



**Work Instruction**

**Upload a Sponsored Upload File to the General Ledger**

**Purpose**

Use this procedure to upload the budget for an approved sponsored project from the Budget Upload Spreadsheet (BUS) to the General Ledger.

**Trigger**

- The award has been accepted.
- You have completed the Summary spreadsheet and adjusted it to reflect the approved award amounts.

**Prerequisites**

- You must have a responsibility that gives you access to the Sponsored Upload option in the Budget Tool.
- Excel is on your computer.

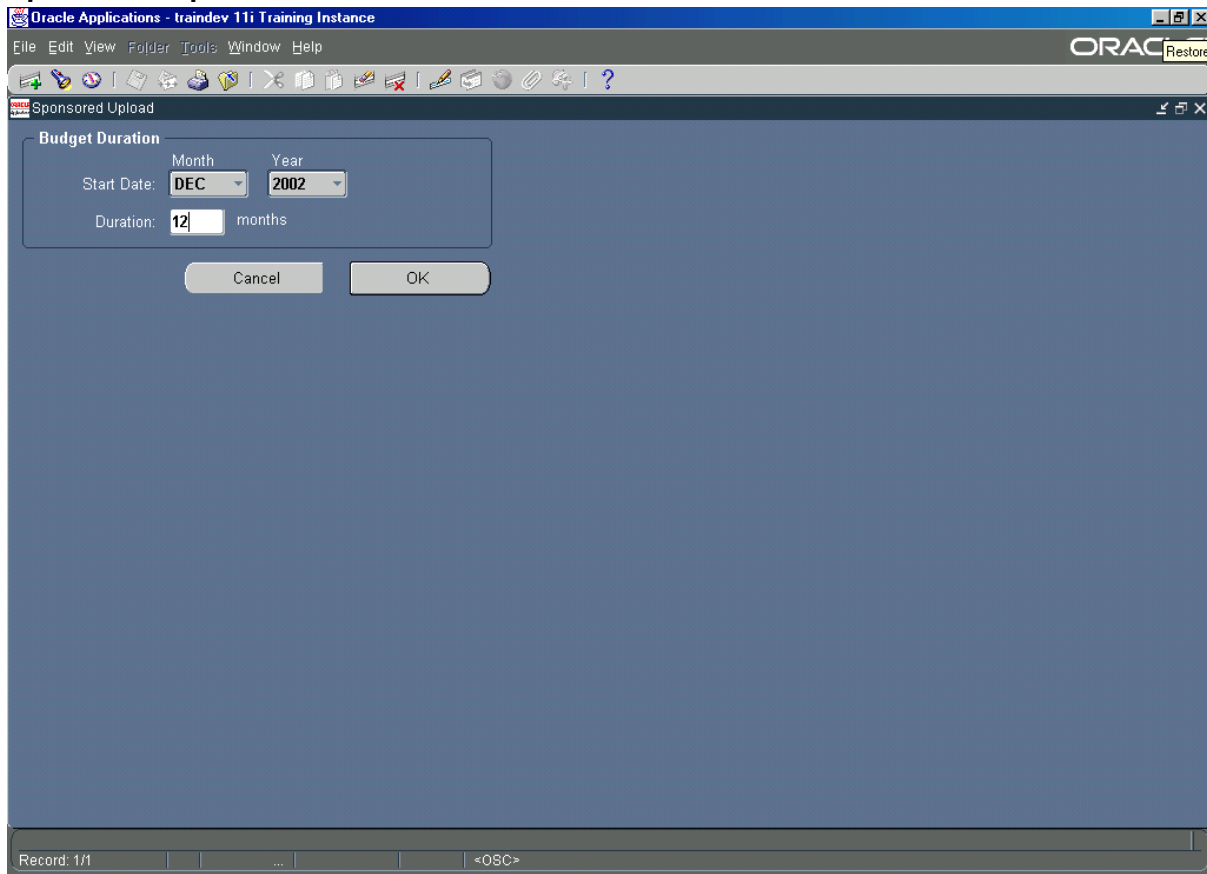
**Helpful Hints**

You must have the budget start date and duration at hand.


