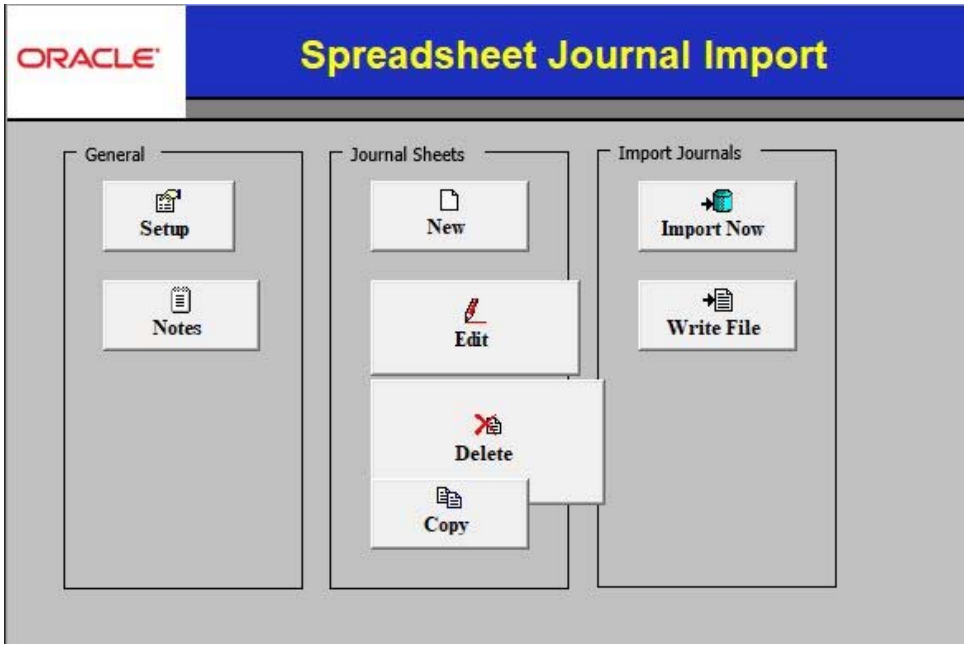
Council Budgeting Tools in PeopleSoft



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Council Financial Management

Council Financial Management provides councils with resources and support in the areas of accounting, governance, and good stewardship through on-site support, training courses, sharing of best practices, and resources for non-profit accounting.

Webinar: Staying Tax-Exempt – PDF version of February 26, 2014 presentation
Read the Frequently Asked Questions
View the LiveStream presentation

5-Year Financial Planning

5-Year Financial Plan with Membership Tracking

Budget Building Materials

Fiscal Documents

Payroll / Personnel

Sample Policies

PeopleSoft Documents

- Accounts Payable
- Asset Management
- Audit Adjustments
- Bank Reconciliation
- Budget Tools
- Communications
- General Ledger
- Month End
- Point Of Sale
- PeopleSoft User Group
- PeopleSoft BSA User Guide
- Year End

SellWise Support

- Document Library
- User Group Information

Budget Tools

Tools to make the budget process more simple in PeopleSoft

PeopleSoft Budget Upload Spreadsheets

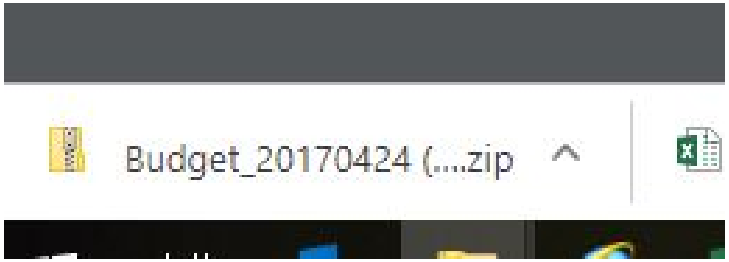
Budget Upload Tool Zip updated April 2017 – file with macros – unzip these all to one file folder on your desktop

Budget in PeopleSoft – this is the original directions. It is best to use the Flat-File Upload below. December 2016

Budget & Actual Queries Introduced

Budget Upload Flat-File Instructions – shown at February 2016 PeopleSoft User group

Budget Upload Tool Zip



Name	Type	Compressed size	Password .
JRNL1_LC	Microsoft Excel 97-2003 ...	305 KB	No
JrnlLog	Microsoft Excel 97-2003 ...	6 KB	No
JRNLMCRO	Microsoft Excel Add-In	155 KB	No

PeopleSoft Budget Upload Spreadsheet

Council budget 2019

Name	Status	Date modified	Type	Size
Journal_Upload_and_Budget_Upload_Gat...	✓	8/26/2019 10:49 AM	Microsoft Excel W...	5,323 KB
JRNL1_LC	✓	8/26/2019 10:50 AM	Microsoft Excel 97...	2,459 KB
JrnlLog	✓	8/26/2019 10:50 AM	Microsoft Excel 97...	9 KB
JRNLMCRO	✓	8/26/2019 10:50 AM	Microsoft Excel A...	420 KB

Budget Upload Flat-File Instructions

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**

LC_BUDGET_SPREADSHEET_FIS_YR

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year

Business_Unit: L178

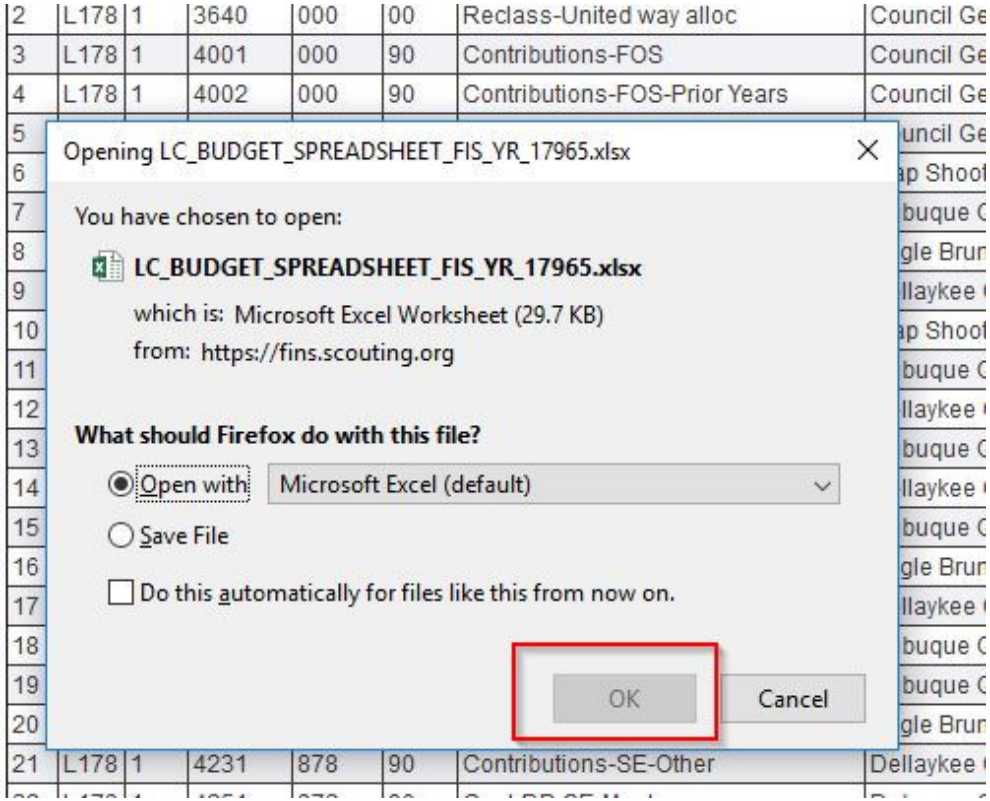
Year: 2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (273 kb)

View All

	Unit	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY
1	L178	1	3630	407	00	Reclass-other direct contrib	Camp Fees-Camperships	0.000	0.000	0.000	0.000	0.0
2	L178	1	3640	000	00	Reclass-United way alloc	Council General	-4417.000	-4417.000	-4417.000	-4417.000	-4413.0
3	L178	1	4001	000	90	Contributions-FOS	Council General	-21500.000	-18950.000	-28000.000	-22000.000	-11450.0
4	L178	1	4002	000	90	Contributions-FOS-Prior Years	Council General	0.000	0.000	0.000	0.000	0.0
5	L178	1	4069	000	90	Prov for Unc-FOS	Council General	1500.000	1000.000	1100.000	1400.000	800.0
6	L178	1	4201	871	90	Contributions-SE-Sponsorships	Trap Shoot	0.000	0.000	0.000	0.000	0.0
7	L178	1	4201	872	90	Contributions-SE-Sponsorships	Dubuque Golf Outing	0.000	0.000	0.000	0.000	0.0
8	L178	1	4201	876	90	Contributions-SE-Sponsorships	Eagle Brunch Dinner	0.000	-8000.000	0.000	0.000	0.0
9	L178	1	4201	878	90	Contributions-SE-Sponsorships	Dallowkee Golf Outing	0.000	0.000	0.000	0.000	0.0



