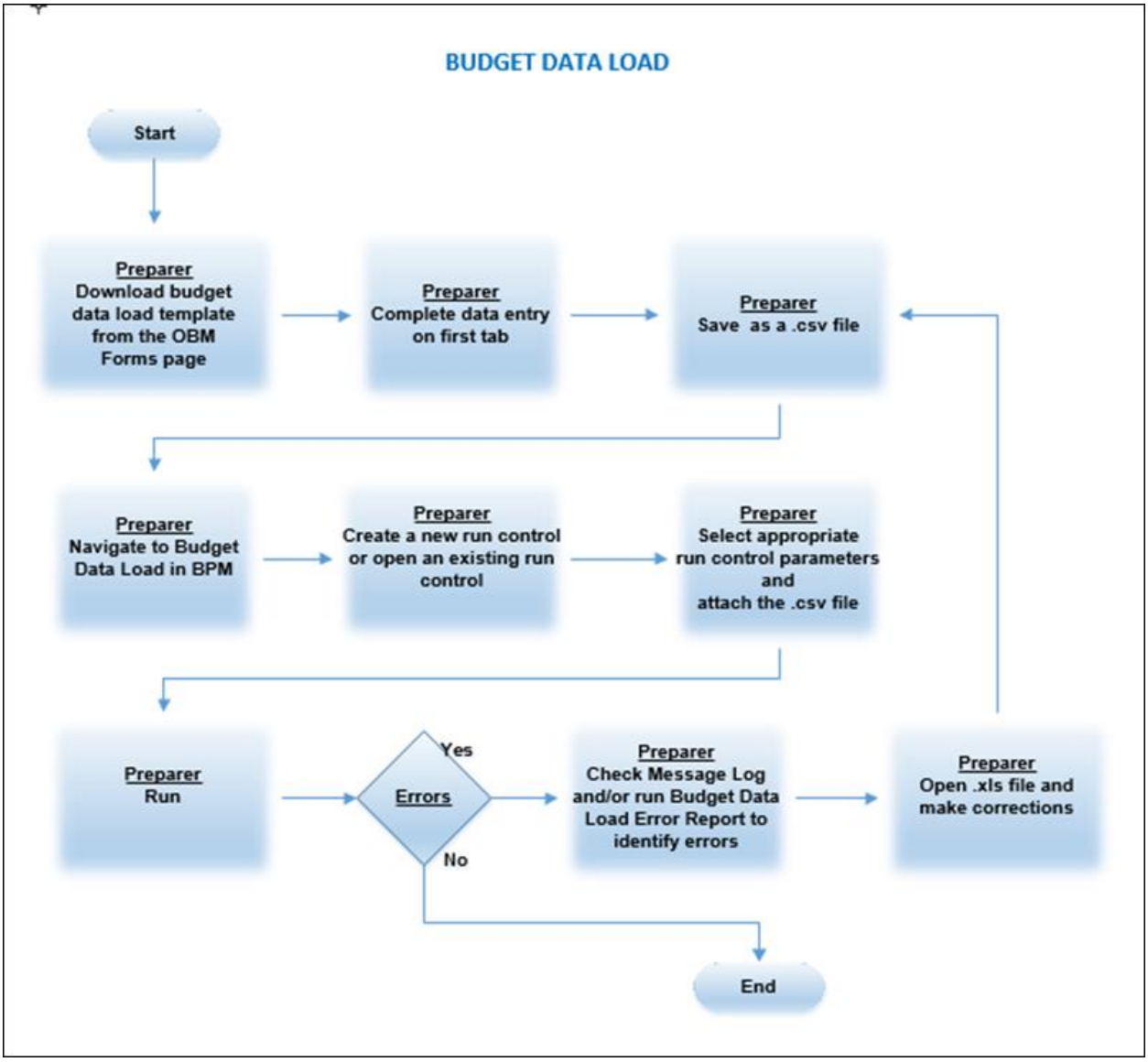
AGENCY BPM – BUDGET DATA LOAD

Budget Data Load Process



There are **Budget Data Load Templates** for each of the operating budget models (OPA, OPB, and OPC) provided by OBM. Each template is unique to one agency and will be prepopulated with the appropriate agency Fund and ALI combinations from the current fiscal year. They are accessible through the Planning Guidelines link in BPM or through the myOhio.gov website: FIN Home > OBM Forms >OAKS Budget and Planning Module (BPM) > BPM Spreadsheet Upload Template

Current Year Expense Estimates (OPA, OPB, OPC) Scenario

Data Expected in each field on first tab	
Account	3 digit category level, beginning with '5'
DeptID	3 digit + 'PC' if using single Planning Center; or 9 digit if multiple Planning Centers
Fund_Code	Fund
Program_Code	B' level program
Product	ALI
Dimension1	Initiatives. Choose from '001' - '099' for each row to tie initiatives with multiple rows together
CURRENCY_CD	Always 'USD'
2018A1	Full appropriation for current year, dollar amount, no comma or $ sign or blanks
2019A1	Full appropriation for current year, dollar amount, no comma or $ sign or blanks

