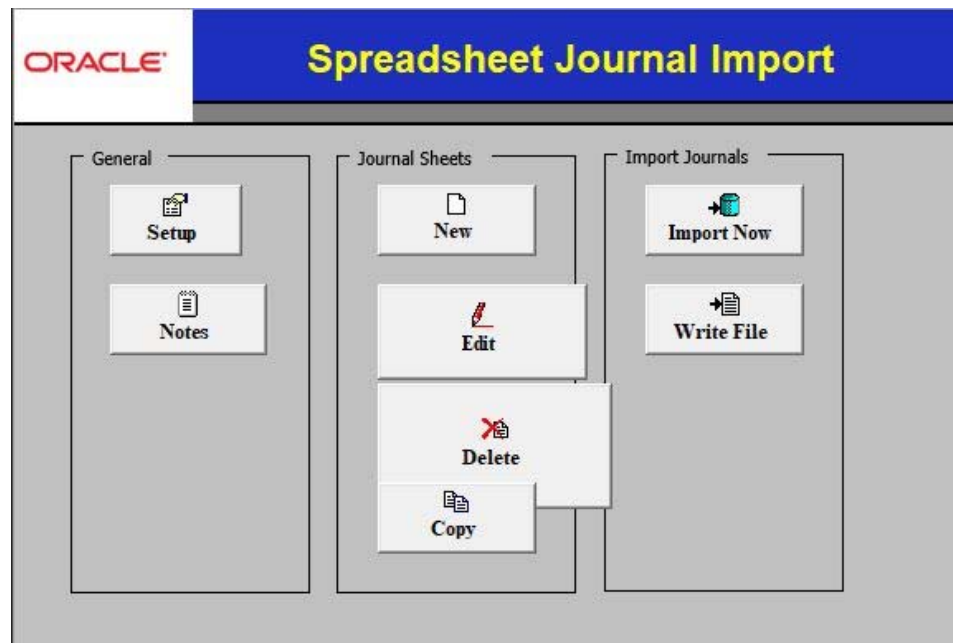


Council Budgeting Tools in PeopleSoft



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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](#)

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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

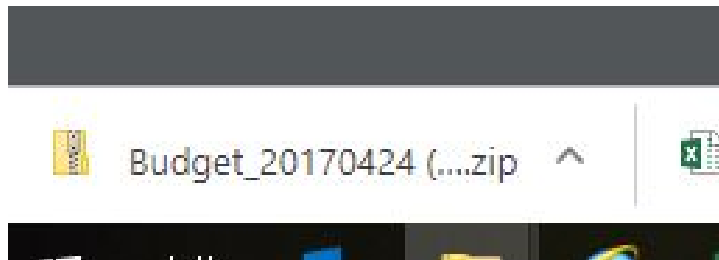
[Budget & Actual Queries Introduced](#) 

[Budget Upload Flat-File Instructions](#)  – shown at February 2016 PeopleSoft User group



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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



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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



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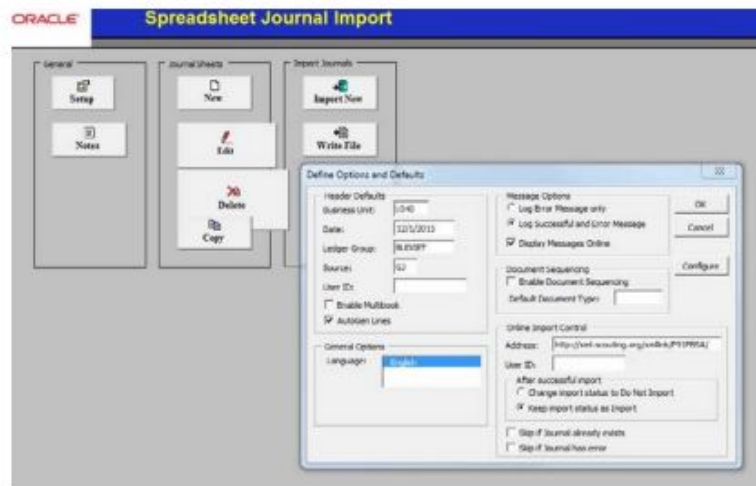
Budget Upload Flat-File Instructions

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**



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LC_BUDGET_SPREADSHEET_FIS_YR

LC_BUDGET_SPREADSHEET_FIS_YR - Budget Spreadsheet - Fis Year

Business_Unit: 

