



Importing Budget Journals

Version 1.0 | June 9, 2014

Overview

These directions are for staff involved with budget creation. You can use the **Import Budget Journals** process to upload a CSV file to create a budget journal. After the budget journal is created, it can then be processed using the **Enter Budget Journals** page.

Basic Steps

There are four parts that you will complete.

Part A: Populate the Excel file template (*BudgetJournalTemplate.xlsx*). Refer to the file layout specifications to know how to complete the template.

Part B: Use the macro file (*MACRO_file.xlsm*) to convert the Excel file from Part A to a CSV file.

Part C: Use the Import Budget Journal screen in PeopleSoft to upload the CSV file from Part B.

Part D: Process the created budget journal using the Enter Budget Journals screen.

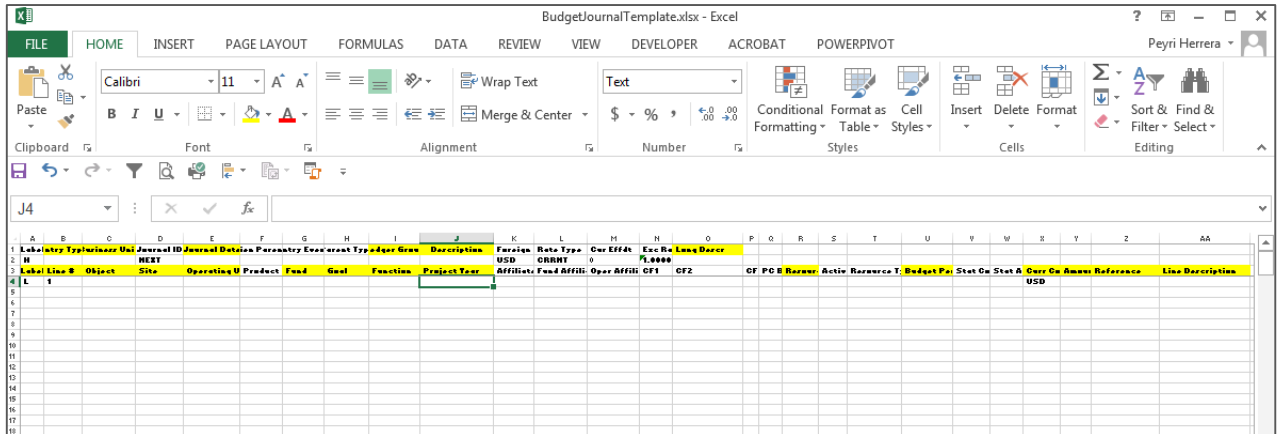


Part A: Populate the Excel Template

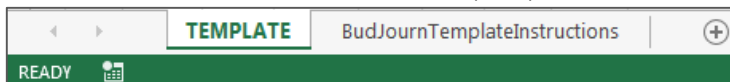
What you will do: Populate the *BudgetJournalTemplate.xlsx* spreadsheet with information.

About the Template File

- The template is named *BudgetJournalTemplate.xlsx*. This is the Excel file you must use for the Import Budget Journal process. It has Columns A-AA.



- The Excel file contains two worksheets (tabs): **TEMPLATE** and **BudJournTemplateInstructions**.



- Please see the file layout on the next page. This is the same information on the BudJournTemplateInstructions tab. The yellow cells identify the required fields for the template.
- As a suggestion, use the template to create a REV spreadsheet separate from the EXP one.
- NOTE: For budgets being created for a new fiscal year, the Journal Date value on the Excel file requires a date of 0701 (July 1) of the new fiscal year.**

Directions

- Download *BudgetJournalTemplate.xlsx* from <http://crc.sdcoe.net/resources/peoplesoft/guides> in the Budget Monitoring section. (While you're here, you can also download the macro file called *MACRO_file.xlsm* used in Part B.)
- Open the template file and do a "save as." Save the file with a pertinent filename to the desired location on your computer. That way you can preserve the original template file to use again later.
- On the **TEMPLATE** worksheet, populate the rows according to the file layout specifications (see next page or the BudJournTemplateInstructions tab).
- Save the file.

You are now ready to move to **Part B**.