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Unit

A	B	C	D	E	F	G	H	I	J	K	
Init	Fund	Account	Project	Class	Account Description	Project Description	JAN	FEB	MAR	APR	MAY
178	1	3630	407	00	Reclass-other direct contrib	Camp Fees-Camperships	0.000	0.000	0.000	0.000	
178	1	3640	000	00	Reclass-United way alloc	Council General	-4417.000	-4417.000	-4417.000	-4417.000	-44
178	1	4001	000	90	Contributions-FOS	Council General	-21500.000	-18950.000	-28000.000	-22000.000	-114
178	1	4002	000	90	Contributions-FOS-Prior Years	Council General	0.000	0.000	0.000	0.000	
178	1	4069	000	90	Prov for Unc-FOS	Council General	1500.000	1000.000	1100.000	1400.000	8
178	1	4201	871	90	Contributions-SE-Sponsorships	Trap Shoot	0.000	0.000	0.000	0.000	
178	1	4201	872	90	Contributions-SE-Sponsorships	Dubuque Golf Outing	0.000	0.000	0.000	0.000	
178	1	4201	876	90	Contributions-SE-Sponsorships	Eagle Brunch Dinner	0.000	-8000.000	0.000	0.000	
178	1	4201	878	90	Contributions-SE-Sponsorships	Dellaykee Golf Outing	0.000	0.000	0.000	0.000	
178	1	4202	871	90	Contributions-SE-Participants	Trap Shoot	0.000	0.000	0.000	0.000	
178	1	4202	872	90	Contributions-SE-Participants	Dubuque Golf Outing	0.000	0.000	0.000	0.000	
178	1	4202	878	90	Contributions-SE-Participants	Dellaykee Golf Outing	0.000	0.000	0.000	0.000	

Detailed budget by line and by month

Fund	Account	Project	Class	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	3630	407	00	0.000	0.000	0.000	0.000	0.000	0.000	-100.000	0.000	0.000	0.000	0.000	0.000
1	3640	000	00	-4417.000	-4417.000	-4417.000	-4417.000	-4413.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4001	000	90	-21500.000	-18950.000	-28000.000	-22000.000	-11450.000	-5000.000	-6600.000	-1750.000	-4000.000	-4000.000	-7000.000	-10900.000
1	4002	000	90	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-500.000
1	4069	000	90	1500.000	1000.000	1100.000	1400.000	800.000	300.000	200.000	100.000	200.000	200.000	200.000	0.000
1	4201	871	90	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-2000.000	0.000
1	4201	872	90	0.000	0.000	0.000	0.000	0.000	0.000	-27000.000	0.000	0.000	0.000	0.000	0.000
1	4201	876	90	0.000	-8000.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4201	878	90	0.000	0.000	0.000	0.000	0.000	-6400.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4202	871	90	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-4875.000	0.000
1	4202	872	90	0.000	0.000	0.000	0.000	0.000	0.000	-2000.000	0.000	0.000	0.000	0.000	0.000
1	4202	878	90	0.000	0.000	0.000	0.000	0.000	-450.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4203	872	90	0.000	0.000	0.000	0.000	0.000	0.000	-2500.000	0.000	0.000	0.000	0.000	0.000
1	4203	878	90	0.000	0.000	0.000	0.000	0.000	-1200.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4204	872	90	0.000	0.000	0.000	0.000	0.000	0.000	-3300.000	0.000	0.000	0.000	0.000	0.000
1	4204	876	90	0.000	-1450.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4204	878	90	0.000	0.000	0.000	0.000	0.000	-1800.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4205	872	90	0.000	0.000	0.000	0.000	0.000	0.000	-4500.000	0.000	0.000	0.000	0.000	0.000
1	4231	872	90	0.000	0.000	0.000	0.000	0.000	0.000	-5500.000	0.000	0.000	0.000	0.000	0.000
1	4231	876	90	0.000	-1500.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	4231	878	90	0.000	0.000	0.000	0.000	0.000	-2500.000	0.000	0.000	0.000	0.000	0.000	0.000

Budget Upload Gathering Spreadsheet

	A	B	C	D	E	F	G	H
1	Fill in the two cells below							
2	L178	PeopleSoft Business Unit (usually L999 - Council Number)						
3	USD	Currency (USD unless otherwise directed by user)						
4								
5	**Data Preparation Steps:**							
6		**Step 1**	Gather your data for journal upload. This can be to either ACTUA					
7		**Step 2**	Organize your data in the order of colums as in the selected "Ma					
8		**Step 3**	Copy your data from your source and 'PAST SPECIAL - VALUES" or					
9								
10		Step 1	After all the budget data you wish to load is placed into the Mas					
11		Step 2	Open your import file JRNL1.LC.xls - Set up your Header for your					
12		Step 3	Add the number of rows in the JRNL1.LC.xls file that will match y					
13			This is done by clicking the button shown at the right here and					
14		Step 4	Start with					
15			Then add Row numbers in the upload template so they match yo					
16								
17								
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Set Up | Actuals Master | Actuals Upload | Budget Master | Jan | Fe

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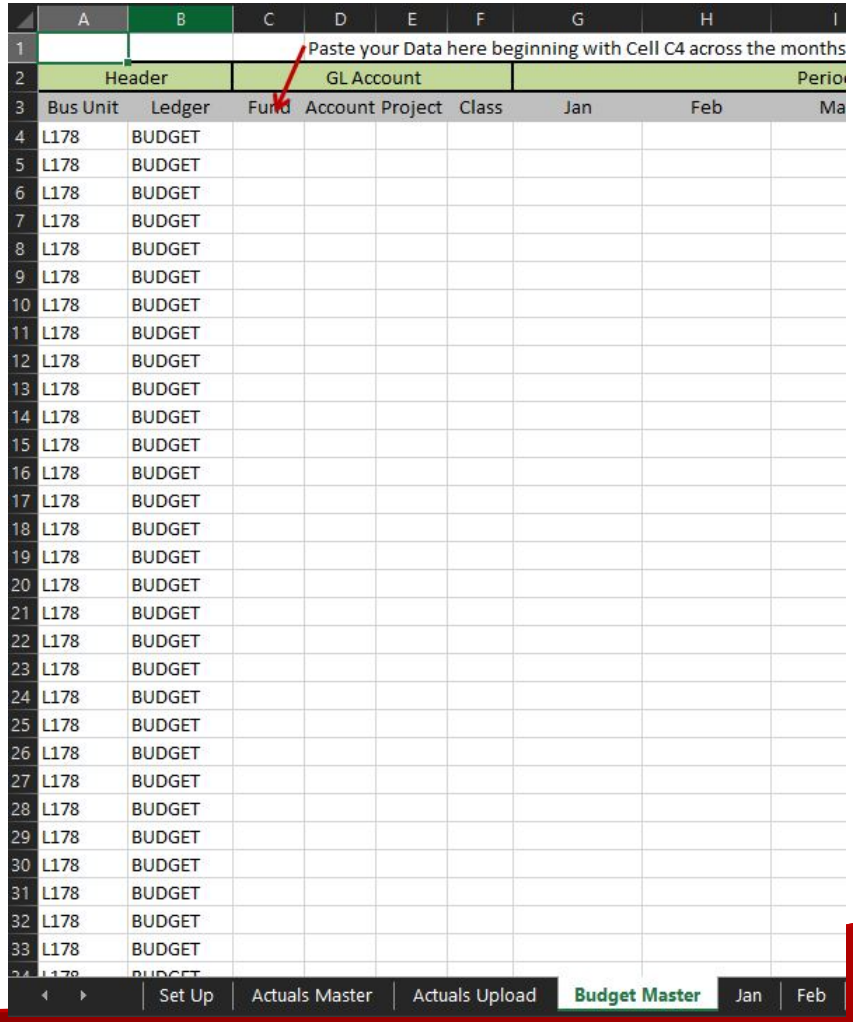
Budget Upload Gathering Spreadsheet



