

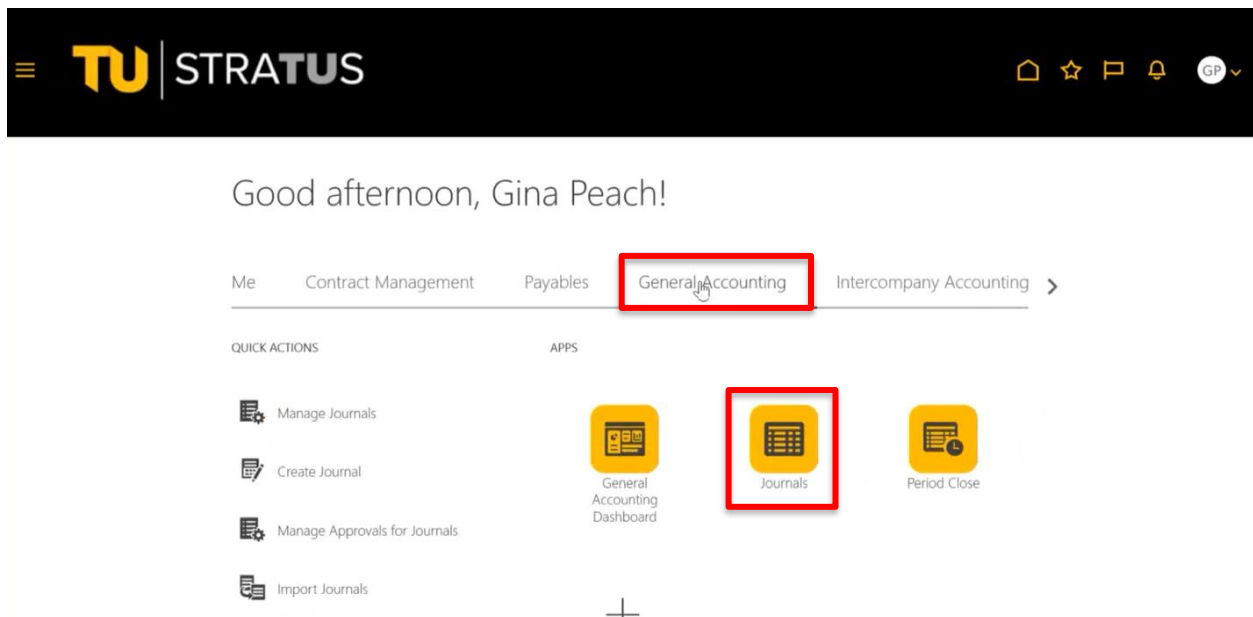
General Ledger – Create a Spreadsheet Journal

For employees creating a spreadsheet journal entry.

- Purpose:** Create a spreadsheet journal entry.
- How to Access:** Log into the Stratus application. Select the **Journals** application from the Navigator.
- Helpful Hints:** Be sure to keep in mind that...
- Create Journal add-on for Microsoft Excel is needed.
- Procedure:** Complete the following steps to create a spreadsheet journal entry:

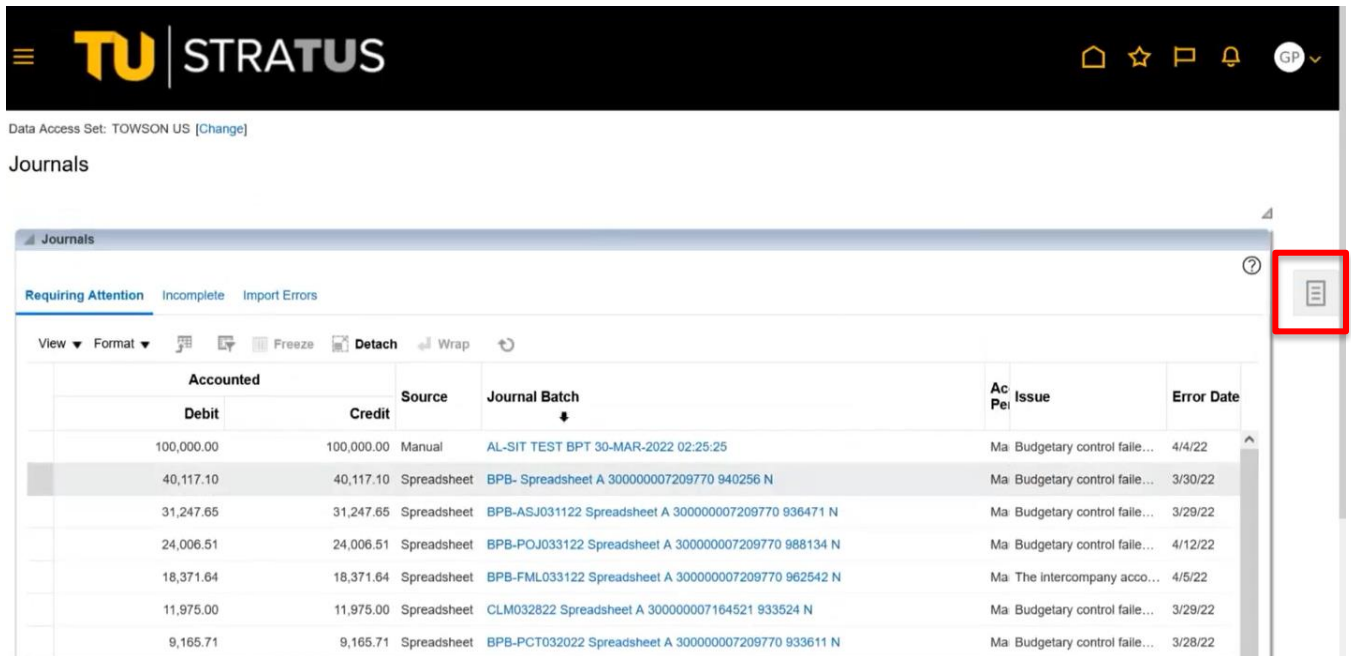
NOTE: You will need the **Create Spreadsheet Journal add-on for Microsoft Excel** to submit your journal. If you do not already have the add-on in Microsoft Excel, use this [guide](#) to assist you.

1. On the homepage, select **Journals** under **General Accounting** from the sliding menu in the center of the screen.



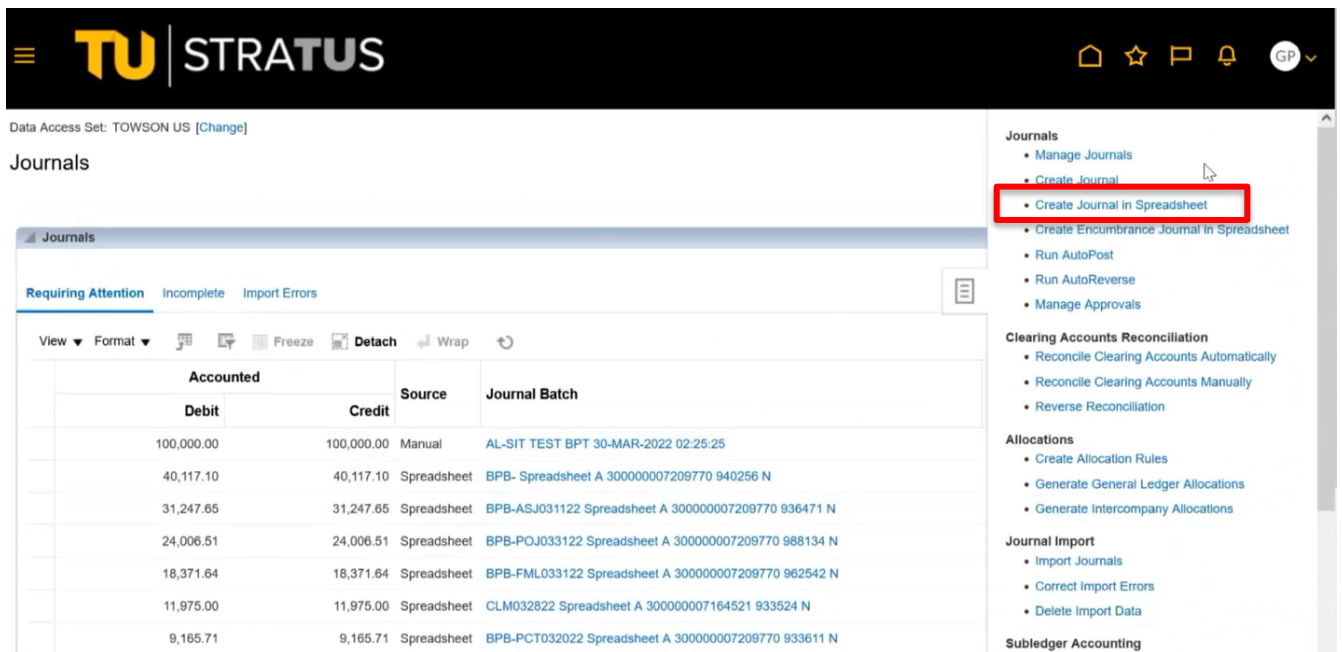
2. In the Journals Module, on the right side of the page, click the **task menu icon**.

Journals – Create a Journal Spreadsheet



The screenshot shows the STRATUS interface with the 'Journals' page. The page header includes the TU STRATUS logo and navigation icons. Below the header, there is a 'Data Access Set: TOWSON US [Change]' link. The main content area is titled 'Journals' and features a table with columns for 'Accounted', 'Source', 'Journal Batch', 'Ac Pe', 'Issue', and 'Error Date'. The table contains several rows of journal entries, including manual and spreadsheet entries. On the right side of the page, a task menu icon is highlighted with a red box.

