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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.

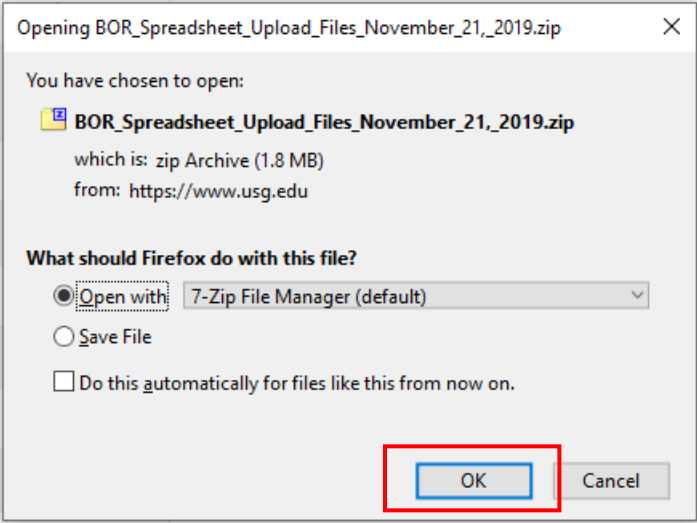
DOWNLOAD SPREADSHEET FILES

Before users can upload a particular spreadsheet to the module, they must first download the spreadsheet file from the GeorgiaFIRST 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.	Locate the most recent entry for the Spreadsheet upload files. In this example, the latest entry is BOR_Spreadsheet_Upload_Files_November 21, 2019.

The screenshot shows the 'General Job Aids and Reference Documents' page. On the left is a navigation menu with 'Documentation' selected. The main content area features a table with the following data:

Posted/modified	Type	Documentation	Active Project
11.21.19		BOR Spreadsheet Upload Files_November 21, 2019	Active
11.13.19		Fluid Homepages in PeopleSoft Financials	Active
10.14.19		Browser Compatibility Guide for PeopleSoft Applications 8.54 - 8.57 September 2018	Active

Step	Action
3.	<p>Click on the link. Users should see the following dialog box. Select OK to open the zip folder.</p> <p>Note: Depending on the type of browser, this download zip file step may differ from what is shown below.</p> 
4.	Once the zip file downloads, open the zip file to review the spreadsheet folders.
5.	<p>Select the appropriate folder to drill down for spreadsheet options to upload:</p> <ul style="list-style-type: none"> • BOR Budget Journal Upload Excel (for Commitment Control journals) • BOR Journal Upload (for General Ledger Journals) • BOR Vchr Upload (for Accounts Payable vouchers) • nVision Drilldown for Excel (files needed for nVision drill down functionality)
6.	Select appropriate file to upload journals to module.
7.	To complete the journal spreadsheet upload, users must first create a working copy of the file. Users can find a full list of BOR Upload files and instructions on how to upload the spreadsheet in the “UPLOAD SPREADSEET TO MODULE” section.

UPLOAD SPREADSHEET TO MODULE

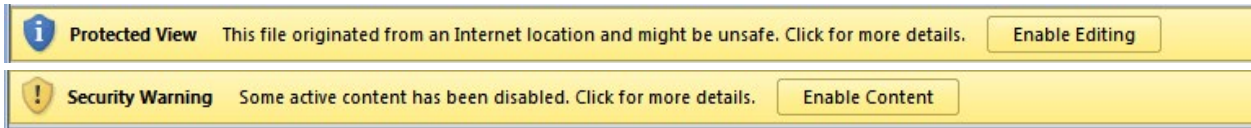
After downloading the spreadsheet file from the GeorgiaFIRST website, users enter transactions and upload to the corresponding module. The BOR Journal Upload is used for the General Ledger module, the BOR Budget Journal Upload is used for the Commitment Control module, and the BOR Voucher Upload is used 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:

- **JRNL1_BOR_92_854_FPLAY_11142015.xlsm**
Use this version for uploading journal entries into the FPLAY database. FPLAY is used for testing and training purposes.
- **JRNL1_BOR_92_854_FPROD_11142015.xlsm**
Use this version for uploading journal entries into the FPROD (production) database.
- **JRNLMCRO.xlam**
This is an Excel macro file used by the files listed above. **This macro file must be in the same folder as the files listed above in order for these files to work properly.**

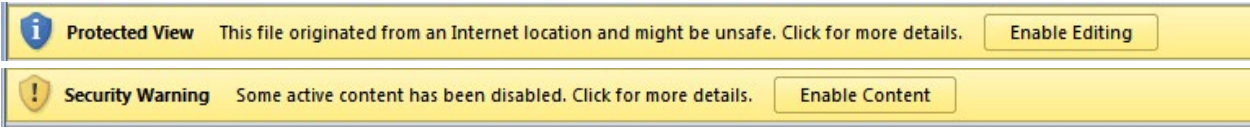
Step	Action
1.	Select the spreadsheet file from the list above that corresponds to the database to use.
2.	Open this spreadsheet in Excel.
3.	Users may see one or both of the following Security Warnings. Users must enable both of these for the spreadsheet to work properly.  <p>The screenshot shows two yellow warning bars. The top bar is labeled 'Protected View' and states 'This file originated from an Internet location and might be unsafe. Click for more details.' with an 'Enable Editing' button. The bottom bar is labeled 'Security Warning' and states 'Some active content has been disabled. Click for more details.' with an 'Enable Content' button.</p>

Step	Action
4.	<p>Create a working copy of this file by selecting File/Save As and renaming the document.</p> <p><i>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.</i></p>
5.	<p>The Journal Upload Spreadsheet is now ready for use. Please refer to the related General Ledger (GL) – Journals business processes documentation on the GeorgiaFIRST website:</p> <ul style="list-style-type: none"> • GL_020_030 – Entering/Copying/Deleting Journals from a Spreadsheet • GL_020_031 - Setting Up Spreadsheet Journal Preferences • GL_020_033 - Batch Spreadsheet Journal Import

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:

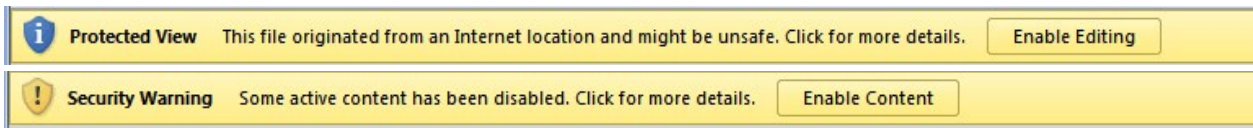
- **BOR Budget Journal Upload_Excel_11-03-2016.xlsm**
 Use this version for uploading vouchers into the FPLAY database. FPLAY is used for testing and training purposes.

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.	<p>Users may see one or both of the following Security Warnings. Users must enable both of these for the spreadsheet to work properly.</p>  <p>The screenshot shows two yellow warning bars. The top bar is labeled 'Protected View' and states 'This file originated from an Internet location and might be unsafe. Click for more details.' with an 'Enable Editing' button. The bottom bar is labeled 'Security Warning' and states 'Some active content has been disabled. Click for more details.' with an 'Enable Content' button.</p>
4.	<p>Create a working copy of this file by selecting File/Save As and renaming the document.</p> <p>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.</p>
5.	<p>Please refer to the related Commitment Control (KK) - Controlled Budgets business processes documentation on the GeorgiaFIRST website:</p> <ul style="list-style-type: none"> • KK_020_024 - Creating Control Budget Spreadsheet_BUSPROC.docx • KK_020_025 - Importing Budget Journals_BUSPROC.docx

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.	<p>Users may see one or both of the following Security Warnings. Users must enable both of these for the spreadsheet to work properly.</p> 
4.	<p>Create a working copy of this file by selecting File/Save As and renaming the document.</p> <p>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.</p>
5.	<p>Please refer to the related Accounts Payable (AP) – Vouchers business processes</p> <ul style="list-style-type: none"> AP_020_140 – Uploading Vouchers from Microsoft Excel.docx