	A	B	C	D	E	F	G	H	I
1				Paste your Data here beginning with Cell C4 across the months					
2	Header			GL Account					Perio
3	Bus Unit	Ledger	Fund	Account	Project	Class	Jan	Feb	Ma
4	L178	BUDGET							
5	L178	BUDGET							
6	L178	BUDGET							
7	L178	BUDGET							
8	L178	BUDGET							
9	L178	BUDGET							
10	L178	BUDGET							
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13	L178	BUDGET							
14	L178	BUDGET							
15	L178	BUDGET							
16	L178	BUDGET							
17	L178	BUDGET							
18	L178	BUDGET							
19	L178	BUDGET							
20	L178	BUDGET							
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27	L178	BUDGET							
28	L178	BUDGET							
29	L178	BUDGET							
30	L178	BUDGET							
31	L178	BUDGET							
32	L178	BUDGET							
33	L178	BUDGET							

Set Up | Actuals Master | Actuals Upload | Budget Master | Jan | Feb

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Budget Upload Gathering Spreadsheet

Paste your Data here beginning with Cell C4 across the months y

Header		GL Account				Periods		
Bus Unit	Ledger	Fund	Account	Project	Class	Jan	Feb	Mar
L178	BUDGET	1	3630	407	00	-	-	-
L178	BUDGET	1	3640	000	00	(4,417.00)	(4,417.00)	(4,417
L178	BUDGET	1	4001	000	90	(21,500.00)	(18,950.00)	(28,000
L178	BUDGET	1				-	-	-
L178	BUDGET	1				,500.00	1,000.00	1,100
L178	BUDGET	1				-	-	-
L178	BUDGET	1	4201		90	-	-	-
L178	BUDGET	1	4201		90	-	(8,000.00)	-
L178	BUDGET	1	4201	878	90	-	-	-
L178	BUDGET	1	4202	871	90	-	-	-
L178	BUDGET	1	4202	872	90	-	-	-
L178	BUDGET	1	4202	878	90	-	-	-
L178	BUDGET	1	4203	872	90	-	-	-
L178	BUDGET	1	4203	878	90	-	-	-
L178	BUDGET	1	4204	872	90	-	-	-
L178	BUDGET	1	4204	876	90	-	(1,450.00)	-
L178	BUDGET	1	4204	878	90	-	-	-
L178	BUDGET	1	4205	872	90	-	-	-
L178	BUDGET	1	4231	872	90	-	-	-

Paste Options:

Values (V)

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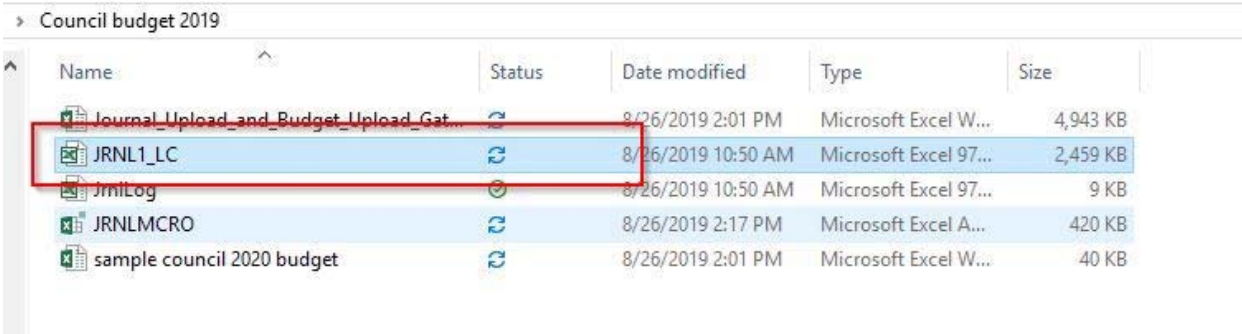
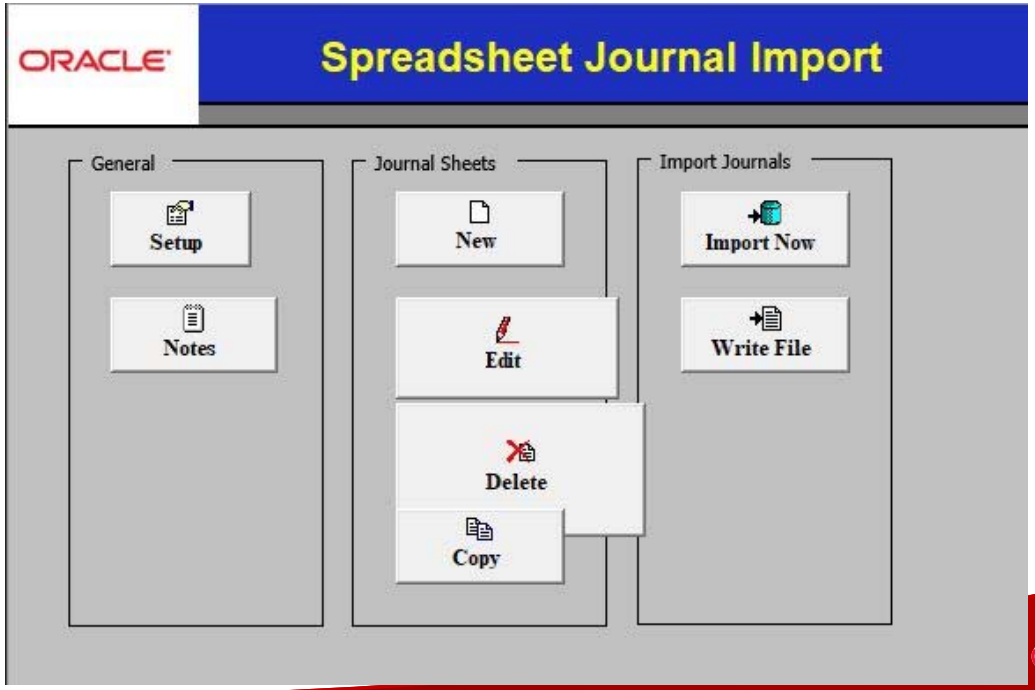
Budget Upload Gathering Spreadsheet

	A	B	C	D	E	F	G	H	I
1		Highlight from A2 here to the bottom right corner of your data for columns A - K , then "Copy" - Re							
2	L178	BUDGET	3630	1	00	407	USD	0	Budget Load
3	L178	BUDGET	3640	1	00	000	USD	-4417	Budget Load
4	L178	BUDGET	4001	1	90	000	USD	-21500	Budget Load
5	L178	BUDGET	4002	1	90	000	USD	0	Budget Load
6	L178	BUDGET	4069	1	90	000	USD	1500	Budget Load
7	L178	BUDGET	4201	1	90	871	USD	0	Budget Load
8	L178	BUDGET	4201	1	90	872	USD	0	Budget Load
9	L178	BUDGET	4201	1	90	876	USD	0	Budget Load
10	L178	BUDGET	4201	1	90	878	USD	0	Budget Load
11	L178	BUDGET	4202	1	90	871	USD	0	Budget Load
12	L178	BUDGET	4202	1	90	872	USD	0	Budget Load
13	L178	BUDGET	4202	1	90	878	USD	0	Budget Load
14	L178	BUDGET	4203	1	90	872	USD	0	Budget Load
15	L178	BUDGET	4203	1	90	878	USD	0	Budget Load
16	L178	BUDGET	4204	1	90	872	USD	0	Budget Load
17	L178	BUDGET	4204	1	90	876	USD	0	Budget Load
18	L178	BUDGET	4204	1	90	878	USD	0	Budget Load
19	L178	BUDGET	4205	1	90	872	USD	0	Budget Load
20	L178	BUDGET	4231	1	90	872	USD	0	Budget Load
21	L178	BUDGET	4231	1	90	876	USD	0	Budget Load
22	L178	BUDGET	4231	1	90	878	USD	0	Budget Load
23	L178	BUDGET	4251	1	90	872	USD	0	Budget Load
24	L178	BUDGET	4251	1	90	876	USD	0	Budget Load
25	L178	BUDGET	4251	1	90	878	USD	0	Budget Load
26	L178	BUDGET	4252	1	90	872	USD	0	Budget Load

