

General Ledger (GL)

Spreadsheet Upload Process

All GL Users

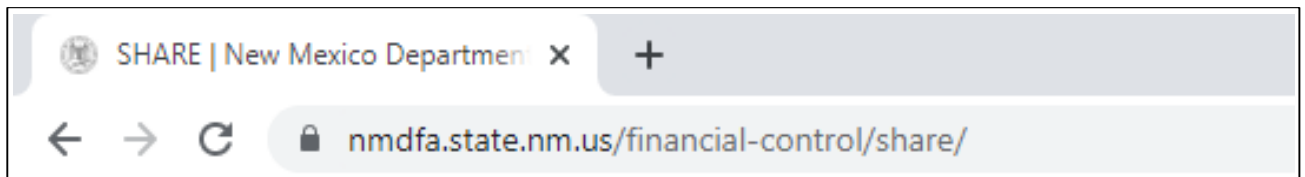
Use the Journal Spreadsheet Upload process to prepare journal entries offline and import them to SHARE FIN 9.2.

Make sure you take the two actions below to avoid duplicate files:

- Delete all the previous versions of **JRNLMCRO JrnlLog** and **NMS_Journal** from your computer
- Create a new folder on your desktop and name it **Journal Import**

Follow the steps below to download the spreadsheet:

1. Navigate to > **Financial Control** section
(Under the **Department of Finance and Administration** website) Here is the link: <https://www.nmdfa.state.nm.us/financial-control/share/>



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2. Scroll down to the **Operating Transfer Spreadsheet Files** section at bottom of the webpage
3. Download the following documents:
 - ****NEW FOR SHARE 9.2** JRNLMCRO**
 - ****NEW FOR SHARE 9.2** NMS_Journal**
 - ****NEW FOR SHARE 9.2** JrnlLog File**

Operating Transfers

[OPR Spreadsheet Journal Download Instructions](#)

****NEW PROCESS JOURNAL ENTRIES ****

****NEW SPREADSHEET JOURNAL ENTRY TRAINING GUIDE ****

[How to Fix Missing Buttons on NMS Journal](#)

[Reviewing Operating Transfers](#)

[Excel Issues from Recent Windows Update to Excel 01/08/15](#)

