

Budget Status Template Upload Instructions

Beginning FY 2022-23, the process to upload a batch using a spreadsheet was changed. These instructions assume the use of the upload spreadsheet titled "Budget Status Upload Template Jun'22.xlsx",

Previous versions of the upload template will not work.

Budget Status Template Upload Instructions

1. Input information into the yellow highlighted columns. If it is necessary to insert additional lines, copy existing lines and paste-insert in order to maintain formulas.
2. Determine the breakdown of the new appropriation into Business Unit, Object Code and Amount.
3. Enter Business Unit and Object Code in columns J and K respectfully. The Account Number is automatically generated.

Begin entry here!!!		
		Copy Column L and Paste Value to Column A
Input	Input	FORMULA CELL Automatically Generated by a Calculation
<u>Business Unit</u>	<u>Object</u>	Account Number
84812006	599100	84812006.599100

4. Once Business Unit and Object Code values have been entered, copy the range of values in column L and Paste Value them into column A, beginning on row 12.
5. Continue entering information into the yellow colored columns.
6. Enter both Debits and Credits as positive amounts. For subsequent changes, enter a positive number into the Credit column to reduce a previously entered Debit amount

<u>Business Unit</u>	<u>Object</u>	Account Number	<u>Debit Amount</u>
84812006	599100	84812006.599100	100,000.00

7. The chart below shows the four basic Sub ledgers.

<u>Subledger Type</u>	<u>Subledger</u>	<u>Remark</u>
S	BUENC	APPROP - ENC
S	BUAPPROP	APPROP - NEW
S	BUREAPPR	APPROP - REAPPROP
S	BUTRANSF	APPROP - TRANSFER

8. Enter "S" for Subledger Type
 - Be sure to enter a "S" as a Subledger. Do not enter a different value or leave the Subledger field blank in the template.
 - E1 does not block blank entries so any posting with a blank Subledger field will need to be reversed and re-entered with a valid subledger.
9. Enter a remark for each line. See suggested remarks in in table on step 7.
10. When entry is complete, make a note of the import range in cell B5.
11. Save the file to your desktop as a file cannot upload from a network drive.

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12. Navigate to Accounting > Manage Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format.

- Click the green plus sign to Add a batch. Make a note of the batch number.
 - Enter a comment in the Explanation field (required), such as “FYXXXX Budget Status”, replacing XXXX with fiscal year.
 - Enter the GL date as **07/01/YYYY** (YYYY being current year) or after.
 - If the GL is before 7/1, the batch will not post into correct fiscal year.
 - Change the Ledger Type to **BF**.

13. To import the data, select Tools > Import Grid Data

Step 1 – Select Import File

1. Make sure “Import from Excel” is selected and click Browse, select the file from your desktop, and click Open.
2. Click Upload
3. Once Upload Status shows “A files has been uploaded” click Continue in upper left hand corner.

Step 2 – Define Cell Range

1. Enter the starting cell Column **A** and Row **12**.
2. Enter the Ending Cell column **H** and Row (ending row number) noted above.

Step 3 – Define Import Location in Grid

- Leave at default choice Insert.
- Click Apply. Wait for data to appear. This takes some time.
- In the E1 Screen, scroll down to review the data.
- Once verified, click Continue in upper left hand corner.
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11. The E1 screen changes to the Journal Entry screen. Review data again.

- If errors appear, make a note of the error messages.
- Click on cancel if work needs to be done in E1 or spreadsheet to resolve errors and then initiate a new import.
- If there are no errors on the E1 screen, click OK (green checkmark).
- Click the red X to close the screen

12. Follow your agency procedures for approval and posting of this journal entry.

13. Review your entries through the Budget Status reports.

- Accounting > Inquiries and Reports > Budget Reports > Budget Status Reports
- Add the Subledger – G/L (F0902) (SBL) [BC] operand as a literal and enter the subledger BUAPPROP, BUENC, etc.

14. Subsequent adjustments to Budget Status amounts require inputting incremental or marginal change amounts.

- -Changing \$100 to \$90 requires a credit adjustment of \$10.
- If blank Subledger entries are made, the original entry must be reversed as a blank Subledger with positive Credit Amounts and then re-entered with a valid Subledger and positive Debit Amounts.