File Layout Specifications

Yellow = Mandatory; data required

	Field	Description
HEADER	Label	H
	Entry Type	Enter one of the following numeric codes: 0 (zero) for Original; 1 for Adjustment
	Business Unit	Enter Business Unit (five-digit district number used in PeopleSoft, like 00700)
	Journal ID	Type NEXT
	Journal Date	Enter Journal Date (MMDDYYYY). NOTE: For budgets being created for a new fiscal year, enter 0701 (July 1) of that fiscal year.
	Gen Parent	(blank)
	Entry Event	(blank)
	Parent Type	(blank)
	Ledger Group	Select one of the following: KK_DETAIL for expenses; KK_REVENUE for revenue (Separate Rev from Exp)
	Description	Enter the description of the budget journal (30 characters)
	Foreign CC	USD
	Rate Type	CRRNT
	Cur Effdt	A cell formula will copy over the date from the Journal Date cell.
	Exc Rate	1.0000
	Long Descr	Enter a long description of the budget journal (254 characters)
LINE	Label	L (copy down this value to succeeding lines, if necessary)
	Line #	Enter a Line #. Line numbers needs to be in numerical order starting with 1.
	Object	Enter Object ChartField value (NNNNNNN) 7 digits
	Site	Enter Site ChartField value (NNN) 3 digits. This could also be blank if you are not using.
	Operating Unit	Enter Operating Unit ChartField value (NNN) 3 digits. This could also be blank if you are not using.
	Product	(blank)
	Fund	Enter Fund ChartField value (NNNN) 4 digits
	Goal	Enter Goal ChartField value (NNNN) 4 digits
	Function	Enter Function ChartField value (NNNN) 4 digits REV OBJ = BLANK FUNCTION
	Project Year	Enter Project Year ChartField value (N) 1 digit
	Affiliate	(blank)
	Fund Affiliate	(blank)
	Oper Affiliate	(blank)
	CF1	(blank)
	CF2	(blank)
	CF3	(blank)
	PC BU	(blank)
	Resource	Enter Resource ChartField value (NNNNNNN) 7 digits
	Activity	(blank)
	Resource Type	(blank)
	Budget Period	Enter Budget Period (YYYY) 4 digits Example: "2015"
	Stat Code	(blank)
	Stat Amt	(blank)
	Curr Code	USD (copy down this value to succeeding lines, if necessary)
	Amount	Enter line amount. For negative amounts, enter a minus sign prior to the amount. Format as General or Text with no commas.
	Reference	Enter a budget line reference (10 characters) Example: "14-15BDGT"
	Line Description	Enter a budget line description (30 characters)



Part B: Create a CSV File (Macro)

What you will do: Use the macro to convert the Excel file to the correct Comma Separated Values (CSV) file.

About the Macro File

- The macro file is named **MACRO_file.xlsm** (the “M” in XLSM refers to macro). This .XLSM file contains the macros necessary for creating the CSV file from the .xlsx file that you populated in Part A.
- When you are ready to create the CSV file, you must have both *BudgetJournalTemplate.xlsx* (or whatever you renamed it as) and *MACRO_file.xlsm* open at the same time.
- In Excel, make sure you enable macros before attempting this Import Budget Journal process. See Macro Security below.

Directions

1. If you haven't done so already, download *MACRO_file.xlsm* from <http://crc.sdcoe.net/resources/peoplesoft/guides> in the Budget Monitoring section.
2. Open the *MACRO_file.xlsm* file.
3. Open the *BudgetJournalTemplate.xlsx* file (or whatever you saved it as). Now you should have both files open.
4. In the Excel file, click the **Add-Ins tab**. Your Excel application must have macros enabled if you wish to use any PeopleSoft uploads, such as this Budget Journal Save CSV File macro. If you cannot see the Add-Ins tab, you will have to enable macros in your Excel Security settings as described on the next page.
5. In the Menu commands, click on the **Save CSV** dropdown.
6. Click on the option named **Save CSV File**.
7. Verify that the CSV file has been created. The CSV file should be in the same folder location as the Excel file.

