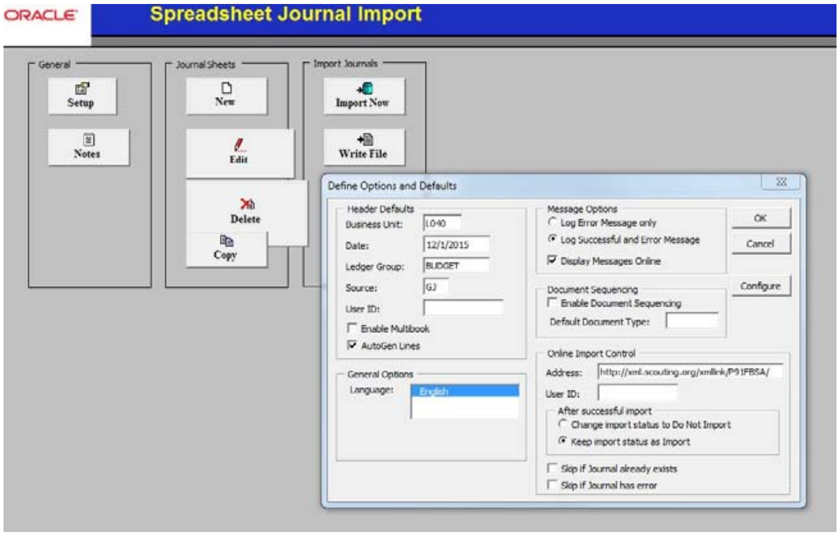
BUDGET FLAT FILE UPLOAD

Loading budget data into PeopleSoft as a flat file – this process works similar to the upload done daily for Sellwise. The file needs to be created using the **Spreadsheet Journal Import Tool** that works with Excel. This process will allow you to create one (very large) upload of a journal for each month and import them into PeopleSoft as flat files instead of excel sheets converted by the macros.

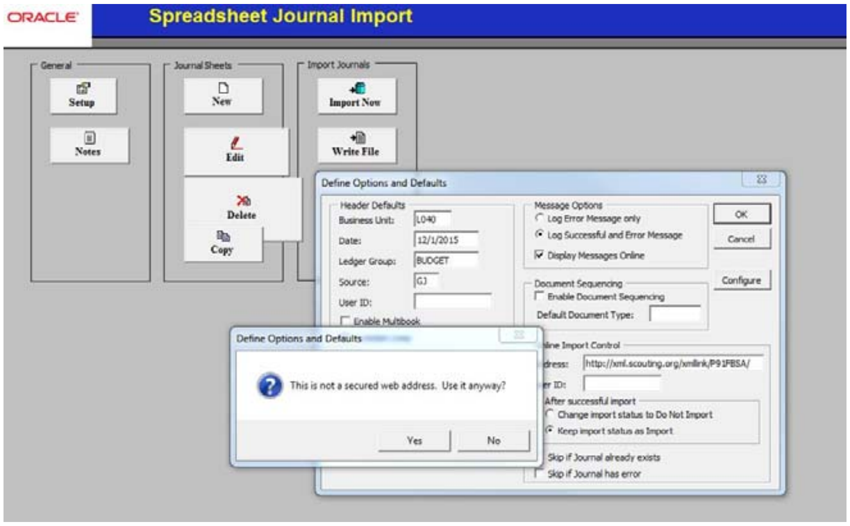
Using the same JRNL1 spreadsheet used for excel uploads, go to "Setup"