3. On the **task menu**, select Create Journal in Spreadsheet.

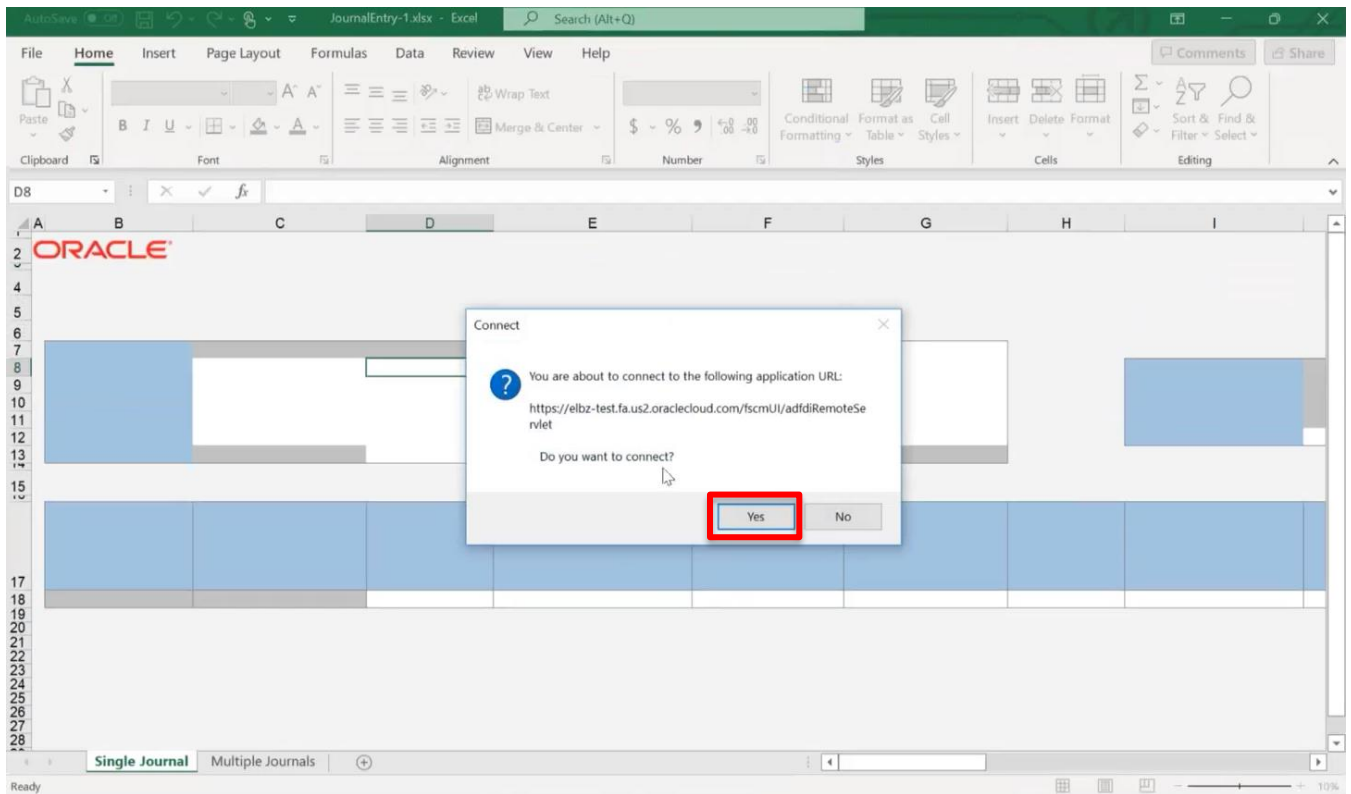
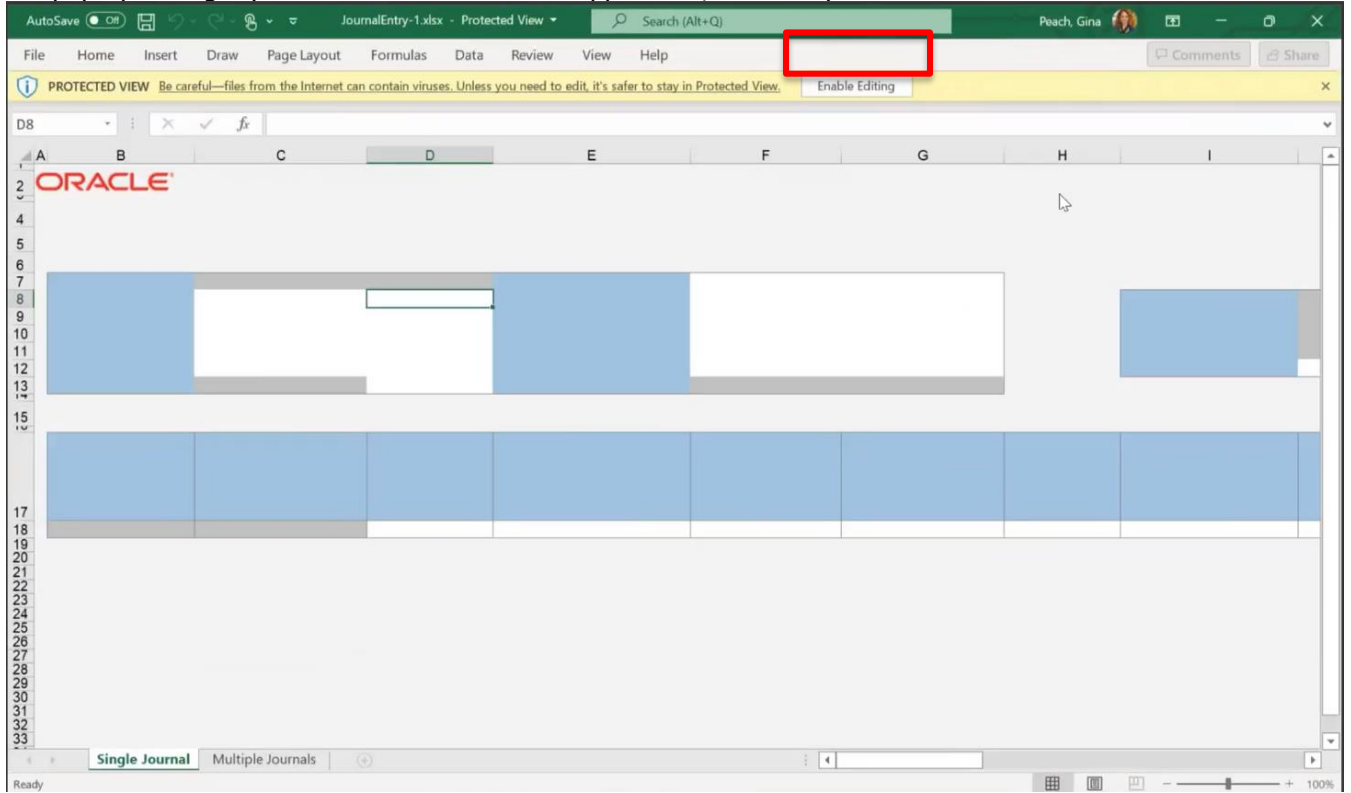


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4. An excel spreadsheet will then open (**NOTE:** Depending on your browser, you may be prompted to select the file under the browser downloads to open the file.). Once opened, click **Enable Editing** and a message box

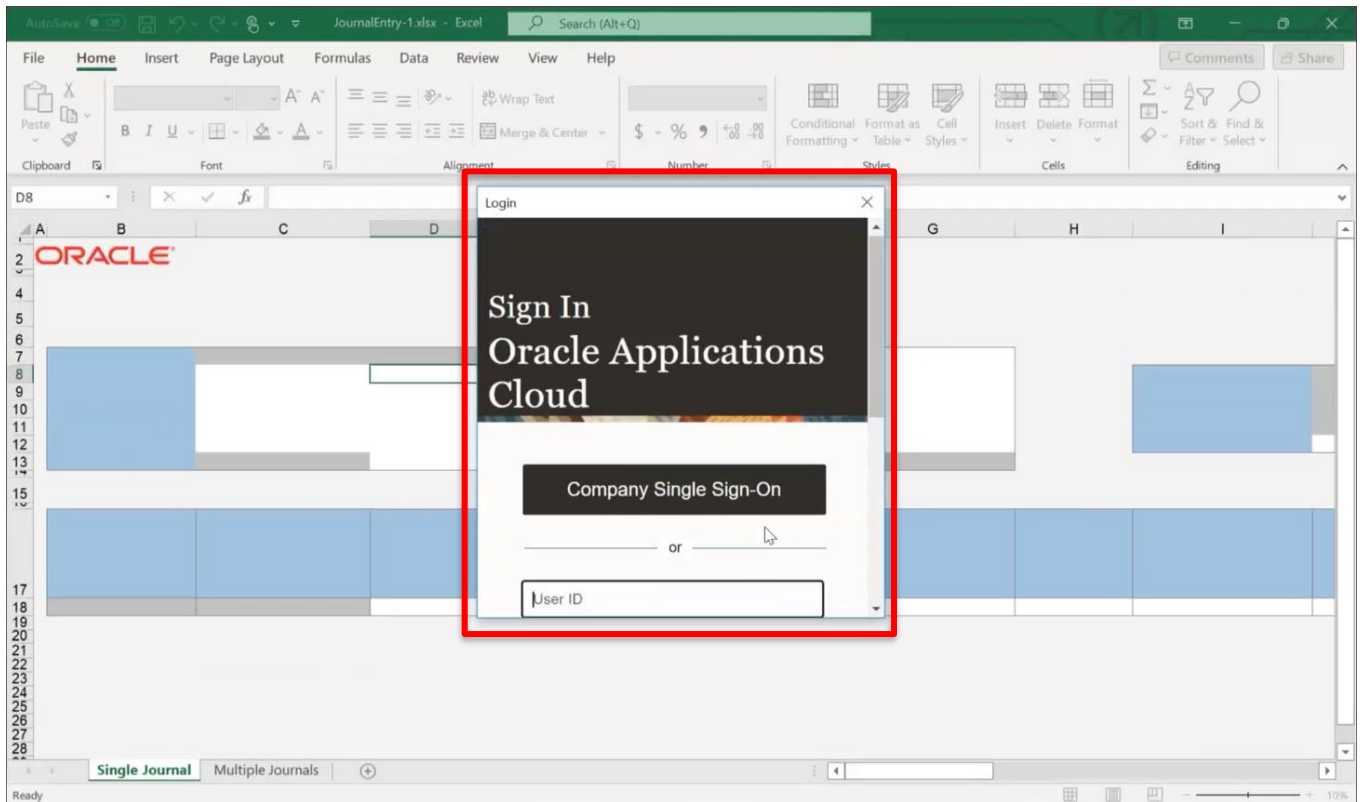
Journals – Create a Journal Spreadsheet

will pop-up asking if you want to connect to the application, in which you will click **Yes**.

