



Administration Export Data – Budget Upload Template Instructions for Hyperion

Version 3.0 | January 12, 2018

These are the instructions to use in conjunction with the budget upload template (*AdministrationExportData—BudgetUploadTemplateV3_Unprotected.xlsx*). The template is available for download from <http://crc.sdcoe.net/resources/peoplesoft/guides> in the Hyperion section. The information in this job aid is also included on the first worksheet of the spreadsheet.

NOTE: For more information on using this template for the final step of exporting from Hyperion and loading into PeopleSoft Finance, please refer to the Hyperion User Guide.

Step	Description
1	<p>Run Export Data process in Hyperion (Administration>Import and Export>Export Data to File) using the following parameters. These parameter values can be copied from this spreadsheet and pasted into the respective fields on the Export Data to File page in Hyperion.</p> <p>Plan Type: Plan1 Row Members: Scenario / Budget Column Members: Period / Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, Jun POV Members: ILvl0Descendants(ALL_HYP_OBJECT), FY19, Working, ILvl0Descendants(Total Entity), ILvl0Descendants(FunctionTotal), ILvl0Descendants(FundTotal), ILvl0Descendants(GoalTotal), ILvl0Descendants(OperUnitTotal), ILvl0Descendants(PYTotal), ILvl0Descendants(ResourceTotal)</p> <p>NOTE: Update the fiscal year within the POV Members as necessary.</p>
2	<p>Copy only the revenue and the expense data lines onto tab ExportedData as follows:</p> <ol style="list-style-type: none">1. From the exported data file, select only the data lines starting from cell A2 through the last row in Column X.2. Right-click and select the Copy function.3. Open the ExportedData tab.4. Click in cell A2.5. Right-click and select the Paste Option, Values (V).
3	<p>On tab Exported Data, sort the data in Columns A through X by object code (Column W). This will put the rows in ascending order according to the Object code.</p>
4	<p>Copy only Revenue data onto tab Revenue; copy only Expense data onto tab Expense NOTE: When selecting the data, do not select the column headers. And no changes need to be made to the data that is being copied over to the Revenue tab or the Expense tab. The data copied onto the Revenue tab and the Expense tab will automatically be copied and converted onto the Conversion tabs and the BudgetJournal tabs.</p> <p>IMPORTANT: If the number of revenue lines exceed 1,500; or the number of expense lines exceed 9,000; then it will be necessary to copy down the formulas in the respective tabs.</p>



Step	Description
------	-------------

The REVENUE-BudgetJournal tab and the EXPENSE-BudgetJournal tab now contain the data needed for the upload journals. Because these tabs contain formulas within the cells, it is necessary to copy the data as values from these tabs onto separate spreadsheets. These new Revenue and Expense budget journal spreadsheets can be used to upload the Revenue and Expense budgets into PS Finance.

- 5 **IMPORTANT: The revenue and expense budget journals should be audited before uploading into PS. Some areas to check: the budget journal header is completed; the proper formatting of the detail lines, including Line #, chartfields, Budget Period, Reference fields and Line Description fields; and excess data lines are deleted.**

For more information regarding completing these upload budget journals, please review CRC's document, Importing Budgets Journals, that is available on the CRC website at <http://crc.sdcoe.net>.
