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WORKING WITH SPREADSHEET UPLOAD FILES

The purpose of this job aid is to show users how to download the Spreadsheet Upload files, prepare them for use, and find them in related business processes documentation. The spreadsheet upload provides users with an efficient method of uploading transactions with large amounts of information into its corresponding module at one time. The BOR Journal Upload is used for the General Ledger module, the BOR Budget Journal Upload is used for the Commitment Control module, and the BOR Voucher Upload is used for the Accounts Payable module.

DOWNLOAD SPREADSHEET FILES

Before users can upload a particular spreadsheet to the module, they must first download the spreadsheet file from the Georgia*FIRST* website. This section demonstrates how to locate, download and extract the collection of spreadsheet files.

Step	Action
1.	Navigate to the GeorgiaFIRST Financials website's General Job Aids and Reference Documents page.
2.	

3.

UPLOAD SPREADSHEET TO MODULE

After downloading the spreadsheet file from the Georgia*FIRST* website, users enter transactions and upload to the corresponding module. The BOR Journal Upload is used for the General Ledger module, the BOR Budget Journal Upload is used for the Commitment Control module, and the BOR Voucher Upload is used for the Accounts Payable module. Steps and instructions to upload each spreadsheet are below.

BOR Journal Upload for General Ledger Journals

This section demonstrates how to prepare the General Ledger Journal Upload files for use. These files are used to upload General Ledger Journal Entries directly into PeopleSoft.

The BOR Journal Upload folder contains the following files:

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Step	Action
4.	Create a working copy of this file by selecting **File/Save As** and renaming the document. ***Note:*** *ITS strongly recommends users create a working copy of this file. Doing so keeps the original file clean to return to if anything happens to the working copy.*
5.	The Journal Upload Spreadsheet is now ready for use. Please refer to the related General Ledger (GL) – Journals business processes documentation on the

BOR Budget Journal Upload for Commitment Control Journals

The BOR Budget Journal Upload file allows users to prepare Budget Journal entries to load directly into PeopleSoft. The BOR Budget Journal Upload folder contains the following file:
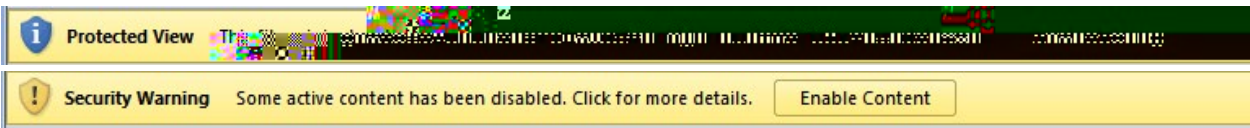
- **BOR Budget Journal Upload_Excel_11-03-**

BOR Voucher Upload for Accounts Payable Journals

The BOR Voucher Upload file allows users to prepare Voucher entries to load directly into PeopleSoft. The BOR Voucher Upload folder contains the following files:

- **ExcelUploadforVoucher.BOR.856.FPLAY.10022018.xlsm**
  Use this version for uploading vouchers into the FPLAY database. FPLAY is used for testing and training purposes.

- **ExcelUploadforVoucher.BOR.856.FPROD.10022018.xlsm**
  Use this version for uploading vouchers into the FPROD (production) database.

Step	Action
1.	Select the spreadsheet file from the list above that corresponds to the database to use.
2.	Open this spreadsheet in Excel.
3.	Users may see one or both of the following Security Warnings. Users must enable both of these for the spreadsheet to work properly.
4.	Create a working copy of this file by selecting **File/Save As** and renaming the document. *Note: ITS strongly recommends users create a working copy of this file. Doing so keeps the original file clean to return to if anything happens to the working copy.*
5.	Please refer to the related <u>Accounts Payable (AP) – Vouchers</u> business processes • AP_020_140 – Uploading Vouchers from Microsoft Excel.docx