

Working with Spreadsheet Upload Files

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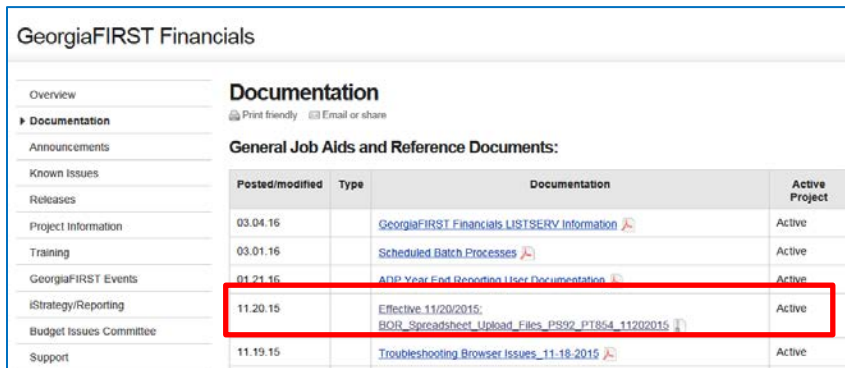
Download Spreadsheet Upload Files from the GeorgiaFIRST Website

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.

This section will show you how to locate, download and extract the collection of spreadsheet files.

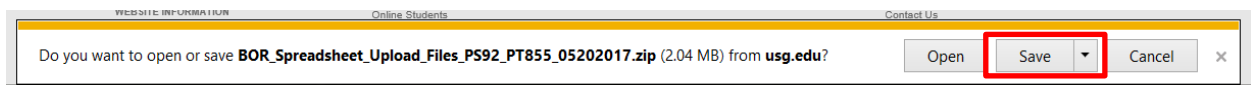
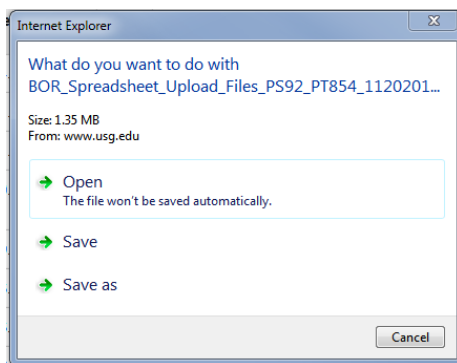
1. Using Internet Explorer, navigate to: http://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents
2. Locate the entry for the Spreadsheet upload files. In this example, the latest entry was posted on **11.20.15: Effective 11/20/2015: BOR_Spreadsheet_Upload_Files_PS92_PT854_11202015**

Please Note: These instructions were created using Internet Explorer. Download steps may vary if you use another browser.

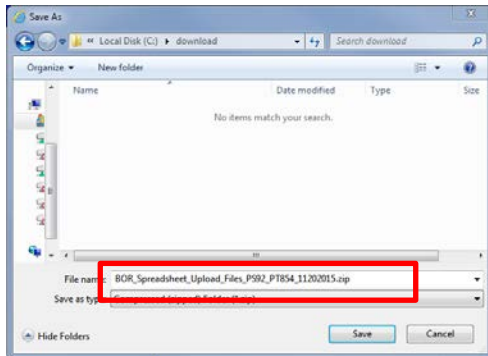


Posted/modified	Type	Documentation	Active Project
03.04.16		GeorgiaFIRST Financials LISTSERV Information	Active
03.01.16		Scheduled Batch Processes	Active
01.21.16		ADP Year End Reporting User Documentation	Active
11.20.15		Effective 11/20/2015: BOR_Spreadsheet_Upload_Files_PS92_PT854_11202015	Active
11.19.15		Troubleshooting Browser Issues_11-18-2015	Active

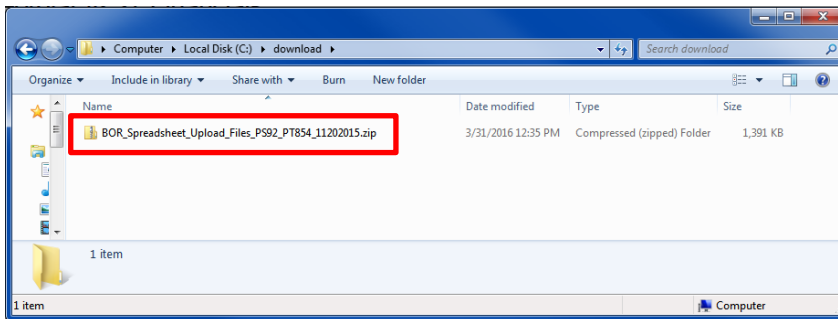
3. Click on the link. You should see a dialog box that looks like one of the two below.