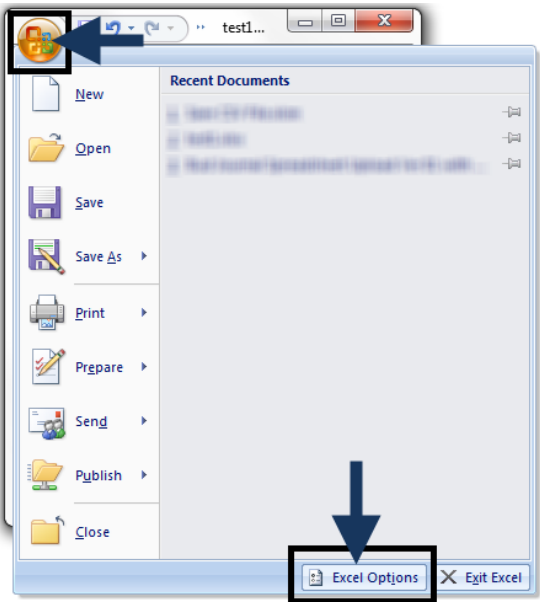
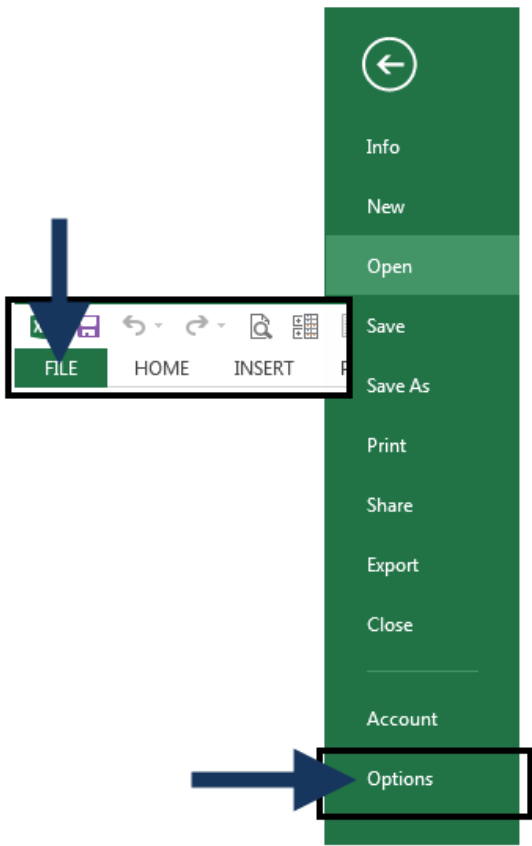
You are now ready to move to **Part C**.

Macro Security

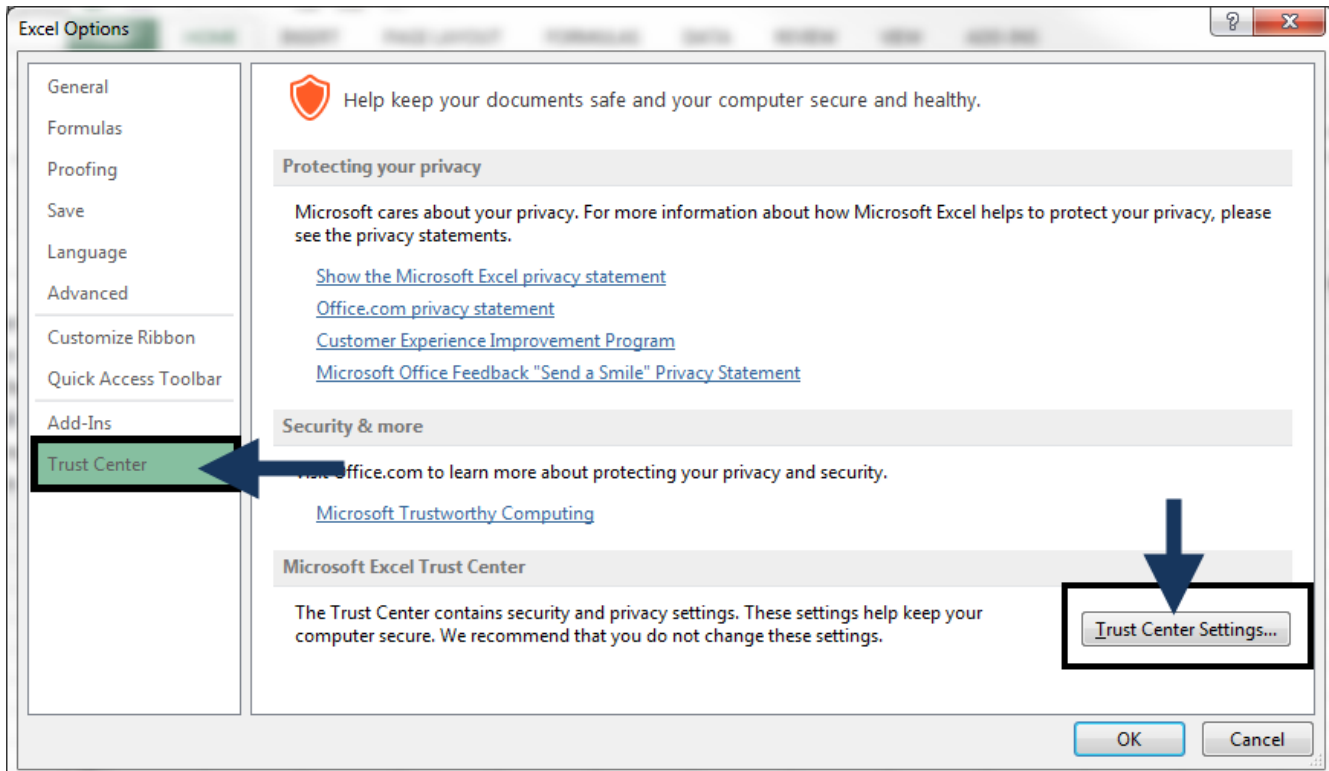
Macros are used to execute tasks that are repetitive or that need special validation. They are convenient and powerful. Because of the possibility of macros harming your computer and data, Microsoft has disabled all macros by default. If you are an experienced Excel user and you are comfortable with enabling macros, you can save yourself time and take advantage of macros that can make your work easier.