Spreadsheet Journal Import





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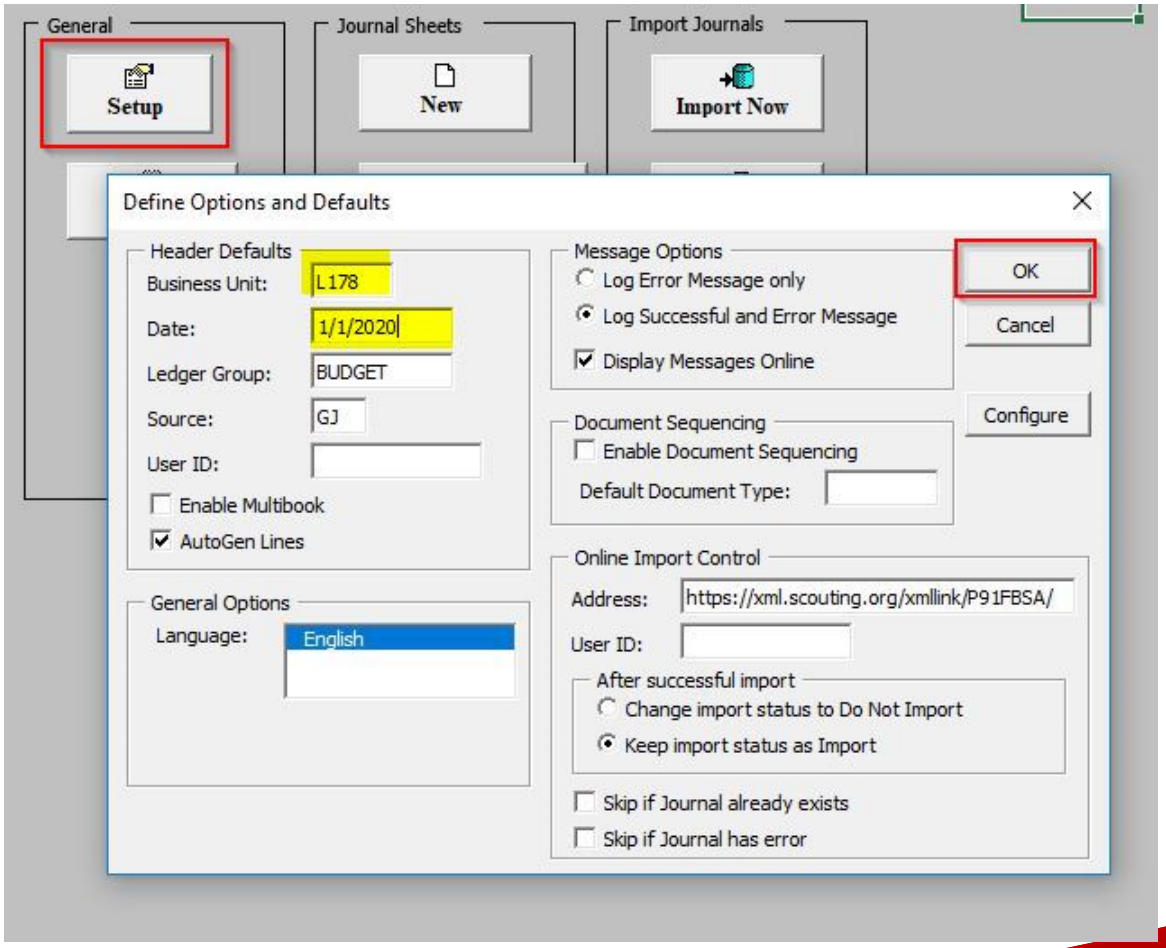
Spreadsheet Journal Import



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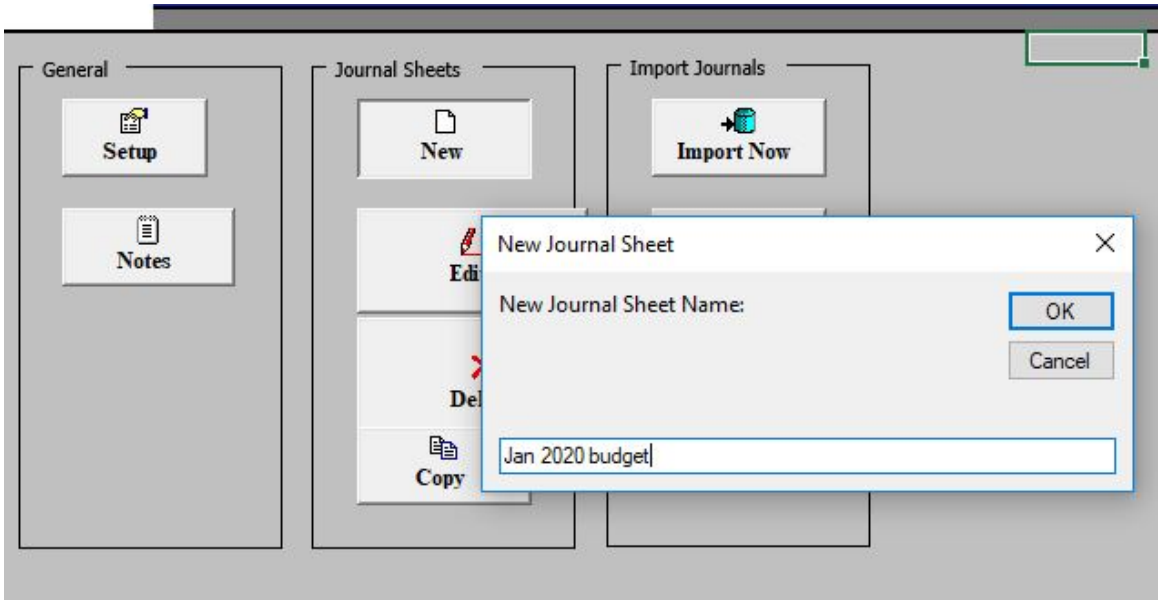
Spreadsheet Journal Import



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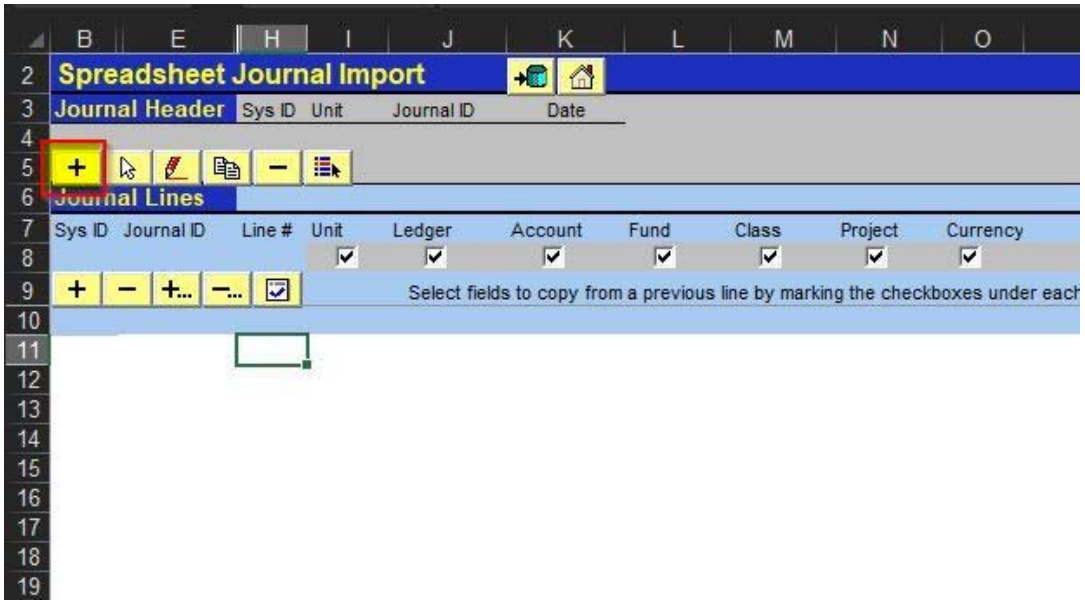
Spreadsheet Journal Import



