Council Budgeting Tools in PeopleSoft
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  
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
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Budget Upload Tool Zip

[Image of file explorer window with file 'Budget_20170424.zip']
# PeopleSoft Budget Upload Spreadsheet

## Council budget 2019

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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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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]
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## Budget Upload Gathering Spreadsheet

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### Data Preparation Steps:

1. **Step 1**: Gather your data for journal upload. This can be to either ACTUALS, ACTUALS UPLOAD, or BUDGET MASTER.
2. **Step 2**: Organize your data in the order of columns as in the selected "Master" sheet.
3. **Step 3**: Copy your data from your source and "PAST SPECIAL - VALUES" or "PAST SPECIAL - TOTALS".

After all the budget data you wish to load is placed into the Master sheet:

1. **Step 1**: Open your import file JRNR11.LC.xls - Set up your Header for your data.
2. **Step 2**: Add the number of rows in the JRNR11.LC.xls file that will match.
3. **Step 3**: This is done by clicking the button shown at the right here and:
4. **Step 4**: Start with:

Then add row numbers in the upload template so they match your data.
### Budget Upload Gathering Spreadsheet

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## Budget Upload Gathering Spreadsheet

Paste your Data here beginning with Cell C4 across the months you wish to budget. The following is an example of what the spreadsheet might look like:

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<th>Fund</th>
<th>Account</th>
<th>Project</th>
<th>Class</th>
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### Budget Upload Gathering Spreadsheet

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Council budget 2019

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Reference Number:
Ledger Group: BUDGET
Ledger:
Source: GJ

Description: Jan 2020 budget upload

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Doc Sequence:
Adjustment Type:
Commitment Control Amount Type:
Agency Location Code:

Currency Information:
Foreign Currency:
Effective Date: 1/1/2020
Rate Type:
Exchange Rates:
Reversal: None
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End of Next Period
Next Day
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Jan 2020 budget upload

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Spreadsheet Journal Import
Spreadsheet Journal Import
## Spreadsheet Journal Import

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Open Accounting Periods

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

Search Criteria

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Save Search Criteria

Open Period Update

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Save
Return to Search
Netty
LC Budget Upload Request
# LC Budget Upload Request

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**Long Description:** Jan 2023 budget upload

**Ledger Group:** BUDGET

**Source:** GJ

**Fiscal Year:**

**ADR Date:** 01/01/2023

**Transaction Code:** GENERAL

**JJE Type:**

**Currency Defaults:** USD / CRNHT / J

**Attachments (0):**

**Reversal:** Do Not Generate Reversal

---

**Save** | **Return to Search** | **Notify** | **Refresh** | **Add** | **Update/Display**
LC Budget Upload Request

Message
This journal must be formatted by the Journal Edit process before you can use it here. (50,10,101)

OK
LC Budget Upload Request

[Image of the LC Budget Upload Request interface]

- Unit: L178
- Journal ID: 0405069729
- Date: 01/01/2020
- Process: Edit Journal
- Lines to add:

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<th>Project</th>
<th>Class</th>
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Totals:
- Unit: L178
- Total Lines: 10
- Total Debits: 25,917.00
- Total Credits: 1,500.66
- Journal Status: N

[Menu options: Save, Return to Search, Notify, Refresh]
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 the correct month of the budget
- Incorrect number of lines of data