# BUDGET IMPORT TEMPLATE

This video will explain and show how to import budget journals in PeopleSoft using the Excel template. Importing will allow you to easily and quickly create budget transfers and journals.

STEPS:

1. Download both the *Budget Journal Template.xlsx* and the *MACRO_file.xlsm* from
   http://crc.sdcoe.net/resources/peoplesoft/guides in the Budget Monitoring section.

2. Save both files in the same folder.

Name	Date modified	Type	Size
☒ MACRO_file	9/30/2014 4:38 PM	Microsoft Excel M...	23 KB
☒ BudgetJournalTemplate	6/14/2016 11:49 A...	Microsoft Excel W...	22 KB

3. First, open the **MACRO_file.xlsm**

4. Open the Budget Journal Template and select the TEMPLATE tab.

| TEMPLATE | BudJournTemplateInstructions | ⊕ |
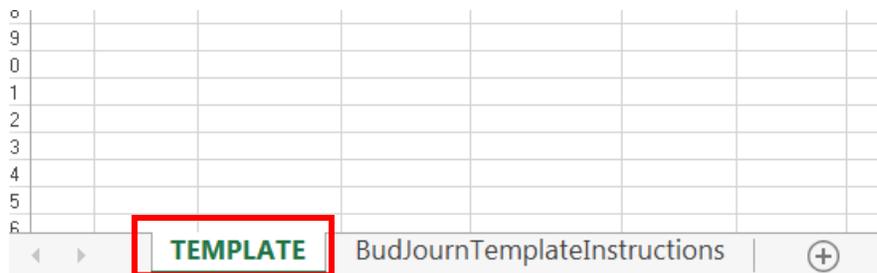
5. Before completing the template:

   - Please note that template is format and case sensitive; most errors in importing template are due to incorrect format of data entered into template.

   - Only yellow highlighted columns need to be completed.

	A	B	C	D	E	F	G	H	I
	Label	Entry Type	Business Unit	Journal ID	Journal Date	Gen Parent	Entry Event	Parent Type	Ledger Group
	H			NEXT					
	Label	Line #	Object	Site	Operating Unit	Product	Fund	Goal	Function	Pr
	I	1							

6. For Entry Type, Cell B2, enter either 1 for Budget Journal or 2 for Budget Transfer. In this example we are creating a Budget Transfer.

7. For Business Unit, cell C2, enter your 5 digit business unit.

8. For Journal Date, enter the 2 digit month, 2 digit day and 4 digit year. The date needs to be 8 numeric digits, no other characters.

9. For Ledger Group, Cell I2, enter either KK_DETAIL for expense or KK_REVENUE for revenue. This must be entered in all capital letters with an underscore between KK and either detail or revenue.

10. The Description in cell J2 is optional. It is limited to 30 characters. An option is to leave this blank and complete in PeopleSoft after the file has been uploaded.

11. Next, complete the budget lines.
    - Columns A and B, Label and Line # must be completed for each line used.

12. In this case, our budget transfer will be 2 lines long so we can highlight and drag A and B.

13. Next, enter the 7 digit object. In this example, we will transfer from 5800-088 to 5200-001.

ntry Type	Business Unit	Journal ID
2	09900	NEXT
Line #	**Object**	**Site**
	5800088	
2	5200001	

14. Enter the 3 digit site in column D

9900	**NEXT**	0701201
bject	**Site**	
300088	200	
200001	200	

15. Enter the 4 digit Fund in column G

t Type	Gen Parent	Entry Event
	Y	
uct	**Fund**	**Goal**
	0100	
	0100	

16. Enter the 4 digit Goal in column H

		KK_DETAIL	OPEN LINE
	Goal	**Function**	**Project Ye**
0100	8600		
0100	8600		

17. Enter the 4 digit Function in Column I

y Event	**Ledger Group**		**Des**
	KK_DETAIL		OPEN LIN
	Function		**Project**
8600	2100		
8600	2100		

18. Enter the 1 digit Project Year in column J. However, in this example, we do not have a project year so we will leave this blank.

19. Enter the 7 digit resource in Column R.

PC	BL	**Resource**	**Activity**	**Resou**
		0904204		
		0904204		

20. Enter the Budget Period in column U. This is the 4 digit year. For 2016-17, enter 2017.

21. Enter the Curr Code in column X, this will always be "USD" (US Dollars).


22. Enter the amount(s) in Column X. Do not use commas or decimals.

***when copying data from another spreadsheet, be sure to **paste-special-values** into the budget journal template to ensure the proper format.

23. The template is complete. "Save As" and change the file name to one for internal use. This will leave the template unchanged for future transactions.

24. Once saved, click on "Add-ins" on the Excel Ribbon at the top of the screen.
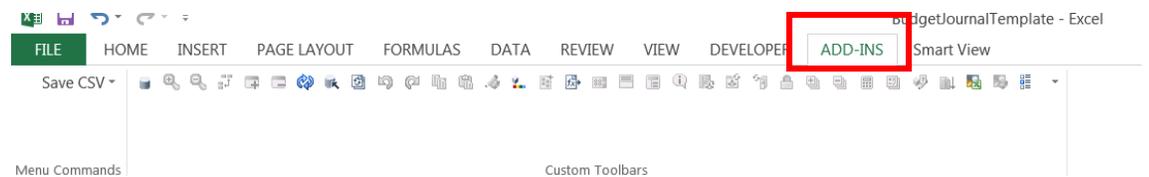
25. Click the 'Save CSV' drop down and select 'Save CSV File'
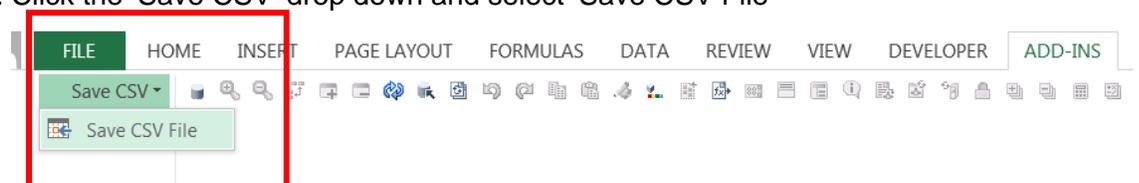
26. This will create a .CSV file which can be imported into PeopleSoft.