Directions:

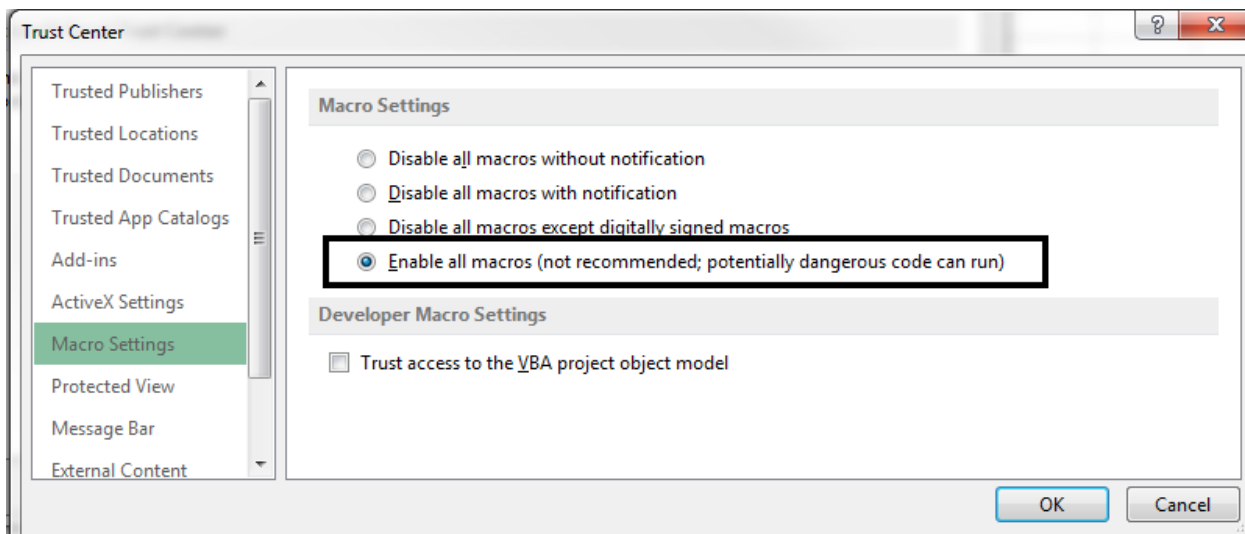
1. Go to **Excel Options**.

Excel 2007	Excel 2010
<p>For Excel 2007, click on the Office button in the upper left corner of Excel, then click Excel Options.</p> 	<p>For Excel 2010, go to File > Options.</p> 

2. For both Excel 2007 and 2010, click **Trust Center**, then click the **Trust Center Settings** button.



3. Select **Enable all macros**. Click **OK**.





Part C: Upload the CSV File

What you will do: Upload the CSV file using the Import Budget Journals process to create a budget journal. After the budget journal is created, it can then be processed through the Enter Budget Journals page.

