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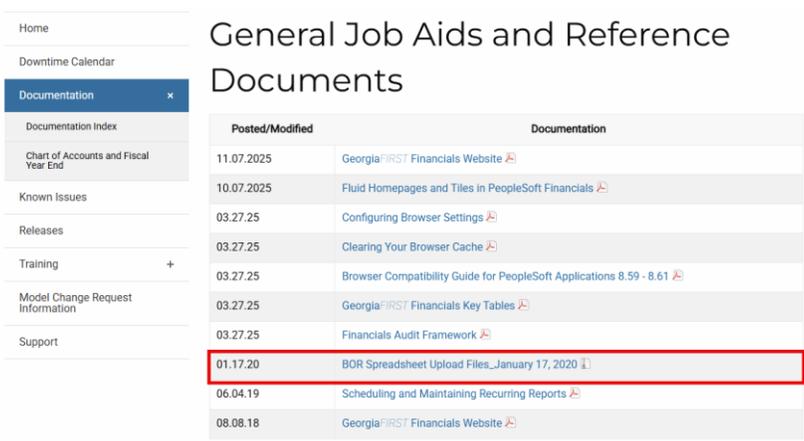
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WORKING WITH SPREADSHEET UPLOAD FILES

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.	<p>Locate the most recent entry for the Spreadsheet upload files. In this example, the latest entry is BOR_Spreadsheet_Upload_Files_January 17, 2020.</p>  <p>The screenshot shows the 'General Job Aids and Reference Documents' page. A table lists documentation items with columns for 'Posted/Modified' and 'Documentation'. The entry '01.17.20 BOR Spreadsheet Upload Files_January 17, 2020' is highlighted with a red box.</p> <table border="1" data-bbox="532 1375 1128 1701"> <thead> <tr> <th>Posted/Modified</th> <th>Documentation</th> </tr> </thead> <tbody> <tr> <td>11.07.2025</td> <td>GeorgiaFIRST Financials Website</td> </tr> <tr> <td>10.07.2025</td> <td>Fluid Homepages and Tiles in PeopleSoft Financials</td> </tr> <tr> <td>03.27.25</td> <td>Configuring Browser Settings</td> </tr> <tr> <td>03.27.25</td> <td>Clearing Your Browser Cache</td> </tr> <tr> <td>03.27.25</td> <td>Browser Compatibility Guide for PeopleSoft Applications 8.59 - 8.61</td> </tr> <tr> <td>03.27.25</td> <td>GeorgiaFIRST Financials Key Tables</td> </tr> <tr> <td>03.27.25</td> <td>Financials Audit Framework</td> </tr> <tr style="border: 2px solid red;"> <td>01.17.20</td> <td>BOR Spreadsheet Upload Files_January 17, 2020</td> </tr> <tr> <td>06.04.19</td> <td>Scheduling and Maintaining Recurring Reports</td> </tr> <tr> <td>08.08.18</td> <td>GeorgiaFIRST Financials Website</td> </tr> </tbody> </table>	Posted/Modified	Documentation	11.07.2025	GeorgiaFIRST Financials Website	10.07.2025	Fluid Homepages and Tiles in PeopleSoft Financials	03.27.25	Configuring Browser Settings	03.27.25	Clearing Your Browser Cache	03.27.25	Browser Compatibility Guide for PeopleSoft Applications 8.59 - 8.61	03.27.25	GeorgiaFIRST Financials Key Tables	03.27.25	Financials Audit Framework	01.17.20	BOR Spreadsheet Upload Files_January 17, 2020	06.04.19	Scheduling and Maintaining Recurring Reports	08.08.18	GeorgiaFIRST Financials Website
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Step	Action
3.	Click on the link. File Explorer automatically saves and opens the zipped files to your downloads folder.
4.	Once the zip file downloads, open the zip file to review the spreadsheet folders.
5.	Select the appropriate folder to drill down for spreadsheet options to upload: <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

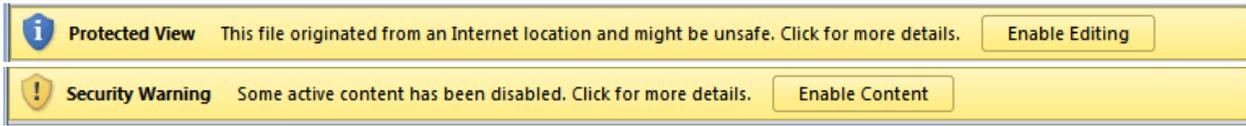
After downloading the spreadsheet file from the GeorgiaFIRST website, users enter transactions and upload them to the corresponding module. The BOR Journal Upload is used for the General Ledger module, the BOR Budget Journal Upload is used for the Commitment Control module, and the BOR Voucher Upload 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_856_FPLAY.01.17.2020**
Use this version for uploading journal entries into the FPLAY database. FPLAY is used for testing and training purposes.
- **JRNL1_BOR_92_856_FPROD.01.17.2020**
Use this version for uploading journal entries into the FPROD (production) database.
- **JRNLMCRO_WS**
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 for these files to work properly.**

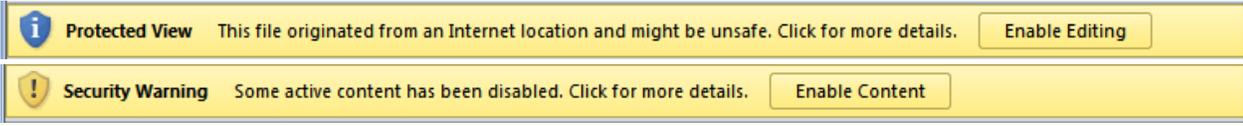
Step	Action
1.	Select the spreadsheet file from the list above that corresponds to the database to use.
2.	Open this spreadsheet in Excel.
3.	<p>Users may see one or both of the following Security Warnings. Users must enable both for the spreadsheet to work properly.</p>  <p>The screenshot shows two yellow warning bars. The first bar has an information icon and says "Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing". The second bar has a warning icon and says "Security Warning Some active content has been disabled. Click for more details. Enable Content".</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_01-18-2019**
 Use this version for uploading budget journals into the FPROD (production) database.

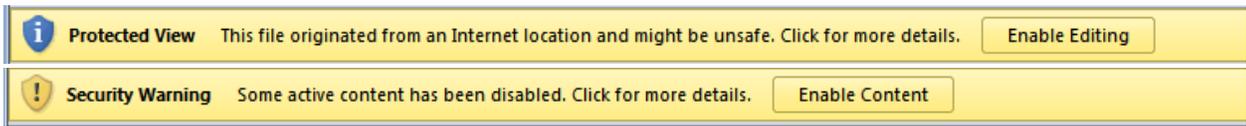
Step	Action
1.	Select the spreadsheet file from the list above that corresponds to the database to use.
2.	Open this spreadsheet in Excel.
3.	<p>Users may see one or both of the following Security Warnings. Users must enable both for the spreadsheet to work properly.</p>  <p>The screenshot shows two 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 • KK_020_025 - Importing Budget Journals

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.FPLAY.10022018**
 Use this version for uploading vouchers into the FPLAY database. FPLAY is used for testing and training purposes.

- **ExcelUploadforVoucher.BOR.FPROD.10022018**
 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 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 Accounts Payable (AP) – Vouchers business processes</p> <ul style="list-style-type: none"> • AP_020_140 – Uploading Vouchers from Microsoft Excel