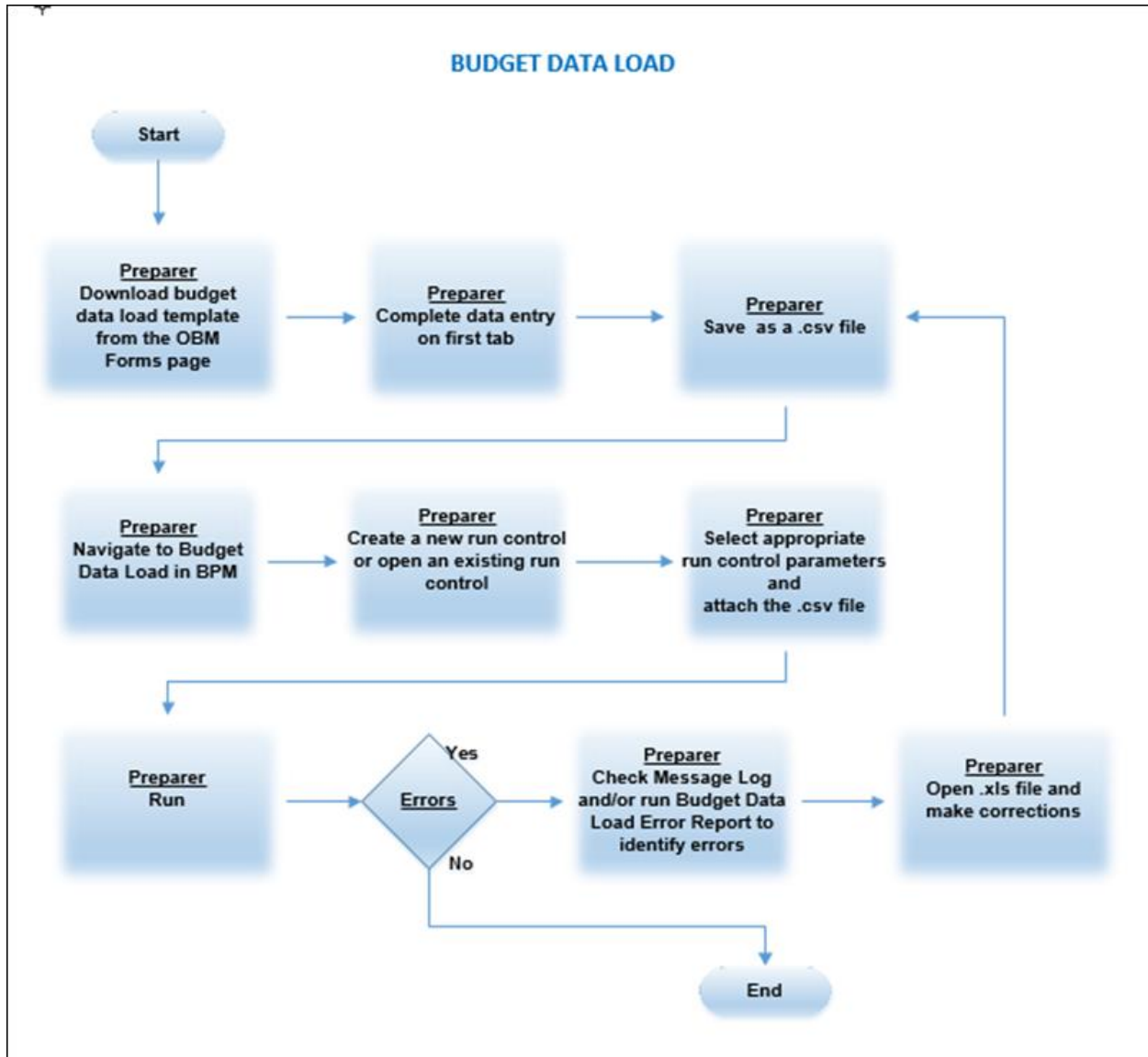


AGENCY BPM – BUDGET DATA LOAD

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.

These header names
must not be changed!