27. Now, we will import the .CSV file we just created into PeopleSoft.

28. Log into PeopleSoft Financial

29. Navigate to Main Menu > Commitment Control > Budget Journals > Import Budget Journals.

Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Import Budget Journals 🔍

30. If you have not previously created a Run Control ID, then select 'Add a New Value' and create an ID. We will enter the name "Budget_Import" for this example. Once completed, click Add.

Import Budget Journals

| Find an Existing Value | **Add a New Value** |

Run Control ID: Budget_Import ✕

Add

31. On the next screen, click on 'Add' on the left hand side of the screen to select the csv file to import.

Import Commitment Control Budget Journals

Run Control ID Budget_Import   Report Manager   Process Monitor   Run

Process Request Parameters

*Character Set ISO_8859-1 🔍

Journal ID Mask

Add   Delete   View   Attached File

File Type Options   ◉ Flat File   ○ CSV File

File Attachment   Help

Browse...

Upload   Cancel

💾 Save   ✉ Notify   ➕ Add   🔧 Update/Display

32. Browse to your file location and select the .CSV file created in prior steps. Once selected, click 'Upload.'

File Attachment   Help

L:\Alex\Budget Journal Import PeopleSoft\Budget Import Ten   Browse...

Upload   Cancel

33. Your file is now attached. Next, select your File Type Option at the bottom of the box. You will always select CSV File.

Process Request Parameters

*Character Set ISO_8859-1

Journal ID Mask

Add   Delete   View   **Attached File** BudgetJournalTemplate-0904202-mileage.csv

File Type Options ○ Flat File ● CSV File

34. Next, click the RUN box on the top right

Import Commitment Control Budget Journals

Run Control ID Budget_Import   Report Manager   Process Monitor   Run

Process Request Parameters

*Character Set ISO_8859-1

Journal ID Mask

Add   Delete   View   **Attached File** BudgetJournalTemplate-0904202-mileage.csv

File Type Options ○ Flat File ● CSV File

35. A dialogue box will appear. No changes are necessary so select 'OK.'

Process Scheduler Request

Help

User ID 530861   Run Control ID Budget_Import

Server Name ▼   Run Date 07/25/2016

Recurrence ▼   Run Time 3:26:57PM   Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Flat File Budget Jrnl Import	KK_JRNL_IMP	Application Engine	Web	TXT	Distribution

OK   Cancel

36. You will see a Process Instance number below the RUN button; this means that your csv file is being imported.

Process Monitor   Run
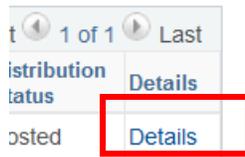
Process Instance:1845929

37. Click On Process Monitor
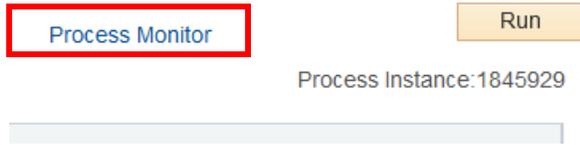
38. Your Instances will be listed in the box. Once the "Run Status" reads "Success" and the "Distribution Status" reads "Posted," then your import is complete.
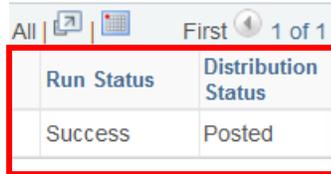
39. To view your journal number, click on Details

40. A dialogue box will appear. Click on 'View Log/Trace' towards the bottom right of the box.

41. Then click on the .LOG file

KK_JRNL_IMP_1845929.LOG

42. Your Journal number will be listed at the end of the message

```
Commitment Control Journal Import (KK_JRNL_IMP)

2016-07-25   18.27.50.000000
----------------------------------------
Processing file BudgetJournalTemplate-0904202-mileage.csv ...
Processing Business unit:  09900 Ledger Group: KK_DETAIL
Process completed successfully with 1 journals imported.
Imported these journals: System ID (Unit, Journal ID, Date) Reference, Description  09900, 0000309604, 2016-07-01
```

43. If you received an error on the Process Monitor screen:

Run Status	Distribution Status
No Success	Posted

- Click on 'Details'

t ◀ 1 of 1 ▶ Last

istribution tatus	Details
osted	Details

- Click 'View Log/Trace'

Parameters   Trai

Message Log   Viev

Batch Timings

View Log/Trace

- Click on the .LOG file to see the error message.

```
Commitment Control Journal Import (KK_JRNL_IMP)

2016-07-25   18.34.36.000000
----------------------------------------
Processing file BudgetJournalTemplate-0904202-mileage-2.csv ...
   Invalid Ledger Group value KK_DETAIL for business unit 09900.
```

- The error message often does not give sufficient information to identify the mistake.
- The best thing to do is to open your "Budget Import Template" used to create the .CSV and check the formatting. Common mistakes include the formatting of the date or including commas in the amount.
- Once the error is corrected, create a new .CSV file and perform the import process in PeopleSoft again.