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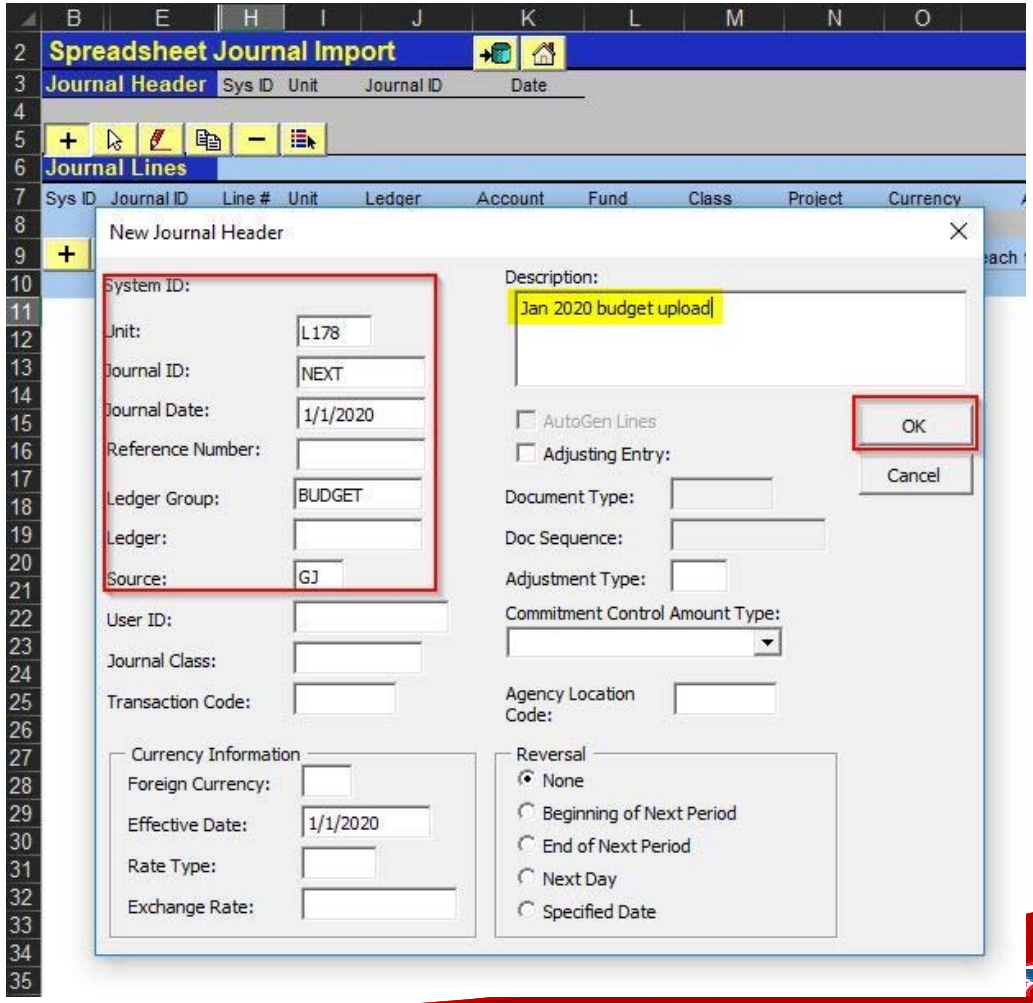
Spreadsheet Journal Import



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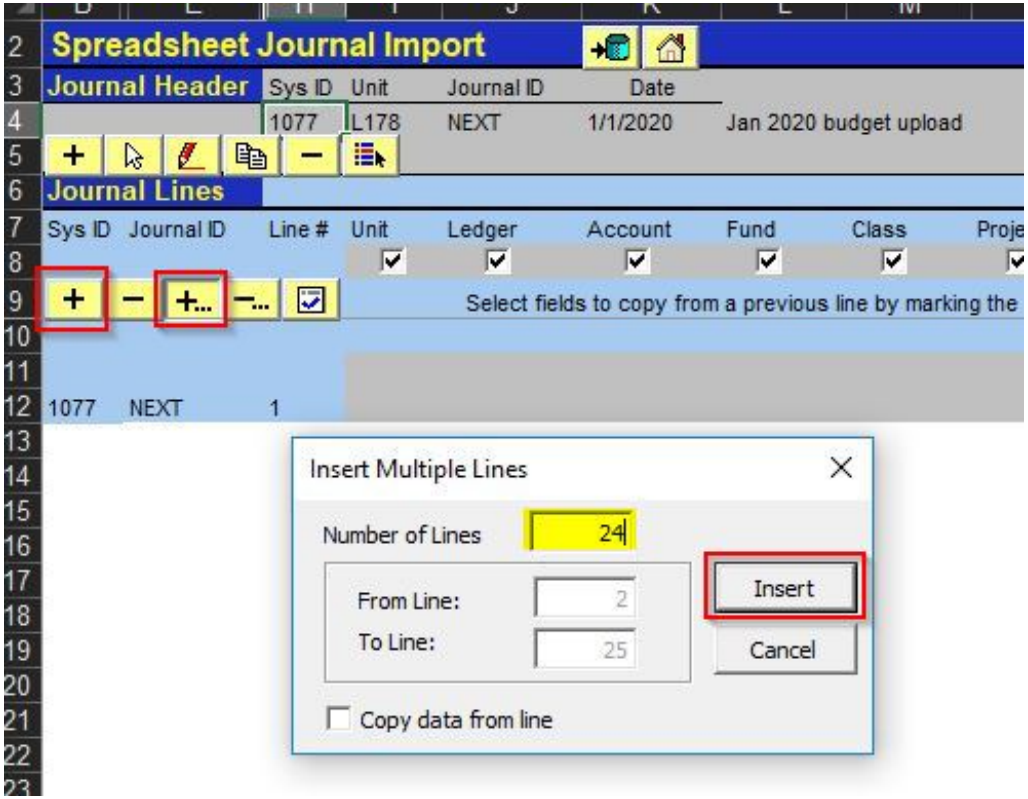
Spreadsheet Journal Import



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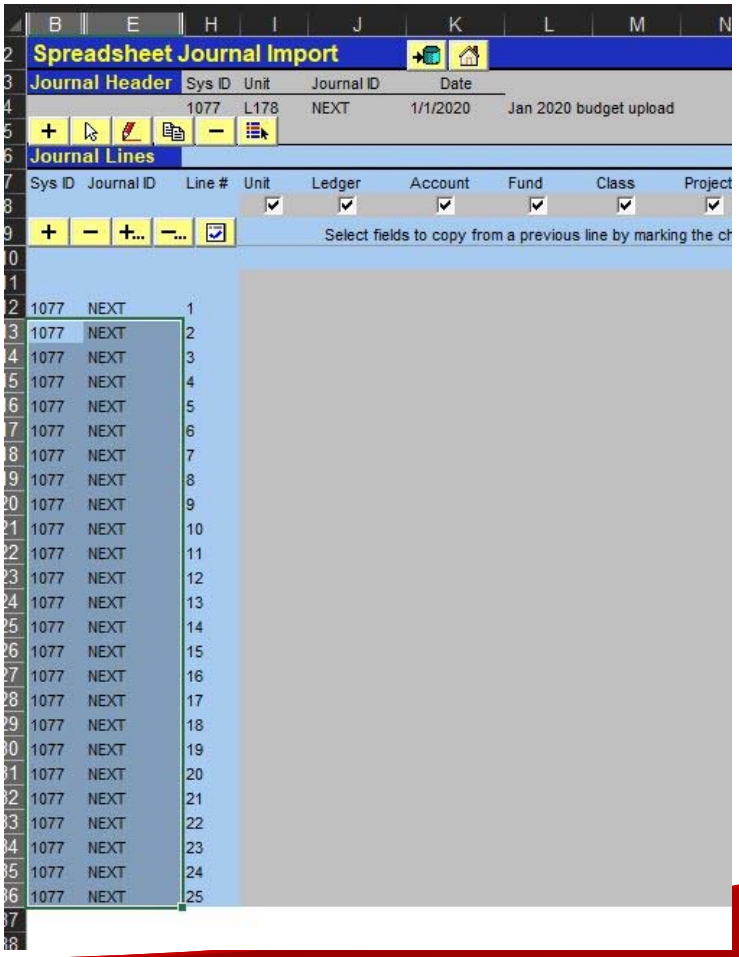
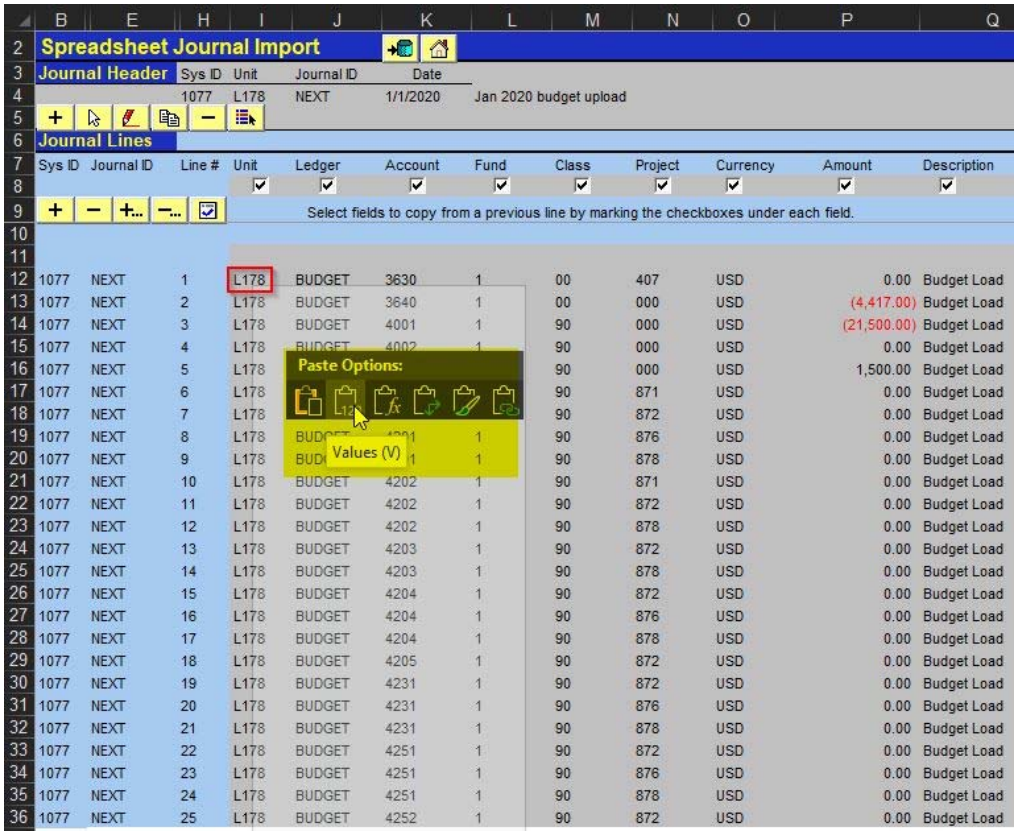
Spreadsheet Journal Import