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


1. Start the task by selecting **Upload → Sponsored Upload** to go to the *Sponsored Upload* screen.

**Sponsored Upload**



2. Complete the following required fields:

In This Field	Select or Enter
Start Date:	Start date (month and year) of the grant award budget you are entering   You must select the Month and Year from the pulldown lists for the system to register the date.

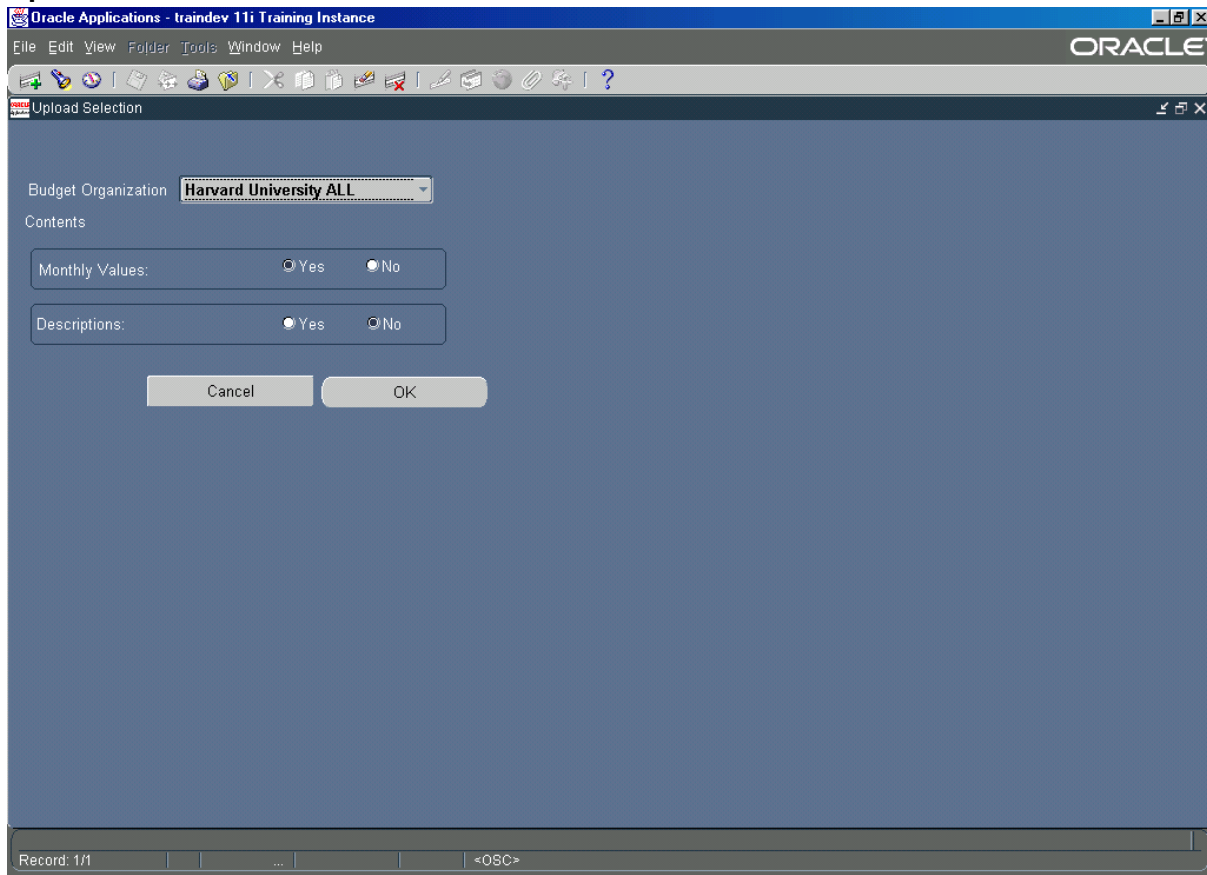
In This Field	Select or Enter
Duration:	Number of months for which the grant you are entering has been awarded   Use whole numbers only.




It is important to enter only the budget start date and duration of the budget being uploaded. If the start date and duration of an existing budget are entered, the current information will be overwritten.