Example row of data to use

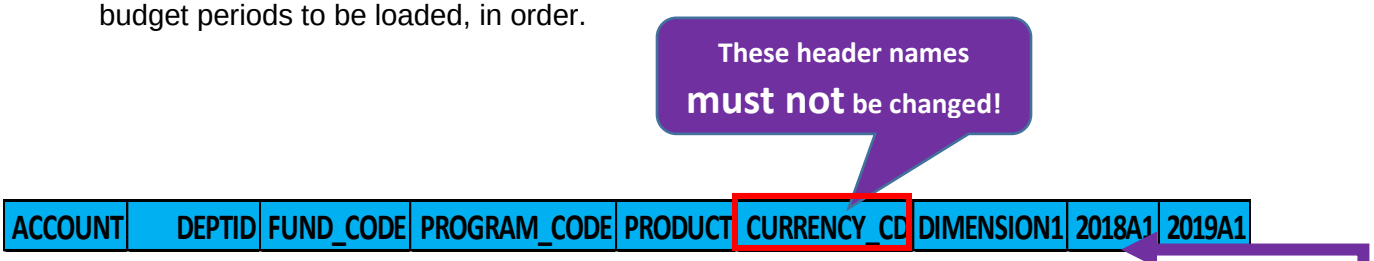
ACCOUNT	DEPTID	FUND_CODE	PROGRAM_CODE	PRODUCT	CURRENCY_CD	DIMENSION1	2018A1	2019A1
510	DAS103000	1280	3660B	100620	USD	001	55000	56000
530	DAS103000	1280	3660B	100620	USD	001	45000	0
560	DAS103000	1280	3660B	100620	USD	002	75000	80000

CSV File Requirements

The key to successful budget data loads is accuracy in completing the spreadsheet template.

The .CSV file must meet the following requirements:

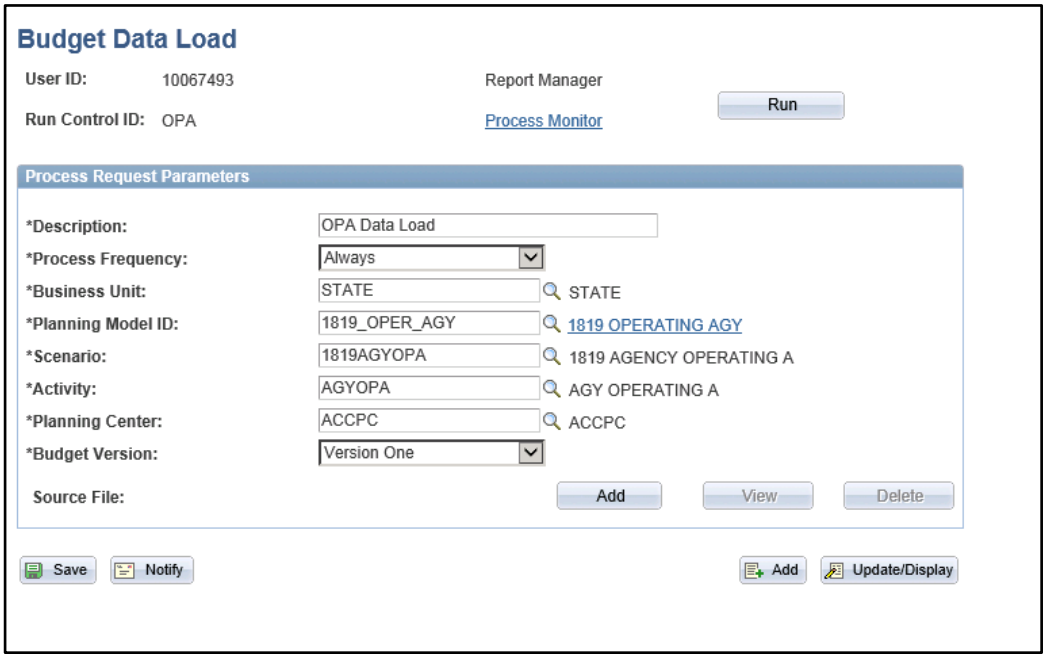
- The first row of the .CSV file **must** be a header row that names the ChartFields, then the budget periods to be loaded, in order.



- 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. Again, **DO NOT CHANGE THE HEADER ROW – doing so will create errors**.
- Each ChartField member in the .CSV file must already exist in Planning and Budgeting.
- Budget period amounts should not contain currency symbols, commas or decimal points **($, .)**. All amounts should be entered in whole numbers.
- If the value for a budget period is zero, the user must enter the number zero **(0)** because a blank value will generate errors.