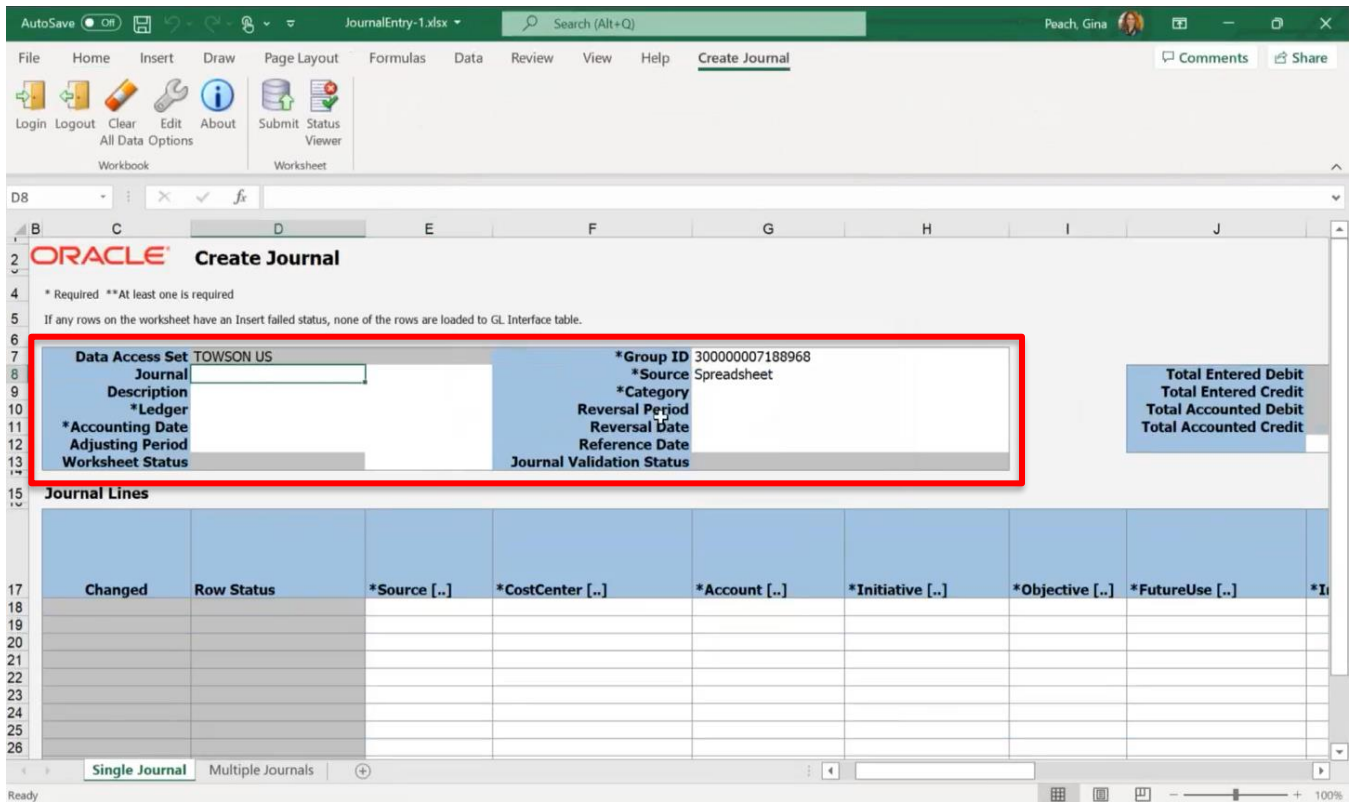


NOTE: You may be prompted to sign-in again using your TU Net ID.

Journals – Create a Journal Spreadsheet



- The spreadsheet journal should now be populated with headers and line information. You can now begin by entering the journal header information.



Journals – Create a Journal Spreadsheet

NOTE: Journal fields include:

Journal: Name of journal; Suggested format NETID-Purpose-Month or date (i.e., PEACH-Cost Transfer_March2022)

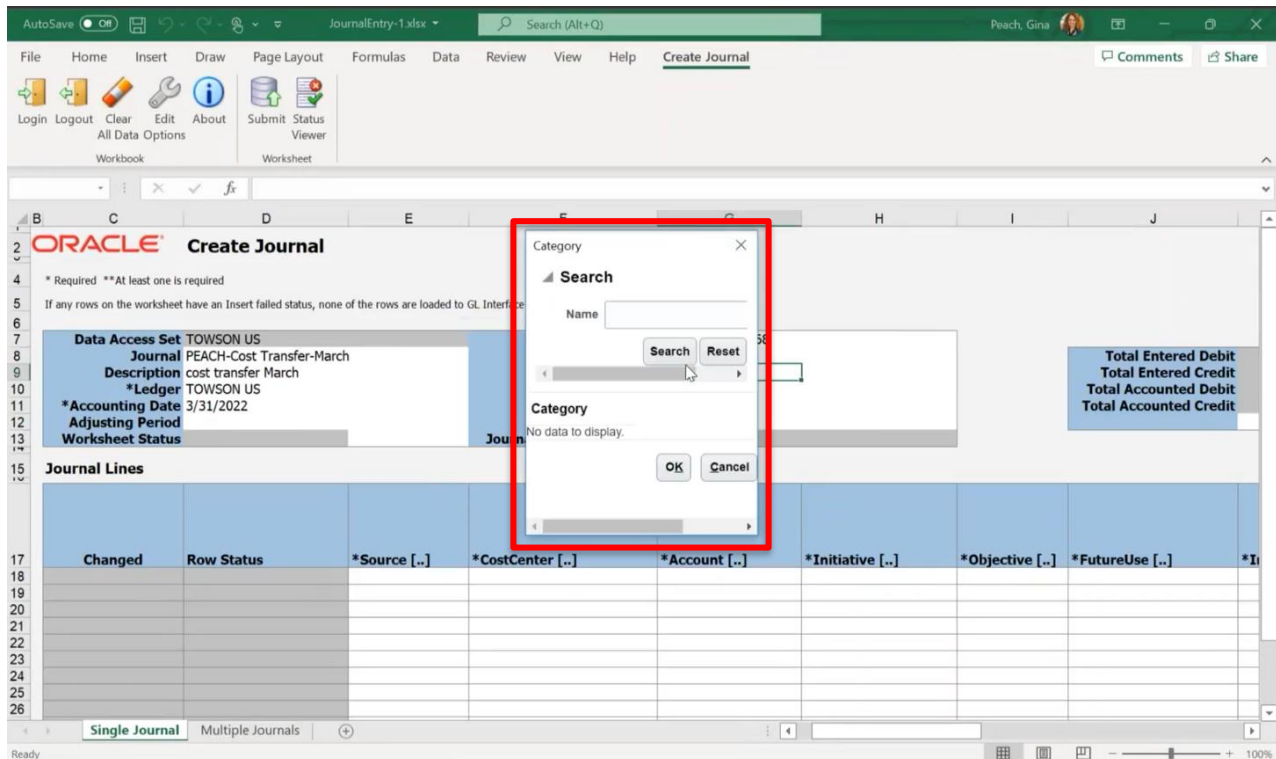
Description: Description of journal (i.e., cost transfer March)

Ledger: Always select TOWSON US

Accounting Date: Date the journal will be effective. (i.e., 5/31/2022 if today's date is 6/2 and you want it to be posted in May)

