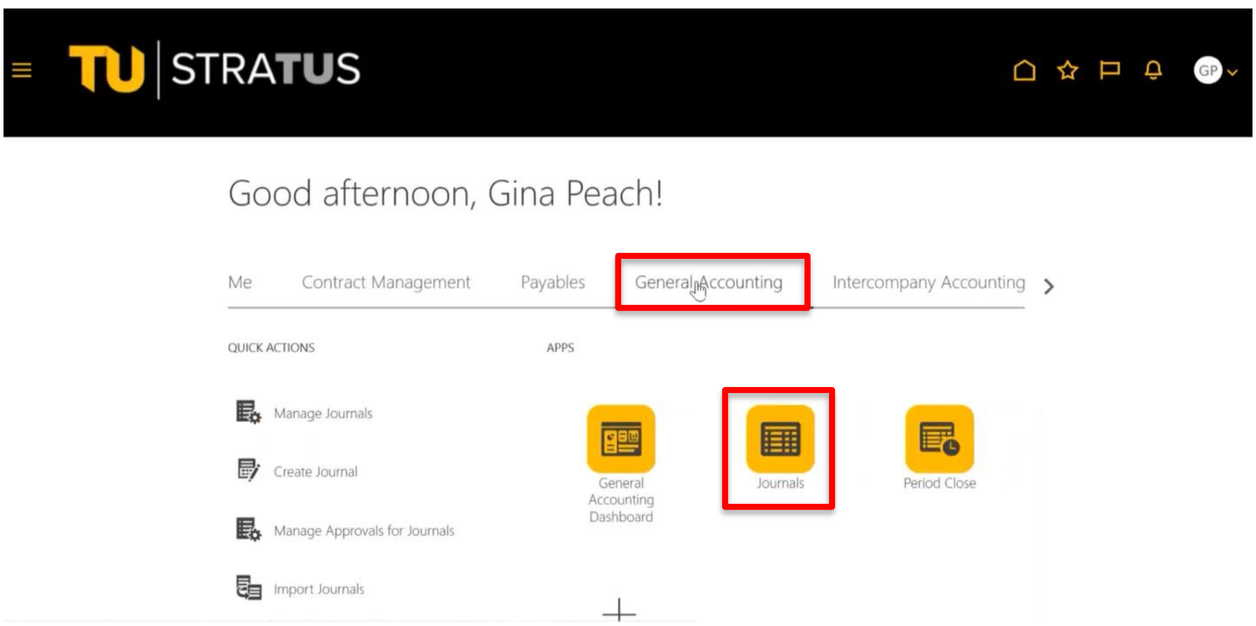
General Ledger – Create a Spreadsheet Journal

For employees creating a spreadsheet journal entry.

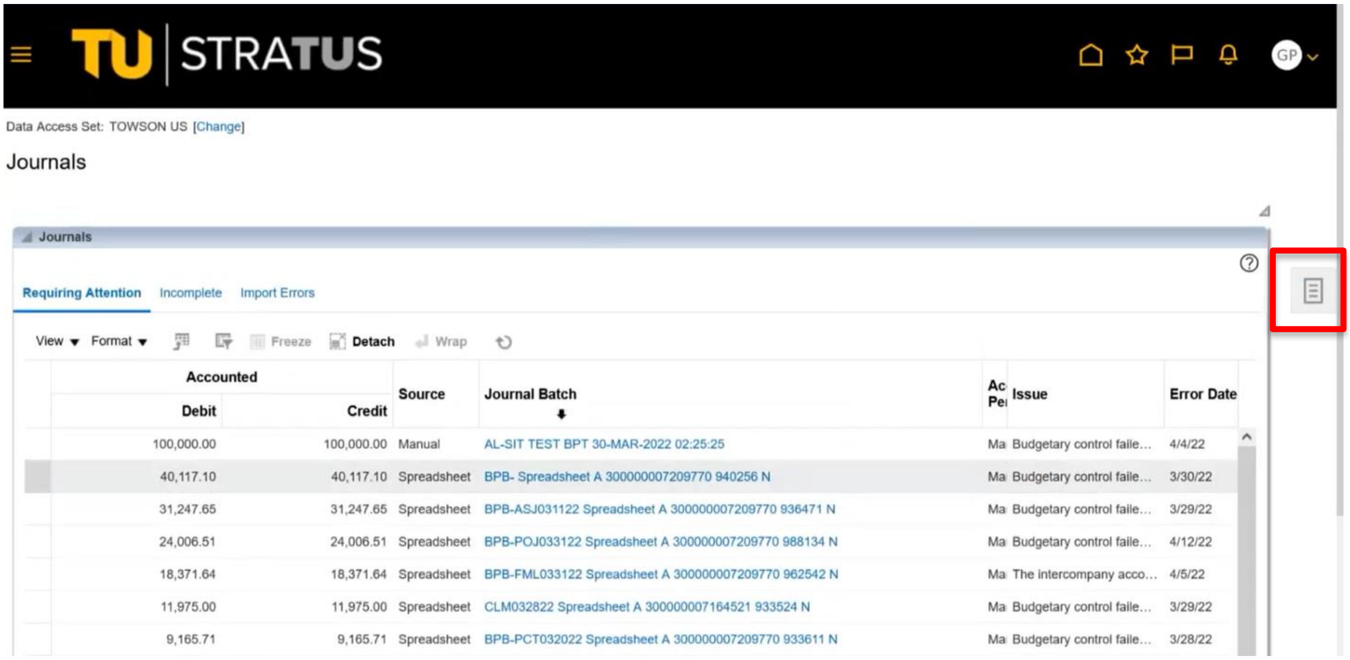
Purpose:	Create a spreadsheet journal entry.
How to Access:	Log into the Stratus application. Select the **Journals** application from the Navigator.
Helpful Hints:	Be sure to keep in mind that… • Create Journal add-on for Microsoft Excel is needed.
Procedure:	Complete the following steps to create a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

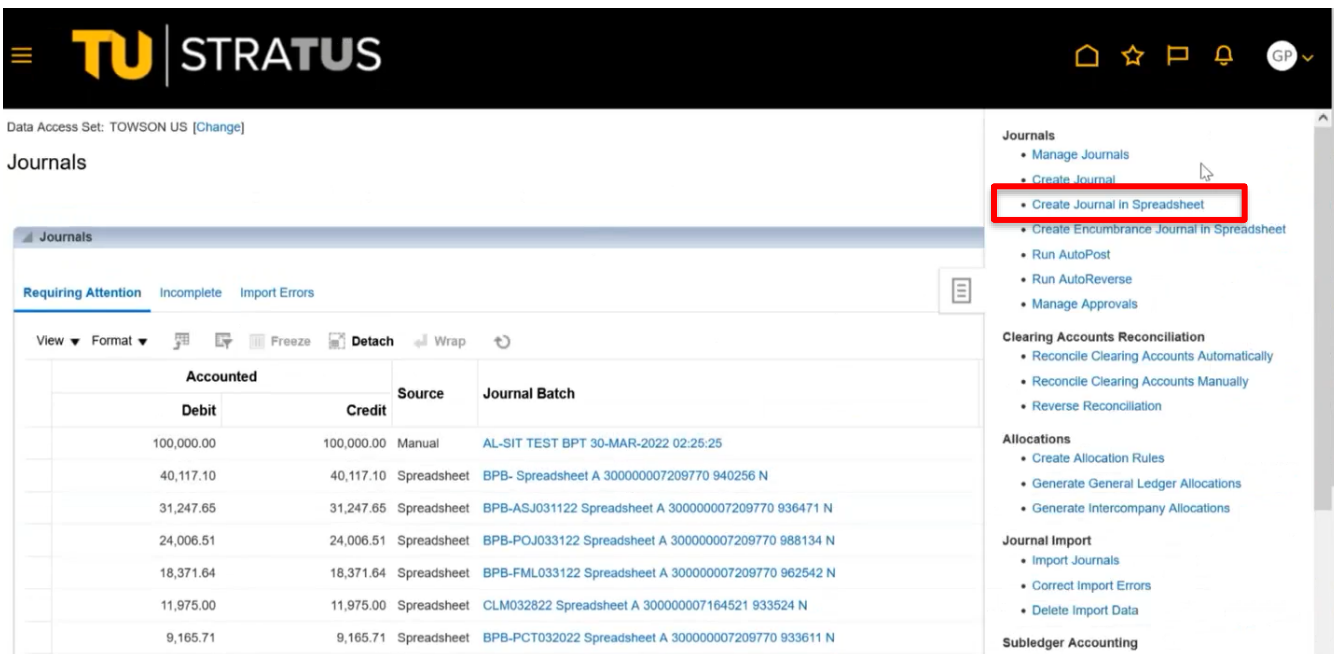
1. On the homepage, select **Journals** under **General Accounting** from the sliding menu in the center of the screen.