- For budgets being created for a new fiscal year, the Journal Date value on the Excel file requires a date of 0701 (July 1) of the new fiscal year.
- **CAUTION:** When using the Import Budget Journals process for creating multiple budget journals, complete this process in its entirety before creating the next budget journal.

Directions

Navigation: Main Menu > Commitment Control > Budget Journals > Import Budget Journals

1. Navigate to **Main Menu > Commitment Control > Budget Journals > Import Budget Journals**.
2. On the Add a New Value tab, enter a Run Control ID if one has not yet been set up. Then click **Add**.
Example: BUDGET_IMPORT_JOURN.

Import Budget Journals

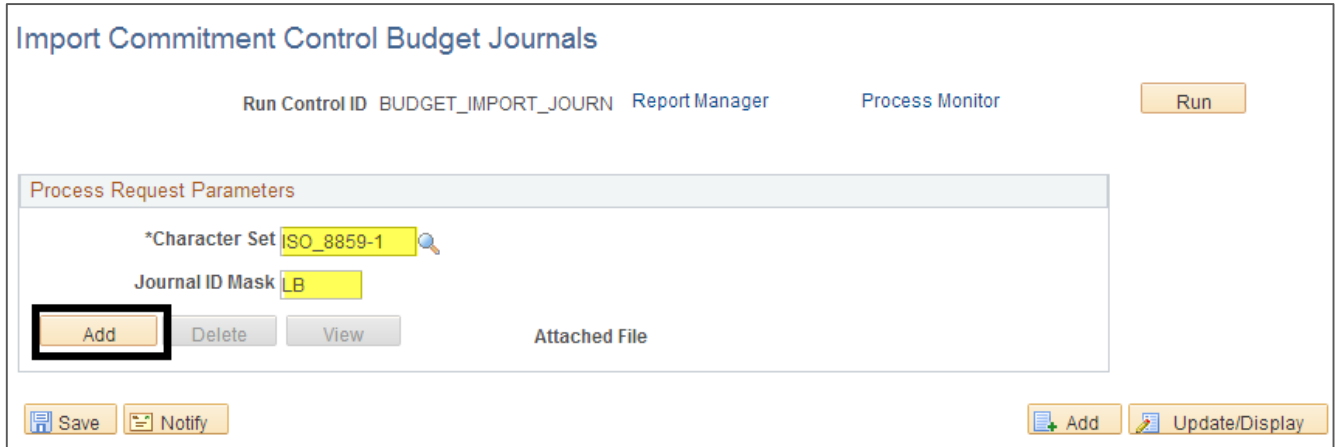
[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

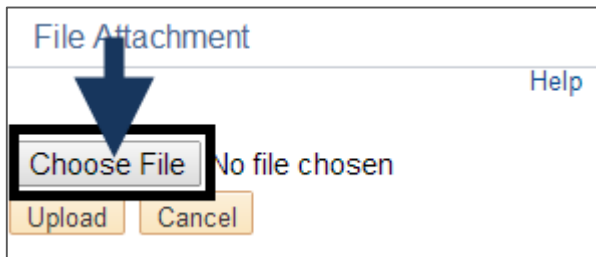
3. On the Import Commitment Control Budget Journals page, enter the **Journal ID Mask**, then click **Add**.



- **Character Set:** Assigned by system. Do not change.
- **Journal ID Mask:** Enter the desired prefix to the Journal ID (alphanumeric, 6). *Example: LB.*
The value of the Journal ID on the Excel file needs to be NEXT in order for the Journal ID to begin with the prefix value that is entered in this Journal ID Mask field.