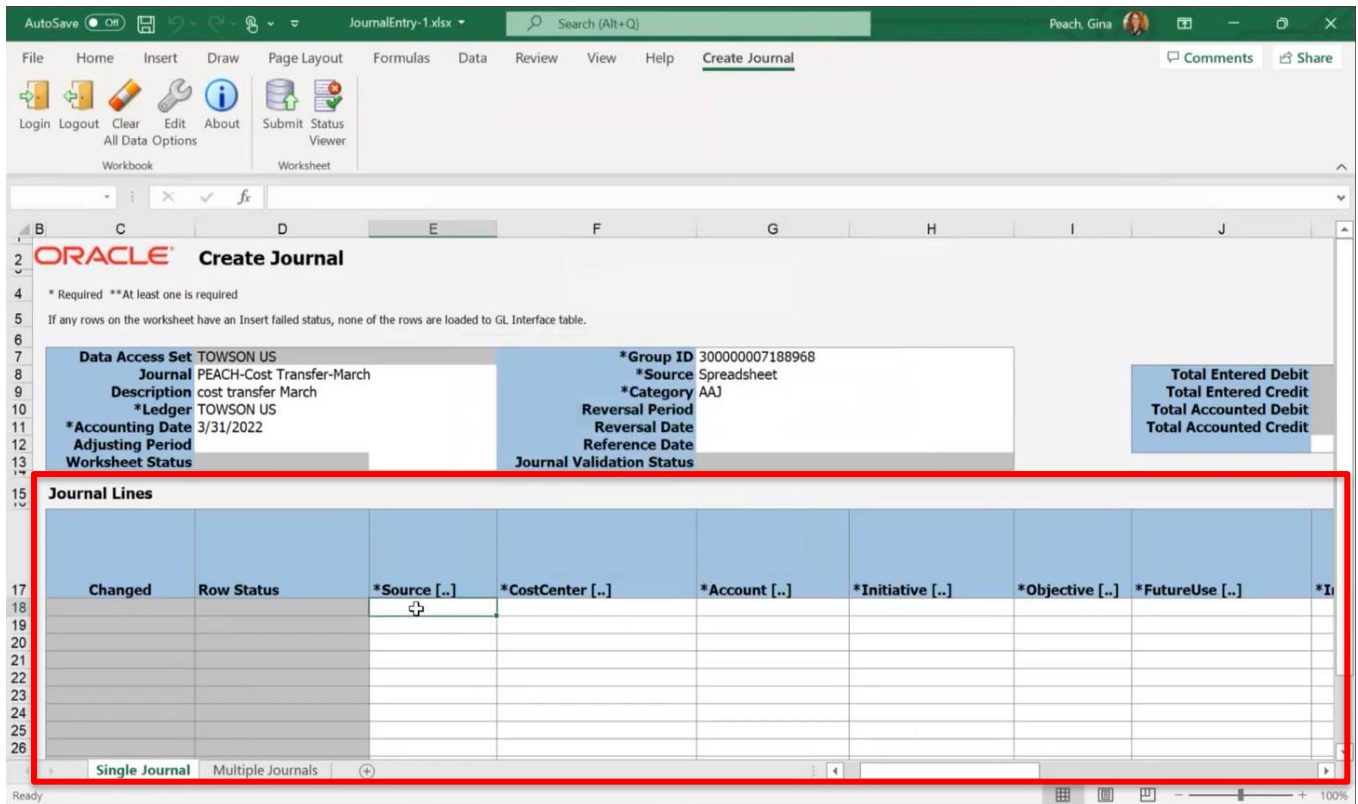
Category: 3-digit category

NOTE: If you do not know your category, double-click on the field. A pop-up window will appear in which you can search for the category you wish to use.

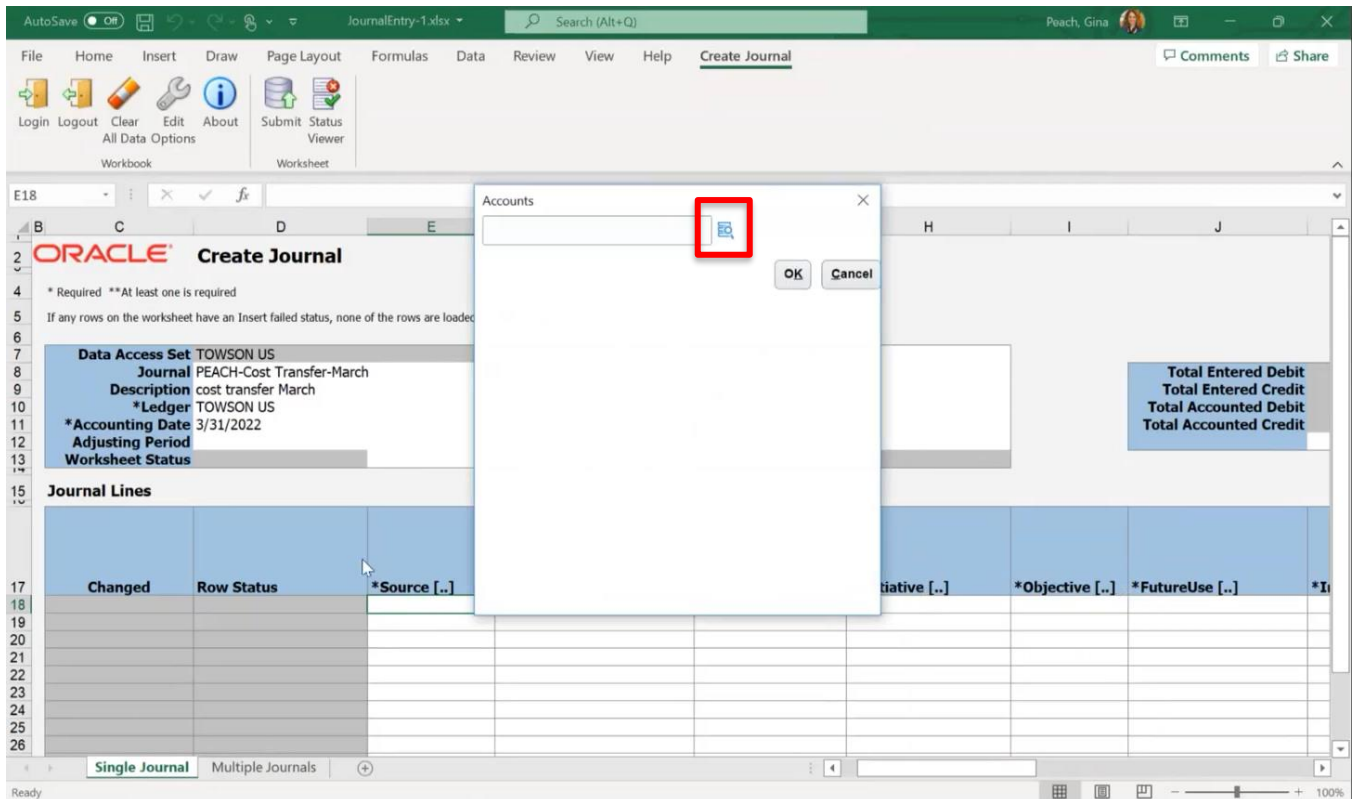


6. Once you are finished filling in the journal header information, begin entering the line information.

Journals – Create a Journal Spreadsheet

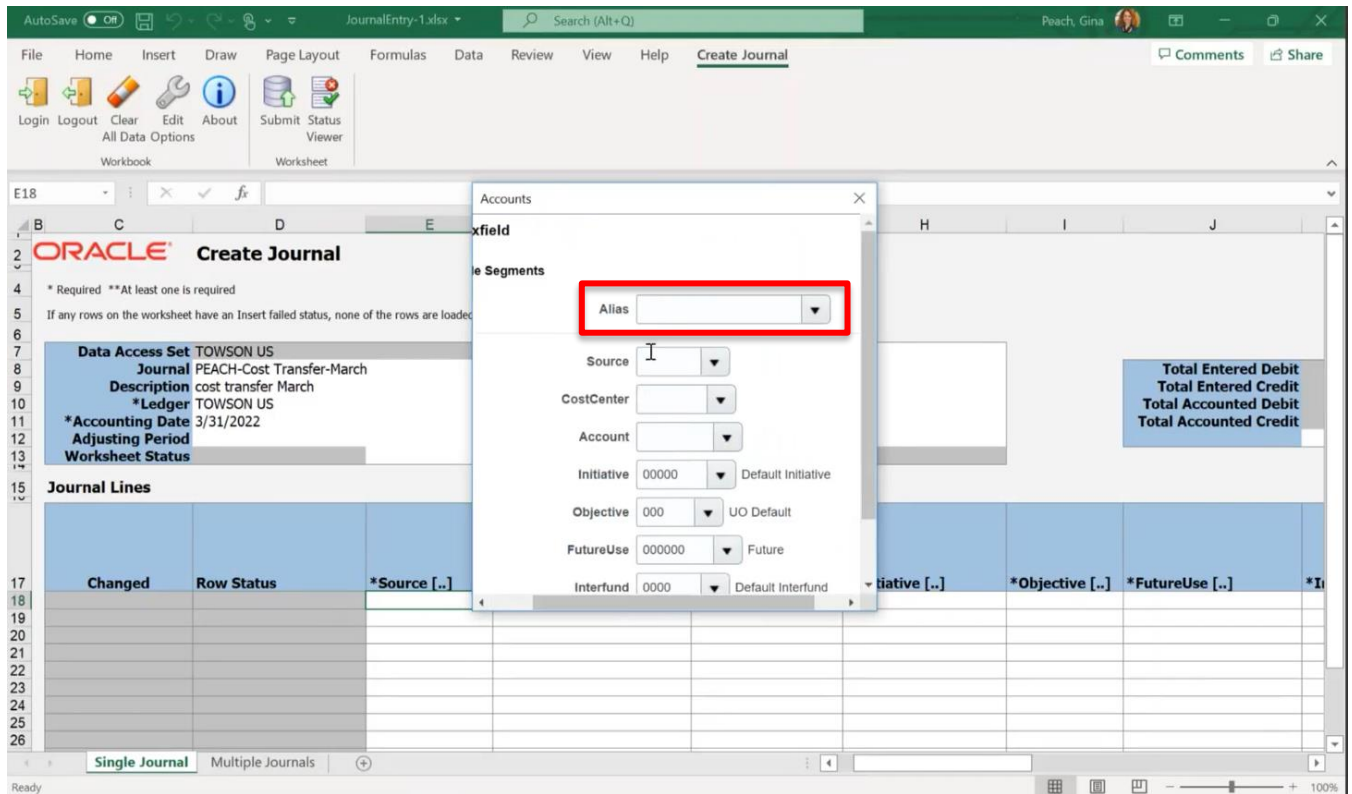


7. Double-click in any Chart of Account segments (Source, Cost Center) of the journal lines to bring up the Key Flexfield information. Click the magnifying glass icon next to the box labeled "Account" to access the Key Flexfield box.

