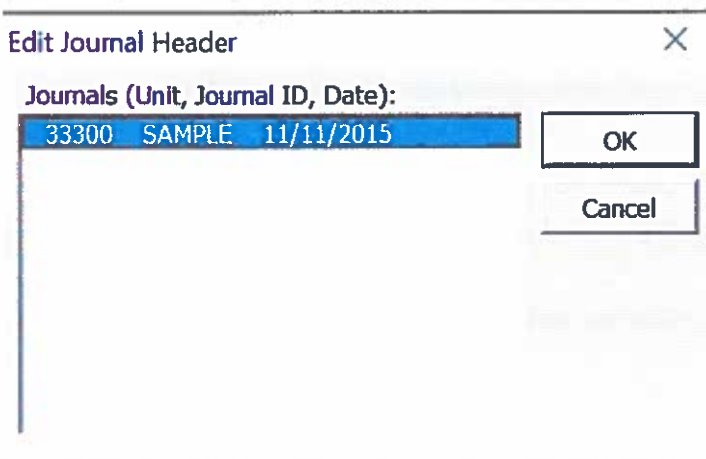
The journal entry that you attempted to upload contains journal lines that impact cash but the journal header BU is not 39401. Please change the journal header to be business unit 39401 retry the upload.

If you attempt to edit the journal header by clicking on the  icon on the journal header, you will see that the business unit field is not editable.



Journals (Unit, Journal ID, Date):		
33300	SAMPLE	11/11/2015

Highlight the journal to be edited and click 'OK'.



Journals (Unit, Journal ID, Date):		
33300	SAMPLE	11/11/2015

Note that the business unit is not editable:

✕

Edit Journal Header

Unit: 33300
 Journal ID: SAMPLE
 Journal Date: 11/11/2015

Ledger Group:	ACTUALS	Document Type:	
Ledger:		Doc Sequence:	
Source:	CSH	Adjustment Type:	
User ID:	DON.ROBERTS	<input checked="" type="checkbox"/> AutoGen Lines	
Journal Class:		<input type="checkbox"/> Adjusting Entry:	
Transaction Code:	SGFIP		

Currency Information

Foreign Currency:

Effective Date: 11/11/2015

Rate Type:

Exchange Rate: 0

Reversal

None

Beginning of Next Period

End of Next Period

Next Day

Specified Date

Description : (required) BAD JE EXAMPLE

In this case, the simplest way to correct the business unit is to copy the journal to business unit 39401 and then delete the original journal.

Step 1: Journal Copy



On the journal header of the spreadsheet journal, click the copy icon ().

You will then see a page like the following:

Copy Journal ×

Journals (Unit, Journal ID, Date):

33300	SAMPLE	11/11/2015
-------	--------	------------

New Journal Identifiers

Business Unit:

Journal ID:

Journal Date:

Highlight the journal to be copied, type is a business unit of '39401' and fill out the journal ID and date.

Copy Journal ×

Journals (Unit, Journal ID, Date):

33300	SAMPLE	11/11/2015
-------	--------	------------

New Journal Identifiers

Business Unit:

Journal ID:

Journal Date:

Click on the 'Copy' pushbutton and you should see the copied journal.

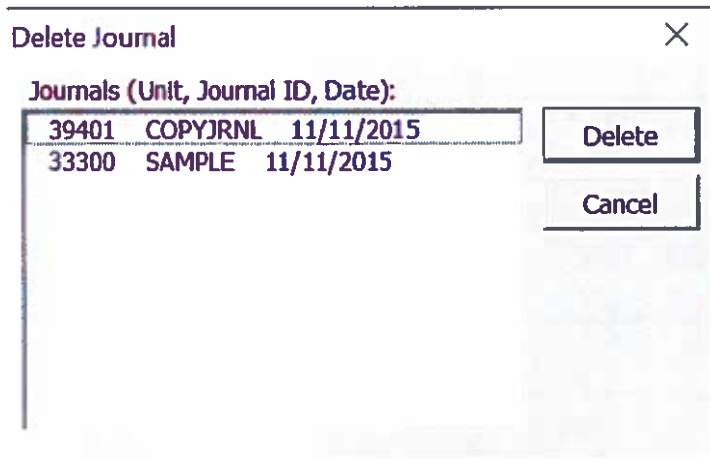
Spreadsheet Journal Import						
Header						
Unit	Journal	Date		Description		
39401	COPYJRNL	11/11/2015		BAD JE EXAMPLE		
<div style="display: flex; justify-content: space-between;"> + ✖ ✍ 📄 - 🗑 </div>						
Line						
Line #	Unit	Ledger	Fund	Dept ID	Account	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<div style="display: flex; justify-content: space-between;"> + - +- - <input checked="" type="checkbox"/> </div> Select fields to copy from a previous line by marking the c						
SAMPLE	1	33300	ACTUALS	82500	1520000000	200000
SAMPLE	2	33300	ACTUALS	17200	1520000000	200000
COPYJRNL	1	33300	ACTUALS	82500	1520000000	200000
COPYJRNL	2	33300	ACTUALS	17200	1520000000	200000

If you do not see the copied journal, this most likely occurs because you did not highlight the journal to be copied or you clicked the 'Enter' key rather than the 'Copy' pushbutton. If your copy was not successful, try again and make sure that you have highlighted the original journal to be copied and clicked the 'Copy' pushbutton.