Step One – Click on **Setup**

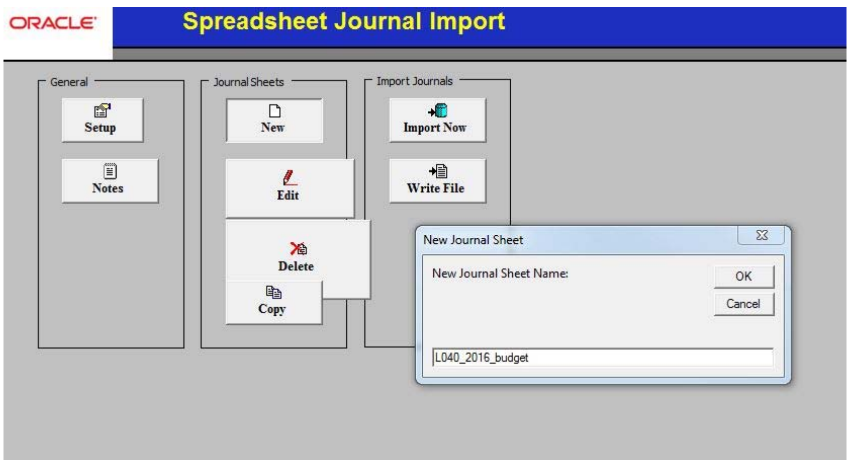


Step Two

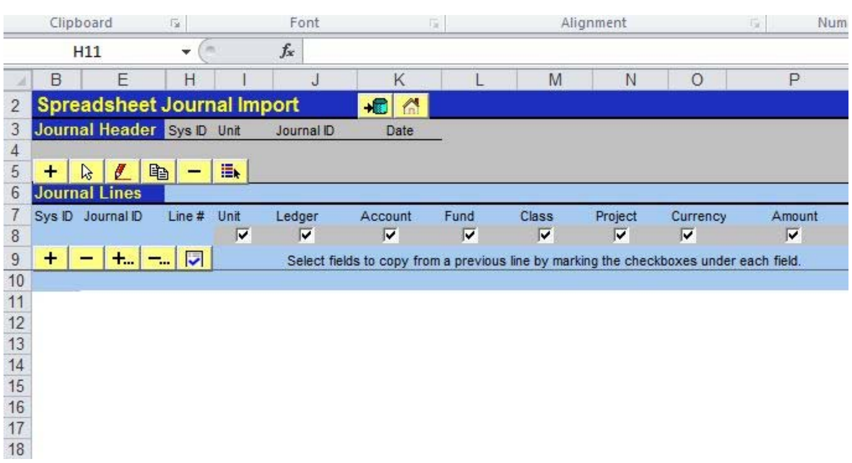
Enter the proper Business Unit
Enter the default date
Enter the Ledger Group (BUDGET)
Enter Source: GJ
All other fileds should default. The address represents the environment.
Optional: Enter User ID
Click **OK**



Step Three Click **Yes**

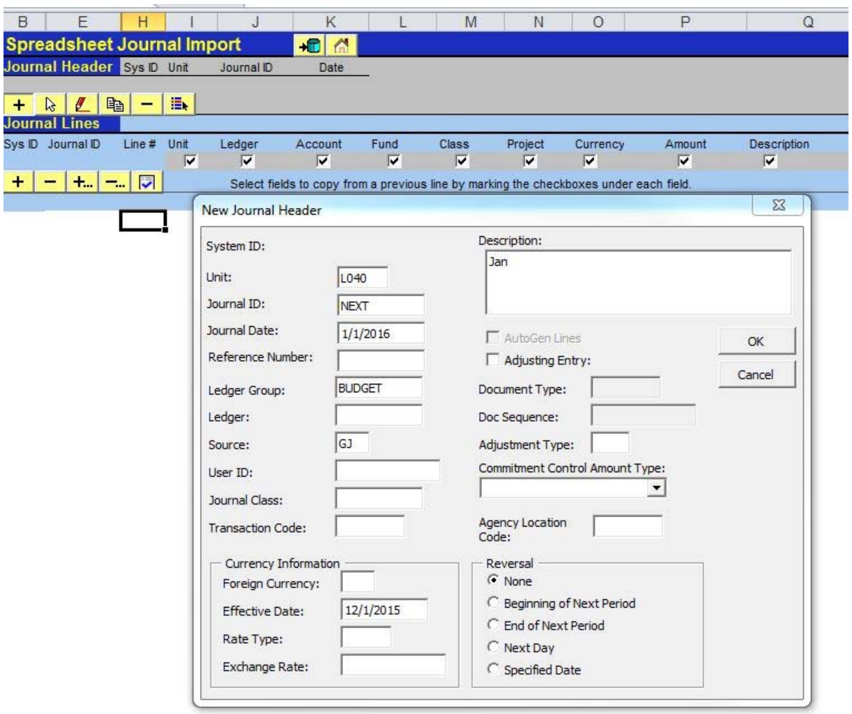


Step Four
Click on the **new** botton
Enter the journal sheet name i.e. **L040_2016_budget**
Click **OK**