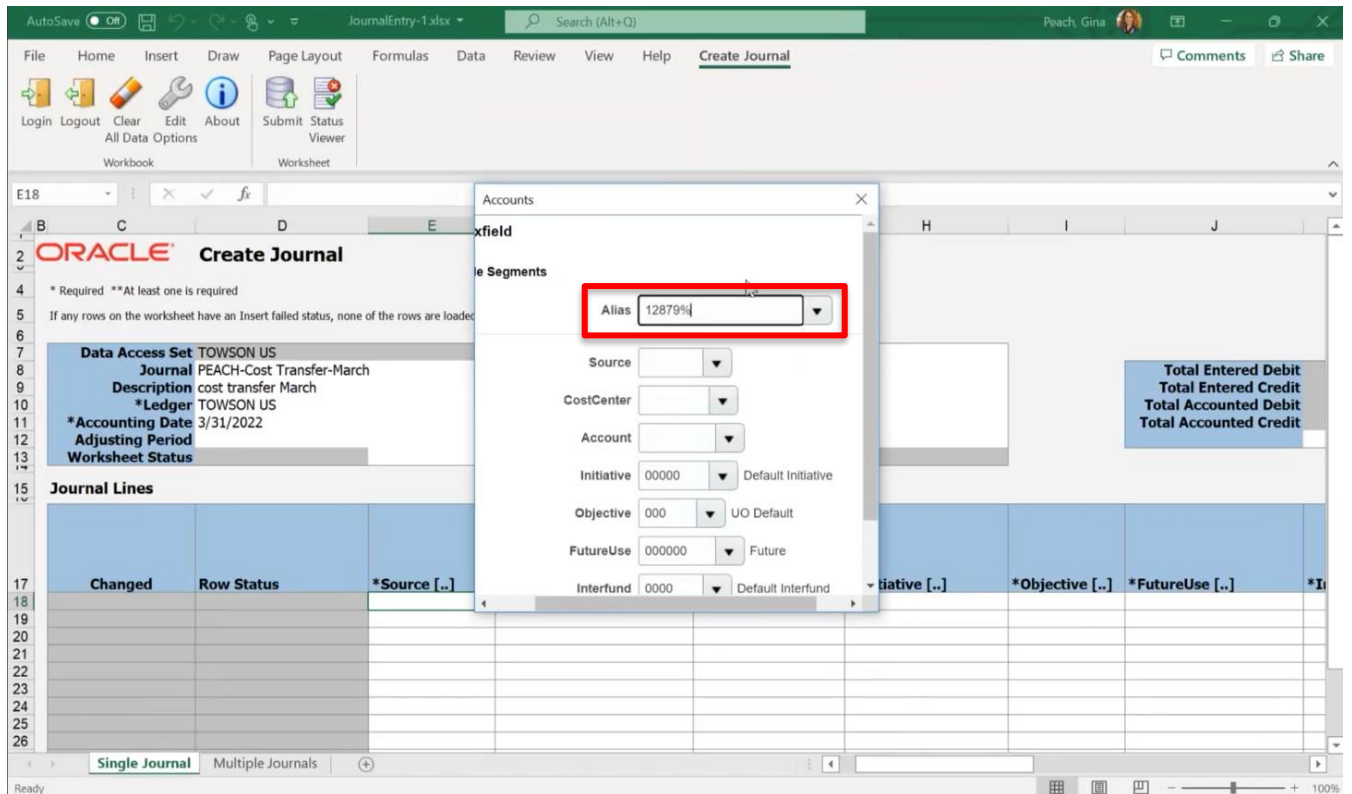


8. The Key Flexfield window will include the individual chart of account values as well as **Alias**.

Journals – Create a Journal Spreadsheet

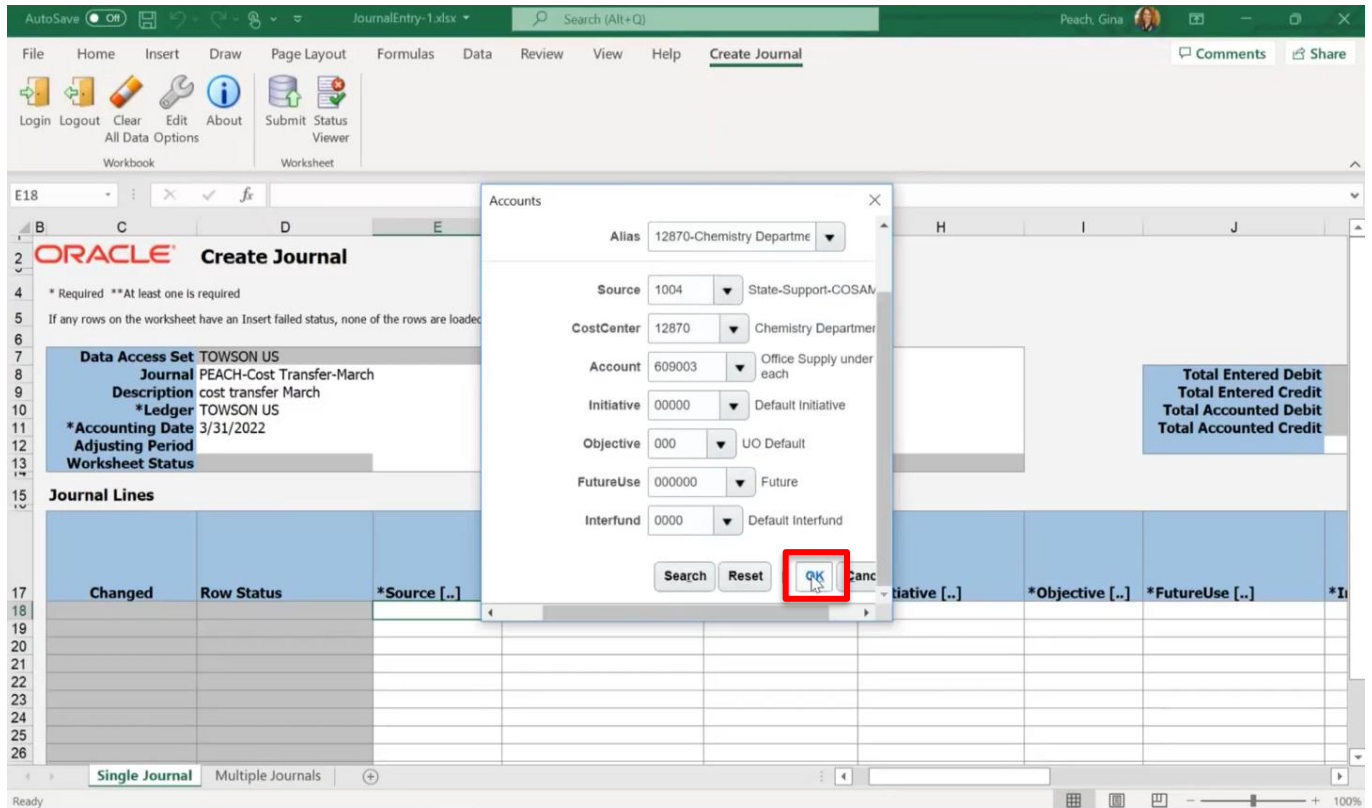


9. If you do not know the source, cost center, etc. associated with the journal, use the Alias field to enter your 5-digit cost center number or 7-digit Grant ProjectID number, followed by the percent sign (%). Hit the **Enter** key on your keyboard when you are finished. (**NOTE: You must include the percent sign (%)**.)