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header	Status	Description	User ID
00700	0000009449	04/28/2014	KK_DETAIL	None		Test Spreadsheet Upload	140698
00700	0000009450	04/28/2014	KK_DETAIL	None		Test Spreadsheet Upload	140698
00700	0000009452	04/28/2014	KK_DETAIL	Posted		Test Spreadsheet Upload	140698
00700	0000009453	05/08/2014	KK_DETAIL	Posted		(blank)	140698
00700	0000009454	04/28/2014	KK_REVENUE	Posted		Test Spreadsheet Upload	140698
00700	0000009455	05/08/2014	KK_REVENUE	Posted		Test Spreadsheet Upload	140698
00700	0000009462	05/09/2014	KK_DETAIL	Posted		Test Spreadsheet Upload	140698
00700	0000009463	05/09/2014	KK_DETAIL	None		Test Spreadsheet Upload	140698
00700	1234569466	05/09/2014	KK_DETAIL	None		Test Spreadsheet Upload	140698
00700	ABCDEF9465	05/09/2014	KK_DETAIL	None		Test Spreadsheet Upload	140698
00700	LB00009464	05/09/2014	KK_DETAIL	Posted		Test Spreadsheet Upload	140698
00700	LB00009467	05/09/2014	KK_DETAIL	None		Test Spreadsheet Upload	140698

4. Click **Choose File**. The browser window will appear.




5. Navigate to the CSV file, select it, and click Open. **IMPORTANT!** Be sure to upload the CSV file.
6. Click **Upload**.

- Verify that the correct filename is displayed next to **Attached File**. Verify that **CSV File** (radio button) is selected.

Import Commitment Control Budget Journals

Run Control ID BUDGET_IMPORT Report Manager Process Monitor Run

Process Request Parameters

*Character Set 

Journal ID Mask

Add Delete View

Attached File DetailBudgetJournal.csv

File Type Options Flat File CSV File


Save Return to Search Notify Add Update/D

NOTE: After you upload a file, two buttons become active: **Delete** and **View**. The Delete button deletes a previously selected file. The View button allows you to view the selected file prior to running the process.


- Click **Run** (the button at the top of the page). The Process Scheduler Request window will display. Keep the various defaults in this window, and click **OK**.

Process Scheduler Request Help

User ID: 140698 Run Control ID: BUDGET_IMPORT

Server Name: Run Date: 

Recurrence: Run Time: Reset to Current Date/Time

Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Flat File Budget Jnl Import	KK_JRNL_IMP	Application Engine	Web	TXT	Distribution

OK Cancel

9. Locate the Process Instance number. *Example: 3716*. Click the **Process Monitor** link (top-right).

Import Commitment Control Budget Journals

Run Control ID BUDGET_IMPORT Report Manager **Process Monitor** Run

Process Instance: 3716

Process Request Parameters

*Character Set ISO_8859-1

Journal ID Mask LB

Add Delete View

Attached File DetailBudgetJournal.csv

File Type Options Flat File CSV File

Save Return to Search Notify Add Update/Dis

10. Look at the **Run Status/Distribution Status** columns. After the Run Status shows *Success*, and the Distribution Status shows *Posted*, click the **Details** link.

Process List Server List

View Process Request For

User ID 140698 Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3716		Application Engine	KK_JRNL_IMP	140698	05/13/2014 3:30:55PM PDT	Success	Posted	Details

Go back to Import Budget Journals

Save Notify

Process List | Server List



11. Click the **View Log/Trace** link.

Process Detail Help

Process

Instance	3716	Type	Application Engine
Name	KK_JRNL_IMP	Description	Flat File Budget Jrnl Import
Run Status	Success	Distribution Status	Posted

Run Update Process

Run Control ID	BUDGET_IMPORT	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time Actions

Request Created On	05/13/2014 3:33:43PM PDT	Parameters	Transfer
Run Anytime After	05/13/2014 3:30:55PM PDT	Message Log	View Locks
Began Process At	05/13/2014 3:33:51PM PDT	Batch Timings	
Ended Process At	05/13/2014 3:34:07PM PDT	View Log/Trace	

OK Cancel

12. Click the file name containing **.LOG**.

View Log/Trace

Report

Report ID:	2645	Process Instance:	3716	Message Log
Name:	KK_JRNL_IMP	Process Type:	Application Engine	

Run Status: Success

Flat File Budget Jrnl Import

Distribution Details

Distribution Node:	sdfs92	Expiration Date:	06/12/2014
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File List