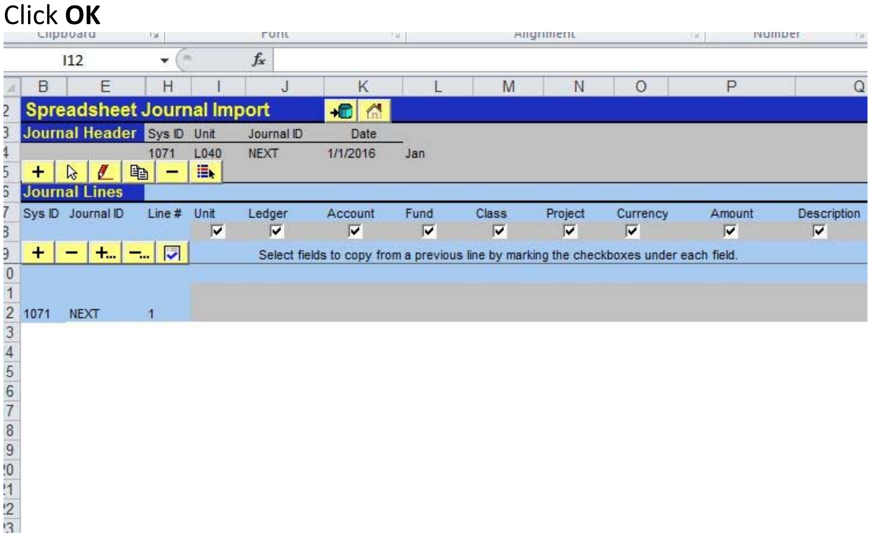
Step Five

Click on the top left “plus sign” under Journal Header to creat the first journal



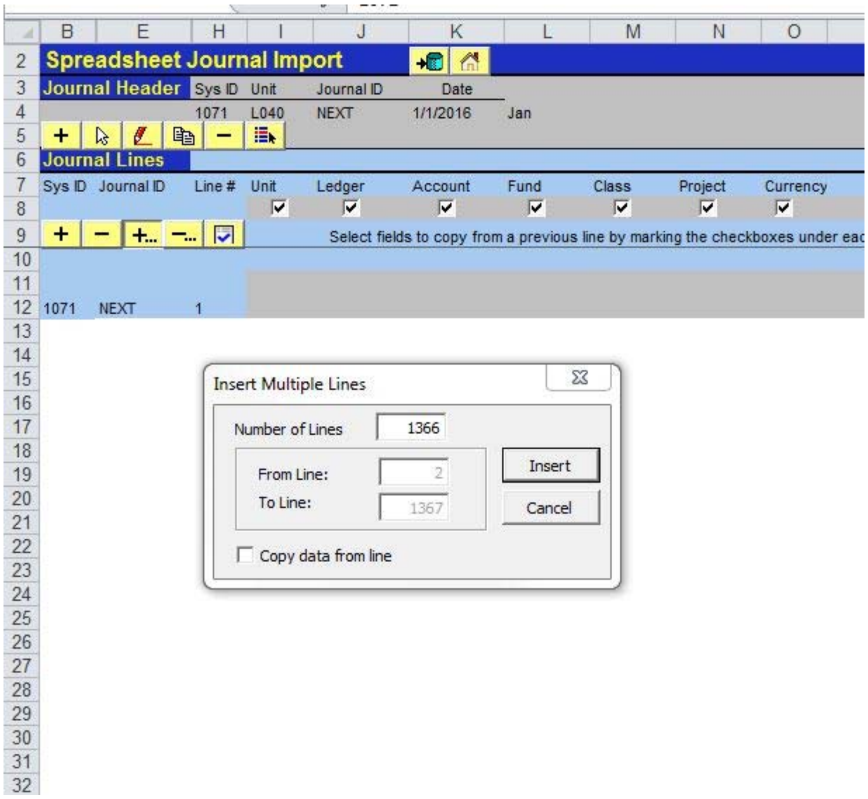
Step Six

Enter/ check the unit (Business unit)
Journal ID: NEXT
Journal Date: (Date of that journal i.e. 1/1/2016 for January budgets)
Ledger: BUDGET
Spurce: GL
Effective Date: (Current date)
Description: Some reference like the month of that budget (this is very important to have later after you have uploaded the data)
Click **OK**



