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AP.020.140 – UPLOADING VOUCHERS FROM MICROSOFT EXCEL – EXCEL VOUCHER FILE UPLOAD

Purpose	• Understand the voucher upload process using a MS Excel Workbook • Explain the two-part workbook – Template worksheet and Data Entry Worksheet • Upload Vouchers into Peoplesoft Financials • Confirm that voucher data exists in the PeopleSoft staging tables.
Description	The Spreadsheet Voucher workbook lets users enter vouchers offline using Microsoft Excel and then create an XML file to import the vouchers into a PeopleSoft database. The Spreadsheet supports Regular vouchers. Once users import the spreadsheet vouchers, the Voucher Build Process (AP_VCHRBLD) builds and edits the vouchers. The ExcelUploadforVoucher.BOR.856.FPROD.10022018.xls workbook consists of two worksheets: the Template worksheet and the Data Sheet worksheet. The Template worksheet contains all of the available fields users can configure for data entry. Users can configure the spreadsheet for simple one line express vouchers to complex multiple line vouchers. Users enter the transaction data on the Data Sheet worksheet. Users can create multiple versions of the Excel spreadsheet, all with different templates if needed. ***Note***: *The Spreadsheet Voucher Process supports Microsoft Excel formats as input. If users use a non-Excel spreadsheet, users must convert the data file to an Excel format before importing.*
Security Role	**BOR_AP_VOUCHER_ENTRY**

Assumptions	The latest version of the Microsoft Excel Voucher Upload Spreadsheet Workbook is available for download on the Georgia*FIRST* website under Job Aids and Reference Docs found here. Users need to download and store this template provided by ITS to a local network directory.
Dependencies/ Constraints	This Voucher Upload Spreadsheet Workbook should NOT be used to enter PO Voucher transactions, as there is an issue with the PO Encumbrance liquidating correctly upon Voucher Budget Check.
Additional Information	None

Procedure

Below are step by step instructions on how to create an XML file from the Microsoft Excel Voucher Upload Spreadsheet Workbook and confirm the voucher data loads into the PeopleSoft staging tables.

Step	Action
1.	Open the **ExcelUploadforVoucher.BOR.856.FPROD.10022018.xls** file in Excel. The file is available for download on the Georgia*FIRST* website under Job Aids and Reference Docs found here.
2.	Depending on security settings, users may get a Macro warning. Users may see one or both of the following Security Warnings. Users must enable both of these for the spreadsheet to work properly
3.	Create a working copy of this file by selecting File/Save As and renaming the document. *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. Verify the directory name where the spreadsheet will be stored is short and does not contain spaces - for example, c:\voucher_upload. If the name/path is too long, voucher upload will not be successful.
4.	The spreadsheet is delivered as a template with necessary fields already selected. On the Template tab, users may select additional fields to be used in the voucher by clicking the "Add to Data Sheet" check box in the appropriate column. If changes are made, click the "Update Data Sheet" button to update changes. Once all changes are made to the template, click on the "Hide Template" button and save the spreadsheet. *Note*: ITS recommends that users do not enter a password when prompted. Click OK.

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Step	Action
5.	Users will now enter voucher data on the spreadsheet on the Data Sheet tab. If users clicked "Hide Template" previously, the data sheet will be the only active sheet. Users are now ready to begin entering voucher information. The Record Type (Line 2) displays the record type associated with the field: • 000 - Voucher Header fields are highlighted in blue. • 001 - Voucher Line fields are highlighted in yellow. • 002 - Voucher Distribution fields are highlighted in purple. Description (Line 3) displays the description of each field.
6.	To begin, enter the default Business Unit in cell C4 followed by additional voucher information (invoice number, amount, line numbers, ChartFields, etc.). Keep in mind that: • All dates must be entered in YYYY- MM-DD (2020-09-01) format. • Users must enter the Business Unit in the 000, 001, and 002 fields. ***Note**: All fields are pre-formatted for upload. If users copy data from another source, only the data should be pasted in and not the original formatting. Incorrectly formatted data can cause upload failure or voucher build errors.*
7.	Once users enter the voucher(s) information, save the spreadsheet.
8.	Once users save the spreadsheet, they are now ready to create an XML file to be loaded into PeopleSoft. The appropriate person who will be creating the vouchers should open the spreadsheet <u>and</u> log into PeopleSoft Financials.
9.	Click the "Generate XML" button to generate an XML file for upload in the Excel Voucher File Upload Interface in Peoplesoft. ***Note**: The "Generate XML and Post" functionality will eventually be removed due to security requirements and SSO login. Although the "Generate XML and Post" may continue to work for some users, it is advised that users now use the more secure method described below.*
10.	Save the "DEST.XML" file to a desktop or other file directory. (i.e. Voucher_Upload). **Important:** Keep the default File name as "DEST.XML".

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Step	Action
11.	Confirm that the XML file saved to the appropriate location. Users are now ready to upload the DEST.XML file in Peoplesoft.
12.	Log into PeopleSoft.
13.	In PeopleSoft, click the **NavBar** icon.
14.	Click the **Menu** icon.
15.	Click **BOR Menus**.
16.	Click **BOR Accounts Payable**.
17.	Click **BOR AP Interfaces.**
18.	Click **Excel Voucher File Upload.**
19.	On the Excel Voucher File Upload page, click the **Add Attachment** button.
20.	Select **Choose File**.
21.	Locate the "DEST.XML" file saved previously.
22.	Click Open document in File Explorer.
23.	Click **Upload.**
24.	Click **Submit the file for Processing.**
25.	After file is uploaded, users see an Upload Status. The status should state "Imported", if successful.
26.	If users receive any other warnings or errors, review the Voucher Upload Spreadsheet for errors listed. Example Error: Invalid AP Business Unit found on the Voucher Header of the XML doc. 1. Confirm the Business Unit is not blank in the spreadsheet. If it is blank, enter the business unit. 2. Confirm required voucher header fields are not blank. 3. Review and correct the data in the file. Once any errors are resolved, users need to create another "DEST.XML" file by repeating **Steps 6-10**. ***Note:*** *If users receive other errors that users cannot resolve, please submit a support ticket to ITS at* *helpdesk@usg.edu* *for assistance.*
27.	Now, confirm the voucher data successfully loaded into the staging tables and is ready for processing.

Step	Action
28.	Click the **Reporting Tools** link.
29.	Click the **Query** link.
30.	Click the **Query Manager** or the **Query Viewer** link.
31.	Enter "**BOR_AP_STAGED_INVOICES**" in the begins with field.
32.	Click the **Search** button.
33.	Click the **HTML** link to run the query in the HTML format.
34.	Select "**Excel Upload (Payables)**" from the **Voucher Source** dropdown.
35.	Click the **View Results** button.
36.	Confirm the expected voucher data exists. There may be a 1-2 minute delay in the voucher data being populated in the staging tables. Staging tables are shared by Voucher Upload, Banner to AP Interface, and Quick Invoice, so be sure the data users see is from the Voucher Spreadsheet upload. *Note*: In the event the data does not load into the staging tables, but the XML voucher upload process runs successfully, users will need to submit a ticket to the ITS Helpdesk to determine if there are any errors or issues with Integration Broker. If an error occurs in Integration Broker, no further processing can occur until the error is resolved.
37.	Once users verify voucher data successfully uploaded, users may proceed to the Voucher Build process. Please see Business Process document **AP_030_060 - Running Voucher Build** for further information and instructions on running the Voucher Build process.