ACCOUNT	DEPTID	FUND_CODE	PROGRAM_CODE	PRODUCT	CURRENCY_CD	DIMENSION1	2018A1	2019A1
---------	--------	-----------	--------------	---------	-------------	------------	--------	--------

- 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:

Budget Data Load

User ID: 10067493 Report Manager

Run Control ID: OPA [Process Monitor](#)

Process Request Parameters

*Description:

*Process Frequency:

*Business Unit: STATE

*Planning Model ID: [1819 OPERATING AGY](#)

*Scenario: 1819 AGENCY OPERATING A

*Activity: AGY OPERATING A

*Planning Center: ACCPC

*Budget Version:

Source File:

Navigation

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

[Favorites](#) | [Main Menu](#) > [Planning and Budgeting](#) > [Planning and Budgeting Setup](#) > [Process Model](#) > [Budget](#)

Budget Data Load

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

Search Criteria

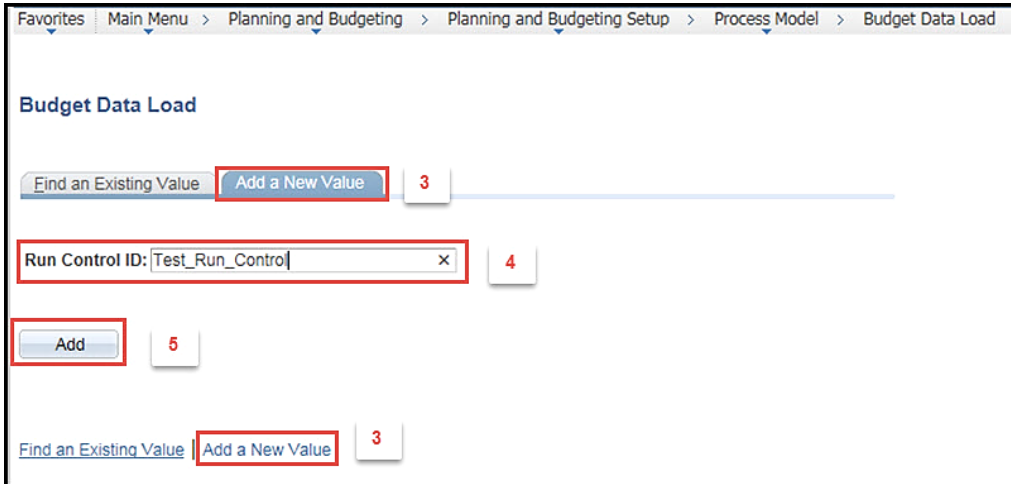
Search by: begins with

Case Sensitive

[Advanced Search](#)

 [Add a New Value](#)

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**.



Budget Data Load

Find an Existing Value **Add a New Value** 3

Run Control ID: Test_Run_Control x 4

Add 5

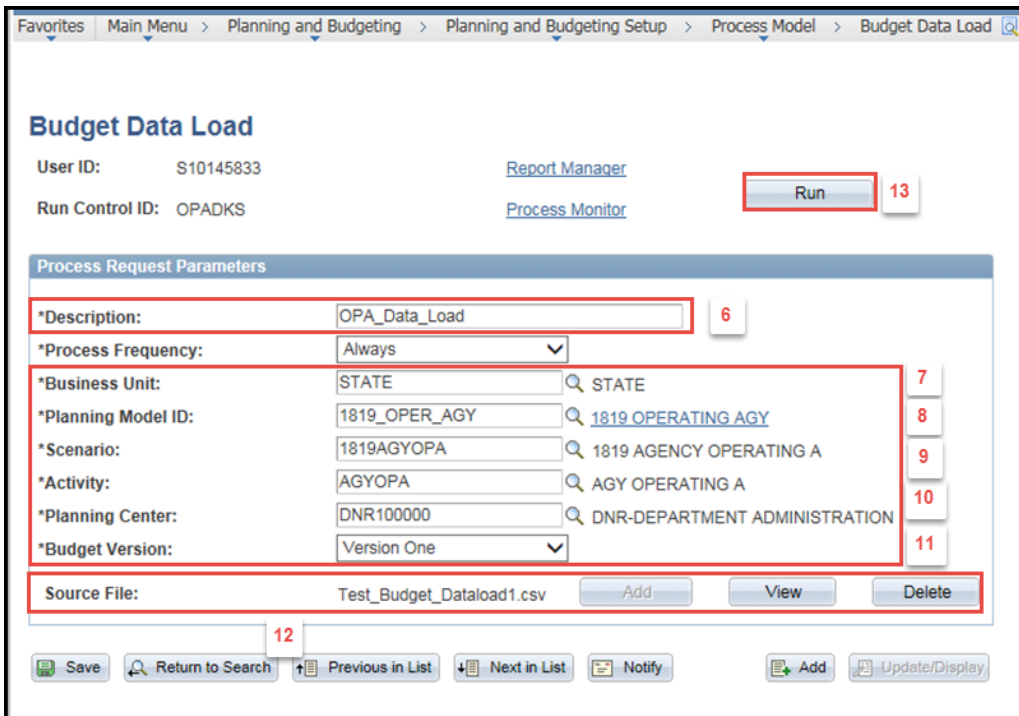
Find an Existing Value **Add a New Value** 3