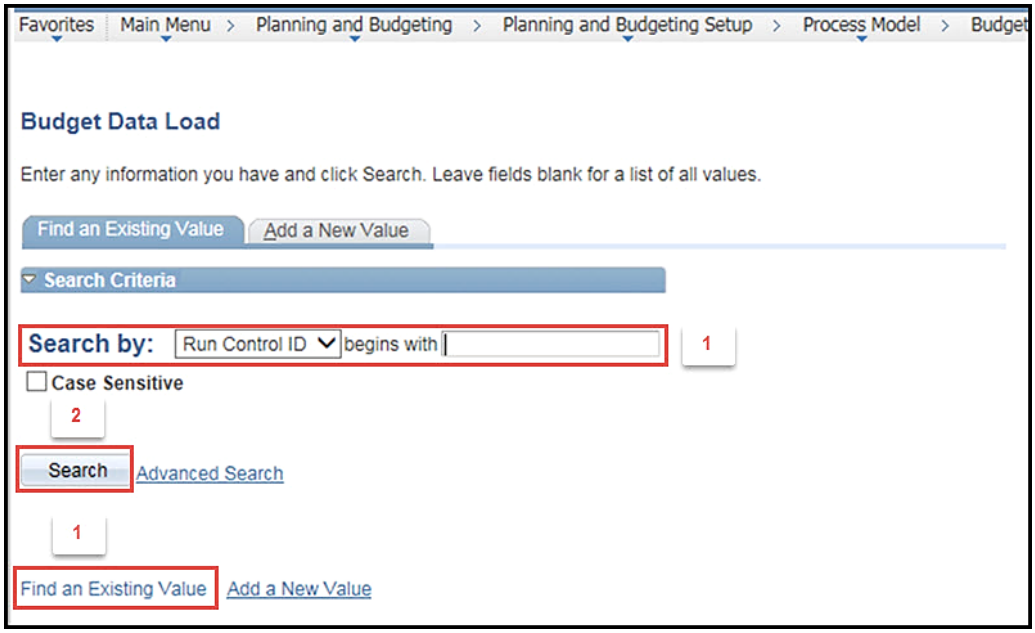
- The entire spreadsheet must be formatted as text. The template will be set up this way so that any leading zeros in the numbers entered will remain intact. It is a good idea to double check the formatting to avoid errors.
- All alpha characters in the field entries **must** be upper case – capital letters.

Run Control Fields for Current (CAP) Scenario:



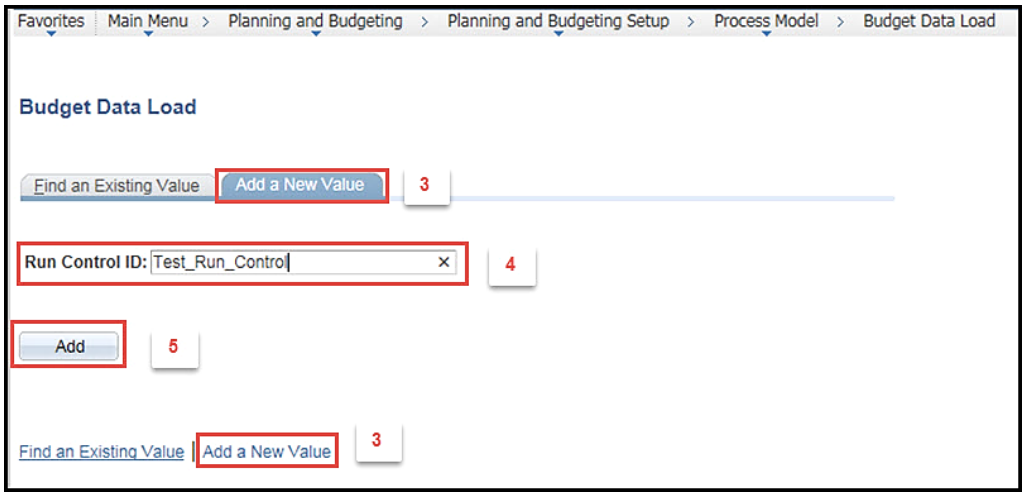
Navigation

Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load



1. To search for an existing Run Control, make sure the **Find Existing Value** tab is open, enter a few letters of the description in the **Search By:** field.

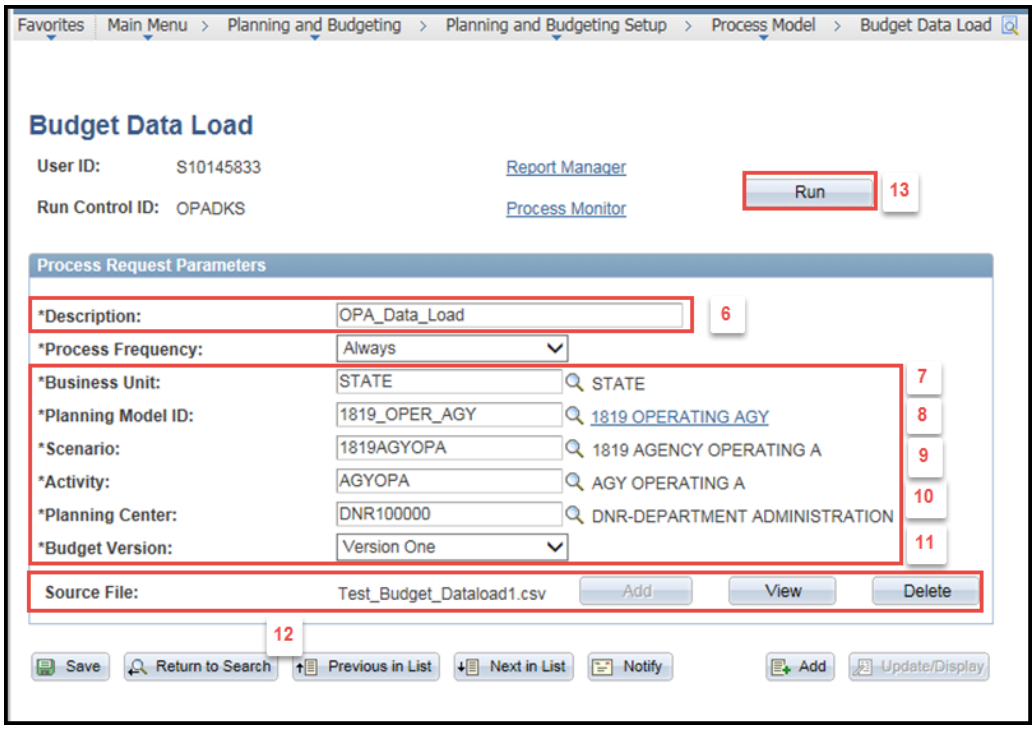
2. Click **Search**.