Spreadsheet Journal Import

	A	B	C	D	E	F	G	H	I	J	K	L
1		Highlight from A2 here to the bottom right corner of your data for columns A - K , then "Copy" - Remember to "PASTE SPECIAL"										
2	L178	BUDGET	3630	1	00	407	USD	0	Budget Load			
3	L178	BUDGET	3640	1	00	000	USD	-4417	Budget Load			
4	L178	BUDGET	4001	1	90	000	USD	-21500	Budget Load			
5	L178	BUDGET	4002	1	90	000	USD	0	Budget Load			
6	L178	BUDGET	4069	1	90	000	USD	1500	Budget Load			
7	L178	BUDGET	4201	1	90	871	USD	0	Budget Load			
8	L178	BUDGET	4201	1	90	872	USD	0	Budget Load			
9	L178	BUDGET	4201	1	90	876	USD	0	Budget Load			
10	L178	BUDGET	4201	1	90	878	USD	0	Budget Load			
11	L178	BUDGET	4202	1	90	871	USD	0	Budget Load			
12	L178	BUDGET	4202	1	90	872	USD	0	Budget Load			
13	L178	BUDGET	4202	1	90	878	USD	0	Budget Load			
14	L178	BUDGET	4203	1	90	872	USD	0	Budget Load			
15	L178	BUDGET	4203	1	90	878	USD	0	Budget Load			
16	L178	BUDGET	4204	1	90	872	USD	0	Budget Load			
17	L178	BUDGET	4204	1	90	876	USD	0	Budget Load			
18	L178	BUDGET	4204	1	90	878	USD	0	Budget Load			
19	L178	BUDGET	4205	1	90	872	USD	0	Budget Load			
20	L178	BUDGET	4231	1	90	872	USD	0	Budget Load			
21	L178	BUDGET	4231	1	90	876	USD	0	Budget Load			
22	L178	BUDGET	4231	1	90	878	USD	0	Budget Load			
23	L178	BUDGET	4251	1	90	872	USD	0	Budget Load			
24	L178	BUDGET	4251	1	90	876	USD	0	Budget Load			
25	L178	BUDGET	4251	1	90	878	USD	0	Budget Load			
26	L178	BUDGET	4252	1	90	872	USD	0	Budget Load			

Spreadsheet Journal Import



Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date	
1077	L178	NEXT	1/1/2020	Jan 2020 budget upload

Journal Lines

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

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Description
1077	NEXT	1	L178	BUDGET	3630	1	00	407	USD	0.00	Budget Load
1077	NEXT	2	L178	BUDGET	3640	1	00	000	USD	(4,417.00)	Budget Load
1077	NEXT	3	L178	BUDGET	4001	1	90	000	USD	(21,500.00)	Budget Load
1077	NEXT	4	L178	BUDGET	4002	1	90	000	USD	0.00	Budget Load
1077	NEXT	5	L178	[illegible]	[illegible]	[illegible]	90	000	USD	1,500.00	Budget Load
1077	NEXT	6	L178	[illegible]	[illegible]	[illegible]	90	871	USD	0.00	Budget Load
1077	NEXT	7	L178	[illegible]	[illegible]	[illegible]	90	872	USD	0.00	Budget Load
1077	NEXT	8	L178	BUDGET	[illegible]	1	90	876	USD	0.00	Budget Load
1077	NEXT	9	L178	BUDGET	[illegible]	1	90	878	USD	0.00	Budget Load
1077	NEXT	10	L178	BUDGET	4202	1	90	871	USD	0.00	Budget Load
1077	NEXT	11	L178	BUDGET	4202	1	90	872	USD	0.00	Budget Load
1077	NEXT	12	L178	BUDGET	4202	1	90	878	USD	0.00	Budget Load
1077	NEXT	13	L178	BUDGET	4203	1	90	872	USD	0.00	Budget Load
1077	NEXT	14	L178	BUDGET	4203	1	90	878	USD	0.00	Budget Load
1077	NEXT	15	L178	BUDGET	4204	1	90	872	USD	0.00	Budget Load
1077	NEXT	16	L178	BUDGET	4204	1	90	876	USD	0.00	Budget Load
1077	NEXT	17	L178	BUDGET	4204	1	90	878	USD	0.00	Budget Load
1077	NEXT	18	L178	BUDGET	4205	1	90	872	USD	0.00	Budget Load
1077	NEXT	19	L178	BUDGET	4231	1	90	872	USD	0.00	Budget Load
1077	NEXT	20	L178	BUDGET	4231	1	90	876	USD	0.00	Budget Load
1077	NEXT	21	L178	BUDGET	4231	1	90	878	USD	0.00	Budget Load
1077	NEXT	22	L178	BUDGET	4251	1	90	872	USD	0.00	Budget Load
1077	NEXT	23	L178	BUDGET	4251	1	90	876	USD	0.00	Budget Load
1077	NEXT	24	L178	BUDGET	4251	1	90	878	USD	0.00	Budget Load
1077	NEXT	25	L178	BUDGET	4252	1	90	872	USD	0.00	Budget Load

Paste Options:

Values (V)

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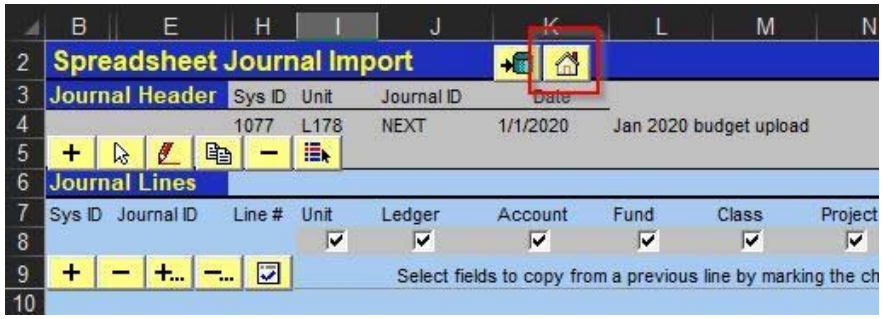
Spreadsheet Journal Import