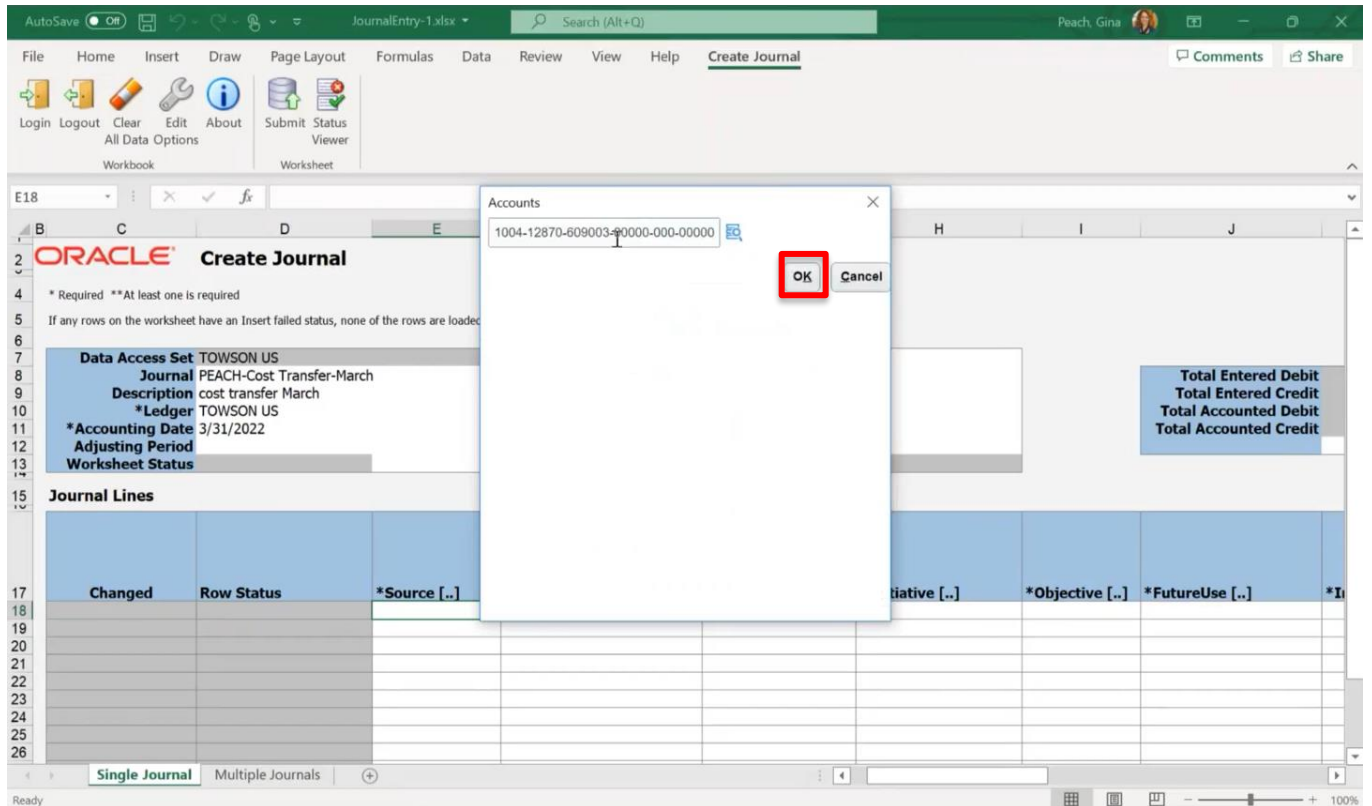


Journals – Create a Journal Spreadsheet

10. When you hit **Enter**, the corresponding Chart of Account values will automatically populate. Fill in the **Account** field manually. Review the information on the Key Flexfield form and click **OK** when you are finished.

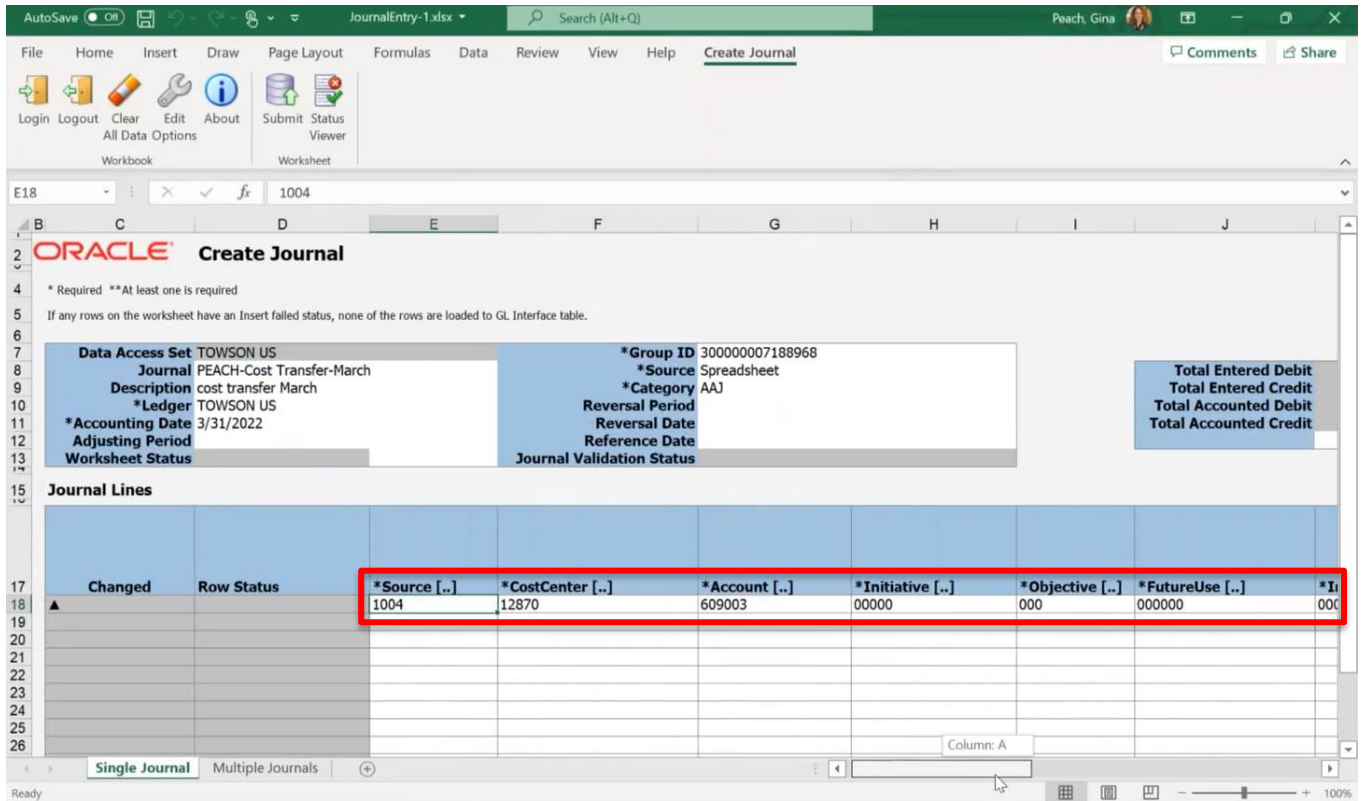


11. You will be routed back to the Accounts box that will now have the account string populated. Review this information and click **OK** to return to your journal.

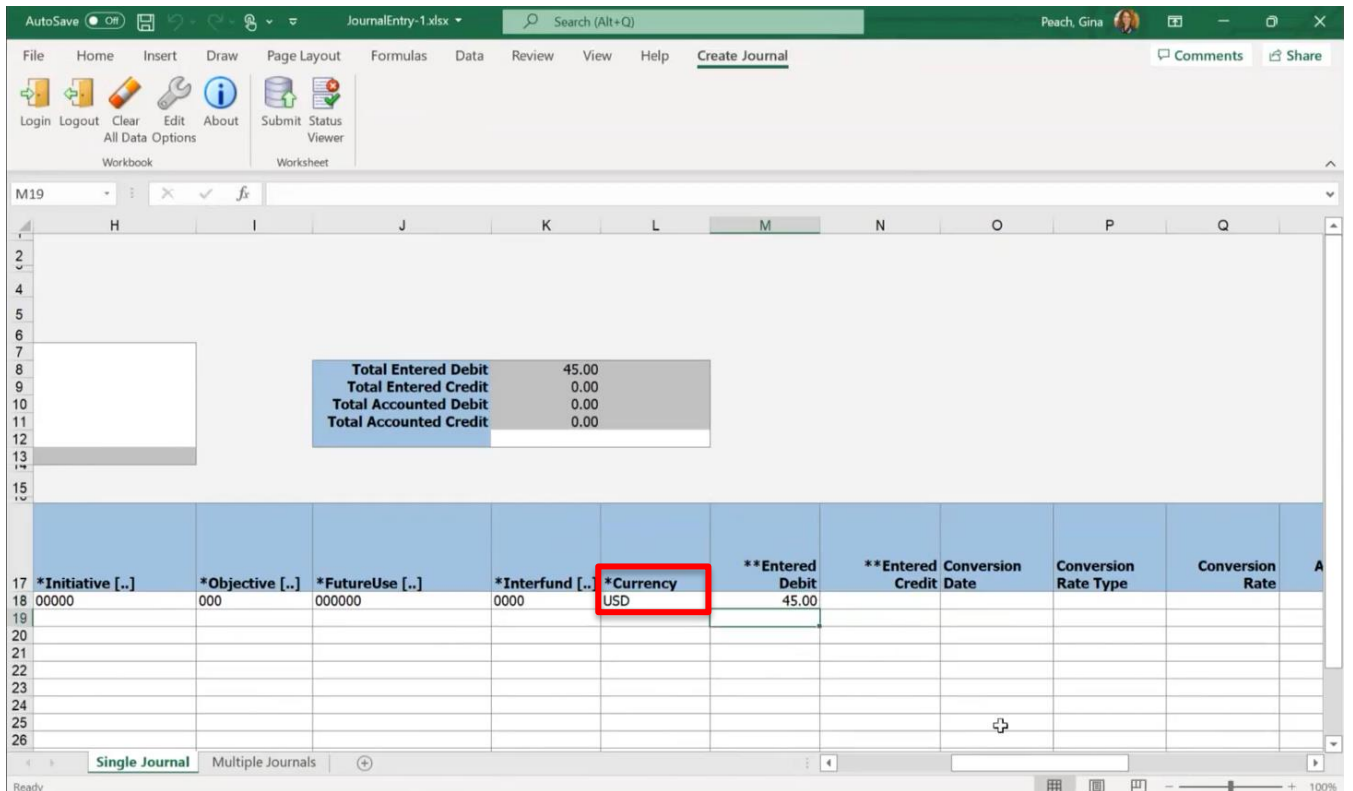


Journals – Create a Journal Spreadsheet

12. Notice that the journal has auto populated with the information submitted using the Key Flexfield form. (NOTE: If you know your full combination as shown below, you can also manually enter each field into the line. Using the Key Flexfield box is optional.)