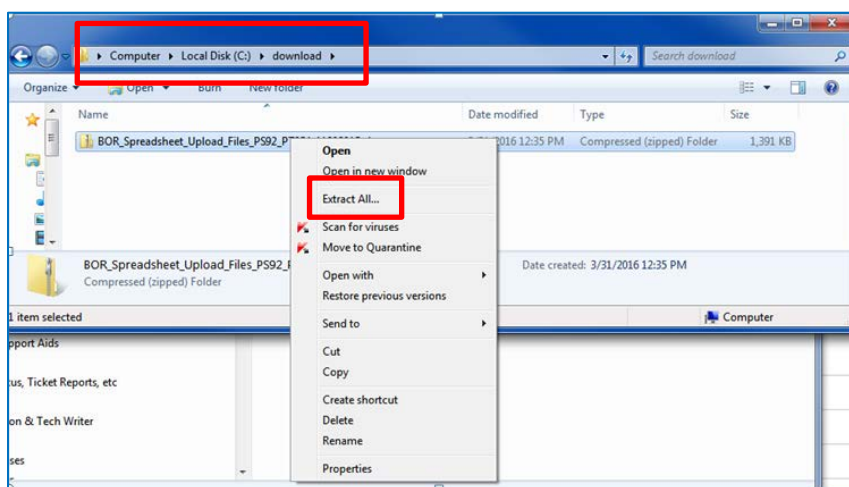
4. Select **Save as** to select a location to save the file (Zip). In this example, we will use a directory called **C:\download**.



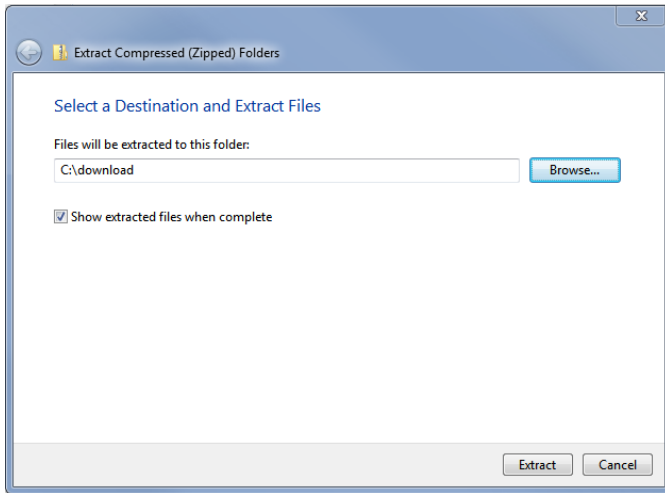
5. Click **Save**.
6. Using Windows Explorer, navigate to the download directory and locate the file **BOR_Spreadsheet_Upload_Files_PS92_PT854_11202015.zip**



7. **Right-click** on the file name to display more options.

