



**Work Instruction**

**Upload Fiscal Budget Data**

**Purpose**

Use this procedure to upload data from Excel to the General Ledger.

**Trigger**

Budget changes made in an Excel spreadsheet need to be uploaded to the General Ledger via the Budget Tool.

**Prerequisites**

- You have a responsibility that gives you access to the Budget Tool menu path for uploading.
- You have a Microsoft Excel file ready for upload.

## Format Columns

1. Perform one of the following:

If You Are	Then
Beginning the uploading process from a previously downloaded file	You do not need to add or delete any columns from the Excel file.
Uploading a file with budget data entered directly into Excel (data not previously downloaded via the Budget Tool)	<p>Verify that the spreadsheet columns are formatted to either upload yearly or monthly budget data.</p> <p><b>Example 1: Uploading yearly budget data requires a minimum of 8 columns in Excel</b></p> <ul style="list-style-type: none"> <li>• 7 columns, one for each segment name</li> <li>• 1 column for the total amount for each budget type and fiscal year chosen</li> </ul> <p><b>Example 2: Uploading monthly budget data requires a minimum of 21 columns in Excel</b></p> <ul style="list-style-type: none"> <li>• 7 columns, one for each segment name</li> <li>• 1 column for the total amount for each budget type and fiscal year chosen</li> <li>• 12 columns for monthly budget data</li> <li>• 1 column for adjustment period</li> </ul>

**Select the Budgets Type(s) to Upload**

2. Start the task using the navigation path **Fiscal** → **Upload** to go to the *Upload Column Definition* screen.


**Upload Column Definition**

3. On the *Upload Column Definition* screen, complete the required fields to select the budget type(s) in the same order that they appear in the Excel spreadsheet:

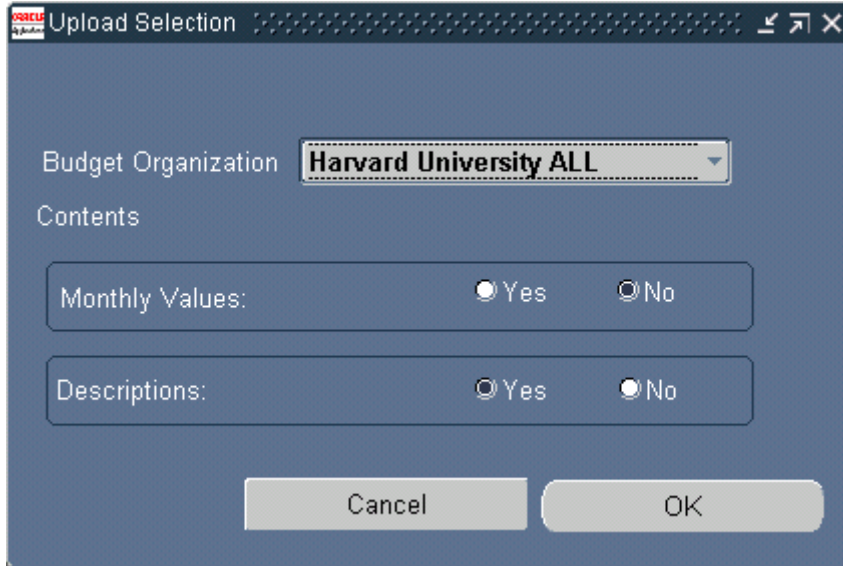


All budgets that appear on the Excel spreadsheet must be selected, even if not uploaded.


In this Field	Select or Enter
Column Defined	Column Defined
Budget Type	The budget type <b>Example:</b> Operating in Column 1 Preparation in Column 2
Fiscal Year	The fiscal year <b>Example:</b> 2003 in Column 1 2004 in Column 2
Usage	Select <b>Ignore</b> (the default) if the budget will not be uploaded  OR Select <b>Submit</b> if the budget will be uploaded

4. Click  to go to the *Upload Selection* screen.


### Upload Selection




5. Use the table below to complete the **Monthly Values** field to tell the budget tool what budget data you are uploading.