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

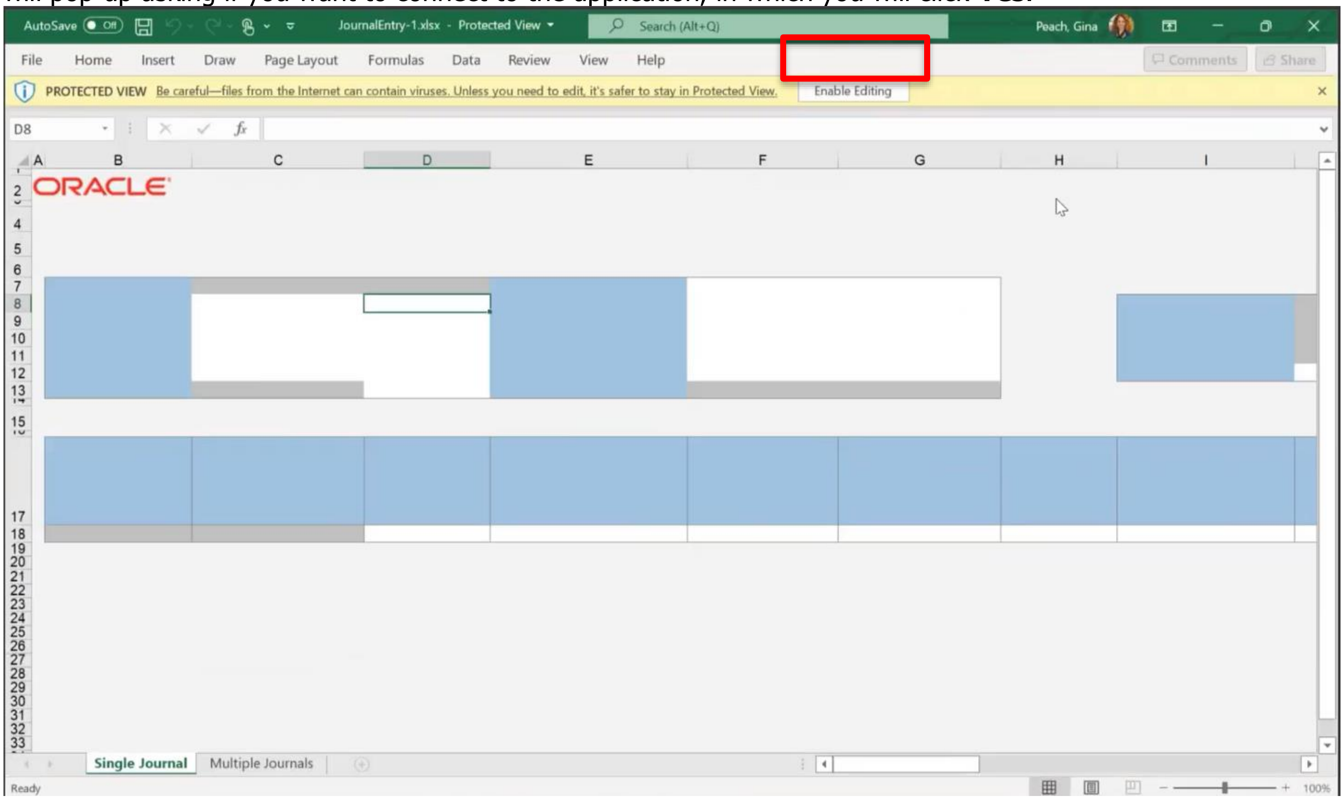


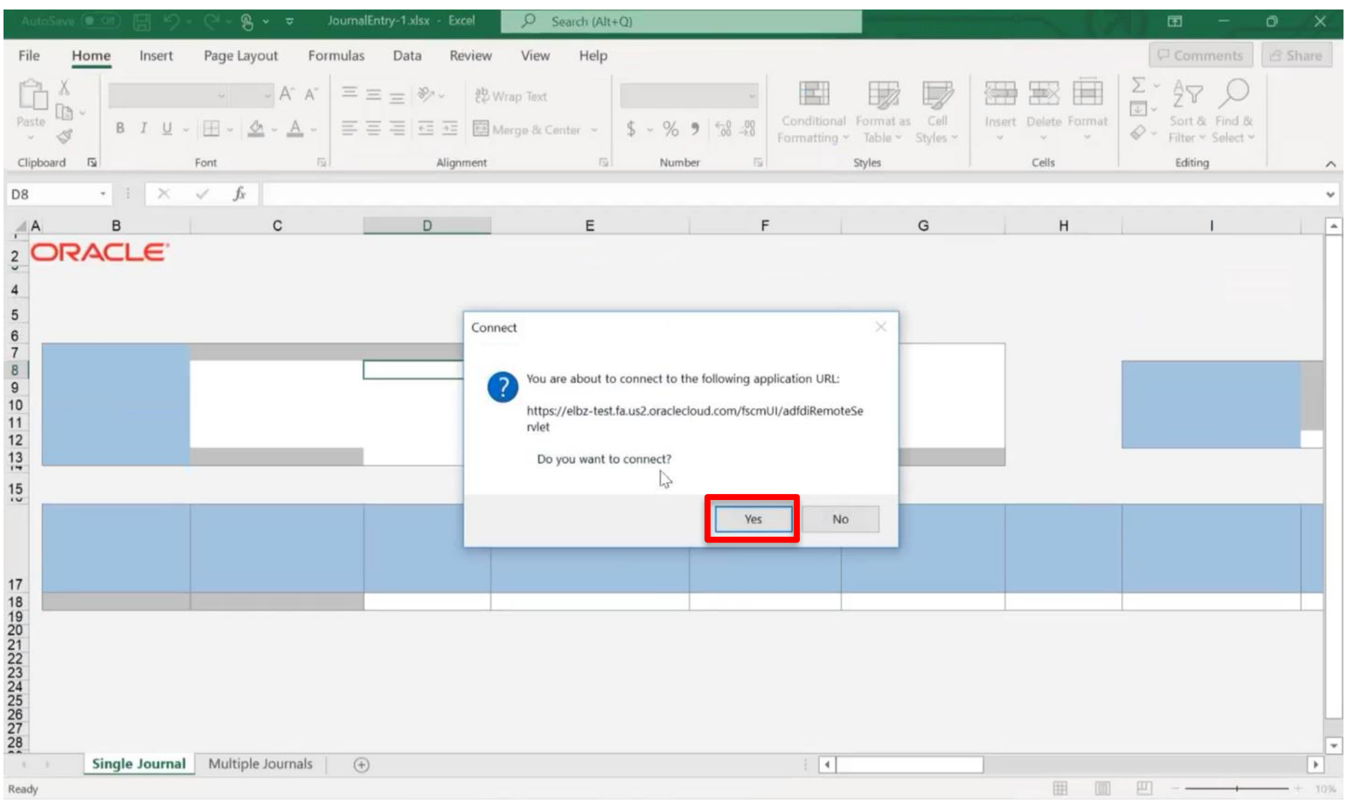
3. On the **task menu**, select Create Journal in Spreadsheet.



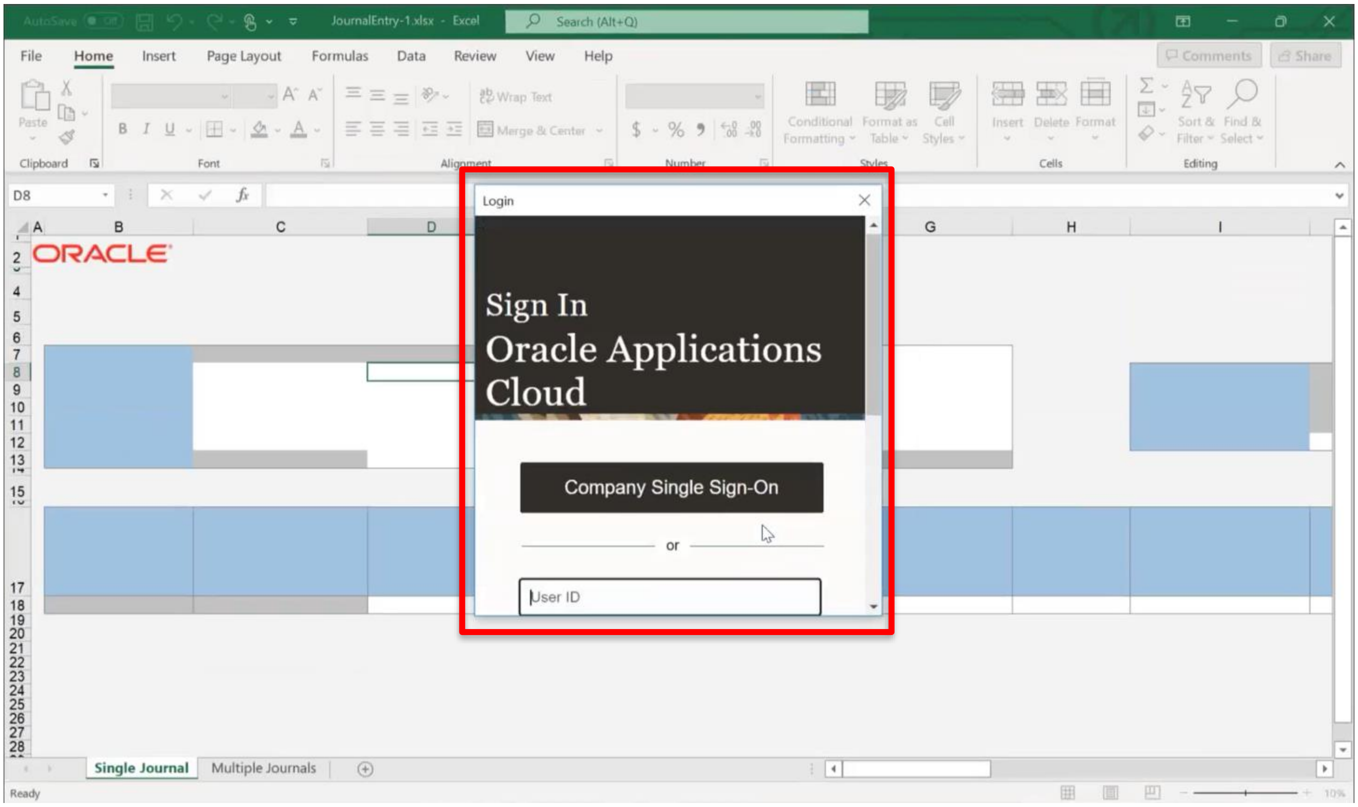
4. An excel spreadsheet will then open (**NOTE**: Depending on your browser, you may be prompted to select the file under the browser downloads to open the file.). Once opened, click **Enable Editing** and a message box