Year:

[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	0.000
2	L178	1	3640	000	00	Reclass-United way alloc	Council General	-4417.000	-4417.000	-4417.000	-4417.000	-4417.000
3	L178	1	4001	000	90	Contributions-FOS	Council General	-21500.000	-18950.000	-28000.000	-22000.000	-11450.000
4	L178	1	4002	000	90	Contributions-FOS-Prior Years	Council General	0.000	0.000	0.000	0.000	0.000
5	L178	1	4069	000	90	Prov for Unc-FOS	Council General	1500.000	1000.000	1100.000	1400.000	800.000
6	L178	1	4201	871	90	Contributions-SE-Sponsorships	Trap Shoot	0.000	0.000	0.000	0.000	0.000
7	L178	1	4201	872	90	Contributions-SE-Sponsorships	Dubuque Golf Outing	0.000	0.000	0.000	0.000	0.000
8	L178	1	4201	876	90	Contributions-SE-Sponsorships	Eagle Brunch Dinner	0.000	-8000.000	0.000	0.000	0.000
9	L178	1	4201	878	90	Contributions-SE-Sponsorships	Dubuque Golf Outing	0.000	0.000	0.000	0.000	0.000



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2	L178	1	3640	000	00	Reclass-United way alloc	Council Ge
3	L178	1	4001	000	90	Contributions-FOS	Council Ge
4	L178	1	4002	000	90	Contributions-FOS-Prior Years	Council Ge
5	Opening LC_BUDGET_SPREADSHEET_FIS_YR_17965.xlsx You have chosen to open:  LC_BUDGET_SPREADSHEET_FIS_YR_17965.xlsx which is: Microsoft Excel Worksheet (29.7 KB) from: https://fins.scouting.org What should Firefox do with this file? ☒ Open with: Microsoft Excel (default) ▼ ☐ Save File ☐ Do this automatically for files like this from now on. OK Cancel						



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	Dellavkee 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	Dellavkee Golf Outing	0.000	0.000	0.000	0.000		



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Detailed budget by line and by month

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Fund	Account	Project	Class	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2	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	
3	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	
4	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	
5	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	
6	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	
7	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	
8	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	
9	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	
10	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	
11	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	
12	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	
13	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	
14	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	
15	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	
16	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	
17	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	
18	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	
19	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	
20	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	
21	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	
22	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	



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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 ACTUALS or BUDGET.						
7	Step 2	Organize your data in the order of columns as in the selected "Master" file.						
8	Step 3	Copy your data from your source and 'PAST SPECIAL - VALUES' or 'PAST SPECIAL - FORMATTED'.						
9								
10	Step 1	After all the budget data you wish to load is placed into the Master file, click the "Upload" button.						
11	Step 2	Open your import file JRNL1.LC.xls - Set up your Header for your upload.						
12	Step 3	Add the number of rows in the JRNL1.LC.xls file that will match your data.						
13		This is done by clicking the button shown at the right here and entering the number of rows.						
14	Step 4	Start with the "Upload" button.						
15		Then add Row numbers in the upload template so they match your data.						
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								



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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				Period		
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							
11	L178	BUDGET							
12	L178	BUDGET							
13	L178	BUDGET							
14	L178	BUDGET							
15	L178	BUDGET							
16	L178	BUDGET							
17	L178	BUDGET							
18	L178	BUDGET							
19	L178	BUDGET							
20	L178	BUDGET							
21	L178	BUDGET							
22	L178	BUDGET							
23	L178	BUDGET							
24	L178	BUDGET							
25	L178	BUDGET							
26	L178	BUDGET							
27	L178	BUDGET							
28	L178	BUDGET							
29	L178	BUDGET							
30	L178	BUDGET							
31	L178	BUDGET							
32	L178	BUDGET							
33	L178	BUDGET							
34	L178	BUDGET							



Budget Upload Gathering Spreadsheet

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

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)	(4,417.00)
L178	BUDGET	1	4001	000	90	(21,500.00)	(18,950.00)	(28,000.00)
L178	BUDGET	1				-	-	-
L178	BUDGET	1				5,500.00	1,000.00	1,100.00
L178	BUDGET	1				-	-	-
L178	BUDGET	1	4201	872	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	-	-	-



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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