3. To create a new Run Control, make sure the **Add a New Value** tab is open.
4. Add a name in the **Run Control ID** field.

There should be no spaces in the name – use underscores between words. For example: **TESTCAP** or **TEST_CAP**

5. Click **Add**.



6. Enter a description for the Run Control in the **Description** field.

7. **Planning Model ID** '1718_CAP_AGY is the CAP Planning Model. Select using the magnifying glass at the end of the field.

8. **Scenario** '1718AGYCAP' is the CAP Scenario for the FY 2017 – 2018 biennium. Select using the magnifying glass at the end of the field.

9. **Activity** 'AGYCAP' is the CAP Activity. Select using the magnifying glass at the end of the field.

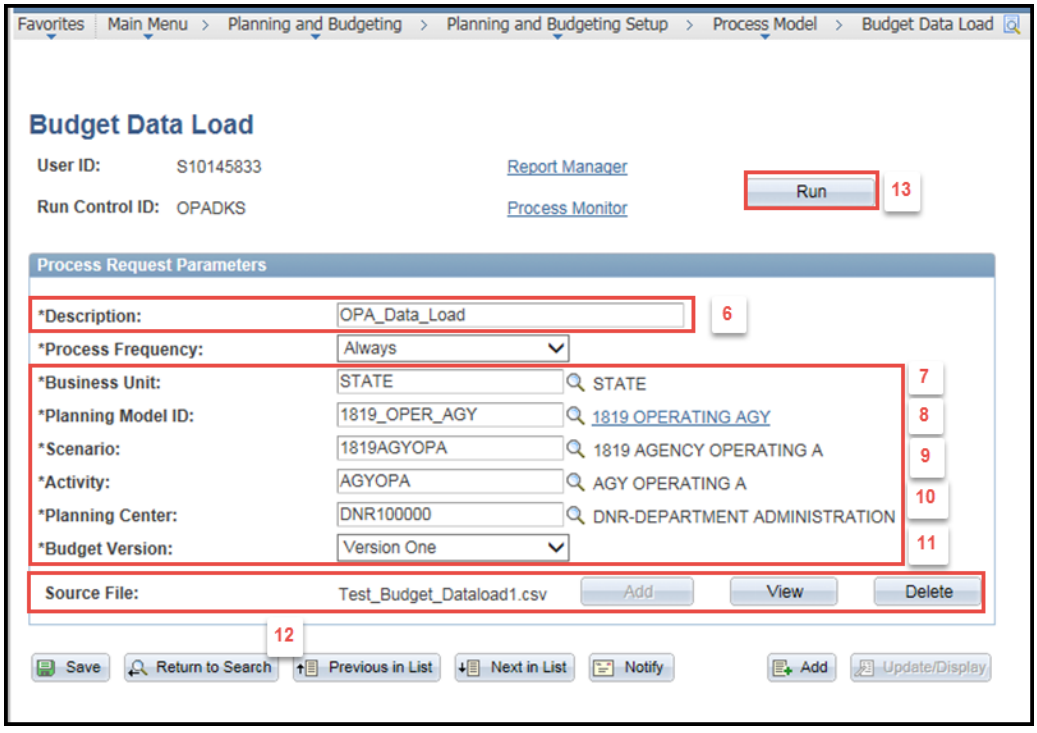
10. Select the **Planning Center**

11. Choose the working version to load the. CSV file from the drop down list in the **Budget Version** field. There are up to 35 working versions but using **Version 1** is recommended.

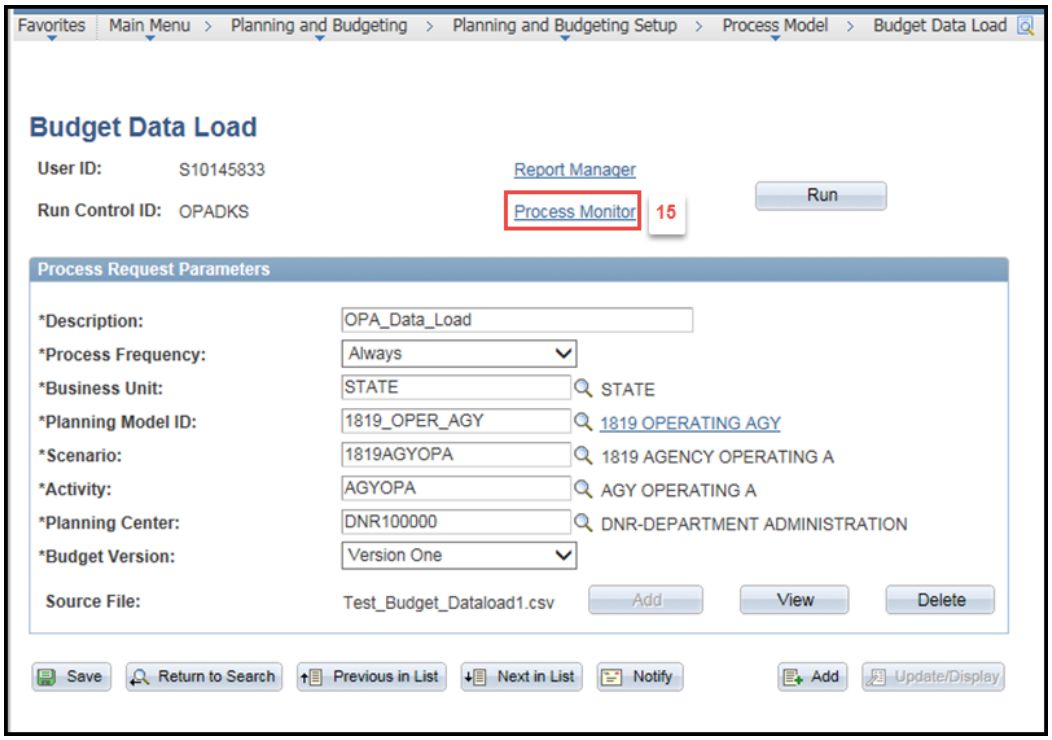
Note the version must already exist in **BPM** to be able to select it here in the Run Control.