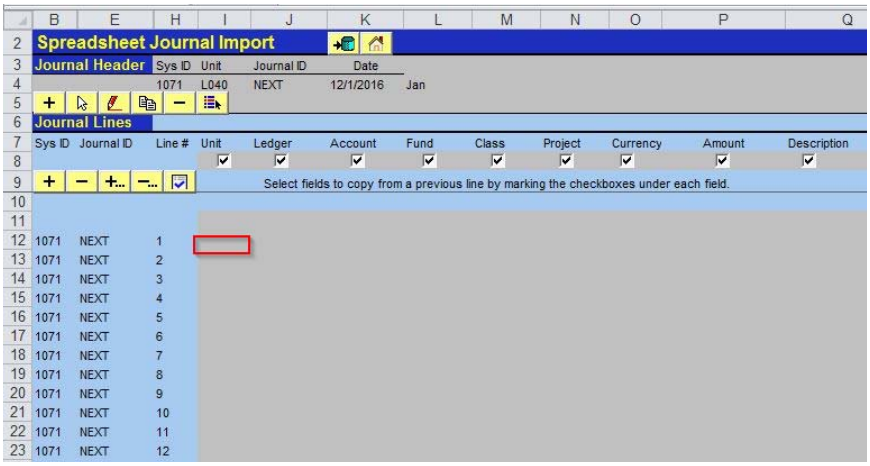
Step Seven

Prepare to copy budget into the upload:
You will need to know the “exact” number of lines the budget is (check your budget upload gathering worksheet)
Click on the “plus sign” listed under “Jounral Lines” to activate this journal.
Click on the “+…” tab to add the additional lines needed.
Enter the number lines you need (less one as you have already created line one) and click **Insert**



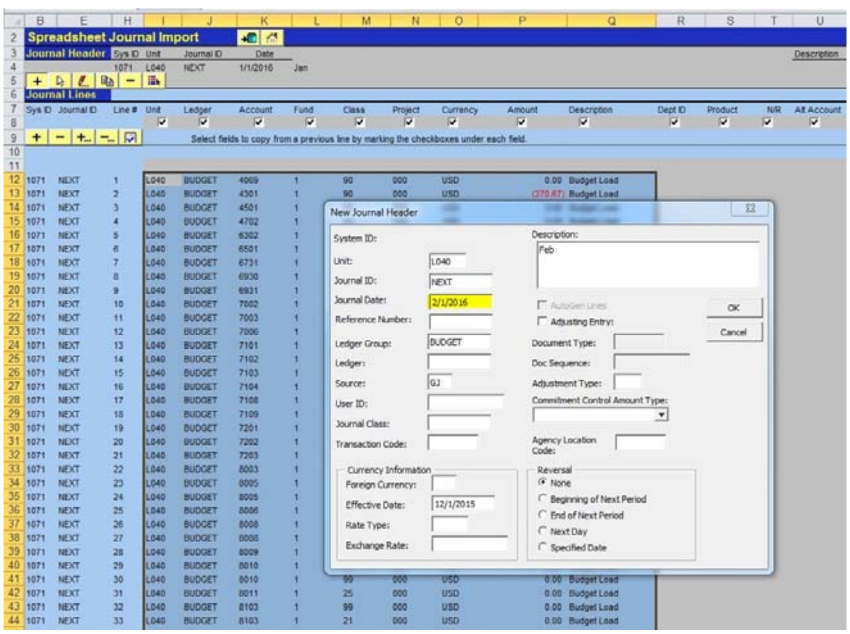
Step Eight

Copy the data you have for your first months budget from the “Budget Upload Gathering Worksheet” and include the following collums: Unit, Ledger, Account, Fund, Class, Project, Currancy, Amount, Description.
Paste this data intot he Journal lines sheet beginning at the top left grey box (see sample)
Remember to use the “Paste Special - Paste values” option to move the data.
NOTE ONE: Amounts must be entered as a postivie number for debit and a negative number for credit when using the upload journal process.
NOTE TWO: All the lines in template must be filled – no empty lines. If you have too many lines opened for your data, delete the empty lines.



Step Nine

After you have done the first month you can begin the process again for the second month (in this exaple it's February)
Click on the "plus" sign up at the top left to creat another Journal
Check all the same information
Set the Journal date to the new month
Change the Description to the new month name (this is very important later)
Click **OK**



Step Ten

After you set up the second Journal Header click on the "plus…" button under Journal Lines to creat the space to upload the next set of data
Scroll down and find the last line of the first set of data you uploaded, a new set has been created (new Sys ID). In this example it' begins on line 1380.
You do the same steps (go back to Step Seven) and entr the next months budget

Spreadsheet Journal Import

Journal Header	Sys ID	Unit	Journal ID	Date	
	1072	L040	NEXT	2/1/2016	Feb

Journal Lines

Select fields to copy from a previous line by marking the checkboxes under each field.