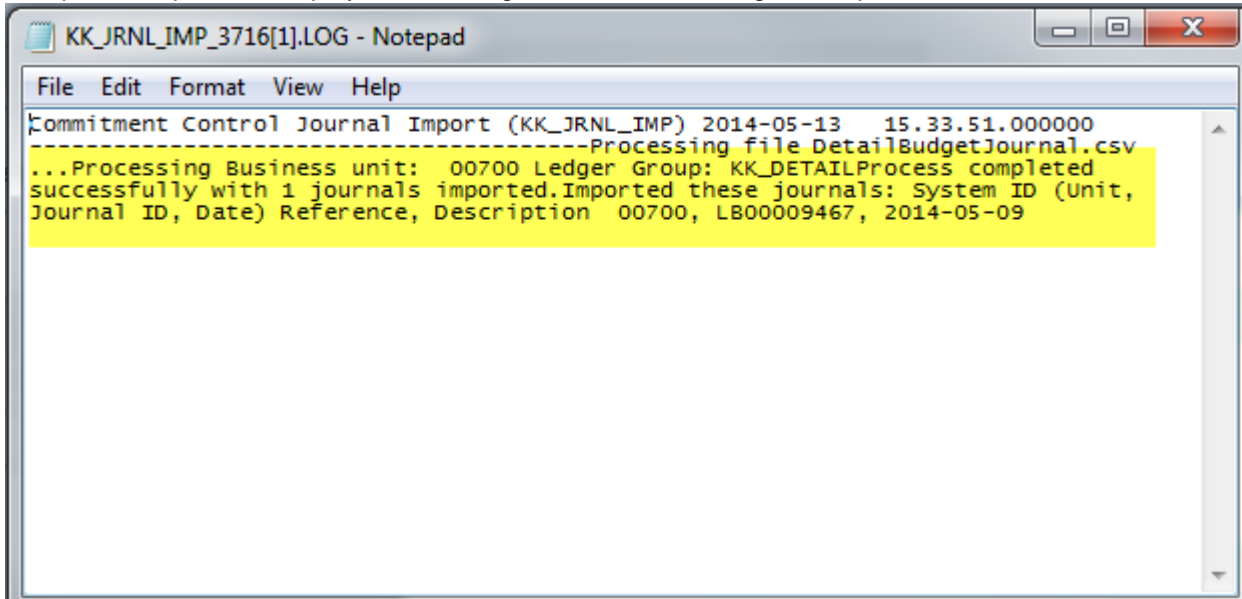
Name	File Size (bytes)	Datetime Created
AE_KK_JRNL_IMP_3716_stdout	564	05/13/2014 3:34:07.361684PM PDT
KK_JRNL_IMP_3716.LOG	392	05/13/2014 3:34:07.361684PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	140698

Return

13. The .LOG link will display details from this process. Verify that it says “completed successfully.” Notepad will open and display the following: Business Unit, Ledger Group, Journal ID, and Journal Date.



KK_JRNL_IMP_3716[1].LOG - Notepad

```
File Edit Format View Help
Commitment Control Journal Import (KK_JRNL_IMP) 2014-05-13 15.33.51.000000
-----Processing file DetailBudgetJournal.csv
...Processing Business unit: 00700 Ledger Group: KK_DETAILProcess completed
successfully with 1 journals imported.Imported these journals: System ID (Unit,
Journal ID, Date) Reference, Description 00700, LB00009467, 2014-05-09
```

You are now ready to move to **Part D**.



Part D: Process Budget Journal

What you will do: After the Import Budget Journal process is performed successfully, go to Enter Budget Journals and find the budget journal that was created to process it.

Directions

Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

1. Navigate to **Main Menu > Commitment Control > Budget Journals > Enter Budget Journals**.
2. On the Enter Budget Journals page, enter search criteria and click **Search**. Look for the budget journal line that was created from the Import Budget Journal process:

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = 00700

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

Description: begins with

User ID: begins with 140698

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-12 of 12 Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
00700	LB00009464	05/09/2014	KK_DETAIL	Posted	Test Spreadsheet Upload	140698
00700	LB00009467	05/09/2014	KK_DETAIL	None	Test Spreadsheet Upload	140698

3. Click on that line and proceed with processing the budget journal.

NOTE: The file will not load if it does not pass all the edits. The following edits are performed during this import process:

- Checks for the existence of all of required fields as listed in the flat file format tables.
- Checks to see if the user supplied journal ID already exist in the database.
- Checks to see if the ledger group is a commitment control ledger group.
- Checks the value of each field against the prompt table of that field.