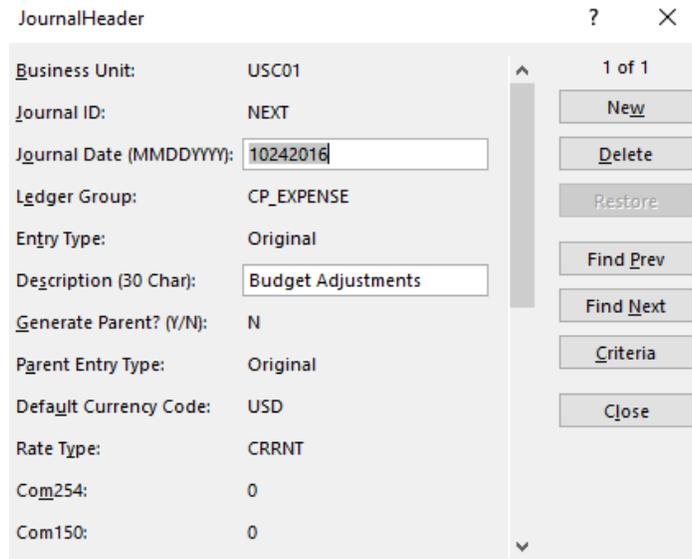# BD Upload Tool Instructions:
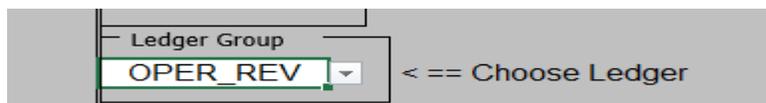
Completing the Excel Template File

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.'

JournalHeader   ?   ✕

Business Unit:	USC01	⌃	1 of 1
Journal ID:	NEXT		New
Journal Date (MMDDYYYY):	10242016		Delete
Ledger Group:	CP_EXPENSE		Restore
Entry Type:	Original		
Description (30 Char):	Budget Adjustments		Find Prev
Generate Parent? (Y/N):	N		Find Next
Parent Entry Type:	Original		Criteria
Default Currency Code:	USD		Close
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).

Ledger Group
OPER_REV ▾   < == Choose Ledger

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.

Entry Type
Transfer Adj ▾   < Choose Entry Type

4. 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: c:\users\pressleh\desktop\BD5.prn
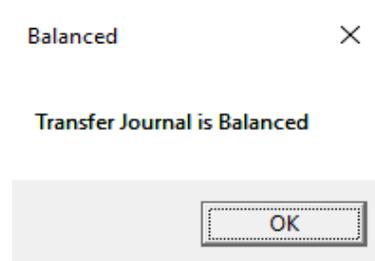
B. Journal Entry tab

1. 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.

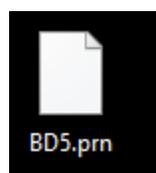|	A	B	C	D	E	F	G	H	I	J	K	L	
1	Jrnl Line #	Budget Period	Operating Unit	DeptID	Fund	Account	Class	PC Business Unit	Project ID	Activity ID	Funding Source	Amount	Jou
2	1	2017	CL000	150061	A0001	36400						1,000.00	
3	2	2017	CL000	154001	A0001	36500						-1,000.00	
4													

2. 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:

Balanced   ✕

Transfer Journal is Balanced

OK

Click 'OK' to close this box, and then navigate to your desktop to locate the exported Budget Entry (as shown below):
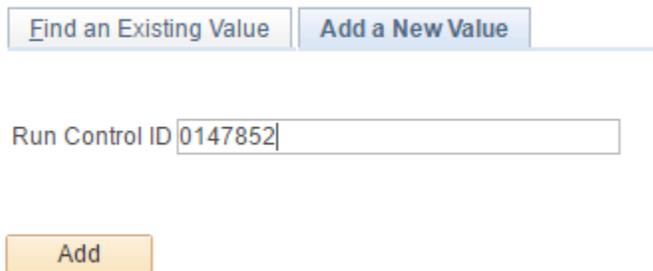
BD5.prn

Importing the Budget Entry

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

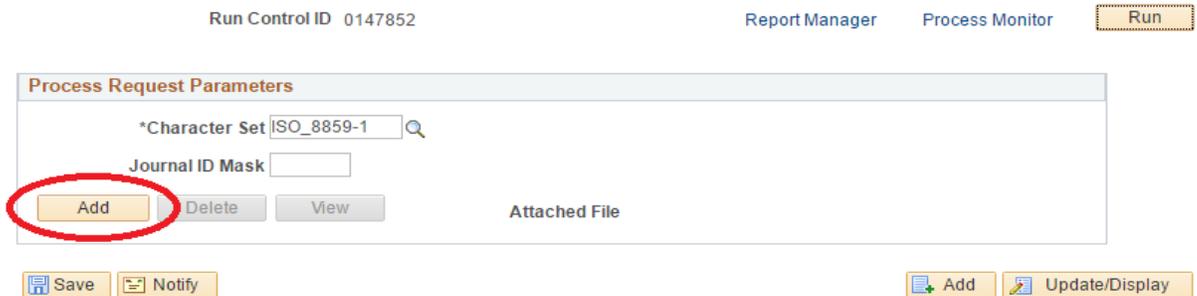   Main Menu ▼ > Commitment Control ▼ > Budget Journals ▼ > Import Budget Journals

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

   | Find an Existing Value | Add a New Value |

   Run Control ID 0147852

   Add

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

   Import Commitment Control Budget Journals

   Run Control ID 0147852   Report Manager   Process Monitor   Run

   Process Request Parameters

   *Character Set ISO_8859-1

   Journal ID Mask

   Add   Delete   View   **Attached File**

   Save   Notify   Add   Update/Display

   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 ISO_8859-1

Journal ID Mask

Add   Delete   View   Attached File BD5.prn

Save Notify   Add   Update/Display

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 PSUNX   Run Date 10/24/2016

Recurrence   Run Time 10:24:24AM   Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Flat File Budget Jrnl Import	KK_JRNL_IMP	Application Engine	Web	TXT	Distribution

OK   Cancel

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.