Row	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Description	Dept ID
1365	1071	NEXT	1354	L040	BUDGET	8103	1	20	000	USD	0.00	Budget Load	
1366	1071	NEXT	1355	L040	BUDGET	8104	1	20	000	USD	0.00	Budget Load	
1367	1071	NEXT	1356	L040	BUDGET	6801	1	20	000	USD	0.00	Budget Load	
1368	1071	NEXT	1357	L040	BUDGET	8103	1	20	000	USD	0.00	Budget Load	
1369	1071	NEXT	1358	L040	BUDGET	8104	1	20	000	USD	0.00	Budget Load	
1370	1071	NEXT	1359	L040	BUDGET	8609	1	20	000	USD	0.00	Budget Load	
1371	1071	NEXT	1360	L040	BUDGET	8833	1	20	000	USD	0.00	Budget Load	
1372	1071	NEXT	1361	L040	BUDGET	8103	1	99	000	USD	0.00	Budget Load	
1373	1071	NEXT	1362	L040	BUDGET	8104	1	99	000	USD	0.00	Budget Load	
1374	1071	NEXT	1363	L040	BUDGET	8103	1	20	000	USD	0.00	Budget Load	
1375	1071	NEXT	1364	L040	BUDGET	9431	1	99	000	USD	0.00	Budget Load	
1376	1071	NEXT	1365	L040	BUDGET	6503	1	90	000	USD	0.00	Budget Load	
1377	1071	NEXT	1366	L040	BUDGET	4401	1	90	000	USD	(2.73)	Budget Load	
1378	1071	NEXT	1367	L040	BUDGET	9203	1	99	000	USD	0.00	Budget Load	
1379													
1380	1072	NEXT	1										
1381													
1382													
1383													
1384													
1385													
1386													

Step Eleven

You keep entering new Journal Headers, and new sets of data until you are finished, in this example (Below) we have entered to December and are at line 5530.

When you are all completed Save the Excel sheet

Click on the **home** tab at the center top of the Spreadsheet to go back to the first page cover

Spreadsheet Journal Import

Journal Header	Sys ID	Unit	Journal ID	Date	
	1082	L524	NEXT	12/1/2016	December_III

Journal Lines

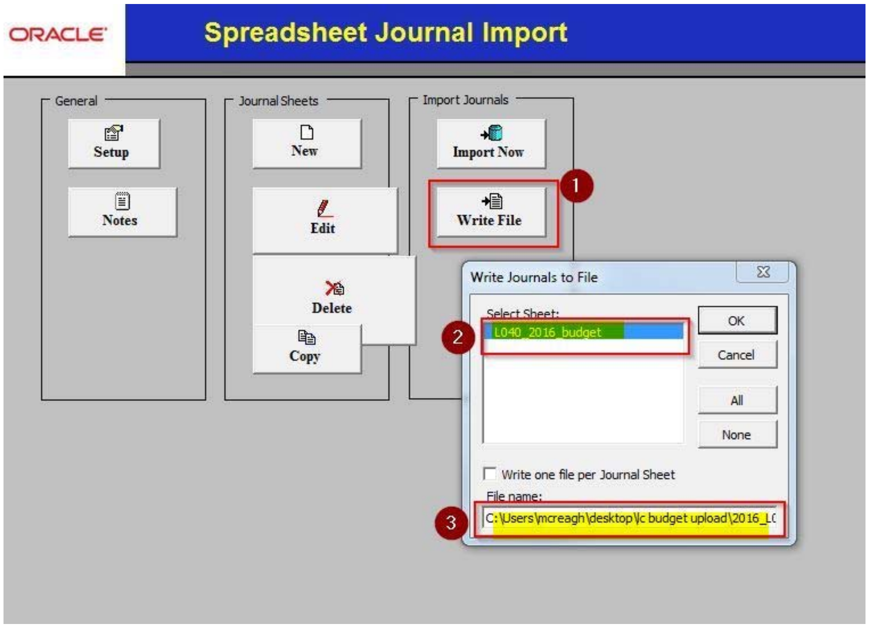
Select fields to copy from a previous line by marking the checkboxes under each field.