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Spreadsheet Journal Import

> Council budget 2019

Name	Status	Date modified	Type	Size
Journal Upload and Budget Upload Gat...		8/26/2019 2:01 PM	Microsoft Excel W...	4,943 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 2:17 PM	Microsoft Excel A...	420 KB
sample council 2020 budget		8/26/2019 2:01 PM	Microsoft Excel W...	40 KB

ORACLE

Spreadsheet Journal Import

General

Setup

Notes

Journal Sheets

New

Edit

Delete

Copy

Import Journals

Import Now

Write File



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Spreadsheet Journal Import

The screenshot shows the 'Spreadsheet Journal Import' interface. In the background, the 'General' tab is selected, and the 'Setup' button is highlighted with a red rectangle. Overlaid on this is the 'Define Options and Defaults' dialog box. The 'Header Defaults' section contains the following fields: Business Unit (L178), Date (1/1/2020), Ledger Group (BUDGET), Source (GJ), and User ID (empty). Below these are checkboxes for 'Enable Multibook' (unchecked) and 'AutoGen Lines' (checked). The 'General Options' section shows the Language set to 'English'. The 'Message Options' section has radio buttons for 'Log Error Message only' (unchecked), 'Log Successful and Error Message' (checked), and a checked checkbox for 'Display Messages Online'. The 'Document Sequencing' section has an unchecked checkbox for 'Enable Document Sequencing' and a 'Default Document Type' field (empty). The 'Online Import Control' section includes an 'Address' field with the URL 'https://xml.scouting.org/xmlink/P91FBSA/', an empty 'User ID' field, and radio buttons for 'After successful import' with options 'Change import status to Do Not Import' (unchecked) and 'Keep import status as Import' (checked). At the bottom are checkboxes for 'Skip if Journal already exists' (unchecked) and 'Skip if Journal has error' (unchecked). The 'OK' button in the dialog box is highlighted with a red rectangle.

General | Journal Sheets | Import Journals

Setup | New | Import Now

Define Options and Defaults

Header Defaults

Business Unit: L178

Date: 1/1/2020

Ledger Group: BUDGET

Source: GJ

User ID:

☐ Enable Multibook

☒ AutoGen Lines

General Options

Language: English

Message Options

☐ Log Error Message only

☒ Log Successful and Error Message

☒ Display Messages Online

Document Sequencing

☐ Enable Document Sequencing

Default Document Type:

Online Import Control

Address: https://xml.scouting.org/xmlink/P91FBSA/

User ID:

After successful import

☐ Change import status to Do Not Import

☒ Keep import status as Import

☐ Skip if Journal already exists

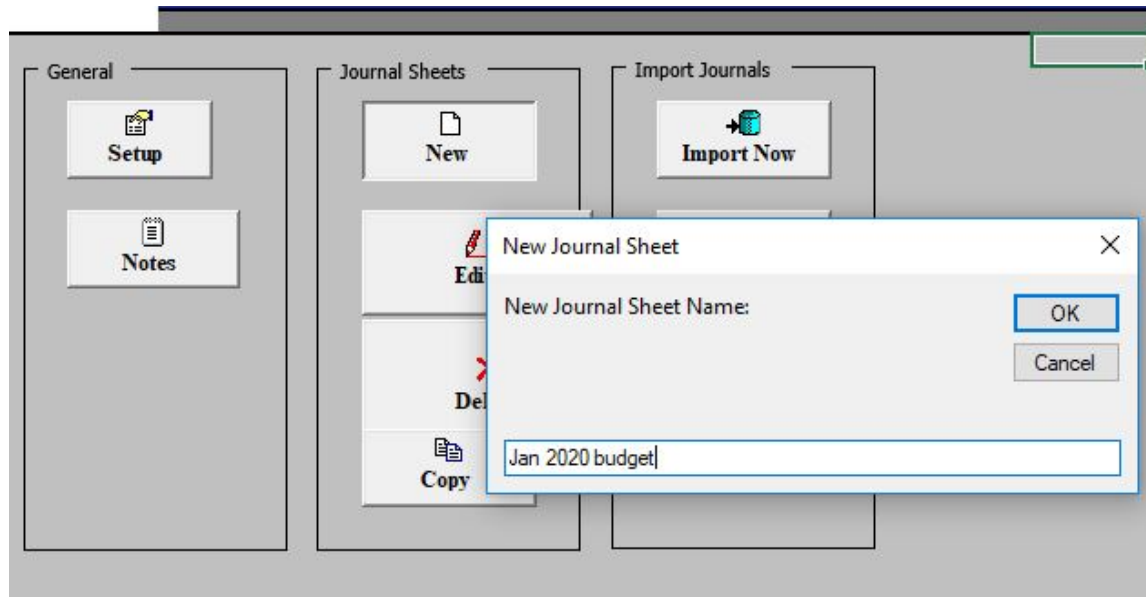
☐ Skip if Journal has error

OK | Cancel | Configure



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Spreadsheet Journal Import



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Spreadsheet Journal Import

Spreadsheet Journal Import										
Journal Header		Sys ID	Unit	Journal ID		Date				
Journal Lines										
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	Select fields to copy from a previous line by marking the checkboxes under each



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Spreadsheet Journal Import

Spreadsheet Journal Import

Journal Header Sys ID Unit Journal ID Date

Journal Lines

Sys ID Journal ID Line # Unit Ledger Account Fund Class Project Currency

New Journal Header

System ID:

Unit: L178

Journal ID: NEXT

Journal Date: 1/1/2020

Reference Number:

Ledger Group: BUDGET

Ledger:

Source: GJ

User ID:

Journal Class:

Transaction Code:

Description: Jan 2020 budget upload

☐ AutoGen Lines

☐ Adjusting Entry:

Document Type:

Doc Sequence:

Adjustment Type:

Commitment Control Amount Type:

Agency Location Code:

Currency Information

Foreign Currency:

Effective Date: 1/1/2020

Rate Type:

Exchange Rate:

Reversal

☒ None

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Specified Date

OK

Cancel



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

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project
1077	NEXT	1						

Insert Multiple Lines

Number of Lines: 24

From Line: 2

To Line: 25

Insert

Cancel

☐ Copy data from line



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									
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	
			☒	☒	☒	☒	☒	☒	
+ - +++ --- 🔍			Select fields to copy from a previous line by marking the checkbox						
1077	NEXT	1							
1077	NEXT	2							
1077	NEXT	3							
1077	NEXT	4							
1077	NEXT	5							
1077	NEXT	6							
1077	NEXT	7							
1077	NEXT	8							
1077	NEXT	9							
1077	NEXT	10							
1077	NEXT	11							
1077	NEXT	12							
1077	NEXT	13							
1077	NEXT	14							
1077	NEXT	15							
1077	NEXT	16							
1077	NEXT	17							
1077	NEXT	18							
1077	NEXT	19							
1077	NEXT	20							
1077	NEXT	21							
1077	NEXT	22							
1077	NEXT	23							
1077	NEXT	24							
1077	NEXT	25							



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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			



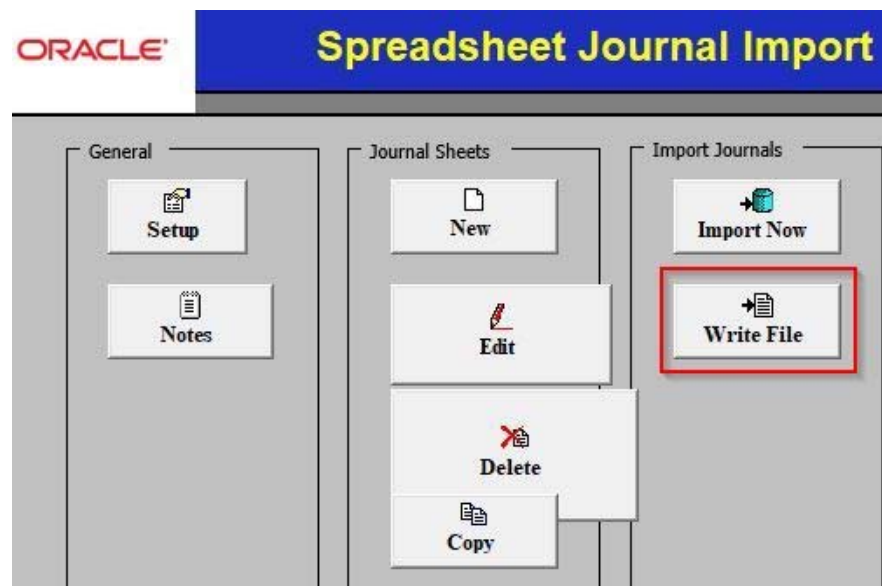
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Spreadsheet Journal Import