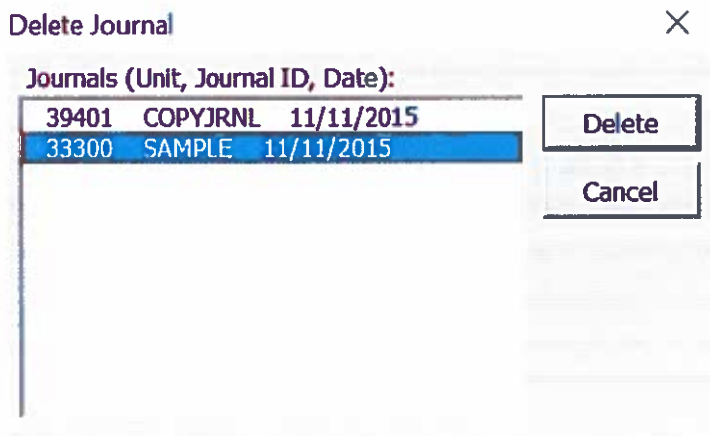
Step 2: Delete the Original Journal

Once your journal has successfully been copied to business unit 39401, you must delete the original incorrect journal. This is accomplished by clicking on the 'Delete' icon on the journal header.

Spreadsheet Journal Import			
Header			
Unit	Journal		
39401	COPYJRNL		
<div style="display: flex; justify-content: space-between;"> + ✖ ✍ 📄 - 🗑 </div>			



Highlight the journal to be deleted and click on the 'Delete' pushbutton.



Your journal should now be deleted:

Spreadsheet Journal Import							
Header		Unit	Journal	Date	Description		
		39401	COPYJRNL	11/11/2015	BAD JE EXAMPLE		
<div style="display: flex; justify-content: space-between;"> + ↩ ↪ ↻ ↺ ↻ ↻ ↻ </div>							
Line	Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct
<div style="display: flex; justify-content: space-between;"> + - +... -... ☑ </div>							
Select fields to copy from a previous line by marking the checkboxes u							
COPYJRNL	1	33300	ACTUALS	82500	1520000000	200000	
COPYJRNL	2	33300	ACTUALS	17200	1520000000	200000	

Similar to the Copy function in step 1, if your journal is not successfully deleted, try again and be sure to highlight the journal to be deleted and click the 'Delete' pushbutton (not the Enter key).

DELETING A JOURNAL IN THE EXCEL TEMPLATE THAT WAS SUCCESSFULLY IMPORTED TO PEOPLESFT WILL NOT DELETE THE JOURNAL IN PEOPLESFT.

You must log into PeopleSoft and delete the journal from the journal lines page. Only journals that have not been posted can be deleted.

Appendix B: Journal Edit Types

Edit Type	Description	Where	Resolution
Journal Source	<p>Controls to ensure that the correct journal source was used.</p> <p>AGY and CFR journals must not impact cash and should have a single business unit.</p> <p>CSH and OPR journals must have a header business unit of 39401 and impact multiple Agencies.</p>	This edit takes place when you attempt to import the journal to PeopleSoft.	Correct the journal in Excel and attempt the upload again.
TSE (tableset) Error	This type of error occurs when you attempt to import an invalid chartfield, such as a 5 digit GL account or a department that does not belong to an Agency.	This edit takes place when you attempt to import the journal to PeopleSoft.	Correct the journal in Excel and attempt the upload again.
Combo Edit Error	This type of error means that the chartfield values you entered have an invalid combination (e.g., you entered an account that requires an affiliate but forget to enter the affiliate).	This edit occurs within PeopleSoft during the journal edit process.	<p>AGY journals may be modified directly in PeopleSoft.</p> <p>All other upload journals must be modified in the Excel template and re-imported (note, you do not need to delete the journal in PeopleSoft).</p>
Budget Checking Error	This type of error occurs when there is insufficient budget for the transaction.	This edit occurs within PeopleSoft during the journal edit process.	<p>AGY journals may be modified directly in PeopleSoft.</p> <p>All other upload journals must be modified in the Excel template and re-imported (note, you do not need to delete the journal in PeopleSoft).</p>
Workflow Error	<p>This error occurs when the department value on the first journal line is either blank.</p> <p>The first row for CSH and OPR journals should be for business unit 39401 and department 0000000000 and a GL account of 200000.</p>	This error occurs after the journal is submitted for workflow approval.	<p>AGY journals may be modified directly in PeopleSoft.</p> <p>All other upload journals must be modified in the Excel template and re-imported (note, you do not need to delete the journal in PeopleSoft).</p>

Appendix C: Monitoring Query

Agencies should run the monitoring query **NMS_GL_JRNLS_FOR_APPR_BY_BU** each day to ensure that all journals requiring approval are reviewed.

This query will display all journals outstanding (i.e., not yet posted) created by your Agency and any OPR's created by other Agencies that impact your Agency.

This query shows the following fields:

Field	Description
Business Unit	Header business unit. This may be either your Agency BU or BU 39401.
Journal ID	Journal ID
Journal Date	Date
Source	Journal Source
Initiator	Operator ID of the person who submitted the journal for workflow approval.
Approver Level 1	Operator ID of the first approver. If the first approver is your Agency CFO, no further approvals are required from your Agency.
Approver Level 2	Operator ID of the second approver. If the first approver was not your Agency CFO, the second approval level is required and your Agency CFO must approve within SHARE.
Approver Level 3	Operator ID of the CAFR accountant who provided the final approval.

