

Announcement

POSTED: July 13, 2009

SUBJECT: Updated Voucher and Journal load Spreadsheets for Consolidation

PURPOSE: To notify users at all institutions using Georgia*FIRST* PeopleSoft Financials Version 8.9 of the availability of updated Voucher and Journal load Spreadsheets for Consolidation

FUNCTIONAL IMPACT: The Voucher and Journal load spreadsheets have been updated for consolidation, and are available from the Georgia*FIRST* website's Documentation page at: <http://www.usg.edu/gafirst-fin/documentation/>

Your technical staff will need to download the .zip file and updated Workstation Installation Guide and follow the instructions in the guide before you use the new spreadsheets.

Technical staff should click on the "Reference Documents" link at the URL above and then click on the "Spreadsheet Load for Consolidation" link. A .zip file will be downloaded which includes the necessary files, including the related Business Processes. The AP.020.140 Business Process was updated for the new voucher spreadsheet.

The Workstation Installation Guide has also been updated with information concerning these spreadsheets, and pages 37-42 should be reviewed to be aware of what needs to be done before users access the files. The new version (version 6) of the Workstation Installation Guide is available from the "Workstation Installation Guide" link, above the "Spreadsheet Load for Consolidation" link, on the documentation page.

SUPPORTING DOCUMENTATION: None.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).