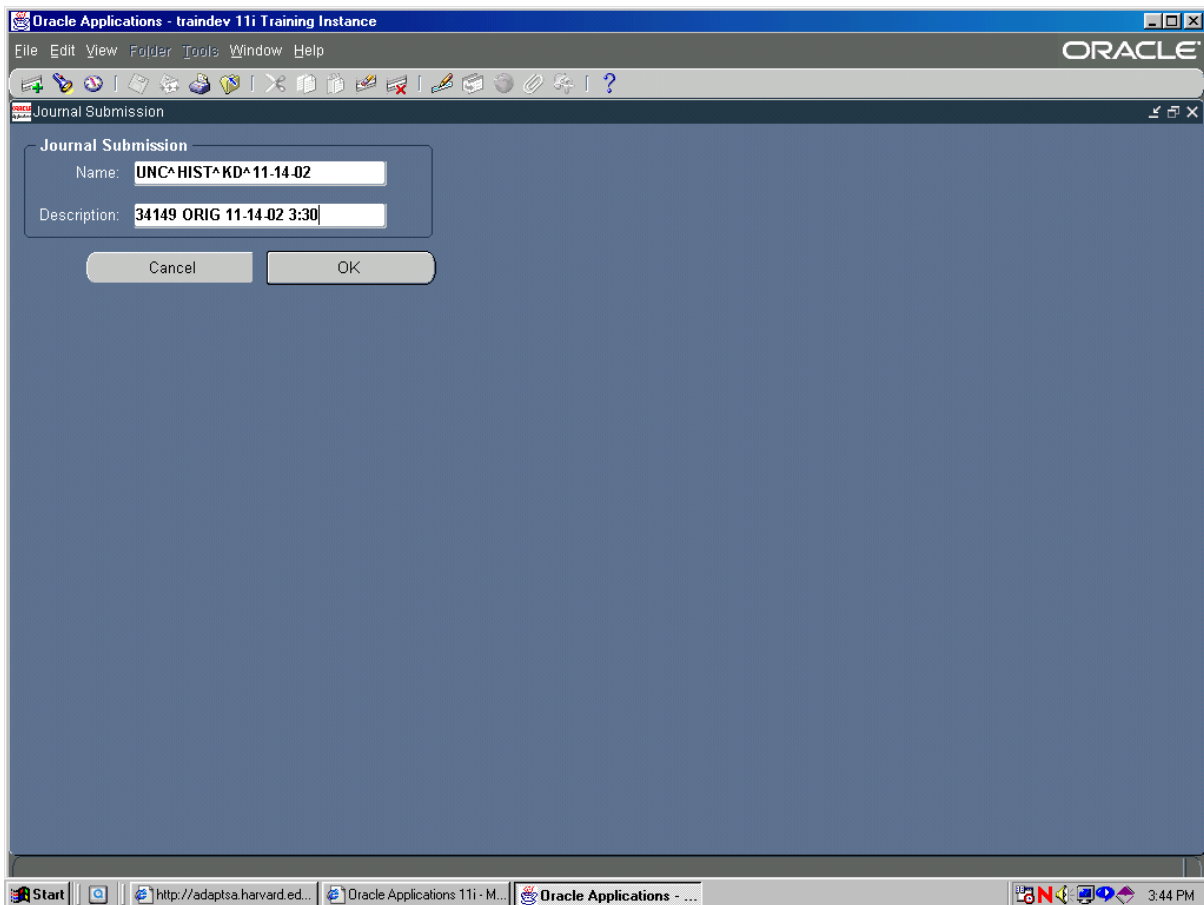
If Your Spreadsheet Contains	Then
Monthly budget data	Select <b>Yes</b> in the Monthly Values field.
Yearly budget data	Select <b>No</b> in the Monthly Values field.  No is the default.

6. Use the table below to complete the **Descriptions** field to indicate whether account segment descriptions are included in the Excel spreadsheet you are uploading.


If Your Spreadsheet	Then
Contains account segment descriptions	Select <b>Yes</b> in the Descriptions field.  Yes is the default.
Does not contain account segment descriptions	Select <b>No</b> in the Descriptions field.


