

FY 2017-18 Budget Status Template Upload Instructions

**** In order to properly upload the file, you may need to update the “Active X” plug-in for EnterpriseOne (E1). Contact your agency’s IT support for assistance.**

1. Input information into the yellow highlighted columns. If it is necessary to insert additional lines, copy existing lines and paste-insert in order to maintain formulas.
2. Determine the breakdown of the new appropriation into Business Unit, Object Code and Amount.
3. Enter both Debits and Credits as positive amounts. For subsequent changes, enter a positive number into the Credit column to reduce a previously entered Debit amount. The account number is automatically generated by entry of the Business Unit and Object.

| Business | | Account Number | Debit Amount |
|-----------------|---------------|-----------------|---------------------|
| Unit | Object | | |
| 84812006 | 599100 | 84812006.599100 | 100,000.00 |

4. The chart below shows the four basic Sub ledgers. Some agencies have other custom Subledgers. Subledger Type “S” and the Remark columns are automatically generated when an entry is made to the Subledger column. You may overlay the generated Remark with your own remark, keeping in mind it will wipe out the formula.

| Subledger Type | Subledger | Remark |
|-----------------------|------------------|-------------------|
| S | BUENC | APPROP - ENC |
| S | BUAPPROP | APPROP - NEW |
| S | BUREAPPR | APPROP - REAPPROP |
| S | BUTRANSF | APPROP - TRANSFER |

***Be sure to enter a Subledger. Do not leave the Subledger field blank in the template or manually entered items.**

***E1 does not block blank entries so any posted Subledger fields will need to be reversed and re-entered with a valid subledger.**

5. When entry is complete, make a note of the import range in cell B5. Save the file to your desktop as a **CSV file**.
6. Enterprise One path: Accounting > Manage Journal Entry > Enter Manual Journal Entries > Journal Entries with Debit/Credit Format.

-Click the green plus sign to Add a batch. Make a note of the batch number.

-Enter a comment in the Explanation filed (required), such as **“FY2018 Budget Status”**.

-Enter the GL date as **07/01/2017** or after.

-Change the Ledger Type to **BF**.

-Select Tools > Import Grid Data

Step 1 – Define Import File

-Click Browse, select the file from your desktop and click Open.

-Click Upload and after file has been uploaded click Continue in upper left hand corner.

Step 2 – Define Cell Range

-Unselect the checkmark next to Import All.

-Enter the starting cell column C and Row 12.

-Enter the Ending Cell column J and Row (ending row number).

Step 3 – Define Import Location in Grid

- Leave at default choice Insert.
 - Click Apply. Wait for data to appear. This takes some time.
 - In the E1 Screen, scroll down to review the data. Click Continue in upper left hand corner.
 - The E1 screen changes to the Journal Entry screen. Review data again.
 - o If errors appear, make a note of the error messages.
 - o Click on cancel if work needs to be done in E1 or spreadsheet to resolve errors and then initiate a new import.
 - o If there are no errors on the E1 screen, click OK.
 - Click the red X to close the screen
- 7.** Follow your agency procedures for approval and posting of this journal entry.
- 8.** Review your entries through the Budget Status reports.
- Accounting > Inquiries and Reports > Budget Reports > Budget Status Reports
 - Add the Subledger – G/L (F0902) (SBL) [BC] operand as a literal and enter the subledger BUAPPROP, BUENC, etc.
- 9.** Subsequent adjustments to Budget Status amounts require inputting incremental or marginal change amounts.
- Changing \$100 to \$90 requires a credit adjustment of \$10.
 - If blank Subledger entries are made, the original entry needs to be reversed as a blank Subledger with positive Credit Amounts and then re-entered with a valid Subledger and positive Debit Amounts.