Operating Transfer Spreadsheet Files

Document	Document Type
NMS_Journal	XLSM
JRNLMCRO	XLA
JrnlLog	XLS

4. Save the documents to the **Journal_Import** folder you created

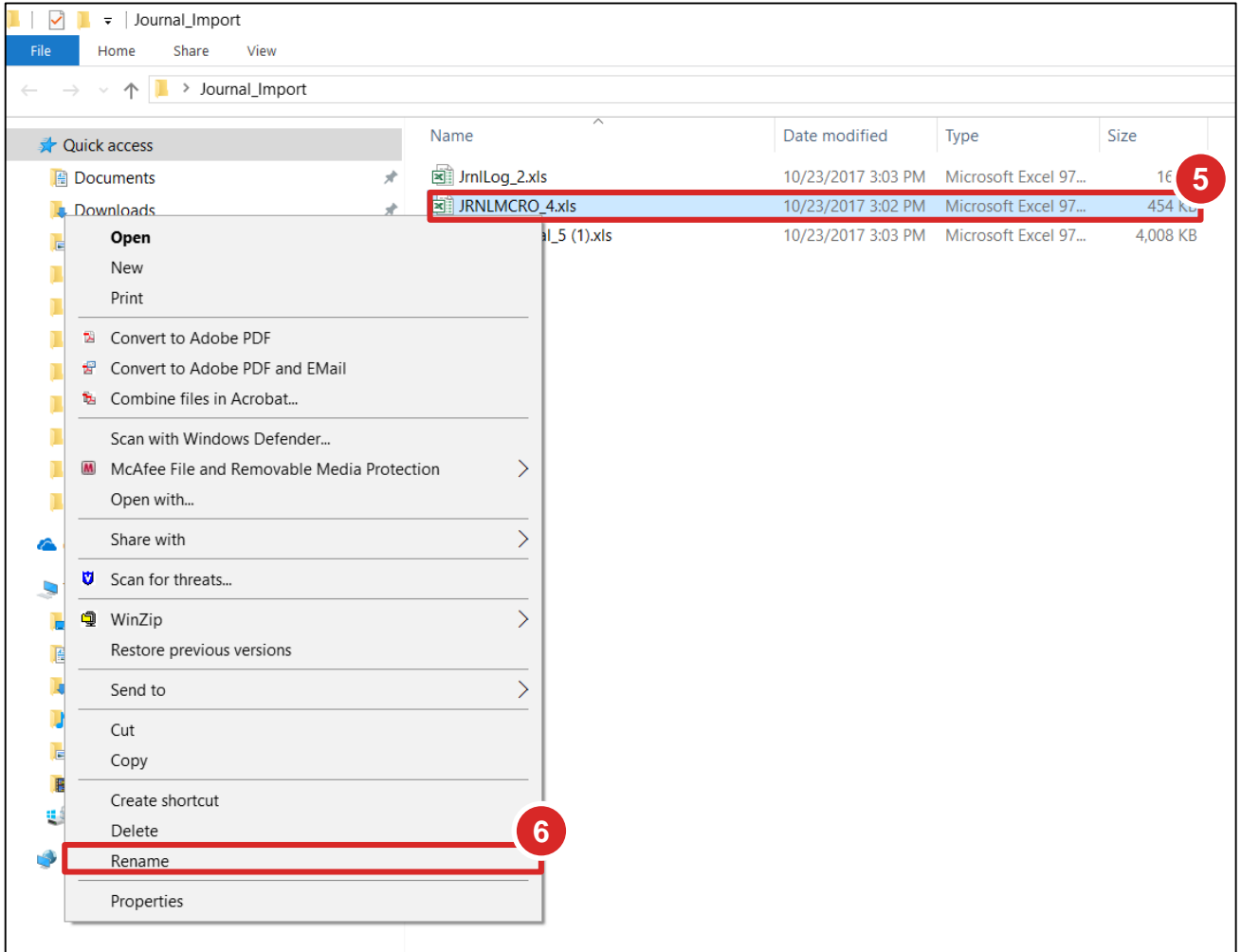
The image shows a Windows desktop environment. On the desktop, there is a folder icon labeled 'Journal_Import' which is highlighted with a red box and a red circle containing the number '3'. To the right, a File Explorer window is open, displaying the contents of the 'Journal_Import' folder. The folder contains three Excel files: 'JrnlLog_2.xls', 'JRNLMCRO_4 (1).xls', and 'NMS_Journal_5 (1).xls'. These three files are highlighted with a red box and a red circle containing the number '4'.

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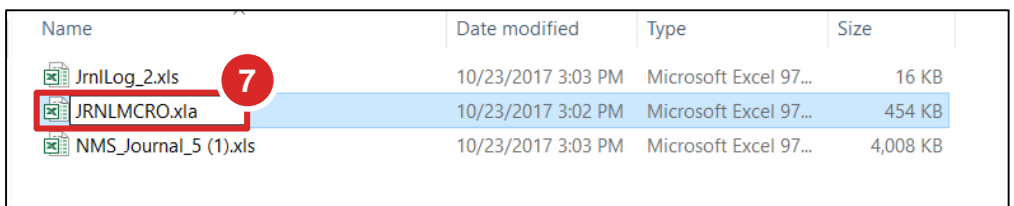
Spreadsheet Upload Process

5. Right-click > **JRNLMCRO_4.xls** file
6. Click > **Rename**

Note: If you cannot see the file extension please go to [Page 9](#).