7. Click  to go to the *Journal Submission* window.


**Journal Submission**



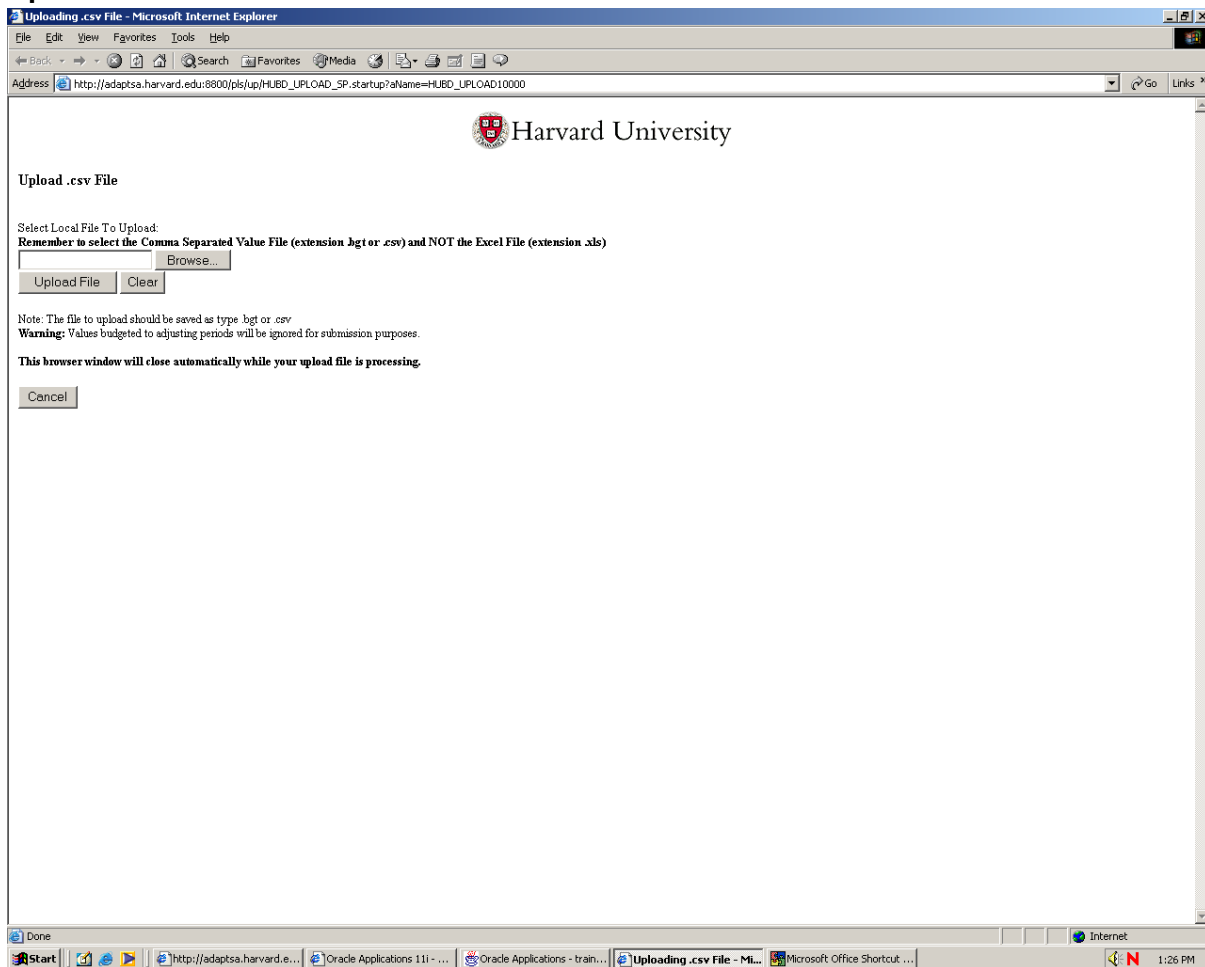
8. Complete the following fields:

In This Field	Enter
Journal Name:	Description of the Journal Name  The journal naming convention is: Tub^ORG abbreviation^Your initials^Date. <b>Example:</b> UNC^HIST^KD^11-14-02
Journal Description:	Description of the Journal


9. Click  to go to the *Upload .csv file* screen.

10. Click  to go to the *File Upload* window.

## Upload .csv File



11. Complete the following required fields:

In This Field	Select
Files of Type	All Files (*.*)
File Name	<p>The file with the .csv file extension you want to upload</p>  <p>Navigate as you would in Windows Explorer.</p>

12. Click  .

13. Click  .



If errors occur during upload, no data will be submitted to the General Ledger. The error message indicates which accounts have errors. Refer to the quick reference “Common Upload Errors” for a list of common errors and how to fix them. Either correct your Excel spreadsheet file or review your selections in the Budget Tool and upload again.

### Result

You have successfully uploaded a budget from an Excel spreadsheet to the General Ledger.

### Comments

Selection **Action** → **Exit Oracle Applications** to exit the system.