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

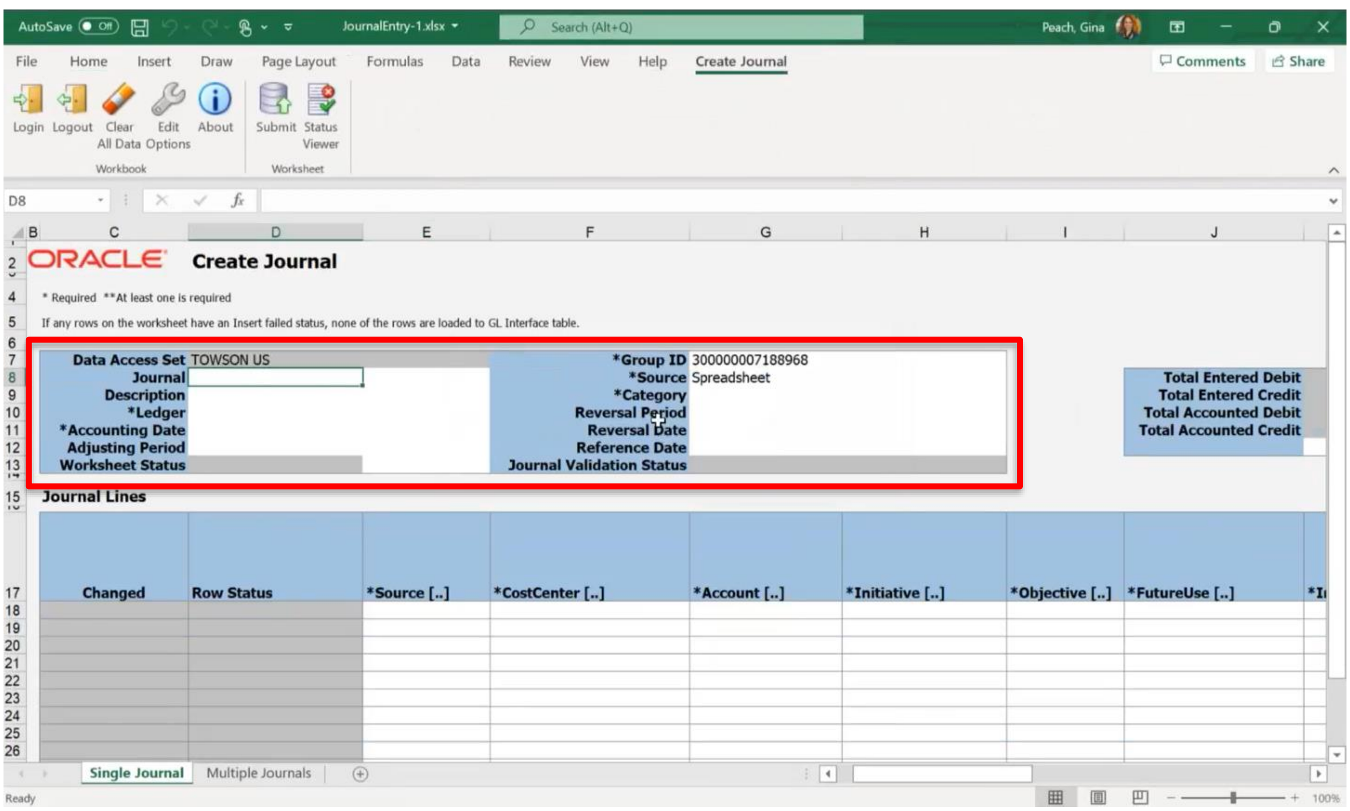




NOTE: You may be prompted to sign-in again using your TU Net ID.



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



NOTE: Journal fields include:

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

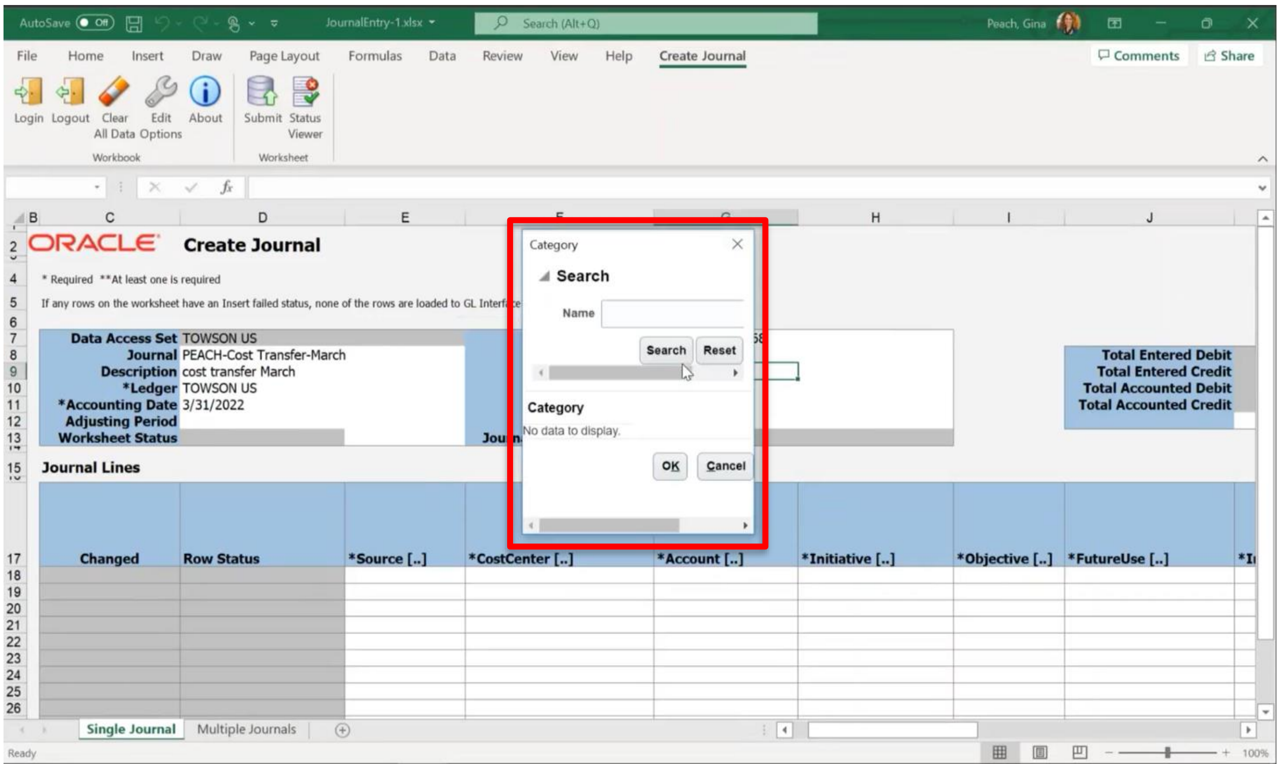
Description: Description of journal (i.e., cost transfer March)

Ledger: Always select TOWSON US

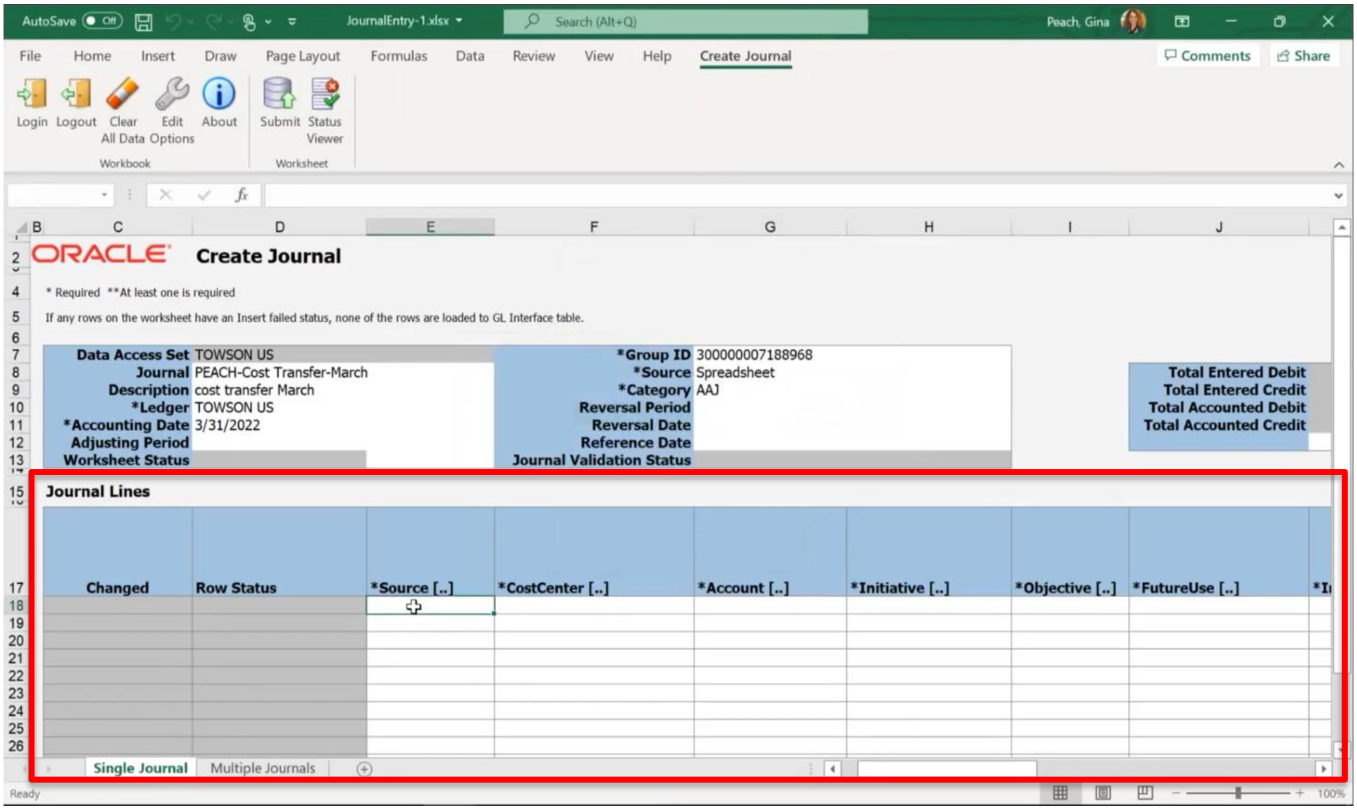
Accounting Date: Date the journal will be effective. (i.e., 5/31/2022 if today's date is 6/2 and you want it to be posted in May)