	B	E	H	I	J	K	L	M	N
2	Spreadsheet Journal Import								
3	Journal Header	Sys ID	Unit	Journal ID	Date				
4		1077	L178	NEXT	1/1/2020				Jan 2020 budget upload
5									
6	Journal Lines								
7	Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project
8				☒	☒	☒	☒	☒	☒
9						Select fields to copy from a previous line by marking the ch			
10									

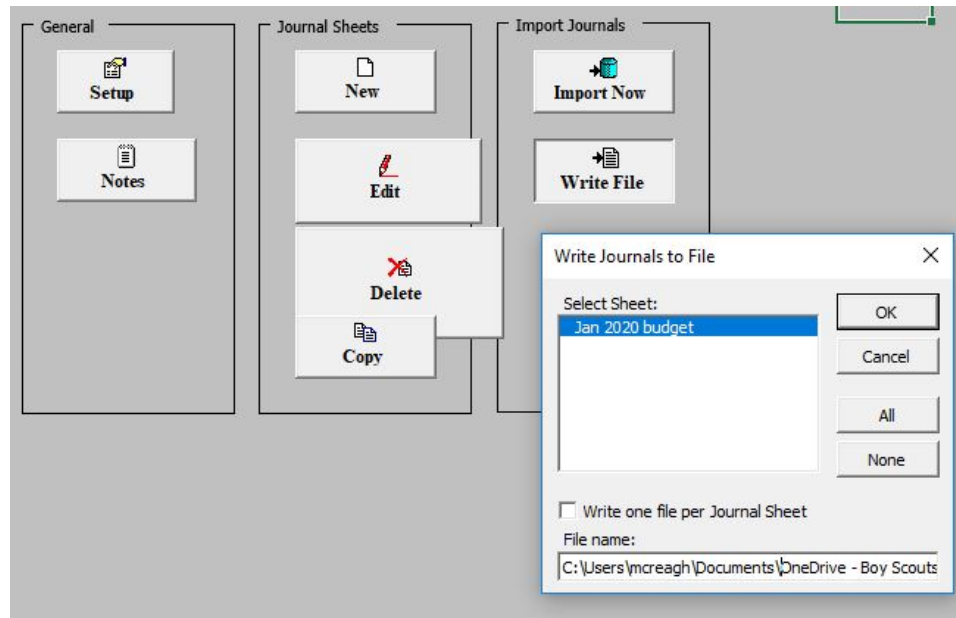


Spreadsheet Journal Import



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Spreadsheet Journal Import



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Spreadsheet Journal Import

> This PC > Documents

Name	Status	Date modified	Type	Size
JRNL1_LC	✓	8/26/2019 3:30 PM	Text Document	10 KB
documents	↻	8/26/2019 3:31 PM	File folder	
My Received Files	✓	7/5/2019 2:27 PM	File folder	
DYMO Label	✓	7/3/2019 11:21 AM	File folder	
Adobe	✓	6/1/2019 10:55 PM	File folder	



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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](#)