12. Click **Add** to attach the . CSV file as the Source File.

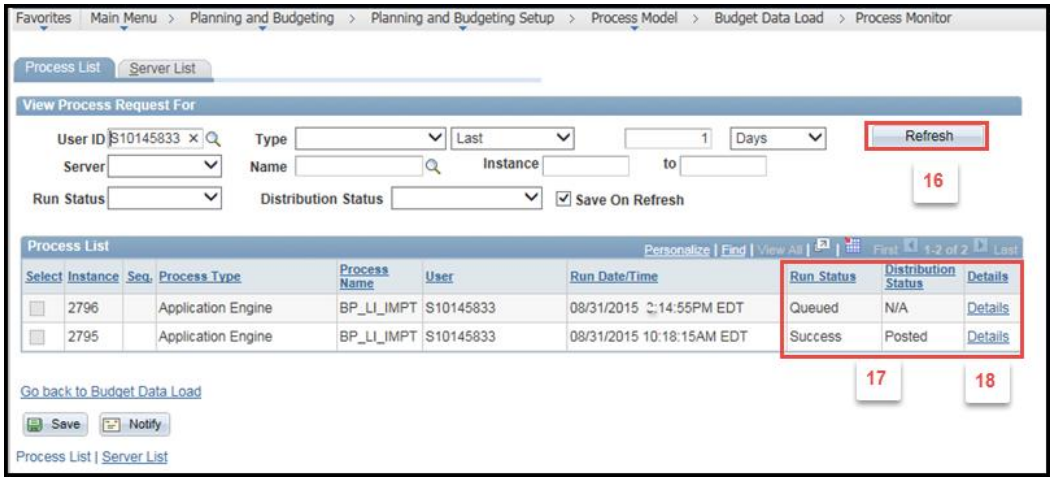
13. Click **Run**.