7. Update > **File Name** and **Extension** > **JRNLMCRO.xla**

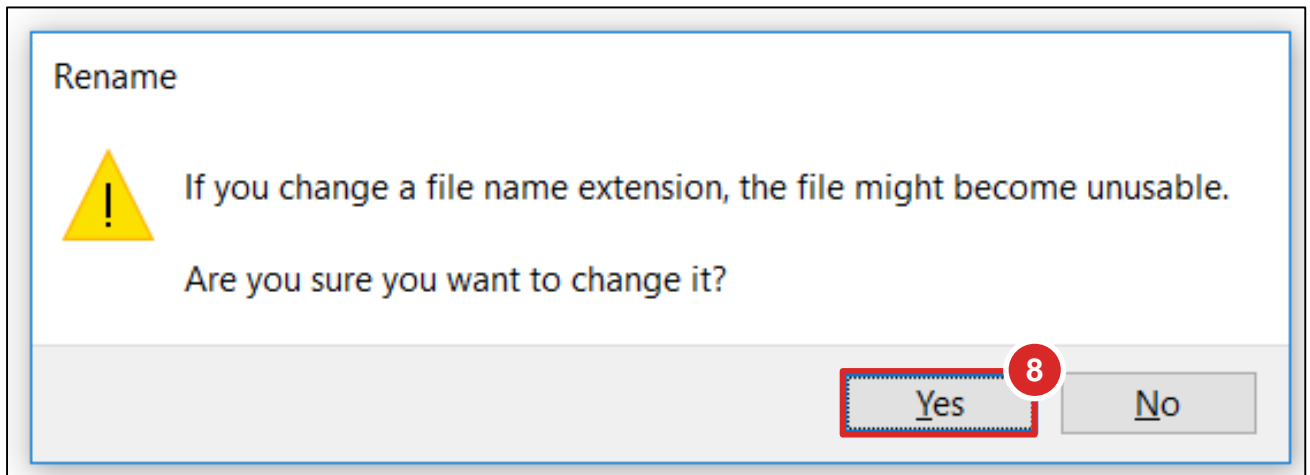


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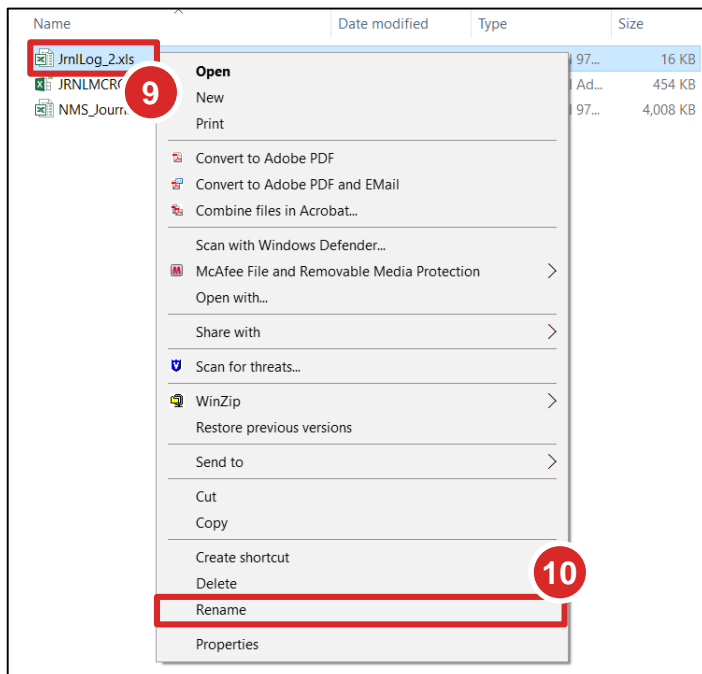
A message dialog box appears once you update the file extension.

8. Click > **Yes**



9. Right-click > **JrnLog_2.xls** file




10. Click > **Rename**



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

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11. Update > File Name > JrnlLog.xls

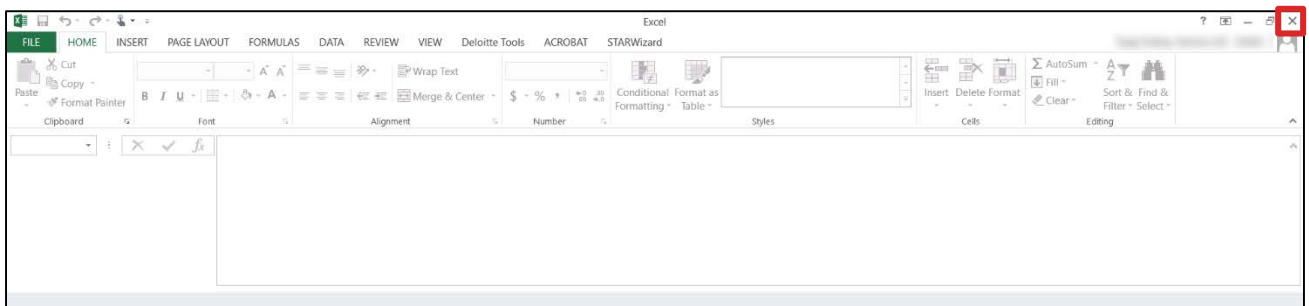
Name	Date modified	Type	Size
 JrnlLog.xls	10/23/2017 3:03 PM	Microsoft Excel 97...	16 Kb
 JRNLMCRO.xla	10/23/2017 3:02 PM	Microsoft Excel Ad...	454 KB
 NMS_Journal_5 (1).xls	10/23/2017 3:03 PM	Microsoft Excel 97...	4,008 KB

Note: Before opening the files with updated names and extensions, close all the excel sheets on your computer.