Row	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Description
5510	1082	NEXT	439	L524	BUDGET	8402	1	20	129	USD	0.00	Budget Load
5511	1082	NEXT	440	L524	BUDGET	9404	1	20	120	USD	0.00	Budget Load
5512	1082	NEXT	441	L524	BUDGET	8601	1	20	110	USD	0.00	Budget Load
5513	1082	NEXT	442	L524	BUDGET	6801	1	20	114	USD	0.00	Budget Load
5514	1082	NEXT	443	L524	BUDGET	8104	1	20	114	USD	0.00	Budget Load
5515	1082	NEXT	444	L524	BUDGET	9152	1	20	114	USD	0.00	Budget Load
5516	1082	NEXT	445	L524	BUDGET	9404	1	20	114	USD	0.00	Budget Load
5517	1082	NEXT	446	L524	BUDGET	9404	1	20	105	USD	0.00	Budget Load
5518	1082	NEXT	447	L524	BUDGET	6801	1	20	009	USD	0.00	Budget Load
5519	1082	NEXT	448	L524	BUDGET	6931	1	90	009	USD	0.00	Budget Load
5520	1082	NEXT	449	L524	BUDGET	8104	1	20	009	USD	0.00	Budget Load
5521	1082	NEXT	450	L524	BUDGET	8301	1	20	009	USD	0.00	Budget Load
5522	1082	NEXT	451	L524	BUDGET	8609	1	20	009	USD	0.00	Budget Load
5523	1082	NEXT	452	L524	BUDGET	9152	1	20	009	USD	0.00	Budget Load
5524	1082	NEXT	453	L524	BUDGET	9404	1	20	019	USD	0.00	Budget Load
5525	1082	NEXT	454	L524	BUDGET	8601	1	20	213	USD	0.00	Budget Load
5526	1082	NEXT	455	L524	BUDGET	9153	1	20	213	USD	0.00	Budget Load
5527	1082	NEXT	456	L524	BUDGET	9404	1	20	213	USD	0.00	Budget Load
5528	1082	NEXT	457	L524	BUDGET	9404	1	20	214	USD	0.00	Budget Load
5529	1082	NEXT	458	L524	BUDGET	9404	1	20	228	USD	0.00	Budget Load
5530	1082	NEXT	459	L524	BUDGET	9404	1	20	210	USD	0.00	Budget Load
5531												

Step Twelve

When you have cut and pasted all the data and are ready to begin uploading:

1. Click on the “Write File” tab on the main screen, a **Write Journals to File** box will open
2. Click to highlight the sheet listed (this will be the name of the sheet you created in Step Three)
3. In the “File Name” box, select where you want to the file to go. It is recommeded you send it to the same budget file you have the excel sheets in.
4. When these three other steps are complete, click OK



Step Thirteen

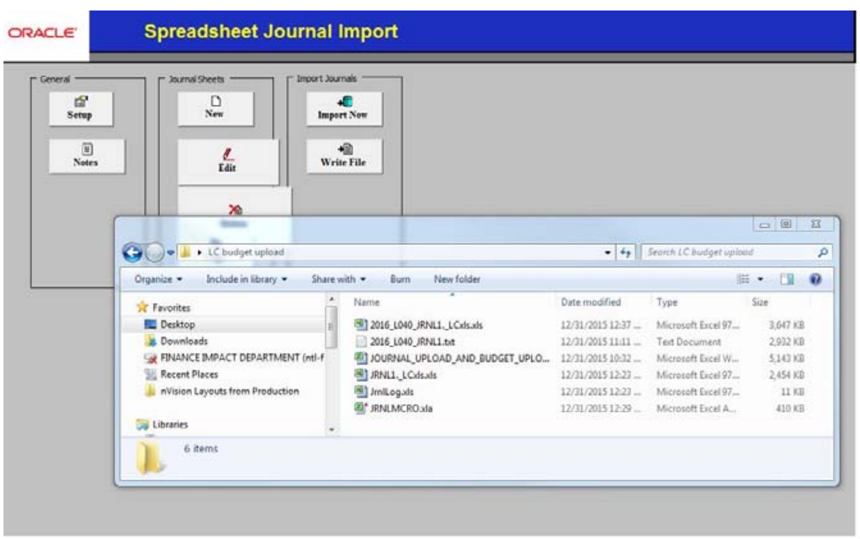
Open the file you have sent the file to and verify:

It is there

It has data. If the size of the file os "0" then there was an error uploading. This would be some type of error like too many lines in a jounral, a blank like in the journal or a a formual instaed of the values in a cell.

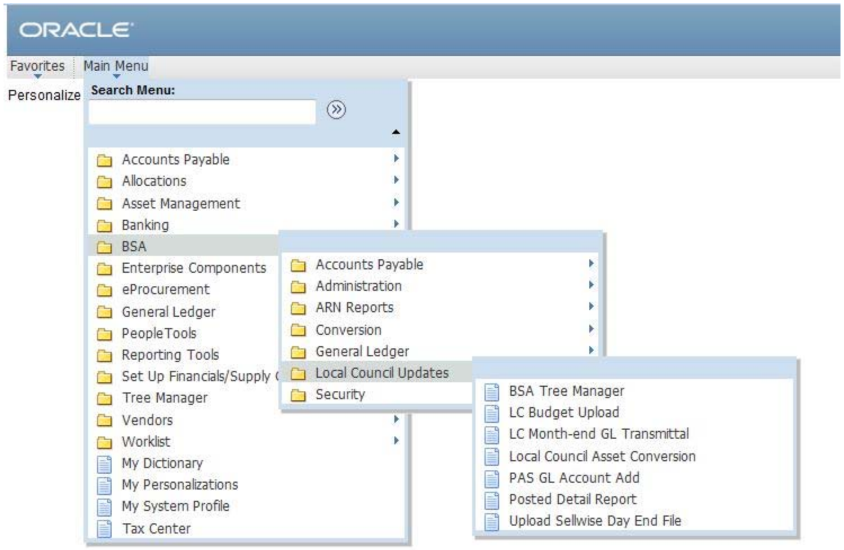
If you have no data in the file you can click on the "edit" button on the sprea sheet and begin looking for the mistake