14. The **Process Scheduler** screen will display. Click **OK.**



15. This will return to the **Run Control** Screen. Click the **Process Monitor** link.

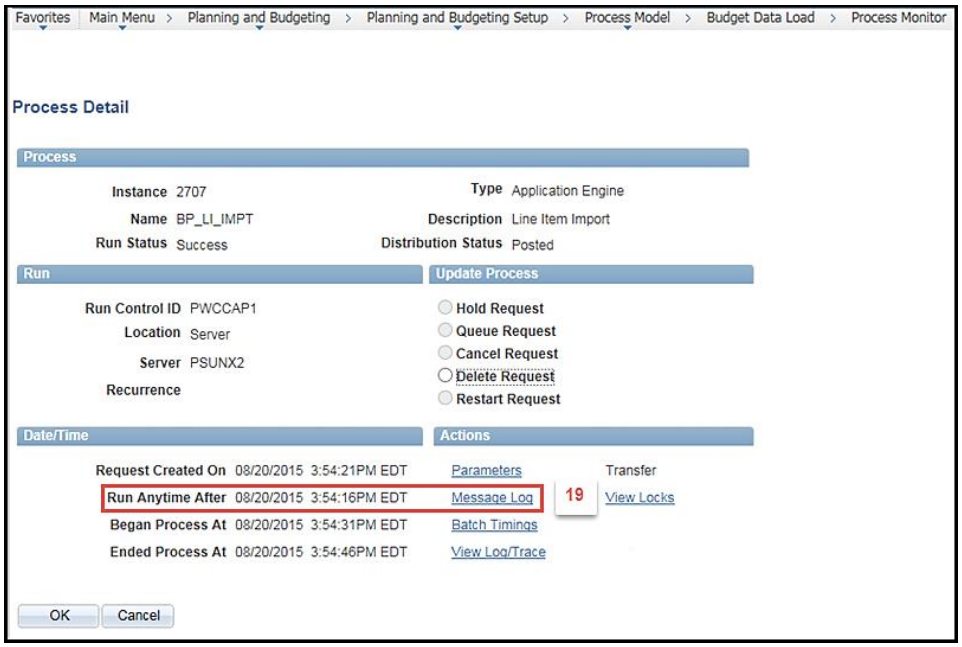


16. The next screen shows the Process List. You can monitor the progress of your Run Control. Click **Refresh**.

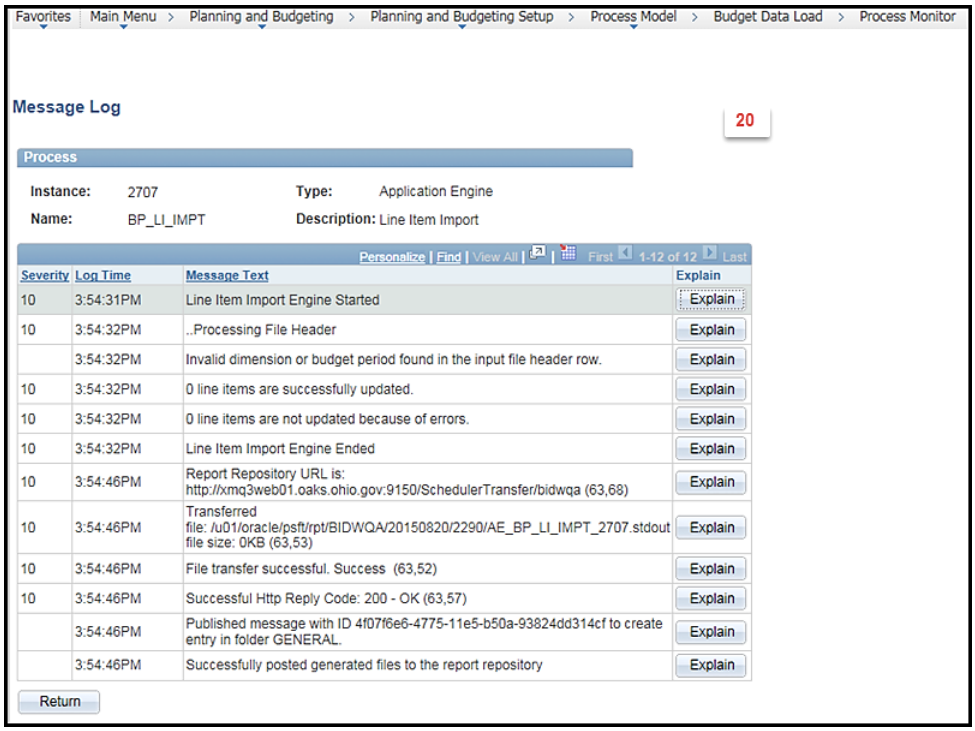
17. When is complete, the **Run Status** will indicate **Success** and the **Distribution Status** will indicate **Posted**.

In this case, Success indicates the process completed, it DOES NOT indicate that all the data successfully load into BPM.

18. Click the **Details Link** next to the Budget Data Load line item you would like to review.



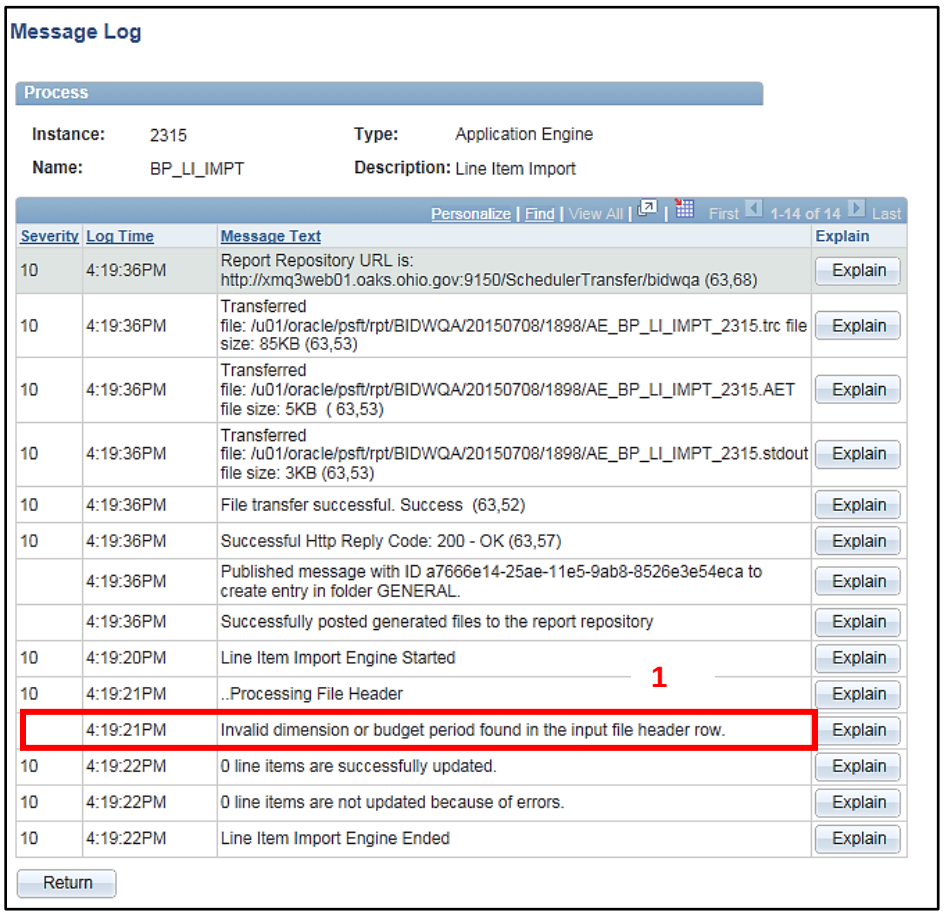
19. Click the **Message Log** link.



