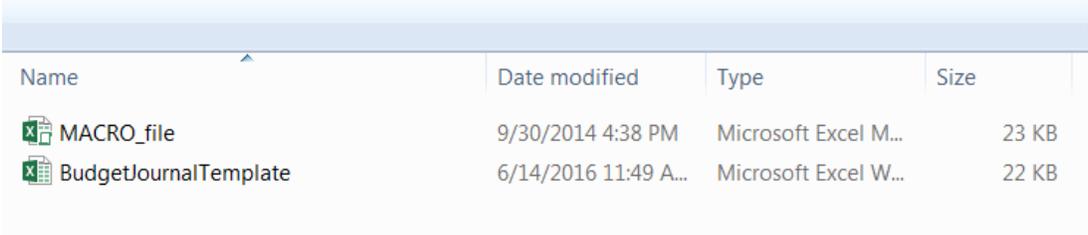# BUDGET IMPORT TEMPLATE

This video will explain and show you 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.** You may need to click enable content.

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

| ◀ ▶ | **TEMPLATE** | BudJournTemplateInstructions | ⊕ |
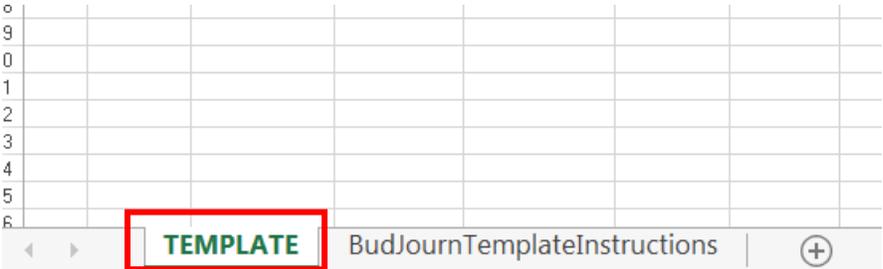
5. Before completing the template:

   - 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. In this example, we are using 09900.

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. **This is commonly the cause of import errors so be sure not to use hyphens or slashes.** We will enter 07012016.

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. In this example, we will enter KK_DETAIL.

10. The Description in cell J2 is optional. It is limited to 30 characters. You can leave this blank and complete in PeopleSoft after the file has been uploaded. In this example, we will leave the description blank.

11. Next, complete the budget lines.

- Column A, Label, is always a capital "L" and needs to be entered for each line used. In this example, we have 2 lines, so we will enter capital "L" in each line.
- Column B, Line #, needs to be entered for each line, increasing sequentially. In this example, we have two lines, so we will enter 1 and 2.

	A	B	C
1	Label	Entry Type	Busines:
2	H	2	09900
3	Label	Line #	Object
4	L	1	
5	L	2	
6			

12. 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	

13. Enter the 3 digit site in column D. In this example, enter Site 200.

9900	NEXT	0701201
bject	Site	
800088	200	
200001	200	

14. Enter the 4 digit Fund in column G. In this example, enter Fund 0100.

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

15. Enter the 4 digit Goal in column H. In this example, enter Goal 8600

		RK_DETAIL	OPEN LINE
	Goal	Function	Project Ye
010	8600		
010	8600		

16. Enter the 4 digit Function in Column I. In this example enter Function 2100.

17. Next, 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.

18. Enter the 7 digit resource in Column R. In this example, enter 0904204.

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

20. Enter the Curr Code in column X. This will always be "USD" (US Dollars).

21. Finally, enter the amount(s) in Column X. Make sure not to use commas or decimals. In this example, we are moving $100 from 5800-088 to 5200-001.


***You can also copy and paste data from other spreadsheets, which can be useful with large sets of data.

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

22. 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.

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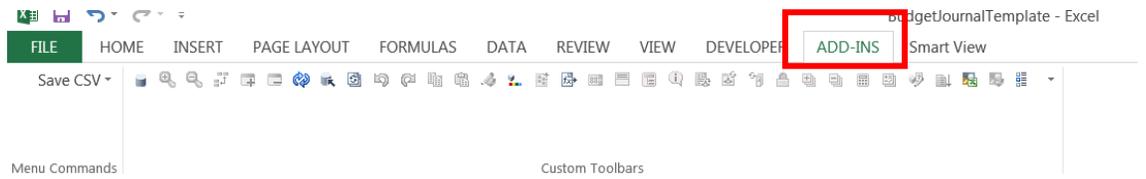
24. Click the 'Save CSV' drop down and select 'Save CSV File'
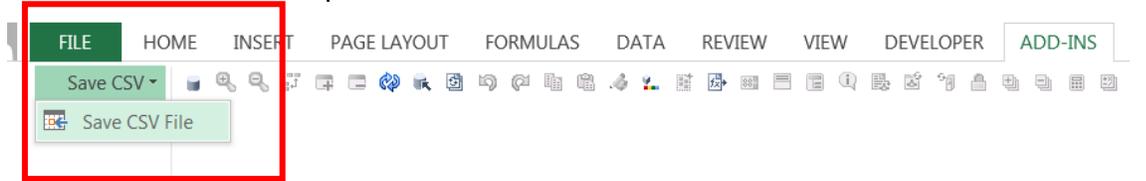
25. This will create a .CSV file which can be imported into PeopleSoft.

26. The file will be saved with the same name as the Excel file but in .CSV format and will be saved in the same location as the template.

27. You will now log into PeopleSoft Financial and follow the CRC importing budget journal procedure to post your budget journal or transfer.