Quick Guide to the Spreadsheet Upload System

Setup

- You will receive 3 (three) files via email:
  - Save the files to your H:/ drive
  - Create new folder named PS JRNL NEW
- If you receive a Visual Basic error, contact the PeopleSoft Financials Team at PSTeam@towson.edu or 410-704-2188
- Setting up the program when clicking on the SETUP button
  - LEAVE THE DATE FIELD BLANK
  - The Source code can be found at Journal Sources Listing for Spreadsheet Uploads
- When entering your USER ID, use your TU NetID. THIS MUST BE ALL CAPS
- Verify the website: http://fsprodweb8.towson.edu:8080/xmllink/FS91PRD/
  - DO NOT COPY AND PASTE WEBSITE

Using the Spreadsheet Upload System

- When creating a new journal, the Journal Sheet Name MUST BE UNIQUE

Creating the Header

- Change the Journal Date if you need to back-date the journal to the previous month to remain within the month-end deadline
- Change the default Journal Source if needed

Importing

- User ID should be in all CAPS
- Enter your password the way you would enter it when logging into your computer
  - e.g.: TEST123
  - e.g.: Test123
- Send Journal information to PSTeam@towson.edu

Editing

After editing a previously imported entry, click on the red/blue button 🟢

- Click the name of your journal (make sure it is highlighted in blue)
  - If you don’t highlight the journal, your change will not import
- Click the Import circle
- Click OK
- Click on green Import button

Do Not:

- Do not send the journal as an attachment
- Do not insert or delete rows without using the + or – signs

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE PEOPLESOFT FINANCIALS TEAM AT psteam@towson.edu or 410-704-2188, option 2