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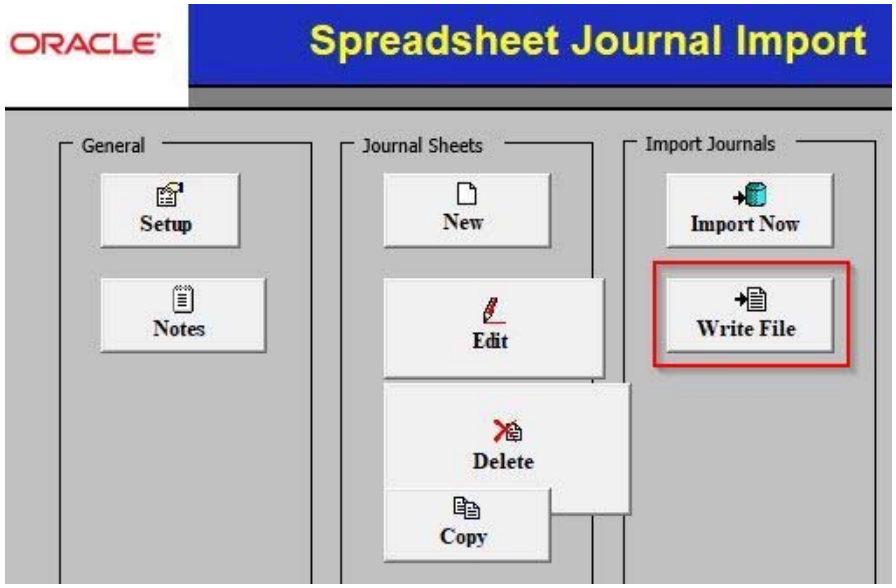
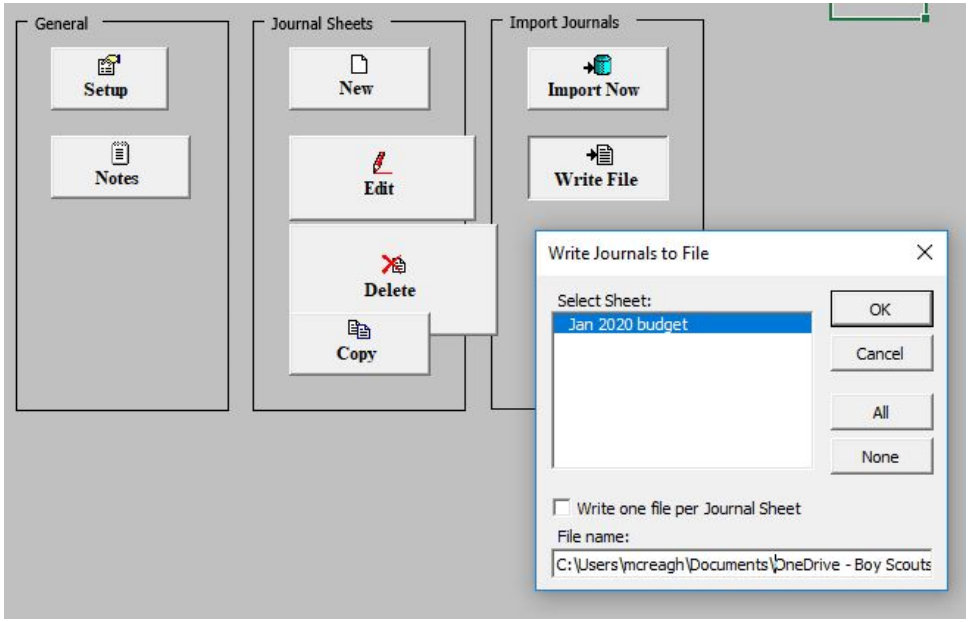
Spreadsheet Journal Import



Spreadsheet Journal Import



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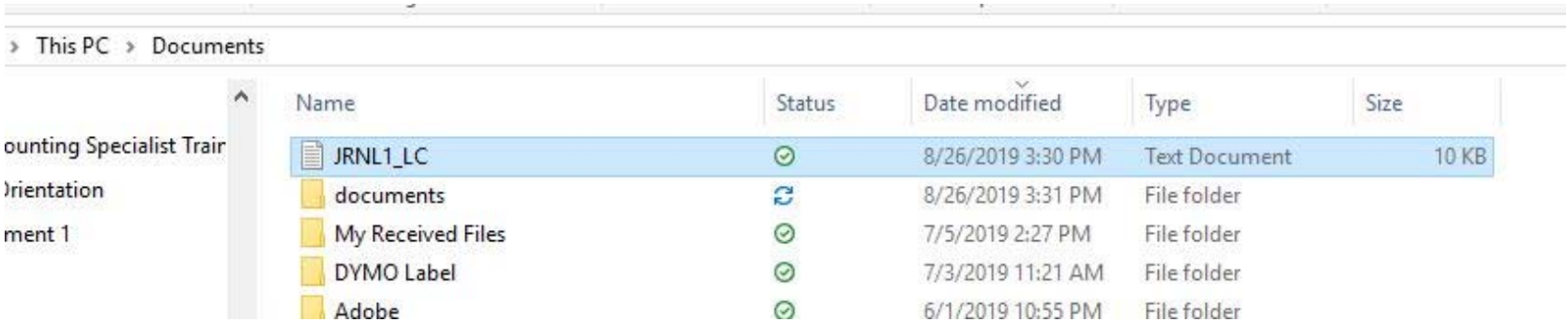
Spreadsheet Journal Import



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Open Accounting Periods

Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update

Open Period Update

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

Find an Existing Value

Search Criteria

PeopleSoft Product:	begins with	GL
Business Unit:	=	L178
Ledger Group:	=	BUDGET

Search | Clear | Basic Search | Save Search Criteria

Favorites | Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update

Open Period Update

PeopleSoft Product: GL Business Unit: L178 Ledger Group: BUDGET

☐ Show all transaction types Ledgers for a Unit

Open Period(s) Personalize | Find | First 1 of 1 Last

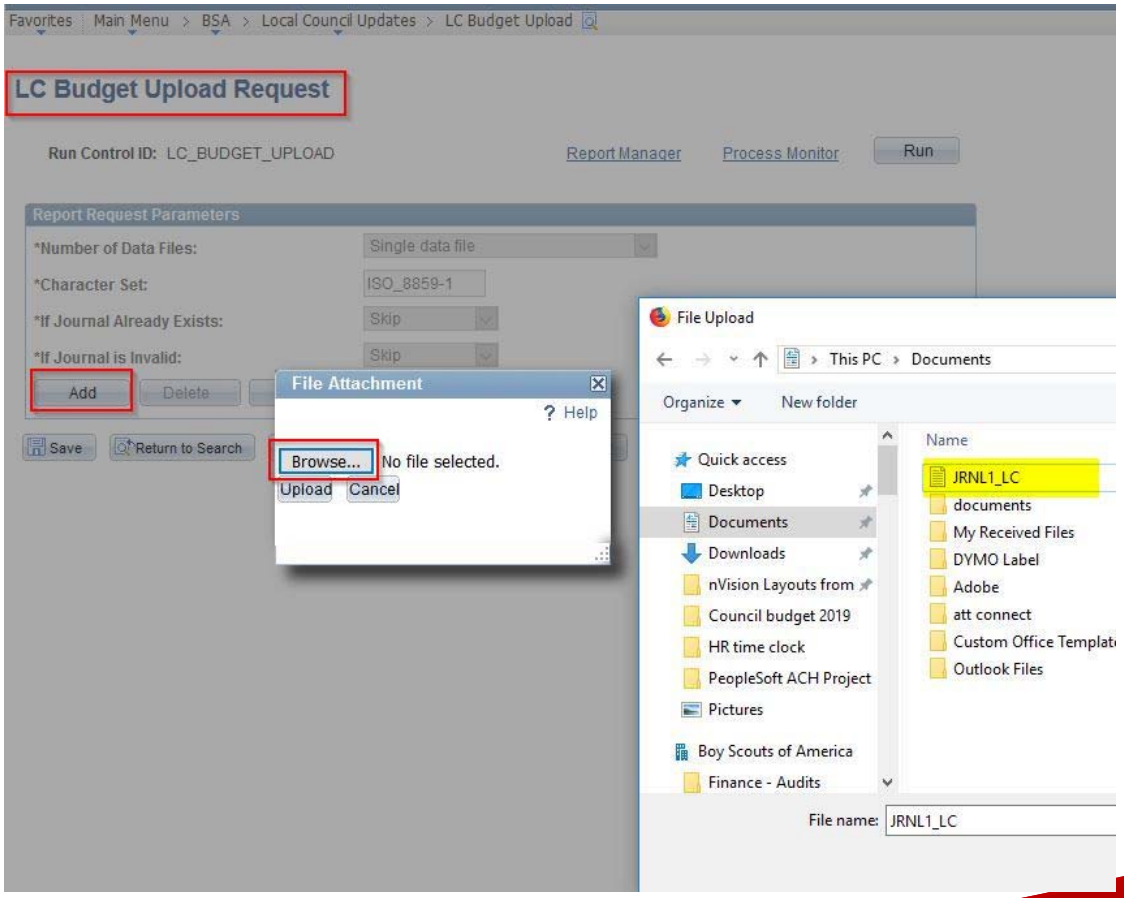
Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2008	1	01/01/2008	2020	12	12/31/2020