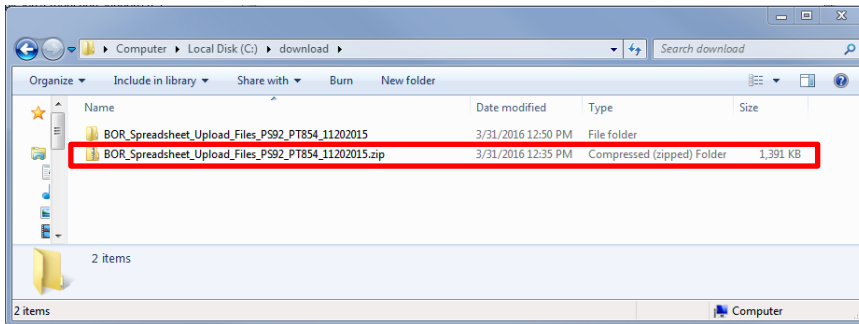


8. Select Extract All... to display the Extract Compressed (Zipped) Folders dialog box.

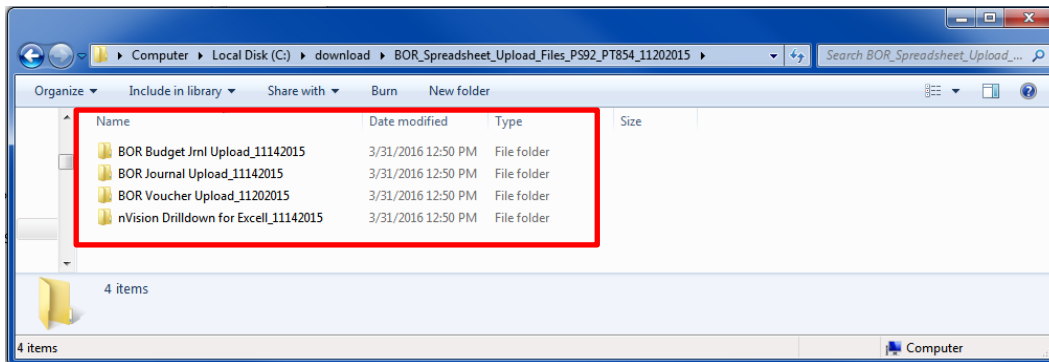


9. Select the location where you would like to save the uncompressed version of this folder. For this example, we selected **C:\download**.

10. Click on **Extract**. An uncompressed copy of the files will be created.



11. Double-click on the uncompressed folder to view the Spreadsheet Upload files.



The files are now ready for use. You will see a separate folder for each group of uploaded files:

- BOR Budget Journal Upload (for Commitment Control Budget Journals)
- BOR Journal Upload (for General Ledger Journals)
- BOR Voucher Upload (for Accounts Payable vouchers)
- nVision Drilldown for Excel (files needed for nVision drill down functionality)

See the related sections below for instructions on how to use these files.

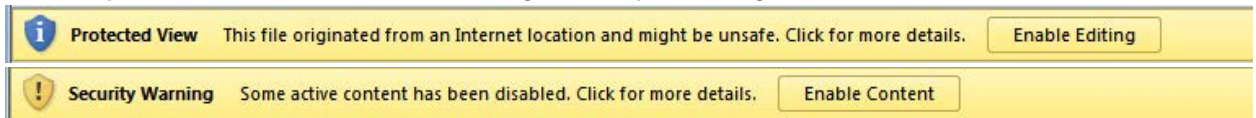
BOR Journal Upload (for General Ledger Journals)

This section will show you 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.**

1. Select the spreadsheet file that corresponds to the database that you want to use. In this example, we will use **JRNL1_BOR_92_854_FPLAY_11142015.xlsm**.
2. Open this spreadsheet in Excel.
3. You may see one or both of the following Security Warnings:



You 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. In this example we will name it **JRNL1_BOR_92_854_FPLAY_MyCopy1.xlsm**

Please Note: We strongly recommend that you create a working copy of this file. Doing so will keep the original file clean so that you can return to it if anything happens to your working copy.

5. The Journal Upload Spreadsheet is now ready for use. Please refer to the related business processes documentation on the GeorgiaFIRST website at <http://www.usg.edu/gafirst-fin/documentation> for Select the link for the General Ledger module and then select General Ledger (GL) – Journals in the Business Processes section to perform the following functions:

- GL_020_029 - Copying Spreadsheet Journals_BUSPROC.docx
- GL_020_030 - Deleting a Spreadsheet Journal_BUSPROC.docx
- GL_020_031 - Setting Up Spreadsheet Journal Preferences_BUSPROC.docx
- GL_020_032 - Online Import Spreadsheet Journals_BUSPROC.docx
- GL_020_033 - Batch Spreadsheet Journal Import_BUSPROC.docx

BOR Budget Journal Upload

The BOR Budget Journal Upload file allows you to prepare Budget Journal entries that you can 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.

Please refer to the related business processes documentation on the GeorgiaFIRST website at <http://www.usg.edu/gafirst-fin/documentation>. Select the link for the Commitment Control module and then select **Commitment Control (KK) - Controlled Budgets** in the Business Processes section.

- KK_020_024 - Creating Control Budget Spreadsheet_BUSPROC.docx
- KK_020_025 - Importing Budget Journals_BUSPROC.docx

BOR Voucher Upload

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

- **ExcelUploadforVoucher.BOR.FPLAY.xlsm**
Use this version for uploading vouchers into the FPLAY database. FPLAY is used for testing and training purposes.
- **ExcelUploadforVoucher.BOR.FPROD.xlsm**
Use this version for uploading vouchers into the FPROD (production) database.

Please refer to the related business processes documentation on the GeorgiaFIRST website at <http://www.usg.edu/gafirst-fin/documentation>. Select the link for the Accounts Payable module and then select **Accounts Payable (AP) – Vouchers** in the Business Processes section.