Category: 3-digit category

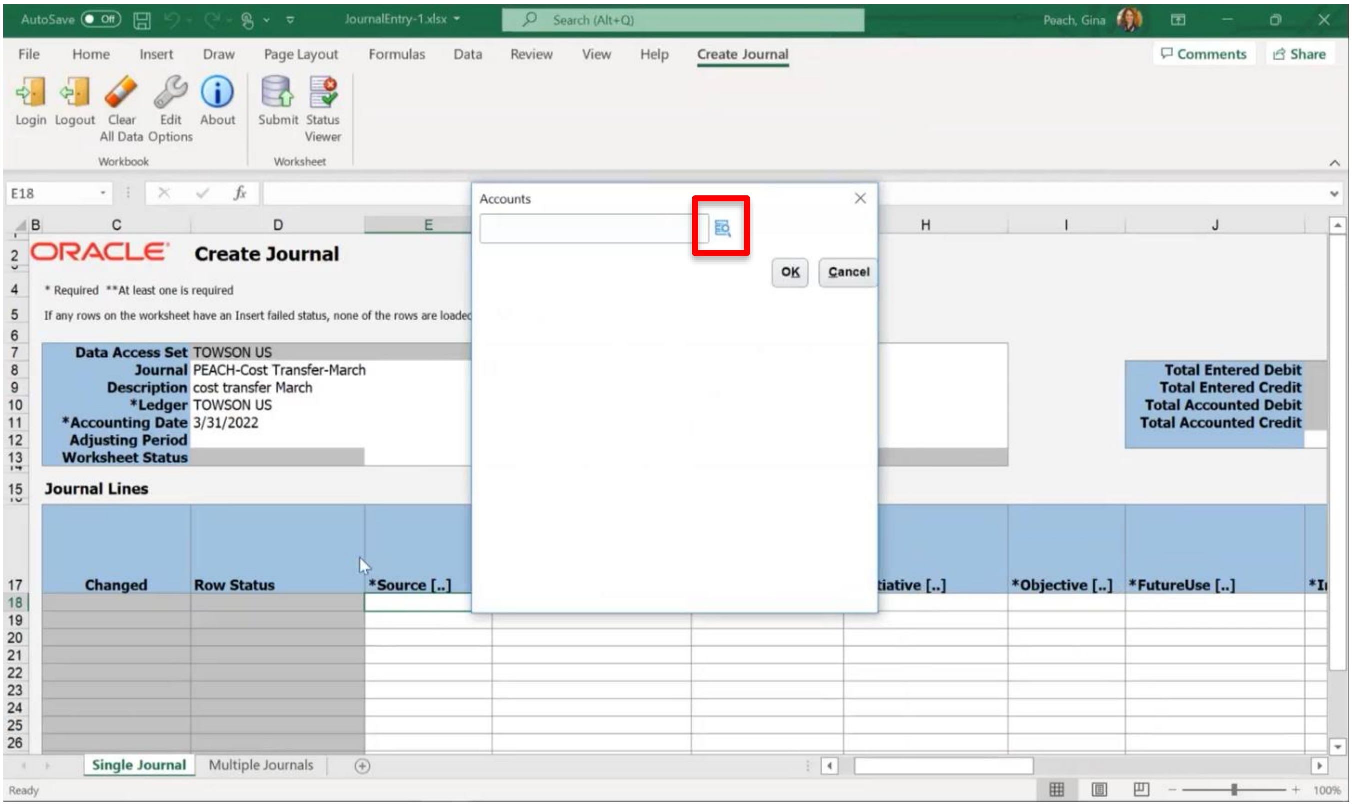
NOTE: If you do not know your category, double-click on the field. A pop-up window will appear in which you can search for the category you wish to use.



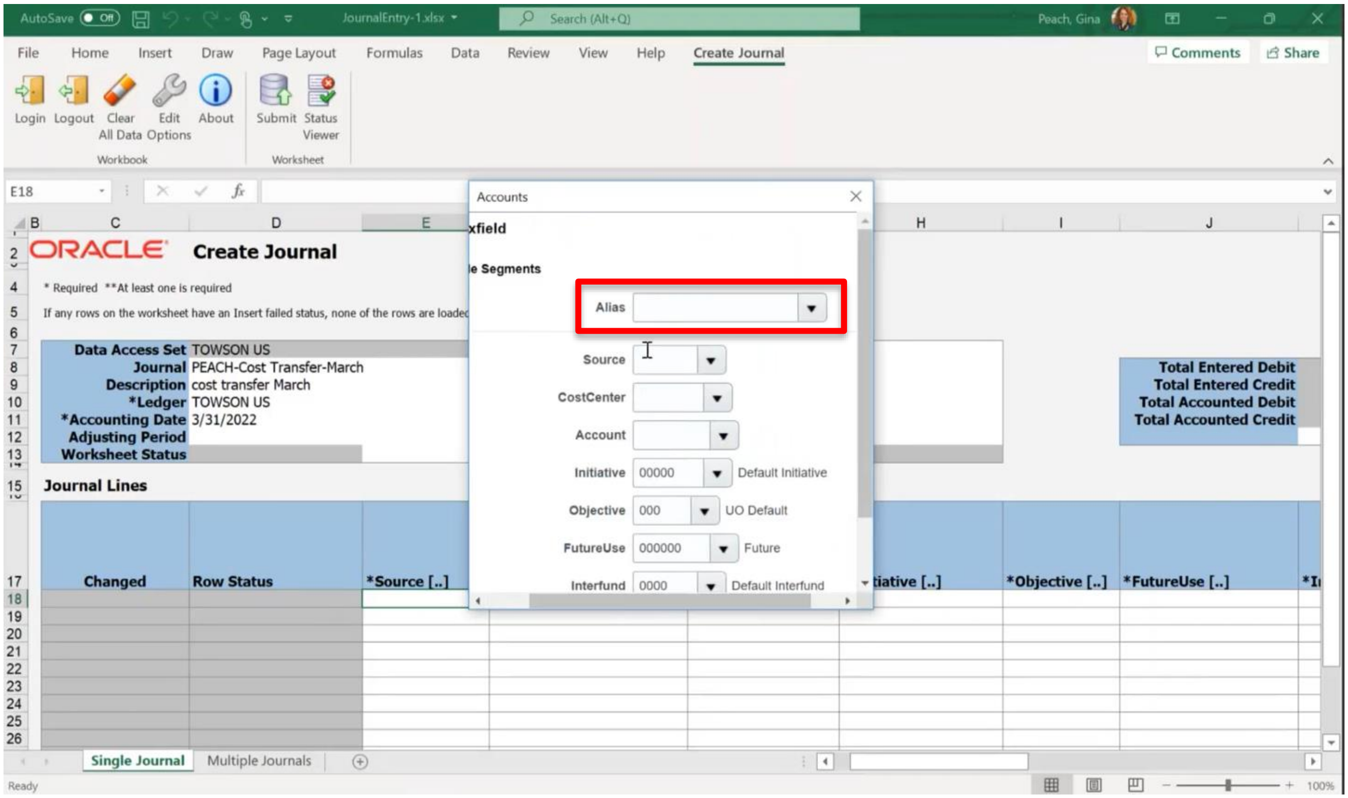
6. Once you are finished filling in the journal header information, begin entering the line information.



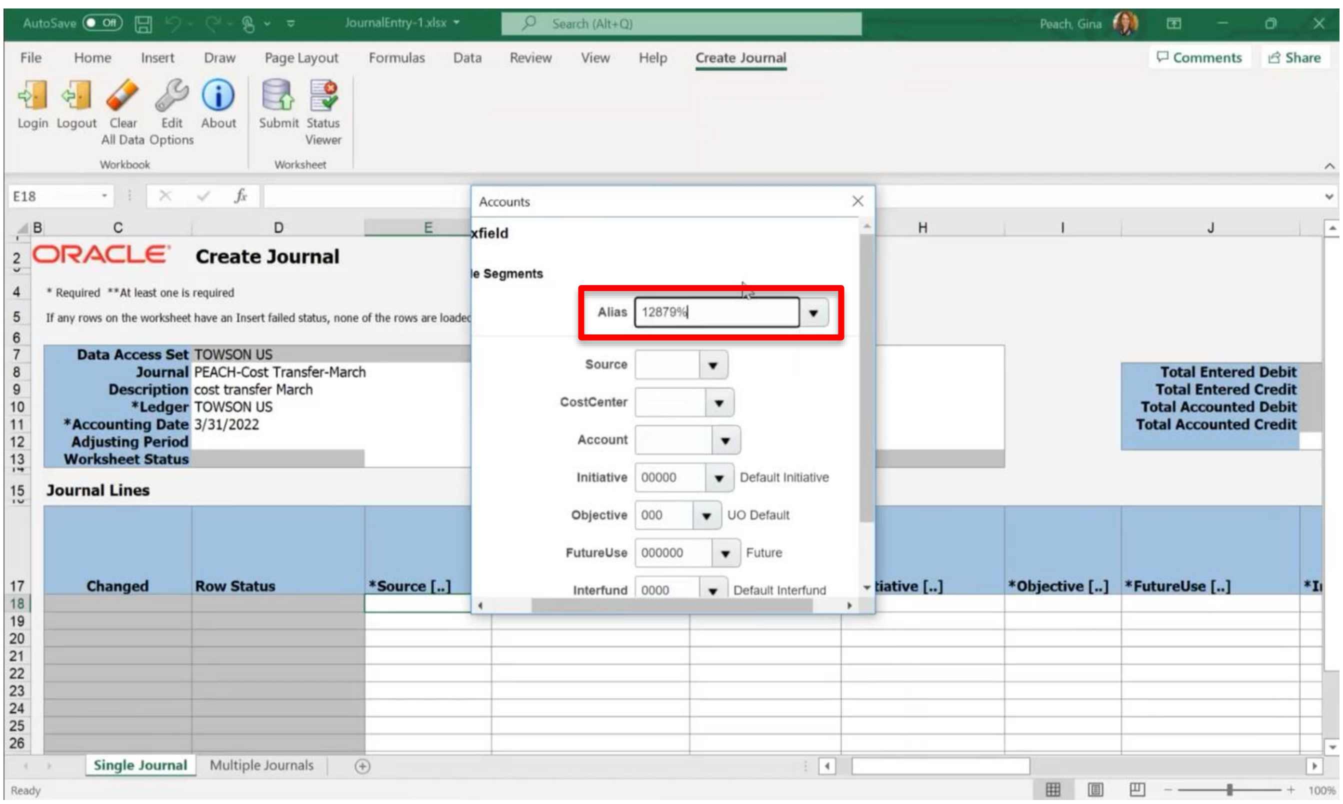
7. Double-click in any Chart of Account segments (Source, Cost Center) of the journal lines to bring up the Key Flexfield information. Click the magnifying glass icon next to the box labeled "Account" to access the Key Flexfield box.



