

KK.020.025 - IMPORTING BUDGET JOURNALS

Purpose	<ul style="list-style-type: none"> • To import budget journals from a flat file. • To define what the Journal ID Mask is. • To identify how to post a journal that was imported
Description	After creating a spreadsheet budget journal, users can import the flat file into PeopleSoft. After the importing process is complete, proceed to the Budget Journals screen to post the journal online.
Security Role	BOR_KK_BUDGET_ENTRY
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions are how to import budget journals from a flat file.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Commitment Control link.
4.	Click the Budget Journals link.
5.	Click the Import Budget Journals link.
6.	Click the Add a New Value tab.
7.	Enter a Run Control ID in the Run Control ID field.
8.	Click the Add button. The system navigates to the Import Commitment Control Budget Journals page.
9.	Click the Add button.
10.	Click the Browse... button.
11.	Enter a file name in the field.
12.	Click the Open button.
13.	Click the Upload button.
14.	Click the Run button.
15.	Click the OK button.
16.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
17.	Click the Refresh button and verify the Run Status posts as Success.
18.	Click the NavBar icon.
19.	Click the Navigator icon.
20.	The system navigates back to the Budget Journals link. Click the Enter Budget Journals link.
21.	Click the Find an Existing Value tab.
22.	Enter Journal ID previously created in the Journal ID field.
23.	Click the Search button.
24.	Click an entry in the Journal ID column. The system navigates to the Enter Budget Journals page and defaults to the Budget Header tab.
25.	Click the Budget Lines tab.
26.	Click the Process button to post.

Step	Action
27.	Click the Yes button.
28.	Verify the status shows <i>Posted</i> . Otherwise, click on the hyperlink to view the budget errors.