Budget Construction Non-Compensation Import Tool

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Scope

All units importing non-compensation expense into Budget Construction.

Business Practice Statement

The import function allows entering non-compensation expenses for your unit into Budget Construction.

Reason for Business Practice

To establish a uniform budgeting process for entering non-compensation expense into the Budget Construction module.

Procedure to Address

Expense Budget Import	When importing expenses to Budget Construction, determine whether the amount is annual or monthly, as there is a design template for each scenario. Configure all cells in the import file as text. Save the file as a CSV (Comma Delimited) file.

Definition

Expense Budget Import	The import function provides the ability to build the non-compensation expense portion of your budget via Excel spreadsheet and then import the file to the Budget Construction module.

Using the import template, enter the information identified below. Once your information has been captured in the spreadsheet, <u>remove the top two rows</u> and save as a CSV file.

	A	B	C	D	E	F	G	H
1	Delete the first two rows of text before saving your document to import in csv format.						*Indicates Required Field	
2	Chart*	Account Number*	Sub-Account	Object Code*	Sub-Object	Annual Request Amount*		
3	BL	1020100		5000		100000		
4	BL	1020100		7900		245000		
5	BL	1020100		9979		205000		
6	BL	1020100		7900	TTA	0		
7	BL	1020100		9979	END	0		
8								

Budget Construction Selection ?

BC Fiscal Year:	2016				
Budget Construction Document Open					
		my accounts	my organization		
		* Chart	* Account	Sub Account	Action
		BL BLOOMINGTON	1020100 🔍 FACULTY ENDOWNMENT MATCH	🔍	refresh load document
Sub-Fund Group:	GENFND			GENERAL FUNDS	
Current Year Org:		BAP		BUDGETARY ADMINISTRATION-PLNG	
Rpts To:	BL	EXEC		EXEC	
Next Year Org:	BL	BAP		BUDGETARY ADMINISTRATION-PLNG	
Rpts To:	BL	EXEC		EXECUTIVE MANAGEMENT	
Budget Construction Organization Salary Setting/Report/Control					
org salary settings org report/dump request import salary import lock monitor payrate import/export load				org pull up org push down	

close

Click the **request import** button.

Budget Construction Request Import Tool ?

Import File:	H:\USERS\alirober\BUDGE Brow se...
Import File Type:	● ANNUAL ○ MONTHLY
Fields Separated By:	● COMMA ○ TAB ○ OTHER [ ]
Text Fields Delimited By:	○ QUOTE ● NOTHING ○ OTHER [ ]
	submit close

Locate the CSV file you want to import using the Browse function. File type should be *Annual, Separated by Comma,* and text field delimited by *Nothing.* Click **submit**.

You will receive notification of a successful load.

Import run started 25-Jan-2016   15:19:07

Text file load phase - parsing
Text file load complete

Validate data phase
Validate data complete

Update budget phase
Update budget complete

Import run finished at 25-Jan-2016   15:19:07
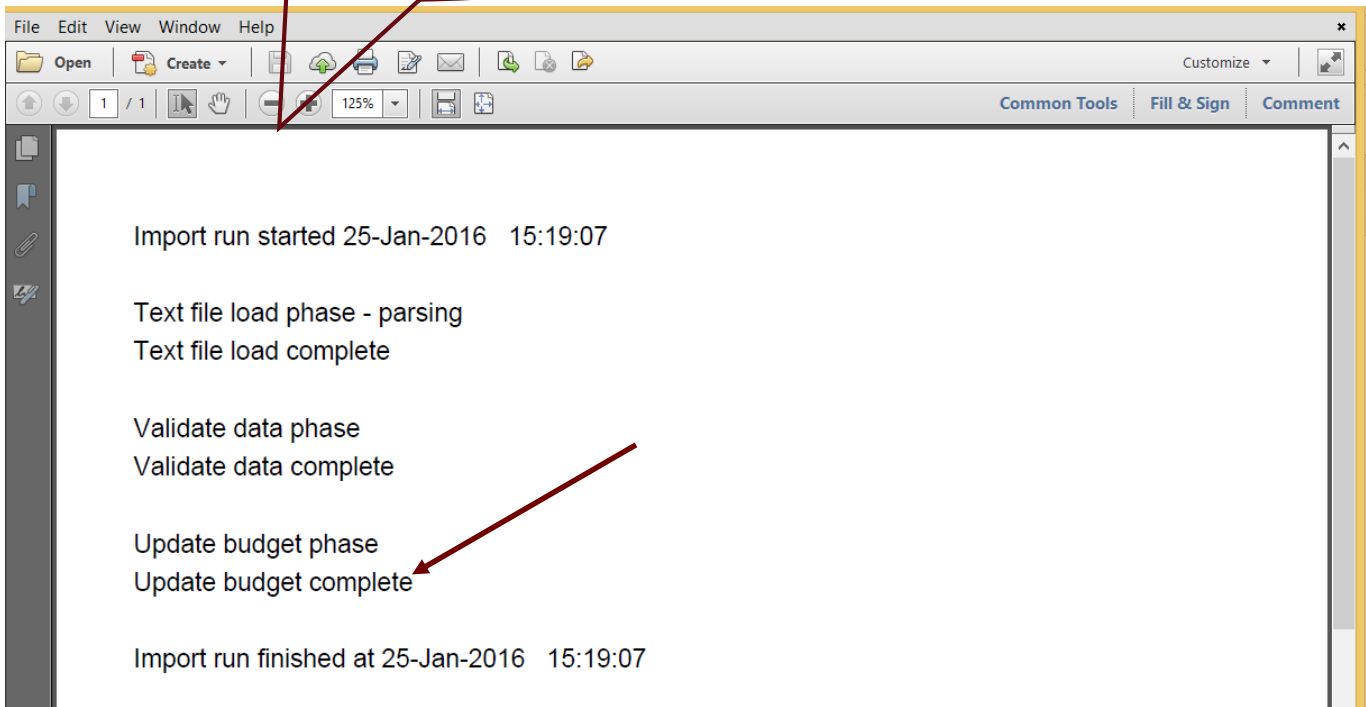
Return to Budget Construction to view your upload.

	* Object	SubObject	* Base Budget	* Requested	% Change	Action	
Revenue (0)			▶ show				
Expenditure (550,000)			▼ hide				
Expenditure						show % adjust hide detail	
Add:	☐ 🔍	☐ 🔍		0		add	
	5000 SUPP EXP	---	0	100,000		create month bal inquiry	delete
	7900 UNAL BAL	---	0	245,000		create month bal inquiry	delete
	7900 UNAL BAL	TTA TEACH AWD	345,000	0	-100.00	create month bal inquiry	
	9979 UNAPP BAL	---	0	205,000		create month bal inquiry	delete
	9979 UNAPP BAL	END Endow Match	205,000	0	-100.00	create month bal inquiry	
	Expenditure Totals		**550,000**	**550,000**	**0.00**		
Global Expenditure Actions							
		Adjust By Percent: ☐ apply				refresh month spread month delete calculate benefits	
Notes and Attachments (0)			▶ show				
Route Log			▶ show				

save   close