13. Complete the rest of the journal line by manually entering the rest of the information. Enter USD under "Currency". (NOTE: An error message will appear if left blank.)



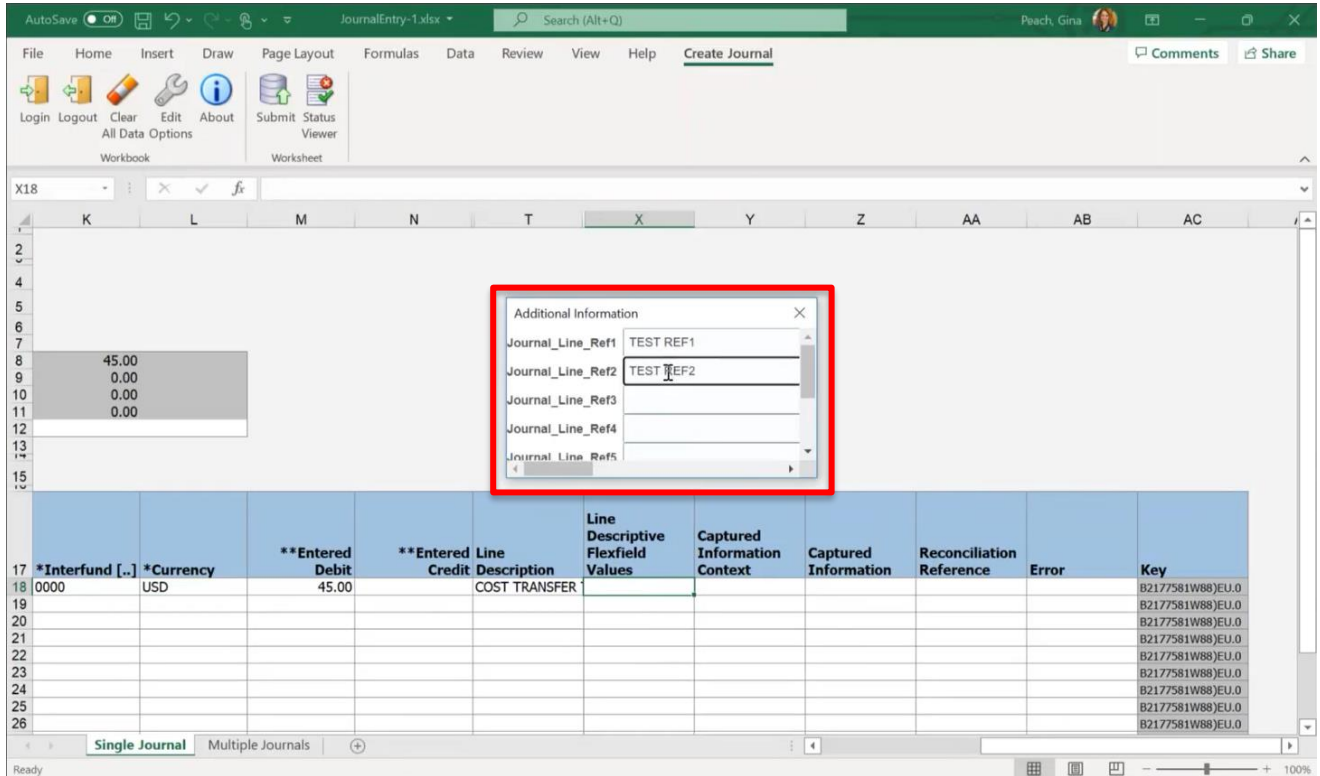
NOTE: The rest of the fields needing to be completed:

Entered Debit:

Entered Credit: Do not include a negative (-) sign when entering credit amounts.

Line Description (required): equivalent to what is entered as line description in PeopleSoft today.

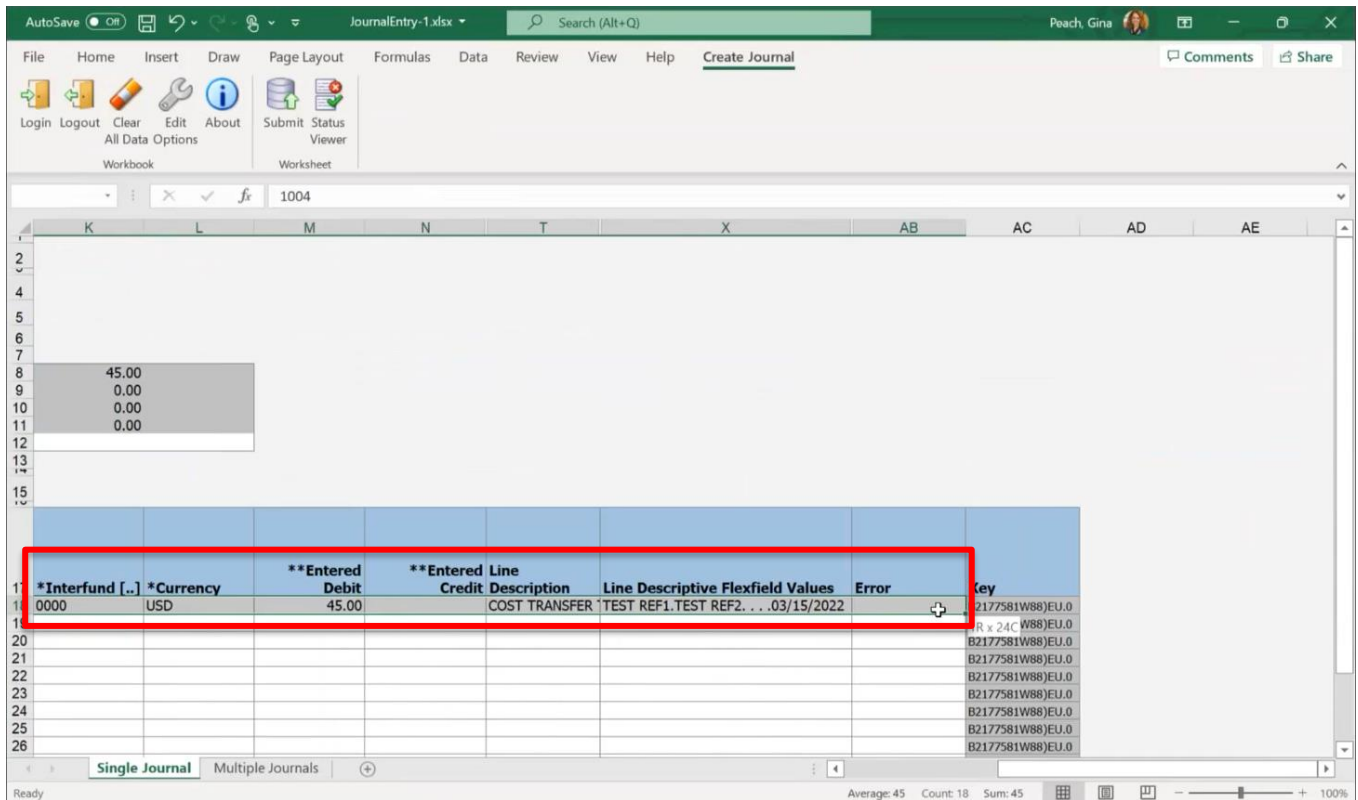
Line Descriptive Flexfield Values (optional): Double-click on the desired cell to display the input box. This will let you input multiple line descriptive Flexfield values and reference date at once.



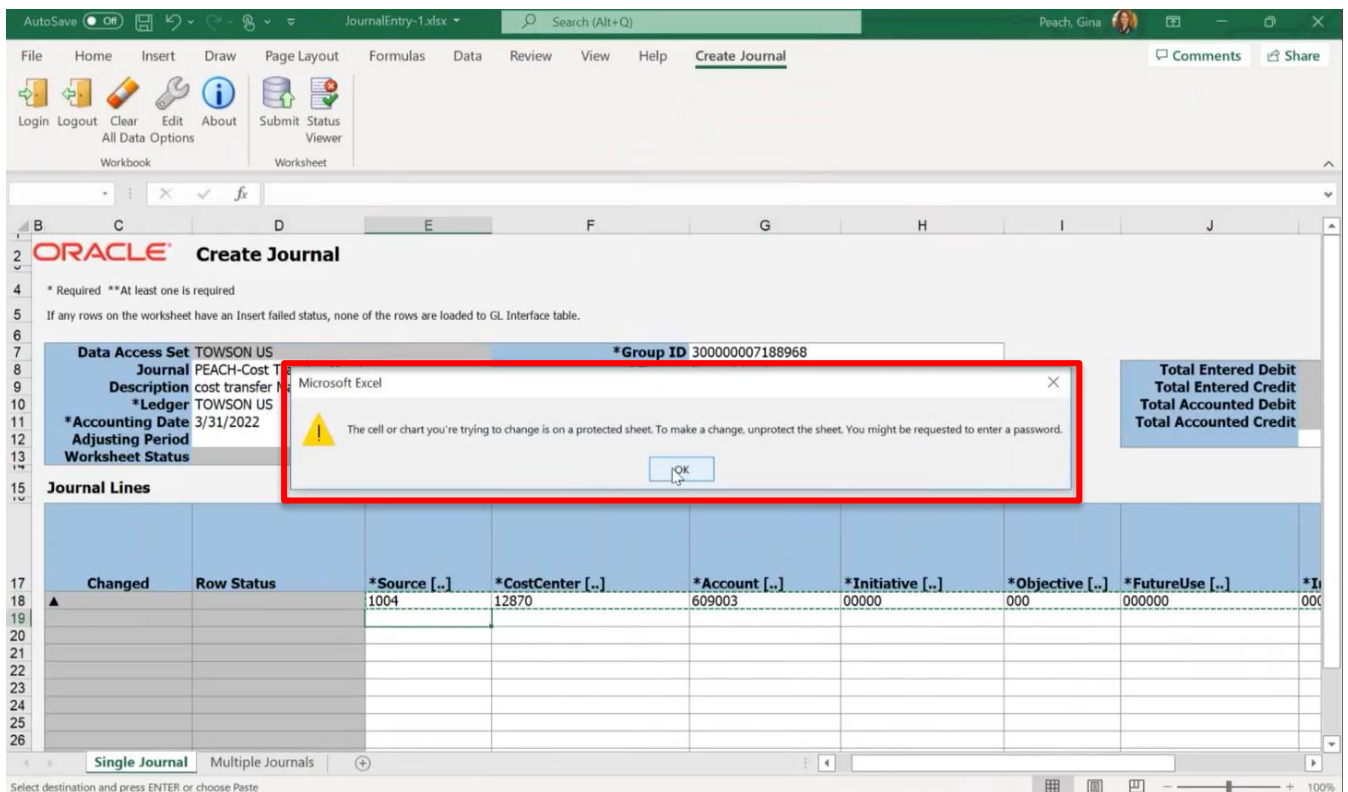
14. You have now completed your first journal line. To create the rest of the journal lines you have the option to copy and paste the line by highlighting the fields you wish to copy, right-clicking and selecting "Copy", then "Paste".