If the " flat file" was created correctly you are ready to move over to PeopleSoft



Step Fourteen

Log into PeopleSoft. Navigate to the **LC Budget Upload** tab.
Main Menu> BSA> Local Council Updates> LC Budget Upload



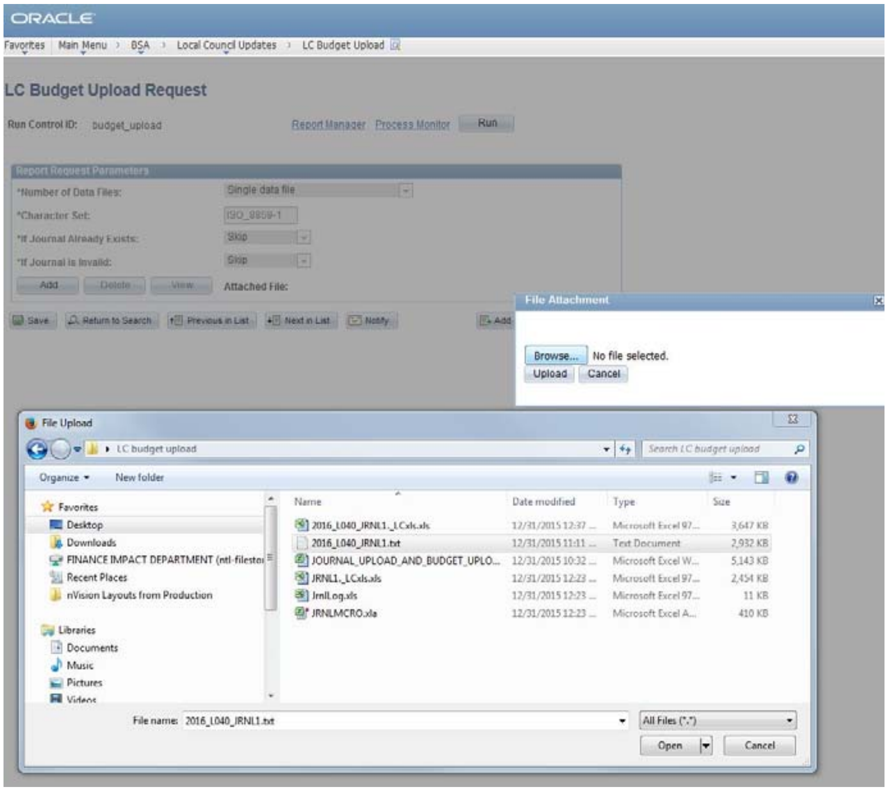
Step Fifteen

Click on the "Add a New Value Tab" and create a new Run Control ID: Budget Upload

Click on **Add**

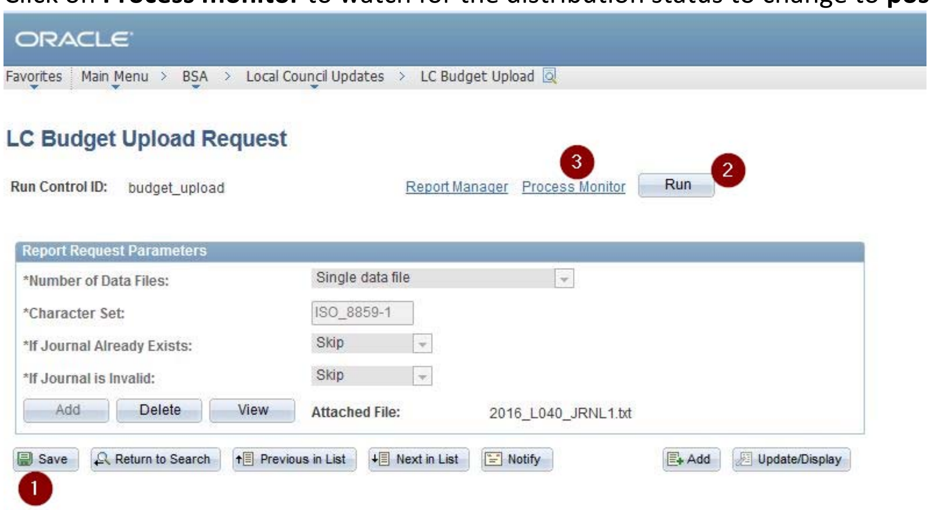
Step Sixteen

From this screen you will click on **Add**
A new window labeled **File Attachment** opens up
Click on **Browse**
You will need to select the file you just created
Click on **open in the "File Upload" window** to select the
Click on **Upload** (this may take a minutes to complete)