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**.



Budget Data Load

User ID: S10145833 [Report Manager](#) **Run** 13

Run Control ID: OPADKS [Process Monitor](#)

Process Request Parameters

*Description: OPA_Data_Load 6

*Process Frequency: Always

*Business Unit: STATE STATE 7

*Planning Model ID: 1819_OPER_AGY 1819 OPERATING AGY 8

*Scenario: 1819AGYOPA 1819 AGENCY OPERATING A 9

*Activity: AGYOPA AGY OPERATING A 10

*Planning Center: DNR100000 DNR-DEPARTMENT ADMINISTRATION 11

*Budget Version: Version One

Source File: Test_Budget_Dataload1.csv Add View Delete

12

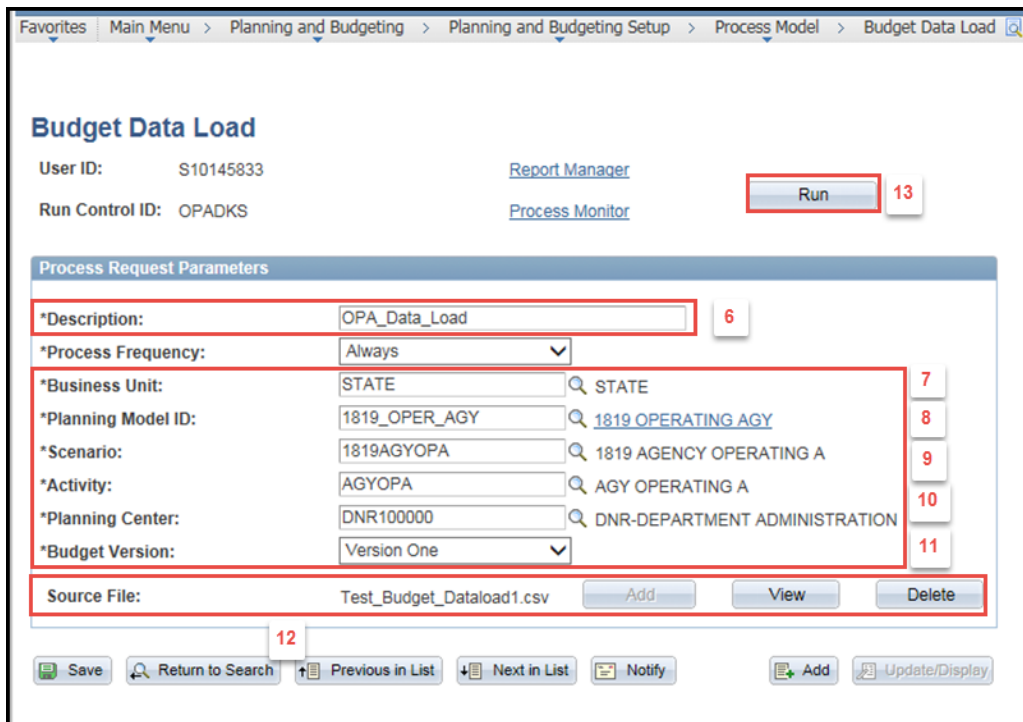
Save Return to Search Previous in List Next in List Notify Add Update/Display

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**.