20. The **Message Log** and all related messages are displayed.

Error Messages

See below for an explanation of the various error messages displayed.



Message Log

Process

Instance: 2315 **Type:** Application Engine

Name: BP_LI_IMPT **Description:** Line Item Import

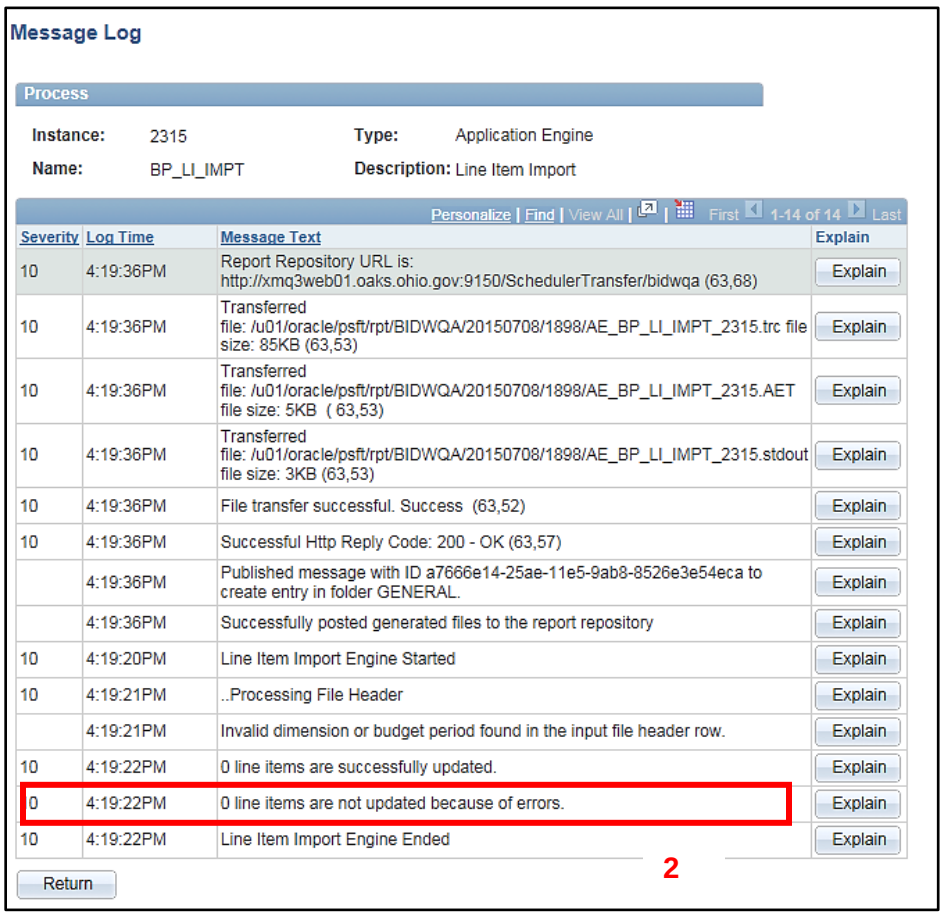
Personalize | Find | View All | First 1-14 of 14 Last

Severity	Log Time	Message Text	Explain
10	4:19:36PM	Report Repository URL is: http://xmq3web01.oaks.ohio.gov:9150/SchedulerTransfer/bidwqa (63,68)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LI_IMPT_2315.trc file size: 85KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LI_IMPT_2315.AET file size: 5KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LI_IMPT_2315.stdout file size: 3KB (63,53)	Explain
10	4:19:36PM	File transfer successful. Success (63,52)	Explain
10	4:19:36PM	Successful Http Reply Code: 200 - OK (63,57)	Explain
	4:19:36PM	Published message with ID a7666e14-25ae-11e5-9ab8-8526e3e54eca to create entry in folder GENERAL.	Explain
	4:19:36PM	Successfully posted generated files to the report repository	Explain
10	4:19:20PM	Line Item Import Engine Started	Explain
10	4:19:21PM	..Processing File Header	Explain
	4:19:21PM	Invalid dimension or budget period found in the input file header row.	Explain
10	4:19:22PM	0 line items are successfully updated.	Explain
10	4:19:22PM	0 line items are not updated because of errors.	Explain
10	4:19:22PM	Line Item Import Engine Ended	Explain

Return

1

1. **Invalid dimension or budget period found in the input file header row.** Verify the headers including the budget period in the . CSV file. If **0 line items are successfully updated** message displays, this is a hard stop. The file could not be processed so there is no need to run the **Budget Data Load Error Report**.