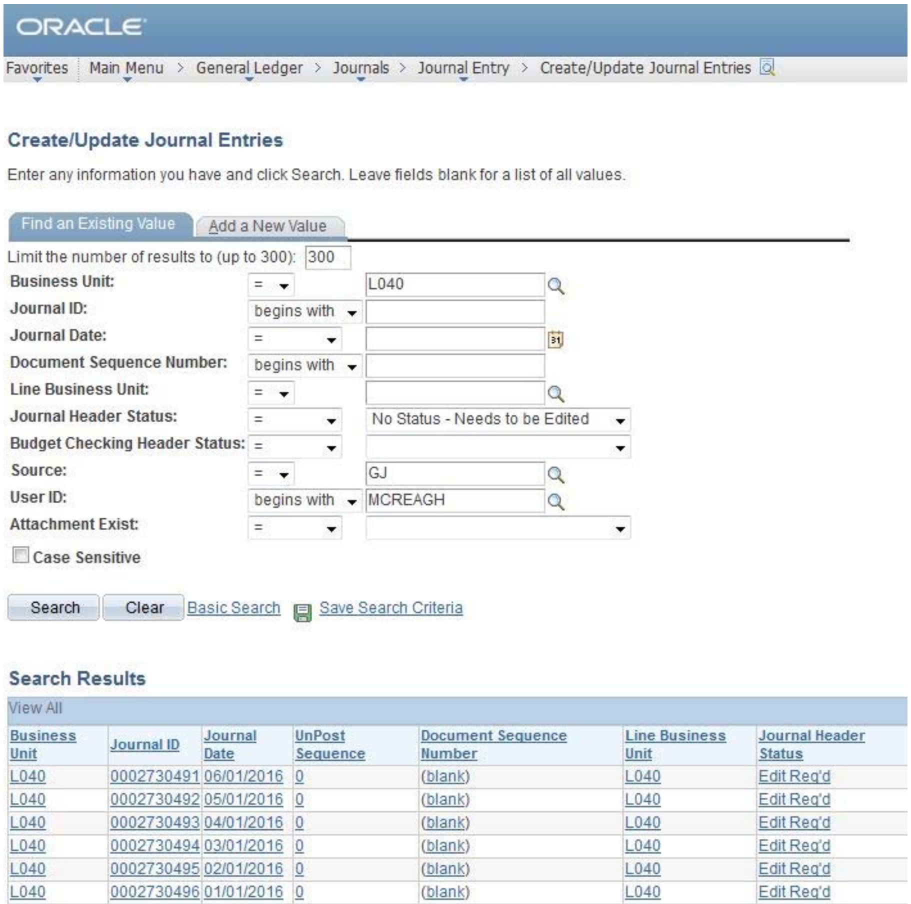
Step Seventeen

After the upload is complete you can proceed
Click on Save
Click on Run. The Process Scheduler Request window opens, Click on **OK**
Click on **Process monitor** to watch for the distribution status to change to **posted** (this may take a few minutes)



Step Eighteen

Navigate to Create/Upload Journal Entries
Main Menu> General Ledger> Journals> Jounral Entry> Create/Update Jounral Entires
From this screen you can click on the **Journal ID** and get to the regular screen for editing and posting


ORACLE

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

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

Limit the number of results to (up to 300): 300

Business Unit:	=	L040
Journal ID:	begins with	
Journal Date:	=	
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	=	No Status - Needs to be Edited
Budget Checking Header Status:	=	
Source:	=	GJ
User ID:	begins with	MCREAGH
Attachment Exist:	=	

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status
L040	0002730491	06/01/2016	0	(blank)	L040	Edit Req'd
L040	0002730492	05/01/2016	0	(blank)	L040	Edit Req'd
L040	0002730493	04/01/2016	0	(blank)	L040	Edit Req'd
L040	0002730494	03/01/2016	0	(blank)	L040	Edit Req'd
L040	0002730495	02/01/2016	0	(blank)	L040	Edit Req'd
L040	0002730496	01/01/2016	0	(blank)	L040	Edit Req'd

- For further instructions on editing and posting a journal see the General Ledger section of the user guide.