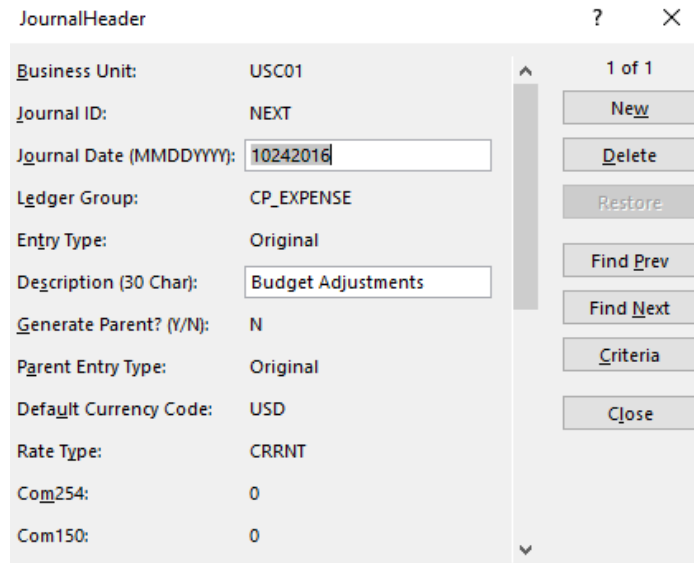


## BD Upload Tool Instructions:

### Completing the Excel Template File

#### A. Main Menu tab

1. Select the 'Modify Journal Header' option, and change the Journal Date (MMDDYYYY) to the correct (i.e. current) date. After changing the date, select 'Close.'



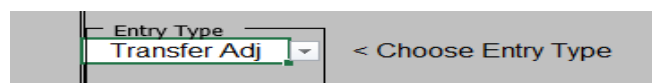
Business Unit:	USC01
Journal ID:	NEXT
Journal Date (MMDDYYYY):	10242016
Ledger Group:	CP_EXPENSE
Entry Type:	Original
Description (30 Char):	Budget Adjustments
Generate Parent? (Y/N):	N
Parent Entry Type:	Original
Default Currency Code:	USD
Rate Type:	CRRNT
Com254:	0
Com150:	0

2. Change the 'Ledger Group' drop-down box to either OPER\_REV or OPER\_EXP depending upon whether the entry is being made to resources (OPER\_REV) or expenses (OPER\_EXP).



3. Change the 'Entry Type' drop-down box to either Original, Adjustment, Transfer Adj, or Transfer Orig. The Original and Adjustment options will post as Budget Journals, while the Transfer Adj and Transfer Orig options will post as Budget Transfers. Budget transfers should be used to transfer budget between accounts, departments, funds, or operating units while keeping the overall budget unchanged. Budget journals should be used when increasing or decreasing the overall budget.

Note: Most budget entries are transfers and therefore should use the 'Transfer Adj' option. However, when increasing the overall budget, please use the 'Adjustment' option.



- Change the 'Journal Output File' location to send the completed Budget Entry to your desktop, by using following location sequence:

c:\users\**USERNAME**\desktop\**CUSTOM\_FILE\_NAME**.prn

*Journal Output File:*

## B. Journal Entry tab

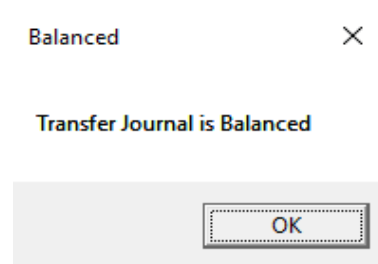
- Complete all 'Required' (Green) columns within the file as you would complete them within PeopleSoft. Also, review the 'Optional' (Yellow) columns to determine if any are relevant for the current entry. Do not complete 'Don't Use' (Red) columns, as this will prevent the entry from posting. Note that the 'Required' fields change depending upon whether the entry is being made to the OPER\_REV or OPER\_EXP ledger.

	A	B	C	D	E	F	G	H	I	J	K	L	
	Jrnl Line #	Budget Period	Operating Unit	DeptID	Fund	Account	Class	PC Business Unit	Project ID	Activity ID	Funding Source	Amount	Jon
1													
2	1	2017	CL000	150061	A0001	36400						1,000.00	
3	2	2017	CL000	154001	A0001	36500						-1,000.00	
4													

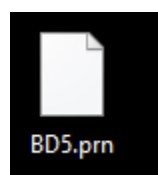
- After completing the Journal Entry tab, return to the Main Menu tab, and select 'Export Journal Now.'

