

Budget Upload Process

Use the Budget Upload Process (BA1320) to upload budget spreadsheet files created on your PC directly to the FMS Budget module on the HP3000. The Budget Upload Process consists of the following three stages. For more detailed information, scroll down to read the documentation for each stage sequentially or go directly to a stage by clicking one of the following links:

- [Stage 1: Prepare the spreadsheet in Excel](#)
- [Stage 2: Run the Budget Upload Process \(BA1320\)](#)
- [Stage 3: Review the error file for records not accepted by the upload process](#)

Once you have corrected errors in the spreadsheet or FMS tables (Stage 3), you can rerun the Budget Upload Process to load the records excluded because of errors.

Stage 1: Prepare the Spreadsheet in Excel

Spreadsheet Format Specifications

You can originate the spreadsheet to be uploaded in several ways:

- Use DataExpress to download budget data into an Excel SYLK file.
 - Run DataExpress procedure **BA1320R.INFORM.PLIB** (Word).
 - Download results into an Excel SYLK file. For this example, name the file BUDGET.
 - Open **BA1320_template.slk** (Zip file), a blank Excel template that is correctly formatted for the Budget Upload Process.
 - You should now have two Excel Spreadsheets open: BUDGET.slk and BA1320_template.slk.
 - Copy/**Paste Special** the download results (BUDGET.slk) into the BA1320_template.slk spreadsheet.
 - When using the Paste Special function, activate the **Values** radio button on the Paste Special pop up window. This ensures that the cell formatting is retained in the spreadsheet.
 - Save the newly populated BA1320_template.slk. This becomes your working spreadsheet and the upload spreadsheet for the Budget Upload Process.
- Modify a currently used spreadsheet.
- Create a new spreadsheet.

In order for the upload to work accurately, you **must** format and use the Excel spreadsheet as follows:

Note: If you opt to use the BA1320_template.slk Excel file, the formatting is accurate for the Budget Upload Process and should not be altered.

- Spell column headers exactly as shown on the [data element table](#) (for example, APPR). Do not use any justification or leading spaces. The Data Element APPR must be in the first column. All other columns may be in any order.

- For each column, select the entire column and format it as indicated on [the data element table](#).
- Decimal numbers can be entered only in the PCT FULL column.
- If entering total, subtotal, or information rows, leave the APPR and PRG columns blank. Any row with blank APPR and PRG columns is ignored by the upload process.
- Budget records must have a complete and valid budget structure to be uploaded.
- Do not download budget records with revision number BA1902 to the spreadsheet. By not downloading these records, you will prevent unbudgeted expenditures and revenues from being handled in the upload process.
- Before uploading Grant and Contract or Capital Project data, verify that the fiscal year budget has been completely initialized.
- Save the spreadsheet in SYLK file format (.SLK extension).
- Close the Excel spreadsheet during the upload process.

When you enter data on your formatted spreadsheet, the following restrictions apply:

- You should fill out all spreadsheet cells that are required on the BA1001.
- You should omit all non-required number columns in which you do not use cells; otherwise, the upload process will assign zeroes to the cells. Hiding columns on your spreadsheet will not prevent zeroes from being assigned.

Data Elements for Spreadsheet Columns

Column Heading	Budget Data Element	Format	Notes
APPR	BS-APPR-INDX	Text	Required column
PRG	BS-PRG-INDX	Text	Required column
ORG	BS-ORG-INDX	Text	Required column
SOBJ	BS-SOBJ	Text	Required column if there is no SRC.
SSOBJ	BS-SSOBJ	Text	Required column if you are budgeting at the SSOBJ level.
SRC	BS-SRC-REV	Text	Required column if there is no SOBJ.
SSRC	BS-SSRC	Text	Required column if you are budgeting to the subsource level and using SRC.
PERM BDGT	PERM-BDGT-AMT	Number, Decimal Places: 0	For an Operating budget, this cell or TEMP BDGT is

Column Heading	Budget Data Element	Format	Notes
			required. For a Grant and Contract budget or a Capital Project budget, use this cell for the fiscal year amount. The TEMP BDGT cell has no effect.
TEMP BDGT	TEMP-BDGT-AMT	Number, Decimal Places: 0	For an operating budget, this cell or PERM BDGT is required.
FMO1 BDGT	FMO1-BDGT-AMT	Number, Decimal Places: 0	For this column heading and the next 11 column headings, the third character is the letter O. If no value in the ASSIGN CD cell, at least one FMOx BDGT cell must be filled out.
FMO2 BDGT	FMO2-BDGT-AMT	Number, Decimal Places: 0	
FMO3 BDGT	FMO3-BDGT-AMT	Number, Decimal Places: 0	
FMO4 BDGT	FMO4-BDGT-AMT	Number, Decimal Places: 0	
FMO5 BDGT	FMO5-BDGT-AMT	Number, Decimal Places: 0	
FMO6 BDGT	FMO6-BDGT-AMT	Number, Decimal Places: 0	
FMO7 BDGT	FMO7-BDGT-AMT	Number, Decimal Places: 0	
FMO8 BDGT	FMO8-BDGT-AMT	Number, Decimal Places: 0	
FMO9 BDGT	FMO9-BDGT-AMT	Number, Decimal Places: 0	