Include Adjustment Periods Personalize | 1 of 1

*Adjustment Period	*Adjustment Year	Is Open	Default
998	2016	☐	☑

Save | Return to Search | Notify

LC Budget Upload Request



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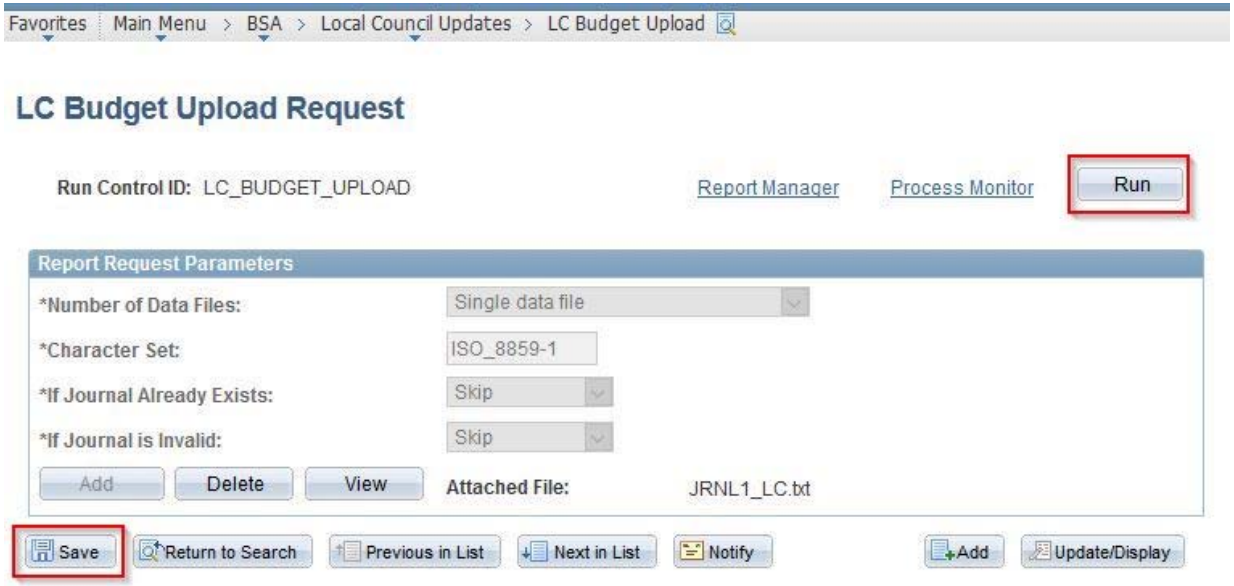
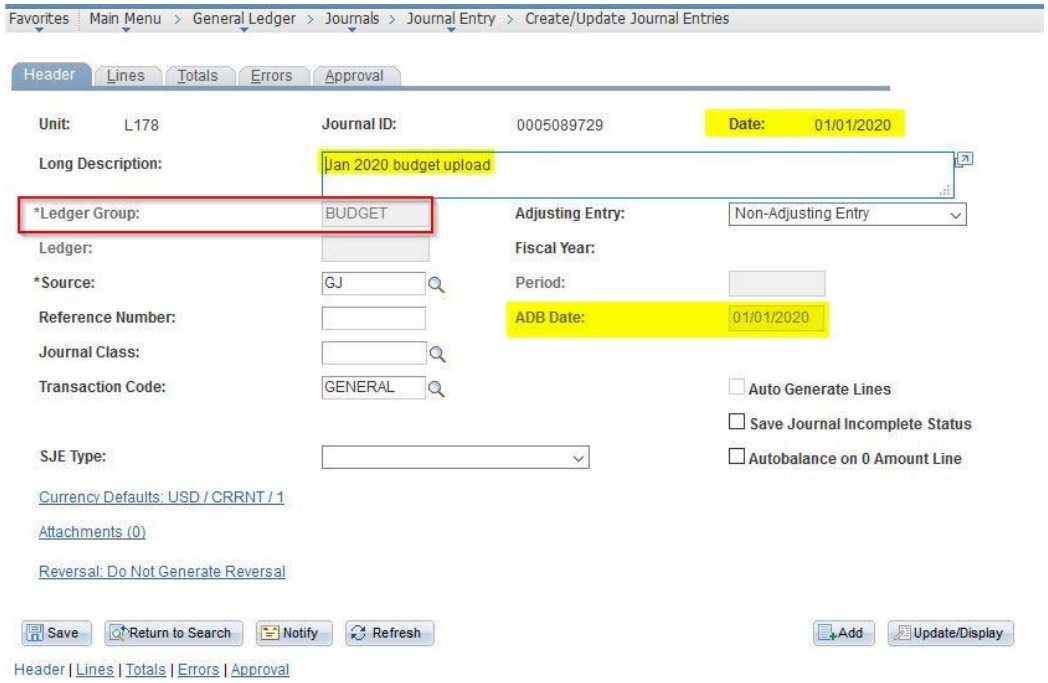
LC Budget Upload Request



LC Budget Upload Request



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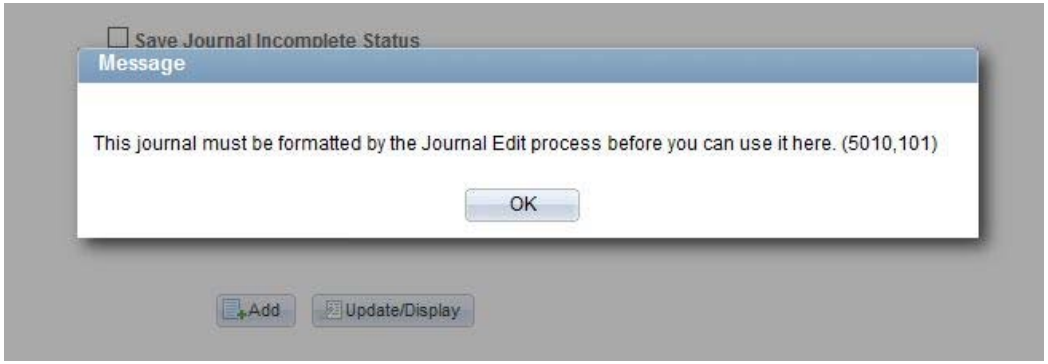
LC Budget Upload Request



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LC Budget Upload Request

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

Header | Lines | Totals | Errors | Approval

Unit: L178 Journal ID: 0005089729 Date: 01/01/2020 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal Process Line: 10

Lines — Personalize | Find

Select	Line	*Unit	*Ledger	Fund	Account	Project	Class	Currency	Debit Amount	Credit Amount
☐	1	L178	BUDGET	1	3630	407	00	USD		
☐	2	L178	BUDGET	1	3640	000	00	USD		4,417.00
☐	3	L178	BUDGET	1	4001	000	90	USD		21,500.00
☐	4	L178	BUDGET	1	4002	000	90	USD		
☐	5	L178	BUDGET	1	4069	000	90	USD	1,500.00	
☐	6	L178	BUDGET	1	4201	871	90	USD		
☐	7	L178	BUDGET	1	4201	872	90	USD		
☐	8	L178	BUDGET	1	4201	876	90	USD		
☐	9	L178	BUDGET	1	4201	878	90	USD		
☐	10	L178	BUDGET	1	4202	871	90	USD		

Lines to add: 1

Totals — Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L178	25	1,500.000	25,917.000	N

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

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Journal Upload Pitfalls

- Formatting of cells from cut and paste

- Typo on the chartfield numbers
  X-XXXX-XXX-XX

- Journal Date – using the incorrect date for budget journals
- Each month budget needs to be that correct month of the budget

- Incorrect number of lines of data