12. Click > JRNLMCRO.xla file

Name	Date modified	Type	Size
 JrnlLog.xls	10/23/2017 3:03 PM	Microsoft Excel 97...	16 Kb
 JRNLMCRO.xla	10/23/2017 3:02 PM	Microsoft Excel Ad...	454 KB
 NMS_Journal.xls	10/23/2017 3:03 PM	Microsoft Excel 97...	4,008 KB

A blank page opens up. Use the **Close** button **X** to close the **JRNLMCRO.xla** file.



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13. Click > **NMS_JOURNAL.xls** file

Name	Date modified	Type	Size
JrnlLog.xls	10/23/2017 3:03 PM	Microsoft Excel 97...	16 KB
JRNLMCRO.xla	10/23/2017 3:02 PM	Microsoft Excel Ad...	454 KB
NMS_Journal.xls	10/23/2017 3:03 PM	Microsoft Excel 97...	4,008 KB

14. Click > **Setup**

The screenshot shows the Microsoft Excel interface with the 'NMS_Journal.xls' file open in Compatibility Mode. The 'Spreadsheet Journal Import' dialog box is displayed, featuring a blue header with the 'PEOPLE Soft' logo and the title 'Spreadsheet Journal Import'. The dialog is divided into three main sections: 'General', 'Journal Sheets', and 'Import Journals'. In the 'General' section, the 'Setup' button is highlighted with a red box and a red circle containing the number '14'. Other buttons in the 'General' section include 'Notes'. The 'Journal Sheets' section contains buttons for 'New', 'Edit', 'Delete', 'Copy', and 'Print'. The 'Import Journals' section contains buttons for 'Import Now' and 'Write File'. The Excel ribbon at the top shows the 'FILE' tab selected, with various options like 'HOME', 'INSERT', 'PAGE LAYOUT', 'FORMULAS', 'DATA', 'REVIEW', and 'VIEW' visible.

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15. Validate > **Address** is <https://fin.share.state.nm.us/xmlink/fprd/>

16. Verify > **Business Unit** is set to 39401

17. Verify > **Ledger Group** is set to ACTUALS

18. Enter > Your **User ID**

19. Click > **OK**

Define Options and Defaults

Header Defaults

Business Unit: 39401

State: []

Ledger Group: ACTUALS

Source: OPR

User ID: []

Enable Multibook

AutoGen Lines

Message Options

Log Error Message only

Log Successful and Error Message

Display Messages Online

Document Sequencing

Enable Document

Default Document Type: []

Online Import Control

Address: <https://fin.share.state.nm.us/xmlink/fprd/>

User ID: []

After successful import

Change import status to Do Not Import

Keep import status as Import

Skip if Journal already exists

Skip if Journal has error

Check decimal Position during ONLINE journal

OK

Cancel

Configure

20. Click > **New**

PEOPLE Soft

Spreadsheet Journal Import

General

Setup

Notes

Journal Sheets

New

Edit

Delete

Copy

Print

Import Journals

Import Now

Write File

21. Enter > Journal Sheet Name

22. Click > **OK**

New Journal Sheet

New Journal Sheet Name: []

OK

Cancel

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23. Populate > Spreadsheet Journal Import file

Spreadsheet Journal Import													
Journal Header													
Sys ID	Unit	Journal ID	Date	Description									
1056	39401	INTERTEST	9/13/2017										
Journal Lines													
Sys ID	Journal ID	Line #	Unit	Ledger	Fund	Dept ID	Account	Sub Acct	Rpt Cat	Proj Unit	Project	Activity	
Select fields to copy from a previous line by marking the checkboxes under each field.													
1056	INTERTEST	1	39401	ACTUALS			200000						
1056	INTERTEST	2	36100	ACTUALS	11890	100000000	101700						
1056	INTERTEST	3	34100	ACTUALS	00100	101000000	101800						

24. Click > Import when you finish

Remember to add the journal Header first. Use the and buttons to add or delete multiple lines at a time.

25. Enter > Your SHARE ID and Password

26. Click > OK

Import Journals Now

User ID:

Password:

Once the upload is successful, log into SHARE FIN 9.2, find your journal entries by navigating to the Create/Update Journal Entries page, search for your entries, and submit for approval.

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Spreadsheet Upload Process Troubleshooting

If you are not able to see the downloaded files' extensions (.xls or .xla at the end of the file's name), please follow the instructions below.

In the Toolbar or Under File Explorer

Click > Organize > Folder and search options

In the Folder Options window that opens click on the View tab. If the checkbox next to the line "Hide extensions for known file types" is checked make sure to uncheck it, click on the Apply button and then the OK button.