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

Budget Data Load

User ID: S10145833 [Report Manager](#)
 Run Control ID: OPADKS [Process Monitor](#) 15 [Run](#)

Process Request Parameters

*Description: OPA_Data_Load

*Process Frequency: Always

*Business Unit: STATE STATE

*Planning Model ID: 1819_OPER_AGY 1819 OPERATING AGY

*Scenario: 1819AGYOPA 1819 AGENCY OPERATING A

*Activity: AGYOPA AGY OPERATING A

*Planning Center: DNR100000 DNR-DEPARTMENT ADMINISTRATION

*Budget Version: Version One

Source File: Test_Budget_DataLoad1.csv [Add](#) [View](#) [Delete](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

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

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

Process List | [Server List](#)

View Process Request For

User ID: S10145833 x [Type](#) [Last](#) 1 Days [Refresh](#) 16

Server: [Name](#) [Instance](#) to [Run Status](#) [Distribution Status](#) Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2796		Application Engine	BP_LI_IMPT	S10145833	08/31/2015 2:14:55PM EDT	Queued	N/A	Details
<input type="checkbox"/>	2795		Application Engine	BP_LI_IMPT	S10145833	08/31/2015 10:18:15AM EDT	Success	Posted	Details

[Go back to Budget Data Load](#) [Save](#) [Notify](#)

Process List | [Server List](#) 17 18

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.

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

Process Detail

Process

Instance: 2707 Type: Application Engine
 Name: BP_LL_IMPT Description: Line Item Import
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: PWCCAP1 Hold Request
 Location: Server Queue Request
 Server: PSUNX2 Cancel Request
 Recurrence Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 08/20/2015 3:54:21PM EDT [Parameters](#) Transfer
 Run Anytime After: 08/20/2015 3:54:16PM EDT [Message Log](#) 19 [View Locks](#)
 Began Process At: 08/20/2015 3:54:31PM EDT [Batch Timings](#)
 Ended Process At: 08/20/2015 3:54:46PM EDT [View Log/Trace](#)

OK Cancel

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

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

Message Log

20

Process

Instance: 2707 Type: Application Engine
 Name: BP_LL_IMPT Description: Line Item Import

Severity	Log Time	Message Text	Explain
10	3:54:31PM	Line Item Import Engine Started	Explain
10	3:54:32PM	..Processing File Header	Explain
	3:54:32PM	Invalid dimension or budget period found in the input file header row.	Explain
10	3:54:32PM	0 line items are successfully updated.	Explain
10	3:54:32PM	0 line items are not updated because of errors.	Explain
10	3:54:32PM	Line Item Import Engine Ended	Explain
10	3:54:46PM	Report Repository URL is: http://xmq3web01.oaks.ohio.gov:9150/SchedulerTransfer/bidwqa (63,68)	Explain
10	3:54:46PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150820/2290/AE_BP_LL_IMPT_2707.stdout file size: 0KB (63,53)	Explain
10	3:54:46PM	File transfer successful. Success (63,52)	Explain
10	3:54:46PM	Successful Http Reply Code: 200 - OK (63,57)	Explain
	3:54:46PM	Published message with ID 4f07f6e6-4775-11e5-b50a-93824dd314cf to create entry in folder GENERAL.	Explain
	3:54:46PM	Successfully posted generated files to the report repository	Explain

Return

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_LL_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_LL_IMPT_2315.trc file size: 85KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LL_IMPT_2315.AET file size: 5KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LL_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			

- 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_LL_IMPT Description: Line Item Import

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_LL_IMPT_2315.trc file size: 85KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LL_IMPT_2315.AET file size: 5KB (63,53)	Explain
10	4:19:36PM	Transferred file: /u01/oracle/psft/rpt/BIDWQA/20150708/1898/AE_BP_LL_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

2

Return

- 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: = [dropdown] STATE [clear] [search] **1**

Planning Model ID: begins with [dropdown] [clear] [search]

Scenario: begins with [dropdown] [clear] [search]

Activity: begins with [dropdown] [clear] [search]

Process Instance: = [dropdown] [clear] [search]

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

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