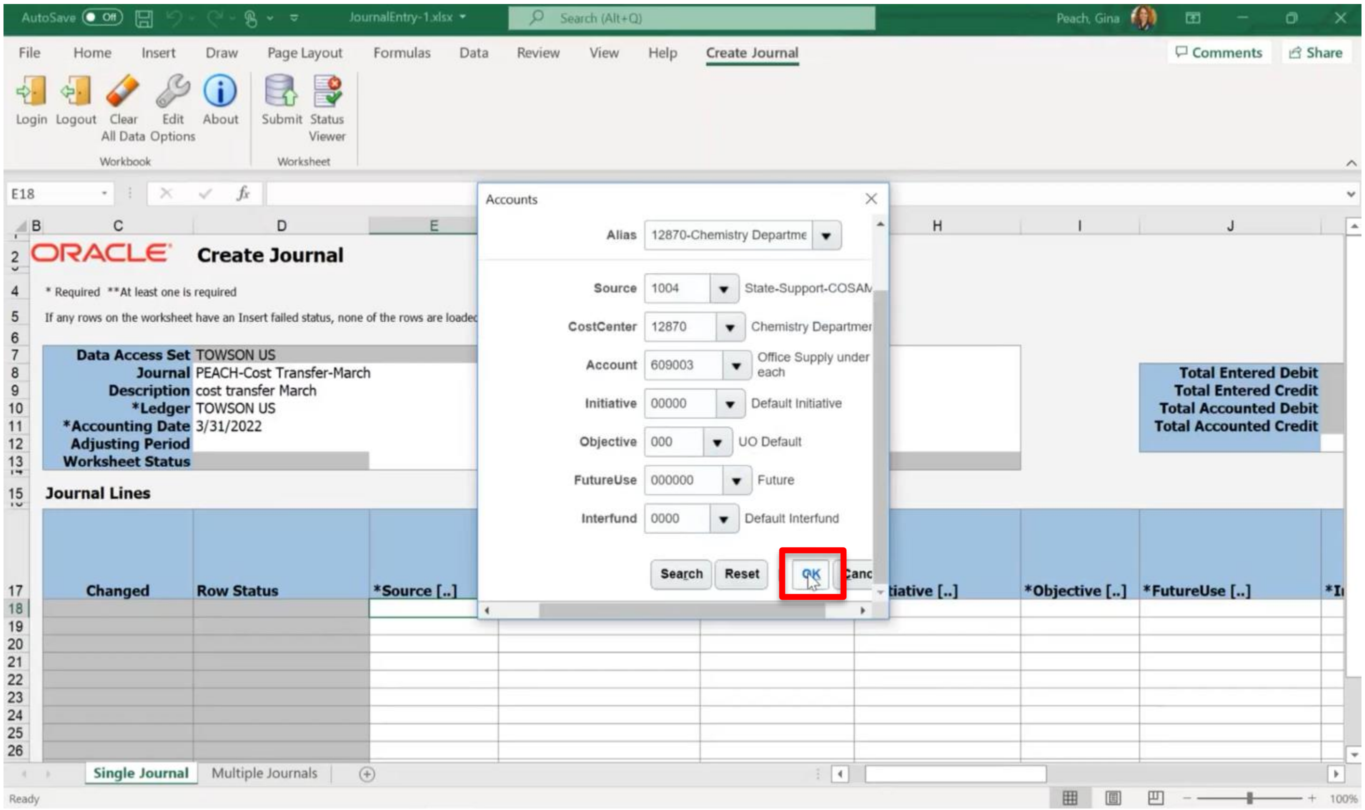
8. The Key Flexfield window will include the individual chart of account values as well as **Alias.**



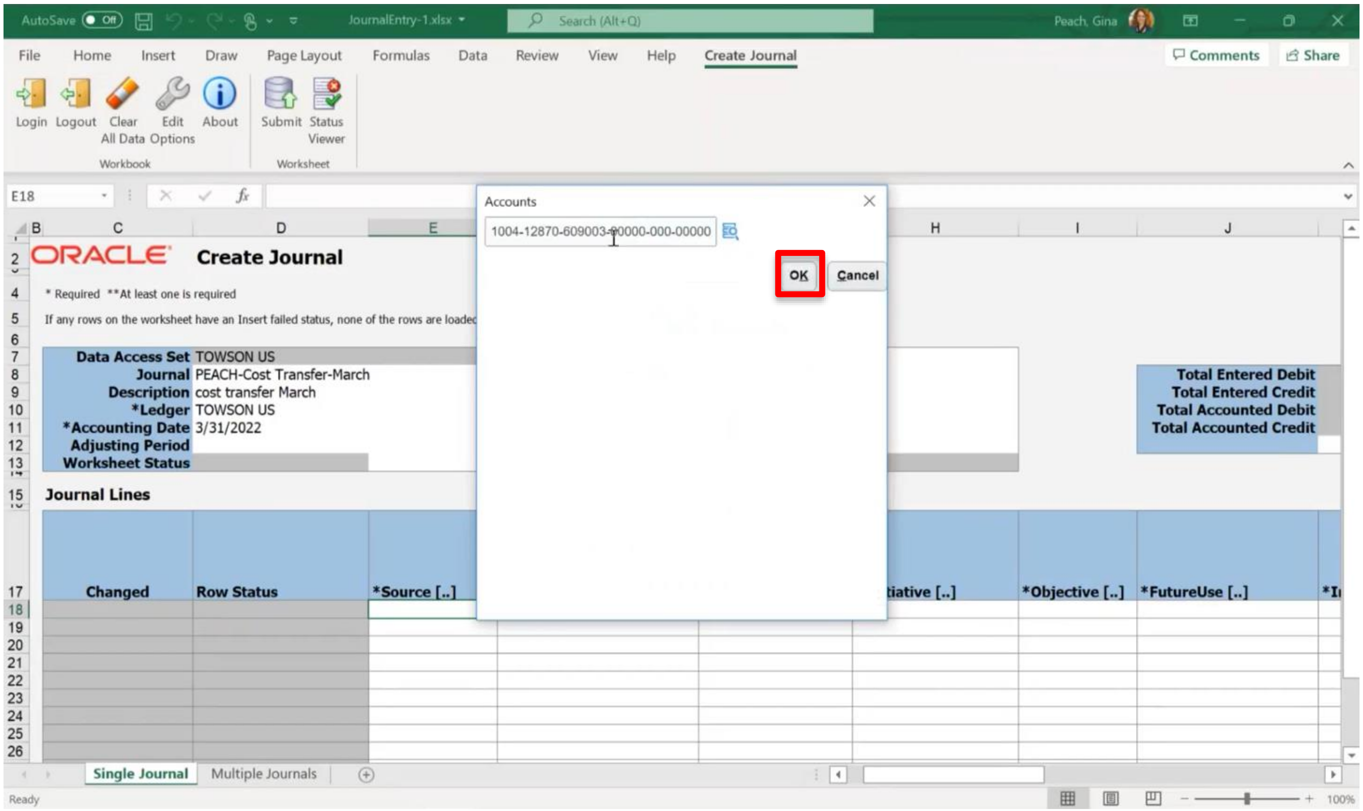
9. If you do not know the source, cost center, etc. associated with the journal, use the Alias field to enter your 5-digit cost center number or 7-digit Grant ProjectID number, followed by the percent sign (%). Hit the **Enter** key on your keyboard when you are finished. (**NOTE**: **You must include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



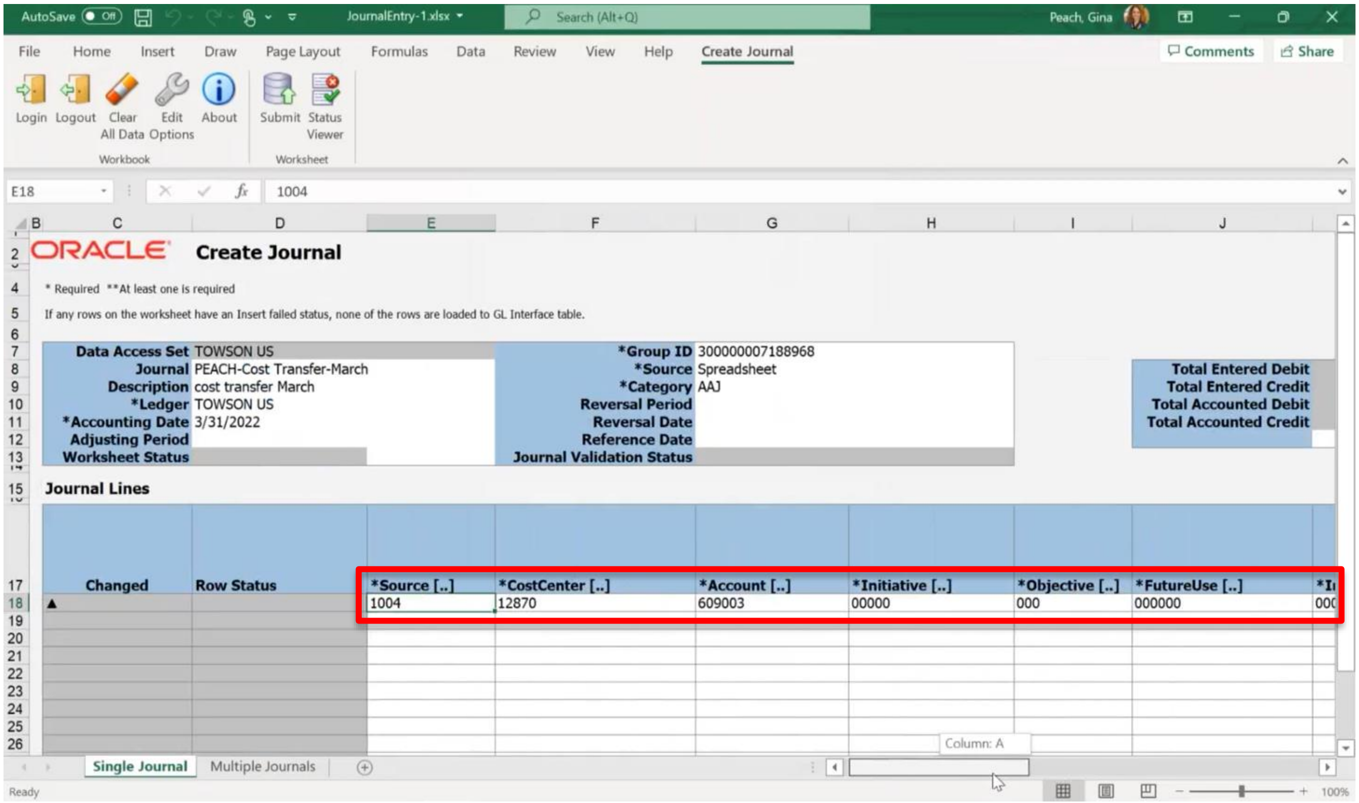
10. When you hit **Enter**, the corresponding Chart of Account values will automatically populate. Fill in the **Account** field manually. Review the information on the Key Flexfield form and click **OK** when you are finished.