Column Heading	Budget Data Element	Format	Notes
FMO10 BDGT	FMO10-BDGT- AMT	Number, Decimal Places: 0	
FMO11 BDGT	FMO11-BDGT- AMT	Number, Decimal Places: 0	
FMO12 BDGT	FMO12-BDGT- AMT	Number, Decimal Places: 0	
RVSN NUM	RVSN-NUM	Text	If no value is entered in this cell and a record is changed, BA1320 is uploaded to the database.
STAT	BDGT-STAT	Text	Use for budget status.
PROJ BDGT	PROJ-BDGT- AMT	Number, Decimal Places: 0	Use for a Grant and Contract budget or a Capital Project budget Use the PERM BDGT column to enter fiscal year amounts.
POS NUM	POS-NUM	Text	
JOB CLASS	JOB-CLASS	Text	
JOB TITLE	JOB-CLASS- TITLE	Text	Required on BA1001 if SOBJ begins with A (Personnel).
APPT TERM	APPT-TERM	Number, Decimal Places: 0	Required on BA1001 if SOBJ begins with A (Personnel).
PYMT TERM	PYMT-TERM	Number, Decimal Places: 0	Required on BA1001 if SOBJ begins with A (Personnel).
EMP ID	EMP-ID	Text	
EMP NAME	EMP-NAME	Text	Required on BA1001 if SOBJ begins with A (Personnel).

Column Heading	Budget Data Element	Format	Notes
SAL ENC	SAL-ENC	Number, Decimal Places: 0	
PCT FULL	PCT-FULL-TIME	Number, Decimal Places: 2	Required on BA1001 if SOBJ begins with A (Personnel).
ASSGN CD	BUDGET ASSIGNMENT CODE	Number, Decimal Places: 0	Required cell if no FMOx BDGT cells are filled out. If you enter a 0 (zero) in an ASSGN CD cell or leave it blank, you must enter a value in at least one FMOx BDGT cell. Do not enter 4, 5, 6, or 7 in an ASSGN CD cell.
BEG MO	BEGIN MONTH	Number, Decimal Places: 0	Required column if you enter 2 in an ASSGN CD cell.

Stage 2: Run the Budget Upload Process (BA1320)

The Budget Upload Process (BA1320) uploads a spreadsheet file to the FMS Budget module. The process begins by validating the spreadsheet file against the FMS tables and writes any budget records that are not accepted by the FMS tables to an error file. After the records have been validated, the BA1320 process gives the user the options of either updating the Budget database or canceling the upload.

To upload files to the FMS Budget module:

Note: The Excel spreadsheet file must be closed before you can upload it.

1. On the FMS menu, select **BA1320**, and press Enter.

The following copyright screen is displayed:

```

BA1320.001 COPYRIGHTED (C) 1997 CTC 05/02/97 10:18:15
BA1903.003 COPYRIGHT (C) 1988 WCCCC 06/11/91 21:34:44
EXECUTING FROM XL.PUB.SPDEV
***** BA1320 BUDGET UPLOAD PROCESS *****
Please enter complete PC filename, INCLUDING drive and path.
```

2. Type the path and filename including .slk extension of the spreadsheet to be uploaded. Then press Enter.
3. Type the fiscal year of the budget file, and press Enter.
4. If the fiscal year entered is not the same as the current fiscal year, type **Y** (yes) to update the revision log or **N** (no) to not update the log. Then press Enter.

The file names to be uploaded will be displayed, followed by the number of records posted and bypassed. Note the number of total records and the number of editing errors to decide whether to update the Budget database.

If the "Upload Failed with a Status of 0004" error message appears, this can indicate that the spreadsheet is open, the spreadsheet contains a format error, or the filename has an invalid filename format. At this point, the upload process is stopped.

5. Type **Y** (yes) to update the Budget database, or **N** (no) to cancel the upload. Then press Enter.

Stage 3: Review the Error File for Records Not Accepted by the Upload Process

The upload process will display the number of records that contained editing errors and thus will not be uploaded. These error records are written to a file called **editerr.txt**, which is saved in the same directory as the spreadsheet. Review this file to determine the reasons that each record could not be uploaded.

To review the error file:

1. Use File Manager or Windows Explorer to display the directory listing the spreadsheet.
2. Double-click the **editerr.txt** file to open it in the Notepad application.

The file identifies each record that could not be uploaded and contains one or more error messages explaining the reason for the failure. The following illustration is a sample.

```
DATA EDITING ERRORS

SPREADSHEET ROW BDGT STRUCTURE SEVERITY MSG CODE

0020 1110112534AD00 9697 4 BA19030001

Appr Index not on Appropriation Info Table (GA109

0020 1110112534AD00 9697 4 BA19030002
```

3. Use the information in the file to correct the spreadsheet or the FMS tables.
4. Run the upload process again to load the remaining records.

For additional assistance with the Budget Upload Process, contact the SBCTC-ITD Customer Support at (425) 803-9721.