NOTE: When copying, do not select the entire row or the field highlighted in gray; these fields are protected and cannot be copied. You will get an error.

Journals – Create a Journal Spreadsheet



NOTE: An error may appear when copying fields. If this occurs, “unprotect” the spreadsheet by navigating to the **Review** menu at the top of the screen and selecting **Unprotect Sheet**.



15. When you are finished entering journal lines, review the box to the right of the general journal information to make sure the Total Entered Debit equals the Total Entered Credit.

Journals – Create a Journal Spreadsheet

The screenshot shows the Oracle Journal Entry spreadsheet in the 'Review' tab. A summary box on the right, outlined in red, displays the following values:

Total Entered Debit	45.00
Total Entered Credit	45.00
Total Accounted Debit	0.00
Total Accounted Credit	0.00

The spreadsheet below shows journal lines with the following columns: *CostCenter [...], *Account [...], *Initiative [...], *Objective [...], *FutureUse [...], *Interfund [...], *Currency, **Entered Debit, and **Entered Credit. The first two lines of data are:

*CostCenter [...]	*Account [...]	*Initiative [...]	*Objective [...]	*FutureUse [...]	*Interfund [...]	*Currency	**Entered Debit	**Entered Credit
12870	609003	00000	000	000000	0000	USD	45.00	
12870	609003	00000	000	000000	0000	USD		45.00

16. When you have reviewed the journal and are ready to submit, navigate to the Create Journal menu at the top of the screen. Click Submit.

The screenshot shows the Oracle 'Create Journal' pop-up window. The 'Submit' button in the top-left corner is highlighted with a red box. The window displays the following journal details:

Data Access Set	TOWSON US	*Group ID	300000007188968
Journal Description	PEACH-Cost Transfer-March cost transfer March	*Source	Spreadsheet
*Ledger	TOWSON US	*Category	AAJ
*Accounting Date	3/31/2022	Reversal Period	
Adjusting Period		Reversal Date	
Worksheet Status		Reference Date	
Worksheet Status		Journal Validation Status	

The 'Journal Lines' table below shows the following data:

Changed	Row Status	*Source [...]	*CostCenter [...]	*Account [...]	*Initiative [...]	*Objective [...]	*FutureUse [...]	*I
▲		1004	20830	609003	00000	000	000000	000
▲		5100	ED014	609003	00000	000	000000	000

17. A pop-up box will appear with information about **Submission Options**. Leave the default options as-is and scroll down to click **Submit** in the pop-up window.

Journals – Create a Journal Spreadsheet

The screenshot shows the Oracle 'Create Journal' interface. A 'Submission Options' dialog box is open, with the 'Submit' button highlighted in red. The dialog box contains the following options:

- Submission Options: YES WITH VALIDATION (selected)
- Flexfields: Yes without validation (selected)
- Other: Defer Account Validations to Journal Interface (unchecked)
- Options: Send Email Notification for Journal Interface (unchecked)

The main window displays the 'Journal Lines' table with the following data:

Changed	Row Status	*Source [..]	*CostCenter [..]	*Account [..]	*Initiative [..]	*Objective [..]	*FutureUse [..]	*I
		1004	20830	609003	00000	000	000000	000
		5100	ED014	609003	00000	000	000000	000

18. If there are any errors in the journal, the worksheet status will populate as "Submit failed", and the **Row Status** column will populate as "Insert failed" in the journal line that contains an error. Double click **Insert failed** to view the details of the error in the corresponding row. When you have fixed the error(s), click **Submit** from the Create Journal menu at the top of the screen to submit the journal.

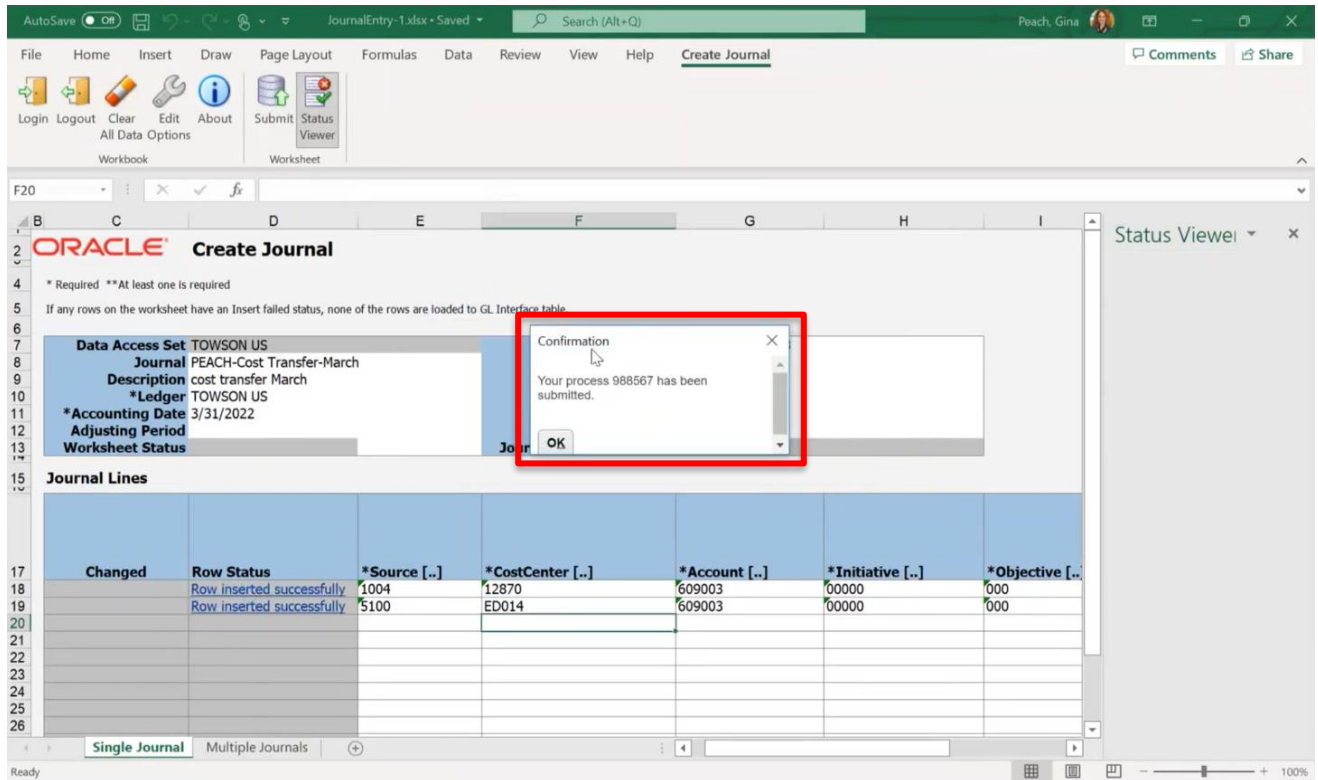
The screenshot shows the Oracle 'Create Journal' interface with a failed submission. The 'Row Status' column in the 'Journal Lines' table is highlighted in red and contains the text 'Insert failed'. The 'Status Viewer' pane on the right displays the following messages:

- Messages for this worksheet are listed below:
 - Submit failed
 - There are no details available.
- Messages for this table row are listed below:
 - No error.

The 'Journal Validation Status' at the bottom of the window is 'one or more rows could not be uploaded'.

Journals – Create a Journal Spreadsheet

19. A confirmation pop-up window should appear to inform you that you have successfully submitted your spreadsheet journal.



20. Save this spreadsheet to a folder location on your device.
21. **All journal creators are required to approve their journals.** The next step is to look out for an approval email notification or the bell notification in Stratus. See separate approval documentation for step-by-step instructions. It is through the approval process where you will attach any required attachments or documentation.

Journal Templates

NOTE: This saved spreadsheet journal can be used again to create a journal in the future. This is how journal templates are created. You can save a journal you use frequently, then instead of navigating to Stratus to create a spreadsheet journal again you can navigate to your device folder and open it from there and then follow the same directions as above and make the necessary changes to the header and line information and submit.