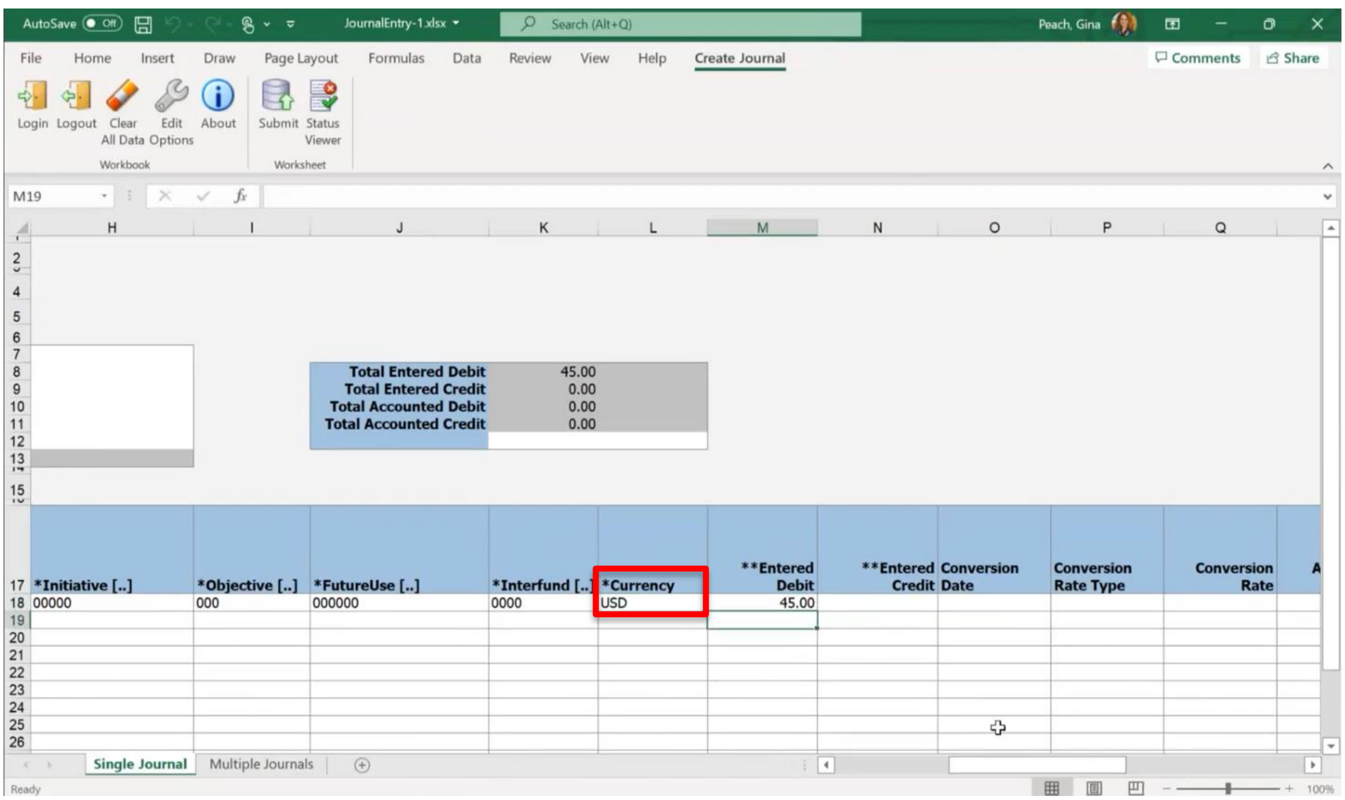
11. You will be routed back to the Accounts box that will now have the account string populated. Review this information and click **OK** to return to your journal.



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.)



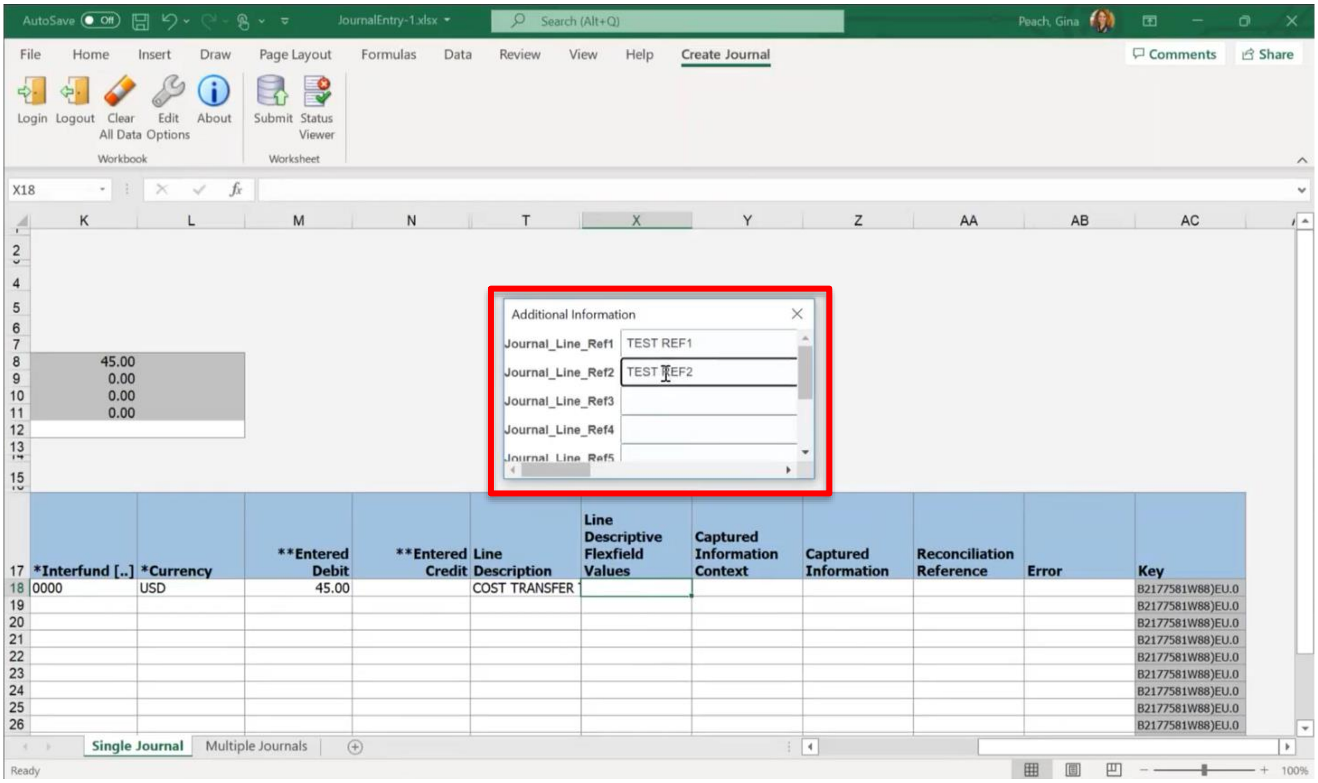
NOTE: The rest of the fields needing to be completed:

Entered Debit:

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

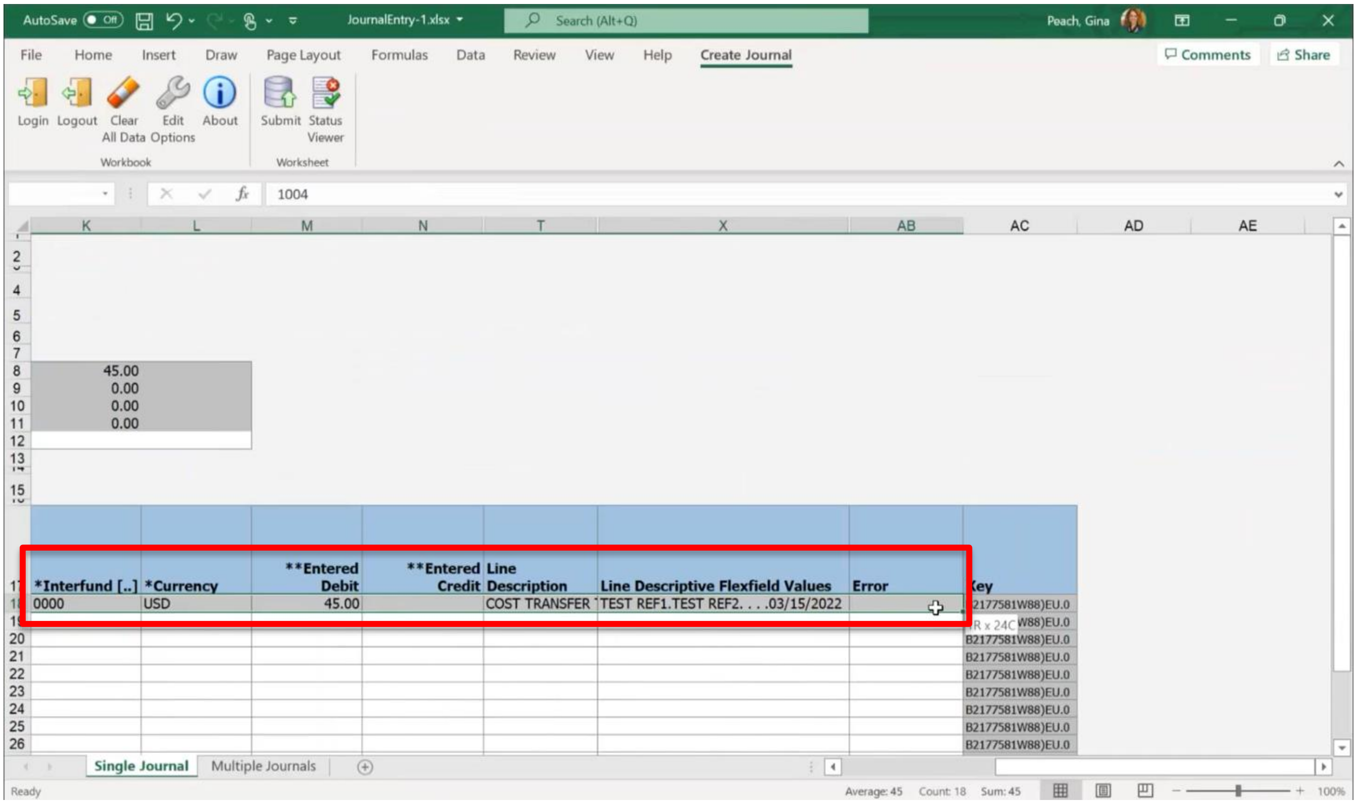
Line Description (required): equivalent to what is entered as line description in PeopleSoft today.

