

---

## Announcement

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** November 14, 2016

**SUBJECT:** New Journal Upload Spreadsheet Available

---

Changes have been made to the Journal Upload Spreadsheet and the new files are now available on the GeorgiaFIRST Financials website.

[http://www.usg.edu/gafirst-fin/documentation/category/general\\_job\\_aids\\_and\\_reference\\_documents](http://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents)

The changes made resolve an issue in which the commitment control amount type was not populating correctly in some situations. This only occurred when the commitment control type was left blank within the spreadsheet's journal header.

It is recommended that users download and begin use of the new spreadsheet as soon as possible to minimize any potential issues.

MORE INFORMATION and SUPPORT

**BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY**  
706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (requires a User ID and password, email [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain credentials)E-mail: [helpdesk@usg.edu](mailto:helpdesk@usg.edu)

ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines:

[http://www.usg.edu/customer\\_services/service\\_level\\_guidelines/](http://www.usg.edu/customer_services/service_level_guidelines/)

---