- AP_020_140 Uploading Vouchers from MS Excel_BUSPROC.doc

nVision Drilldown for Excel

To load the DrilltoPia.xla add-in to the Excel environment:

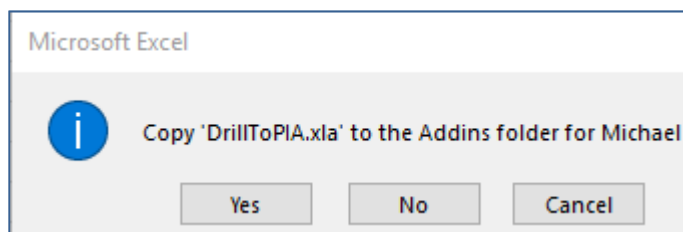
Save a copy of the Drilltopia.xla file to a permanent location on your workstation.

1. Go to your My Documents folder. Create a new folder called **PS_Excel_nVision**. (The actual folder name can be anything you want it to be, as long as it is something you know needs to be kept.)
2. Copy the Drillto Pia.xla file into the folder you created in Step 1.

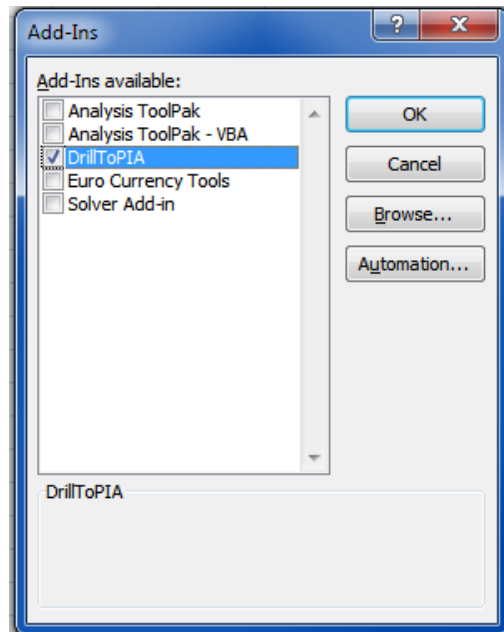
Note: This file could also be copied to a network or shared directory location so that others can have access to it.

For MS-Excel 2007, 2010, 2013 and 2016:

1. Select the <**File**> tab and then select <**Options**>.
2. Select the <**Add-Ins**> entry in the left side menu.
3. At the bottom of the resulting dialog, there is an entry to Manage: "**Excel Add-Ins**". Hit the **Go** button.
4. On the resulting dialog, hit the Browse button and navigate to the folder you created in the steps above. For instance: ...My Documents\PS_Excel_nVision
5. Select the **Drilltopia.xla** add-in and select **ok**.
6. You may receive the following prompt: Select Yes.



7. It will return to the dialog. Select Ok and close out of MS-Excel.



To run a Drilldown via the Web:

1. Navigate to Reporting Tools > nVision > Define Report Request.
2. Provide the Business Unit and other details to bring up the Report to be run.
3. Submit the report.
4. Navigate to the Process Monitor page, (PeopleTools - Process Scheduler - Process Monitor), and click the Refresh button until the nVision report goes to Success and Posted.
5. Navigate to Reporting Tools - Report Manager - choose the Administration tab.
6. Select the Report Name, which will open the output file. Once open, select the cell on which the Drilldown will be performed.
7. Using the Excel toolbars, select nVision - Drill.
8. This will open a PIA page, which displays a list of available Drilldown reports. Select the appropriate Drilldown report and the Scheduler on which it will run. Be sure to specify if the output will be sent to either Web or Window.
 - a. If the report is sent to Window, a pop-up window will appear while the report is being generated. Eventually the output will appear in the pop-up window.
 - b. If the report is sent to Web, the page will redirect to the Report Manager.
9. After a few seconds, the Drilldown output will appear. In the Report Manager, it will take the file name format of DR_###_####.
10. Selecting the file name will enable the Drilldown output to appear.

Favorites - Main Menu - Reporting Tools - Report Manager

ORACLE All Search >> Advanced Search

List Explorer Administration Archives

View Reports For
 User ID: OITCASUCC Type: Last 1 Days Refresh
 Status Folder Instance to

Select	Report ID	Pros Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	6797532	7665067	DR_7664561_7665067_SNP.xlsx	07/29/2015 3:00:58PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	6797180	7664561	GASB Statement of Net Position	07/29/2015 1:48:02PM	Microsoft Excel Files (*.xls)	Posted	Details

Select All Deselect All
 Click the delete button to delete the selected report(s)

List | Explorer | Administration | Archives