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

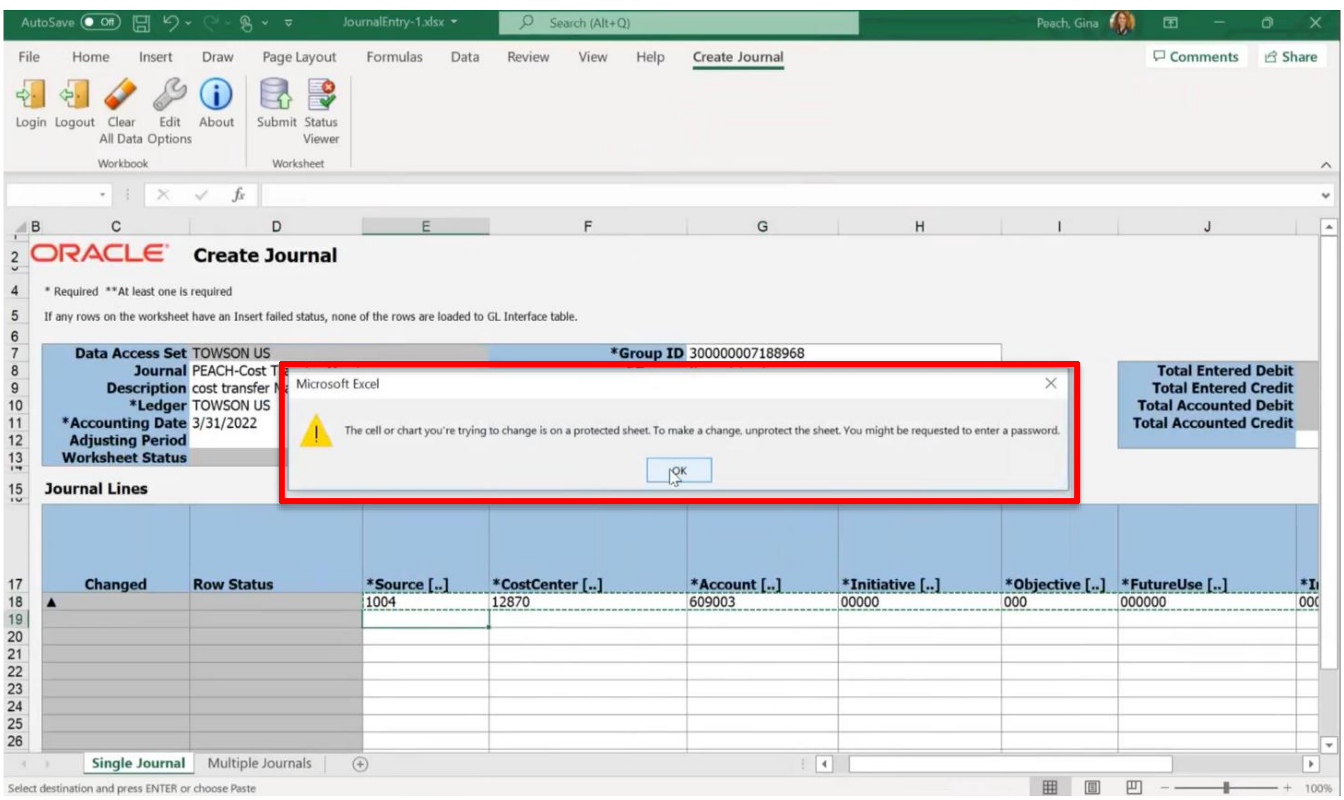


14. You have now completed your first journal line. To create the rest of the journal lines you have the option to copy and paste the line by highlighting the fields you wish to copy, right-clicking and selecting "Copy", then "Paste.

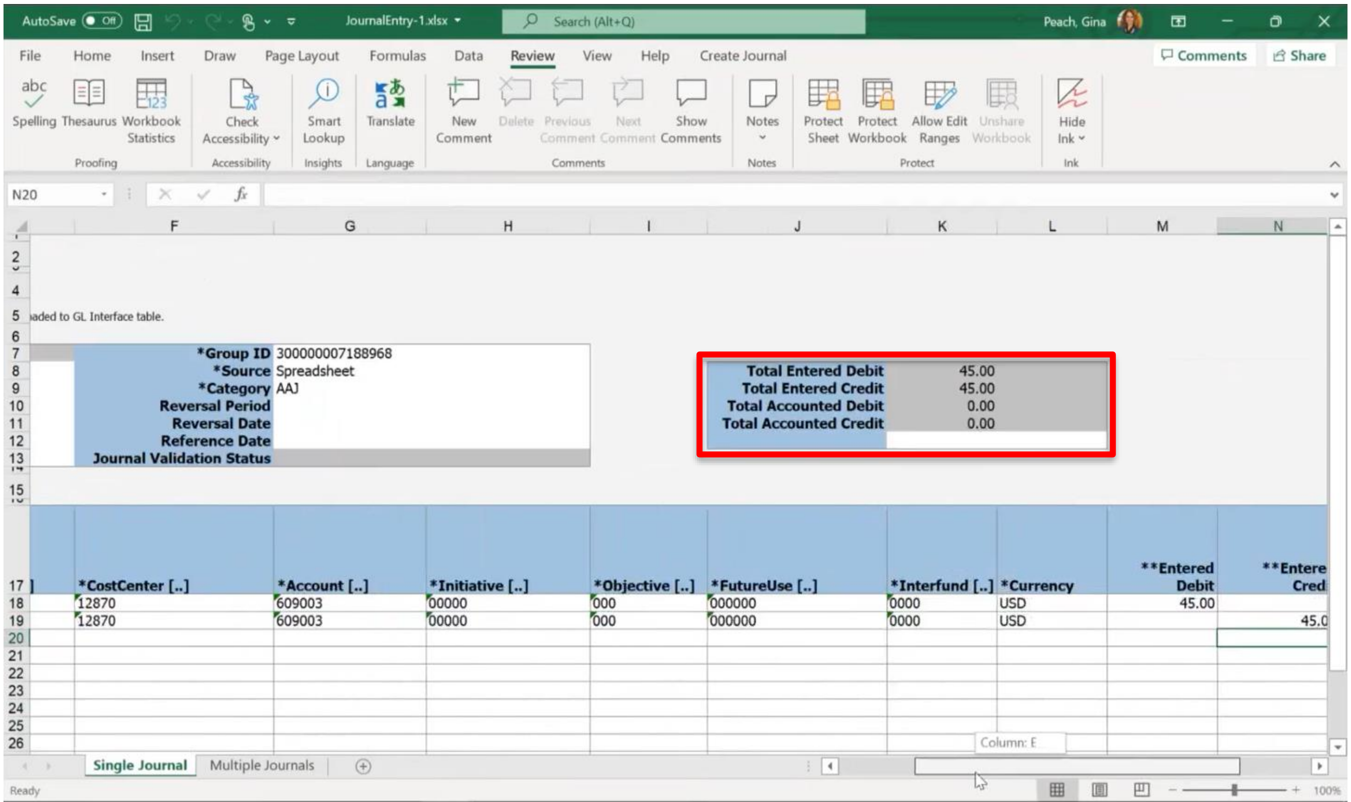
    NOTE: When copying, do not select the entire row or the field highlighted in gray; these fields are protected and cannot be copied. You will get an error.



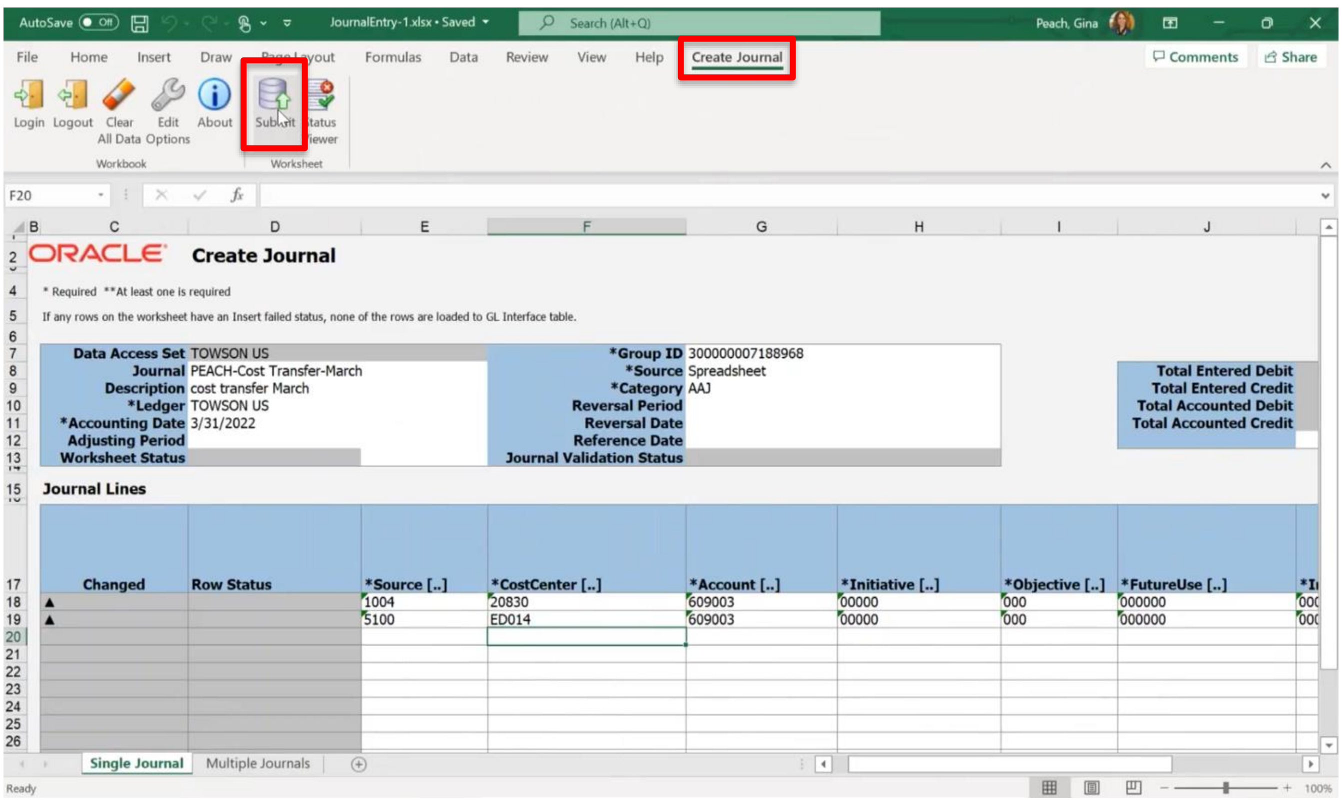
NOTE: An error may appear when copying fields. If this occurs, "unprotect" the spreadsheet by navigating to the **Review** menu at the top of the screen and selecting **Unprotect Sheet**.