3. Click **OK** to go to the *Upload Selection* screen.

### Upload Selection

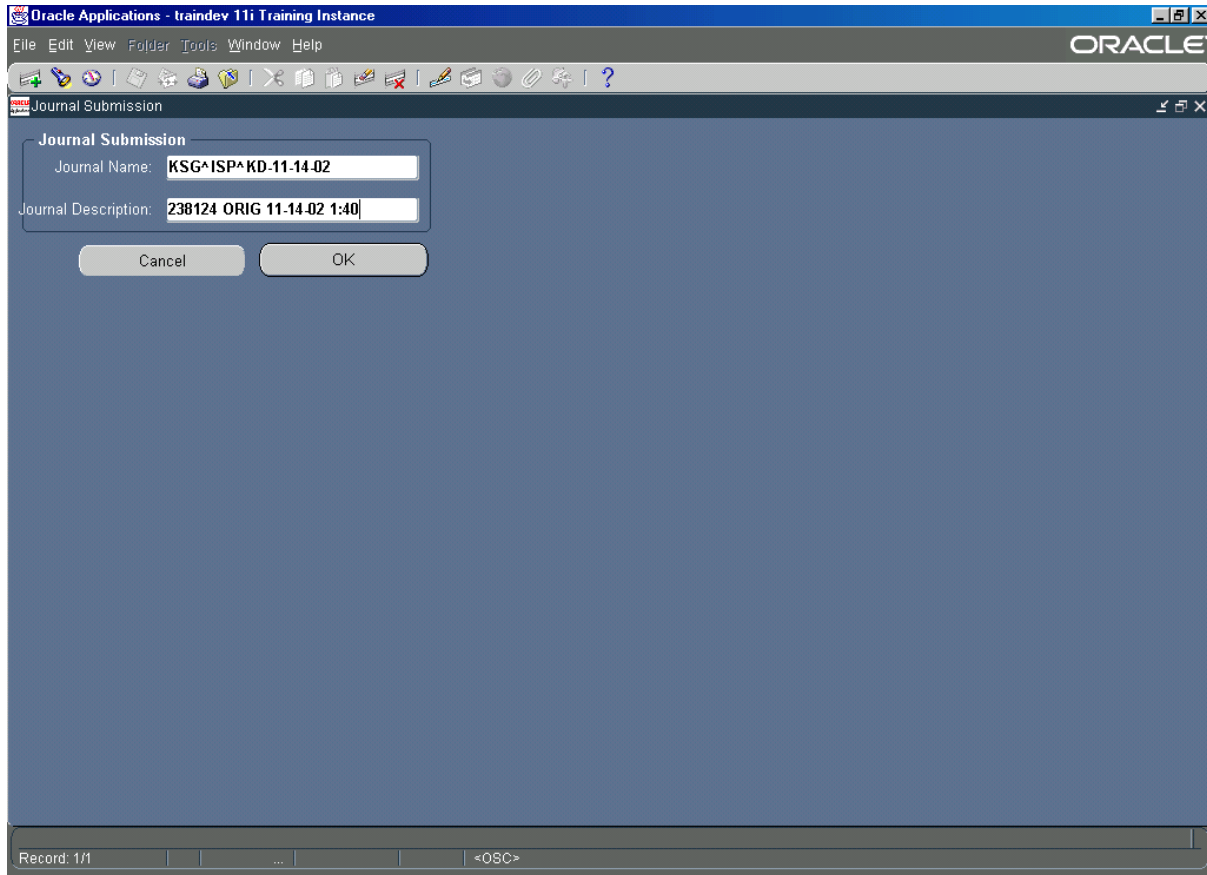


4. Click  to upload monthly budget data without chart segment descriptions and to go to the *Journal Submission* window.




Do not change the selections displayed.