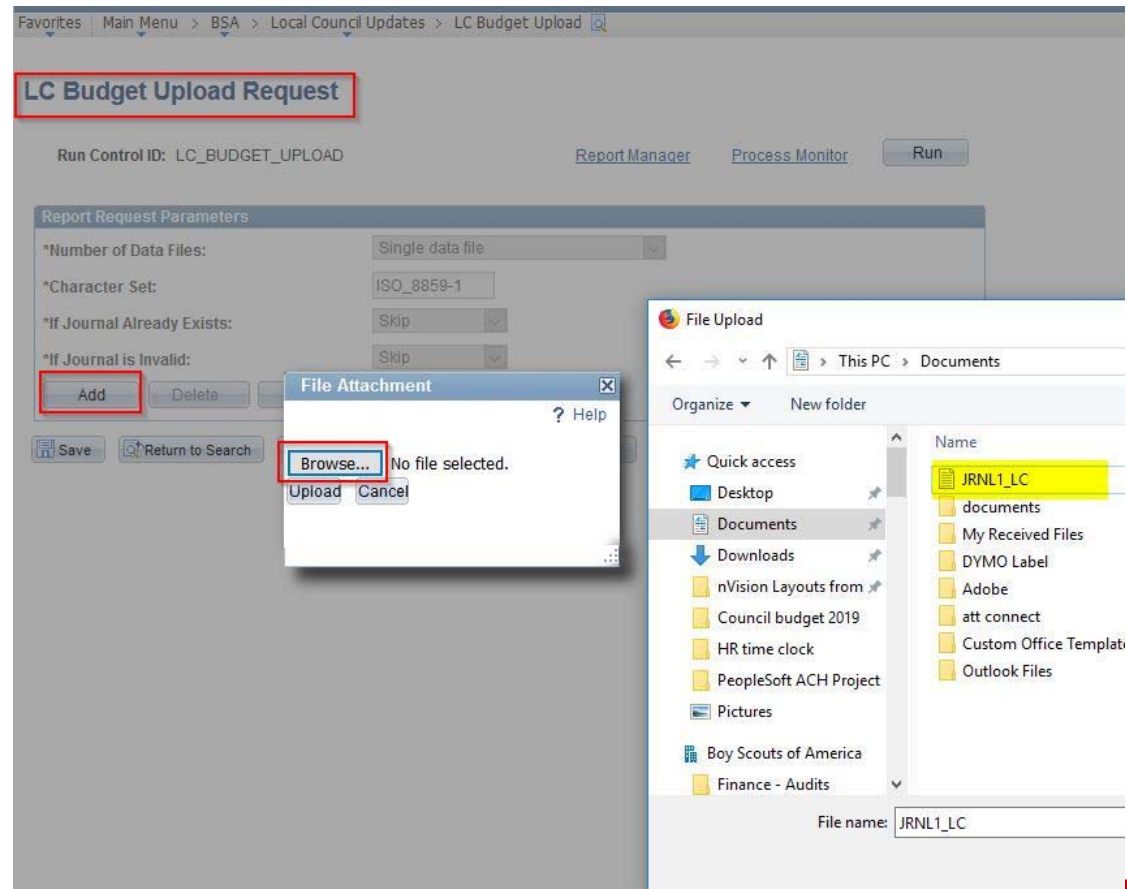
Open Period(s)							
Personalize Find First 1 of 1 Last							
Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open
DEF	Default	2008	1	01/01/2008	2020	12	12/31/2020

Include Adjustment Periods			
Personalize 1 of 1			
*Adjustment Period	*Adjustment Year	Is Open	Default
998	2016	☐	☒

Save Return to Search Notify

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LC Budget Upload Request



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LC Budget Upload Request

Favorites Main Menu > BSA > Local Council Updates > LC Budget Upload

LC Budget Upload Request

Run Control ID: LC_BUDGET_UPLOAD [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

*Number of Data Files:	Single data file
*Character Set:	ISO_8859-1
*If Journal Already Exists:	Skip
*If Journal is Invalid:	Skip

[Add](#) [Delete](#) [View](#) Attached File: JRNL1_LC.txt

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



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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

Long Description: Jan 2020 budget upload

*Ledger Group: BUDGET Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: Period: ADB Date: 01/01/2020

*Source: GJ Reference Number: Journal Class: Transaction Code: GENERAL

SJE Type: ☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

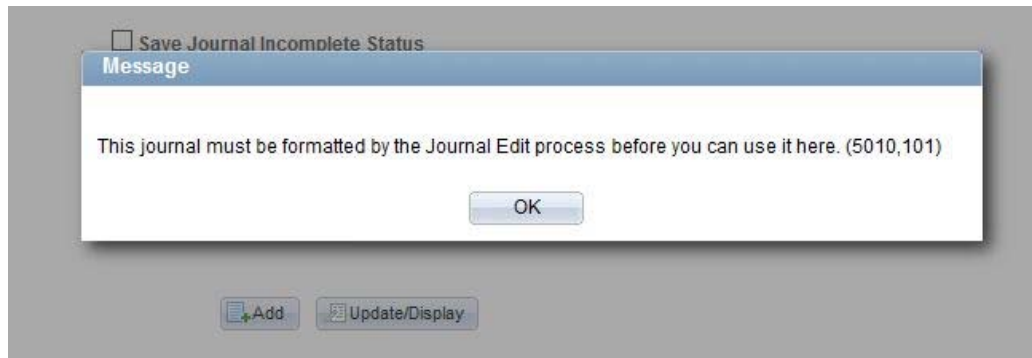
Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval



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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: Line: 10

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:

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

[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**