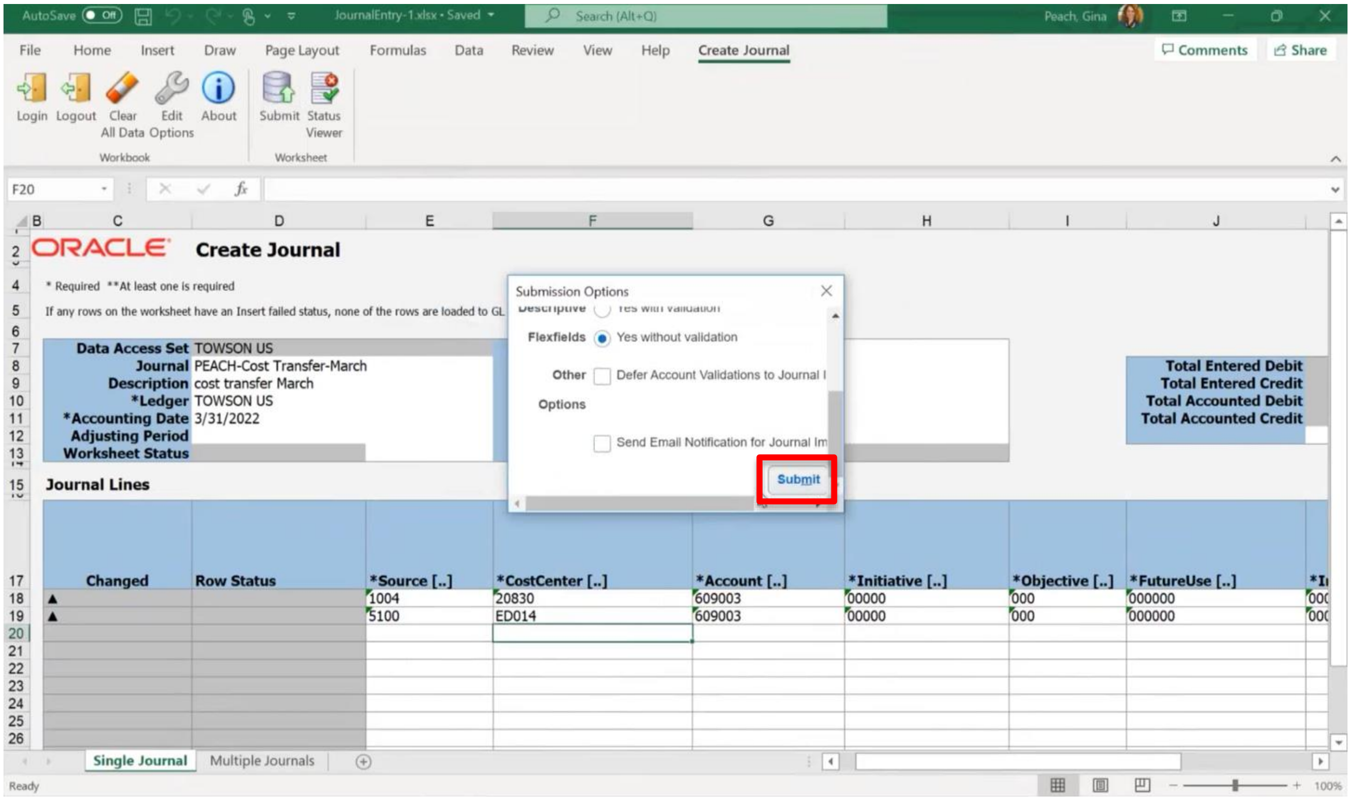
15. When you are finished entering journal lines, review the box to the right of the general journal information to make sure the Total Entered Debit equals the Total Entered Credit.



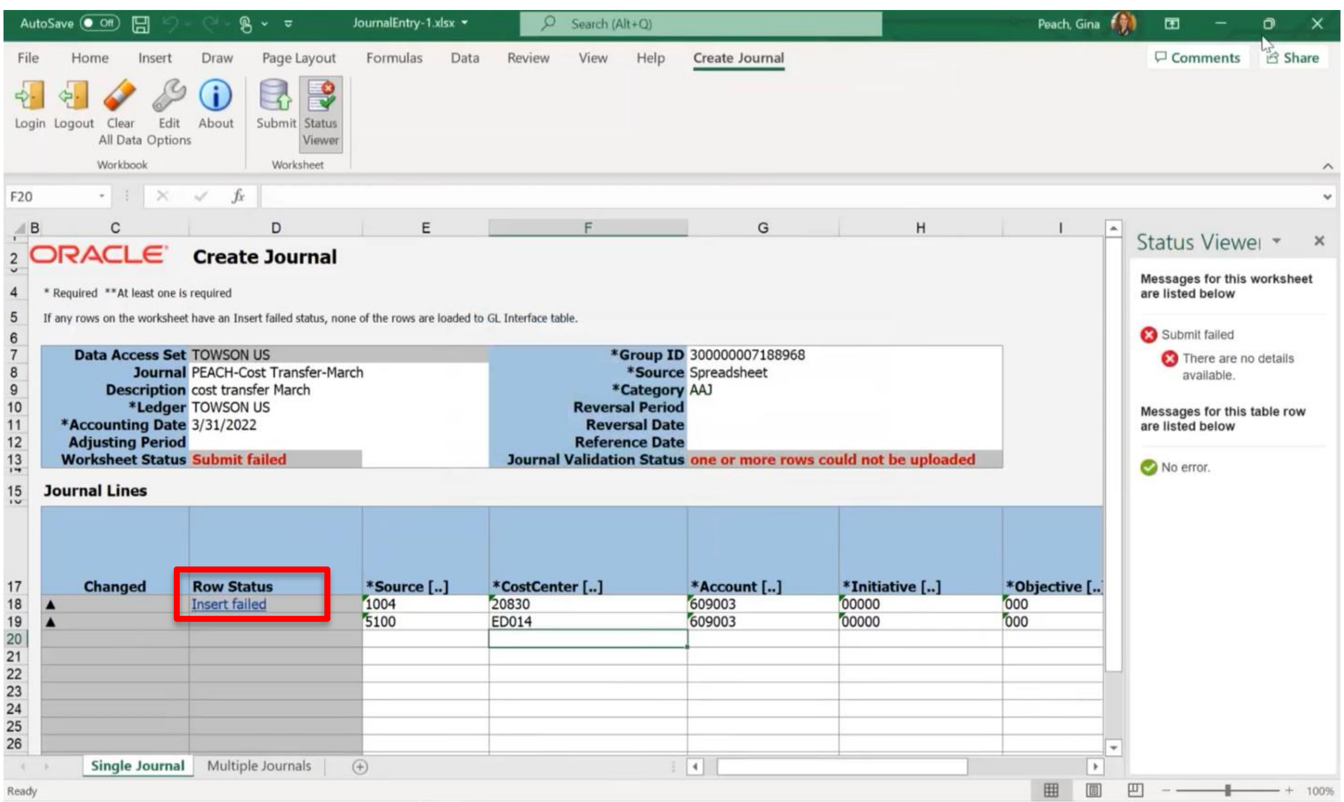
16. When you have reviewed the journal and are ready to submit, navigate to the Create Journal menu at the top of the screen. Click Submit.



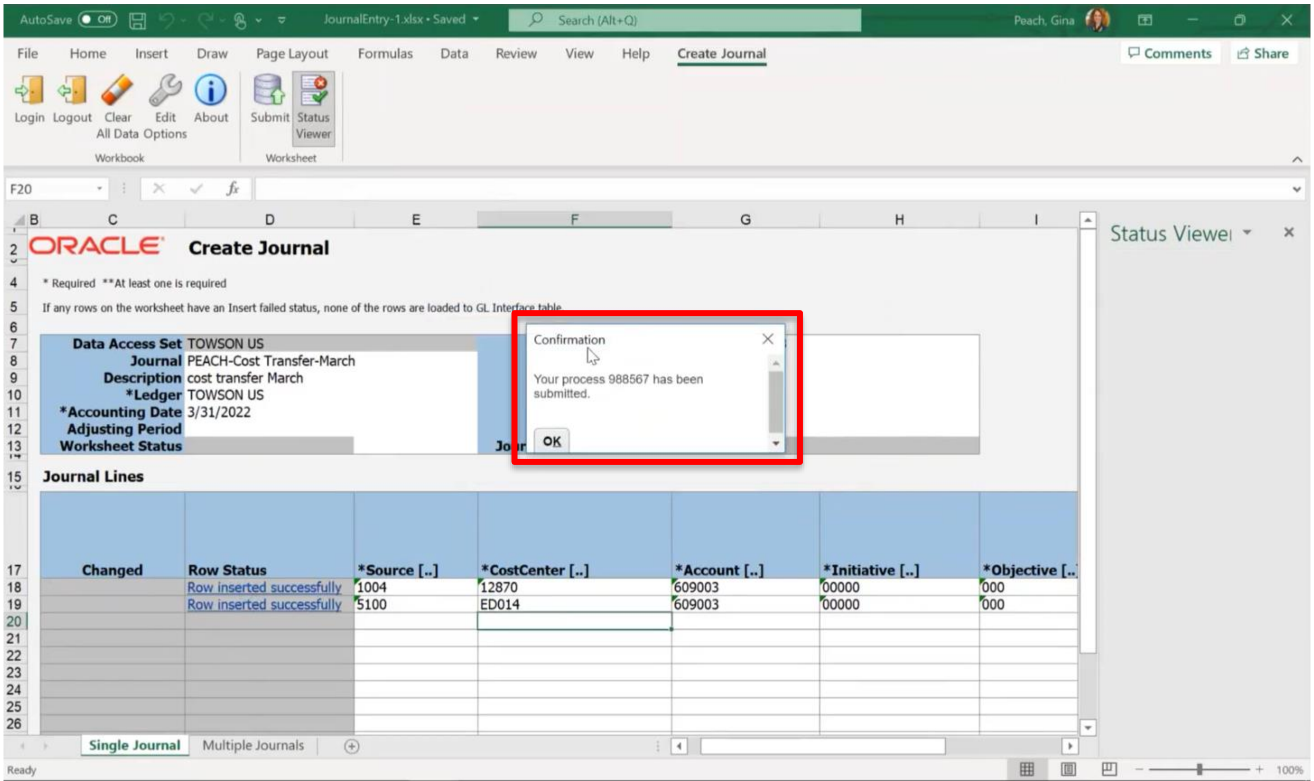
17. A pop-up box will appear with information about **Submission Options**. Leave the default options as-is and scroll down to click **Submit** in the pop-up window.



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.



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.