

# PeopleSoft Preparing Budget Template for Upload



August 31, 2010

## BUDGET HEADER INFORMATION

The header information entered on the template prepares the journal for import into PeopleSoft. It contains the business unit, journal ID, date, and description. The “H” in column A indicates the information in this row is for the journal header. **Any cell that is grey highlighted is protected so the user cannot change.**

#	Business Unit	Jrnl ID	Jrnl Date	Ledger Grp	Trans Type	Description	Amount	Line Description	Oper Unit	Class
H	11000	ORGBUD0001	20090701	ORG	0	2009-2011 ORG Budget				

1. In Cell C3; enter your business unit.
2. In Cell D3; enter the budget journal ID. Normally this is ORGBUDxxxx, where the ‘xxxx’ is the next incremental number (i.e., 0001, 0002, etc.) of journals entered in the current biennium.
3. In Cell E3; enter the budget journal date. The format is YYYYMMDD.
4. In Cell H3; enter a description for the budget journal.

## BUDGET LINE INFORMATION

The line information that is entered on the template will be imported on the journal lines on your budget journal. The “L” in column A indicated the information in the row is for the journal lines. Formulas exist in the line information to populate the line indicator journal line number and budget period.

#	Business Unit	Jrnl ID	Jrnl Date	Ledger Grp	Trans Type	Description	Amount	Line Description	Oper Unit	Class
3	H 11000	ORGBUD0001	20090701	ORG	0	2009-2011 ORG Budget				
4	L	1 2011M01	002	1000		511005	1500	Transfer Funding	110	11010
5	L	2 2011M01	004	1000		511005	-1500	Transfer Funding	110	11010

1. In Cell D4; enter the budget period for your journal. The format is YYYYMxx, where YYYY = the last year of the biennium and Mxx = month of the biennium (i.e., 2011M01 = July 2009, 2011M12 = June 2010, 2011M24 = June 2011). This is only entered on the first line; it will default in on the other lines.
2. In Cell E4; enter your fund. Federal funds = 002, Special Funds = 003, and General Funds = 004.
3. In Cell F4; enter your department.
4. In Cell H4; enter the general ledger account code.
5. In Cell I4; enter the amount. Positive amounts will add to your budget; negative amounts will decrease your budget.
6. In Cell J4; enter a description for this budget line. (Optional)
7. In Cell K4; enter the appropriate operating unit.
8. In Cell L4; enter the appropriate class.
9. Repeat steps 2 through 8 for each budget line.
10. After all data is entered, save the file and email to Toby Mertz at OMB.