

AGENCY BPM – BUDGET DATA LOAD

TIPS AND TRICKS

Keep the following information in mind as you prepare to do the Budget Data Load:

1. Always save your working version as an XLS or XLSX document. When you have your final version to load, save as CSV file.
2. If you need to make corrections after you have already saved a CSV, **go back to the XLS or XLSX version** to make the correction and save as a new CSV to load.
3. Navigation to load final CSV file is **Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load**.
4. For revisions where you decide you don't want a row of data any more you will have to delete the line and not just clear the data. If you just clear the data and save as CSV it still adds commas for that line, which will create an error when loading.
5. The first row of the CSV file **must** be a header row that names the ChartFields, then the budget periods to be loaded, **in order**. DO NOT CHANGE THE HEADERS.
6. The ChartField names must exactly match those specified in the activity definition for the model; and **all** of the model's selected activity dimensions, including CURRENCY_CD must be included in the header row. Use headers provided – DO NOT CHANGE THE HEADERS.
7. All alpha characters within the body of the spreadsheet must be UPPER CASE.
8. Each ChartField member in the CSV file must already exist in Planning and Budgeting. If you need new chartfields for the upcoming biennium, you must follow the standard process to have the chartfields created in **FIN** prior to usage in **BPM**.
1. Budget period amounts should **not** contain currency symbols, decimal points or commas. All dollar amounts should be entered in whole dollars.
2. Budget period amounts should be entered as values, not as formulas.
3. If the value for a budget period is zero (0), the user must enter zero (0) because a blank value will result in an error. No fields can be left blank in the file.

Considerations when using this process:

4. All locks to the model must be released prior to running the engine and the model must be in the **Released** state or the upload will fail.
5. Only method amounts are updated (adjustment and allocation amounts are not updated).
6. Any line items that have been manually deleted after the model was released will be reintroduced by the import process if the combination exists in the input .csv file.
7. Deleting lines from the budget dataload will not delete lines that are already existing in BPM. It is necessary to go back to **My Planning Workspace** to revise or delete existing chartfield strings.
8. This process locks the Planning Center. The Planning Center will automatically unlock when the upload process is completed.
9. The system does not prevent multiple concurrent processes from writing data to the

same planning center. If multiple import files are being processed for the same planning center, they should be run sequentially.

When the user loads a .csv file to a budget version, it will:

1. Navigation path to load the final .csv file into BPM is: **Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load**
2. When the user loads a .csv file to a budget version, it will:
 - a. Replace any rows in the online budget version with what is in the .csv file for rows that have the same ChartField strings that are on the .csv file.
 - b. Add rows to the online budget version with new ChartField strings that are in the .csv file that were not already in the online budget version.
 - c. Do nothing to the ChartField string rows already in the online budget version that are not on the .csv file.
 - d. Deleting lines from the budget data load will not remove lines that are already existing in **BPM**. It is necessary to go back to **My Planning Workspace** online to revise or delete existing ChartField strings.
3. This process locks the Planning Center. The Planning Center will automatically unlock when the upload process is completed.
4. **BPM** does not prevent multiple concurrent processes from writing data to the same planning center; if multiple import files are being processed for the same planning center, they should be run sequentially.
5. Both the .xls (or .xlsx) and .csv files can be saved to the location of the user's choice. It is suggested that the file(s) be saved in a location that easy to remember and access by the user.



IMPORTANT: When using this feature, the system will always place the uploaded file into **Version 1** of **BPM**. The **Budget Data Load** is both Incremental and Destructive.

- **Incremental:**
 - Add rows to the budget version with new ChartField strings that are in the .csv file that were not already in the budget version.
 - Do nothing to the ChartField strings rows already in the budget version but not in the .csv file.
- **Destructive:** If the ChartFields are the same but the amounts are different, then the amount will be overridden.



The spreadsheet upload will fail if the planning center that the file is loading has already been locked by another user. The planning center must be unlocked before the spreadsheet will upload.