Message Log

Process

Instance: 2315 Type: Application Engine

Name: BP_LI_IMPT Description: Line Item Import

Personalize | Find | View All | First 1-14 of 14 Last

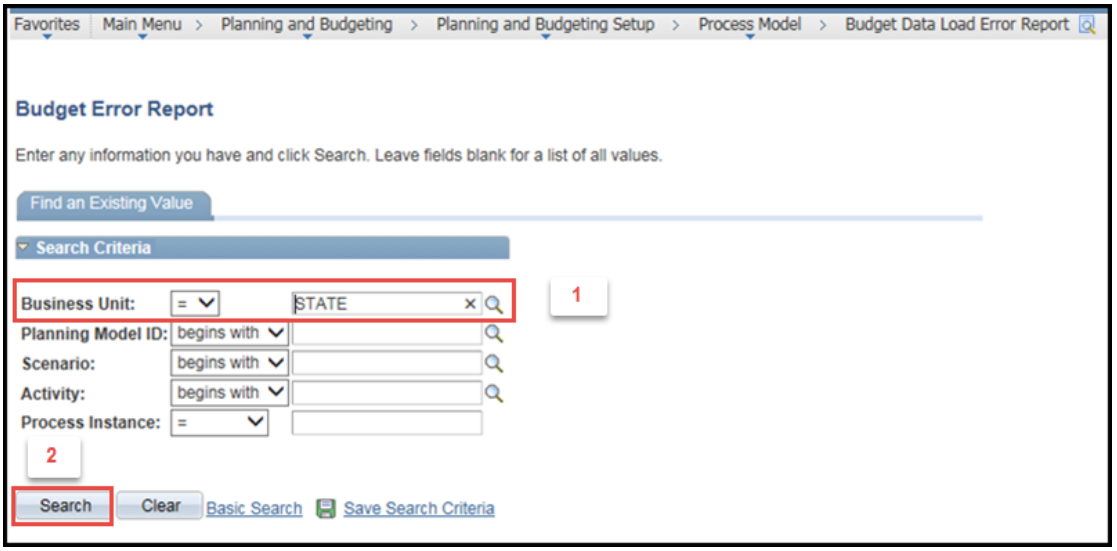
Severity	Log Time	Message Text	Explain
10	4:19:36PM	Report Repository URL is: http://xmq3web01.oaks.ohio.gov:9150/SchedulerTransfer/bidwqa (63,68)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LI_IMPT_2315.trc file size: 85KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LI_IMPT_2315.AET file size: 5KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LI_IMPT_2315.stdout file size: 3KB (63,53)	Explain
10	4:19:36PM	File transfer successful. Success (63,52)	Explain
10	4:19:36PM	Successful Http Reply Code: 200 - OK (63,57)	Explain
	4:19:36PM	Published message with ID a7666e14-25ae-11e5-9ab8-8526e3e54eca to create entry in folder GENERAL.	Explain
	4:19:36PM	Successfully posted generated files to the report repository	Explain
10	4:19:20PM	Line Item Import Engine Started	Explain
10	4:19:21PM	..Processing File Header	Explain
	4:19:21PM	Invalid dimension or budget period found in the input file header row.	Explain
10	4:19:22PM	0 line items are successfully updated.	Explain
0	4:19:22PM	0 line items are not updated because of errors.	Explain
10	4:19:22PM	Line Item Import Engine Ended	Explain

Return

2

2. **0 line items are not updated because of errors**. When this message is displayed, run the **Budget Data Load Error Report** to determine what the issue is.

Navigation Path: Planning and Budgeting > Planning and Budgeting Set Up > Process Model >Budget Data Load Error Report



Favorites | Main Menu > Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load Error Report

Budget Error Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = STATE

Planning Model ID: begins with

Scenario: begins with

Activity: begins with

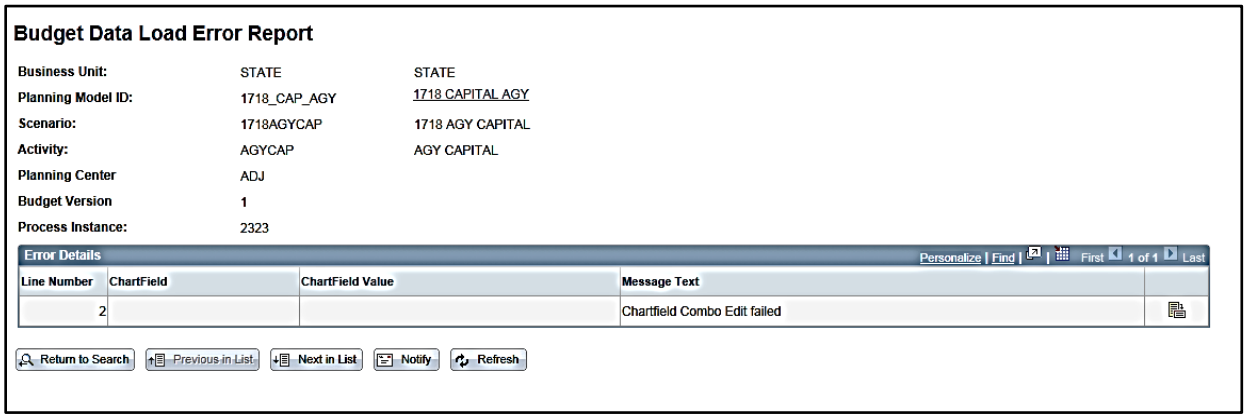
Process Instance: =

1

2

Search Clear Basic Search Save Search Criteria

1. Select **STATE** in the Business Unit field.
2. Click the **Search** button.



Budget Data Load Error Report

Business Unit:	STATE	STATE
Planning Model ID:	1718_CAP_AGY	1718 CAPITAL AGY
Scenario:	1718AGYCAP	1718 AGY CAPITAL
Activity:	AGYCAP	AGY CAPITAL
Planning Center	ADJ	
Budget Version	1	
Process Instance:	2323	

Error Details — Personalize | Find | First 1 of 1 Last

Line Number	ChartField	ChartField Value	Message Text
2			Chartfield Combo Edit failed

Return to Search | Previous in List | Next in List | Notify | Refresh

Example of a **Budget Data Load Error Report**.