**Export Journal Now**

Depending upon the Entry Type, you will receive a message indicating that the journal has been successfully created and exported. For example, if the 'Transfer Adj' entry type is selected, the following message will appear:

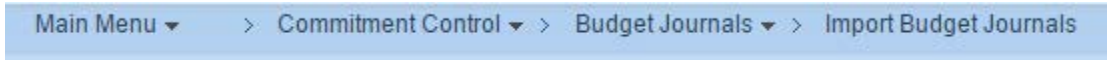


Click 'OK' to close this box, and then navigate to your desktop to locate the exported Budget Entry (as shown below):



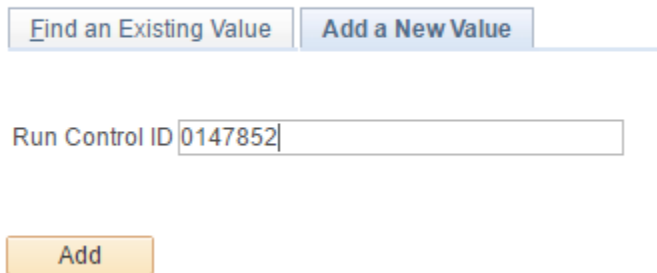
## Importing the Budget Entry

1. Log into PeopleSoft and navigate to the 'Import Budget Journals' page via the following navigation path:



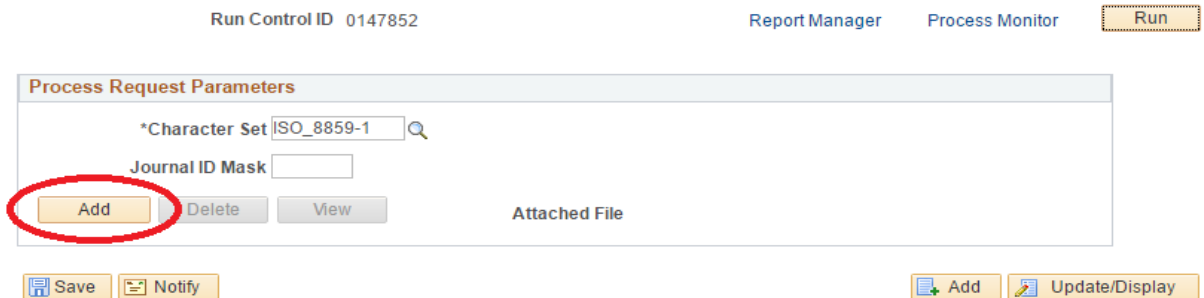
2. Select the 'Add a New Value' tab and enter a custom/random 'Run Control ID.' Then, select the 'Add' option. (Note that the Run Control ID does not need to be anything specific.)

### Import Budget Journals



3. This will take you to the following screen, where you will need to select the 'Add' option again.

### Import Commitment Control Budget Journals



This will allow you to locate and attach the “.prn” file that was exported to your desktop. After locating your file, select the 'Upload' option.

4. Next, select 'Run'

Import Commitment Control Budget Journals

Run Control ID 0147852 Report Manager Process Monitor **Run**

**Process Request Parameters**

\*Character Set

Journal ID Mask

Attached File BD5.prn

This will cause the 'Process Scheduler Request' box to appear. Within this box, navigate to the 'Server Name' drop-down box and select 'PSUNX'. Then select 'OK'.

Process Scheduler Request Help

User ID PRESSLEH Run Control ID 0147852

**Server Name**  Run Date

Recurrence  Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Flat File Budget Jrnl Import	KK_JRNL_IMP	Application Engine	Web	TXT	Distribution

5. Next, select the 'Process Monitor' option, which will open a page to inform you if the file has been imported successfully. If successful, the Run Status will read 'Success' and the Distribution Status will be 'Posted'.

Note: You may need to hit the refresh button if the status does not say Success and Posted as the cause may simply be a timing issue.

6. At this stage, although the budget entry has been uploaded successfully, it has not been submitted for approval. Therefore, you will need to navigate to either the 'Enter Budget Journal' or 'Enter Budget Transfer' screens within PeopleSoft to find the imported entry. Please ensure that the 'Budget Header' tab is completed, add any attachments as needed, and then submit the entry for approval.