### Journal Submission



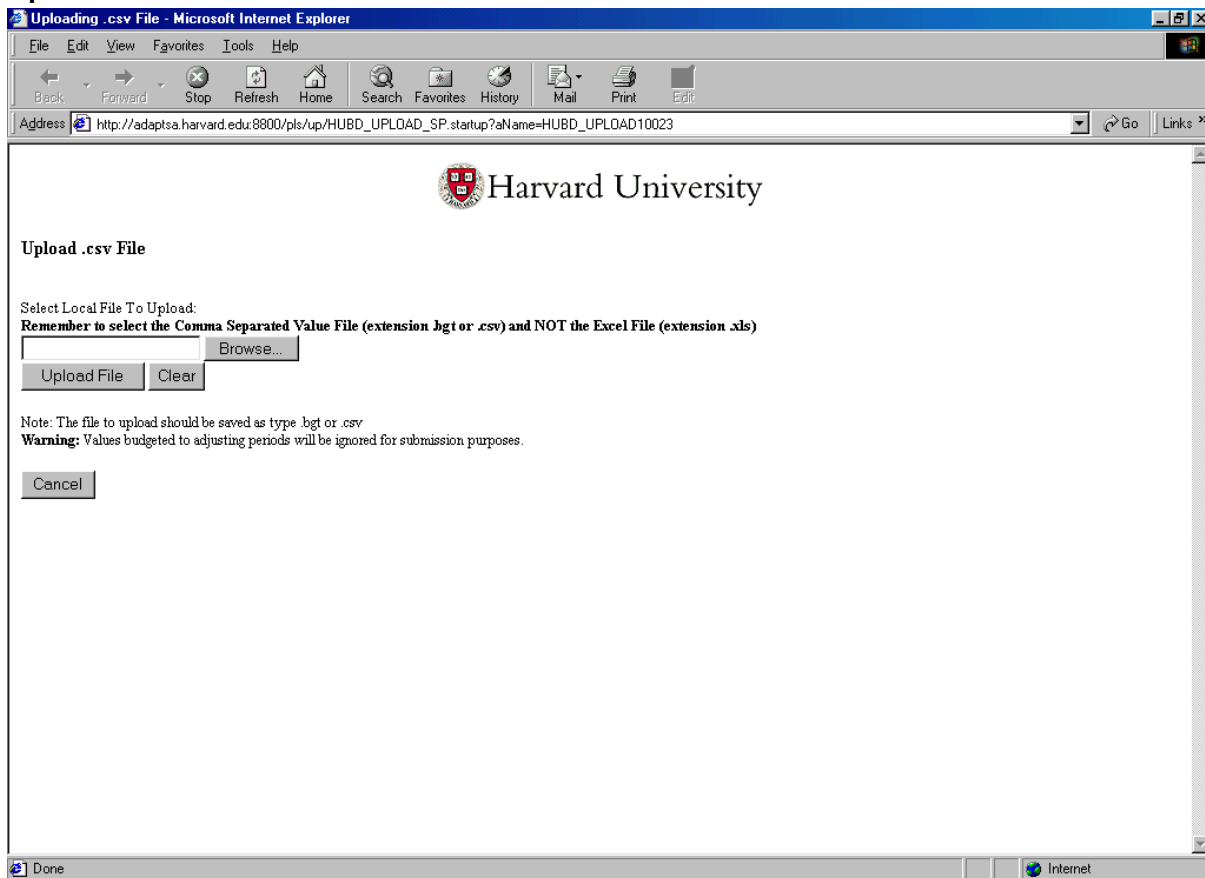
5. Complete the following fields:

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> KSG^ISP^KD^11-14-02

In This Field	Enter
Journal Description:	Description of the Journal  <b>Recommendation:</b> Use the following naming convention to describe the journal:  <b>Example:</b> 238124 ORIG 11-14-02 1:40


6. Click **OK** to go to the *Upload .csv File* screen.

### Upload .csv File



7. Click **Browse...** to go to the *File Upload* window.

8. Complete the following required fields:

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

9. Click  .

10. Click  .



A window displays indicating that budget rows were successfully uploaded.

11. Perform the following:

If	Then
Errors occur during upload and an error message appears indicating which rows have errors	<ol style="list-style-type: none"> <li>1. Correct the Summary spreadsheet.</li> <li>2. Create a new upload file.</li> <li>3. Upload the file again.</li> </ol>

### Result

You have successfully uploaded a sponsored budget from the Budget Upload Spreadsheet (BUS) to the General Ledger.

### Comments

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