

KI8147: Uploading AP Vouchers from MS Excel Spreadsheet

POSTED: June 26, 2012

STATUS: Active

KI8147: UPLOADING AP VOUCHERS FROM MS EXCEL SPREADSHEET

FUNCTIONAL IMPACT

An issue has been identified with the PeopleSoft MS Excel Voucher Upload spreadsheet related to the creation of PO Vouchers. In some instances, the associated PO encumbrances are not being liquidated correctly.

It is the recommendation of the ITS GeorgiaFIRST Financials Support team that the MS Excel Voucher upload spreadsheet should not be used to create PO Vouchers. However, use of the spreadsheet to create Regular Vouchers is still recommended.

FUNCTIONAL WORKAROUND

There is no functional workaround at this time.

ITS has reported this issue to PeopleSoft and is currently working on providing an alternative solution to the MS Excel spreadsheet.

SUPPORTING DOCUMENTATION

N/A

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oiit/policies>. For USG services status, please visit <http://status.usg.edu>.