**The Pennsylvania State University**



**SIMBA Hands-On Guide**

**ZFM\_BUDGET\_UPLOAD\_FM Budget Upload Tool**



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# ZFM\_BUDGET\_UPLOAD\_FM Budget Upload Tool

## Overview

**Transaction Description:**

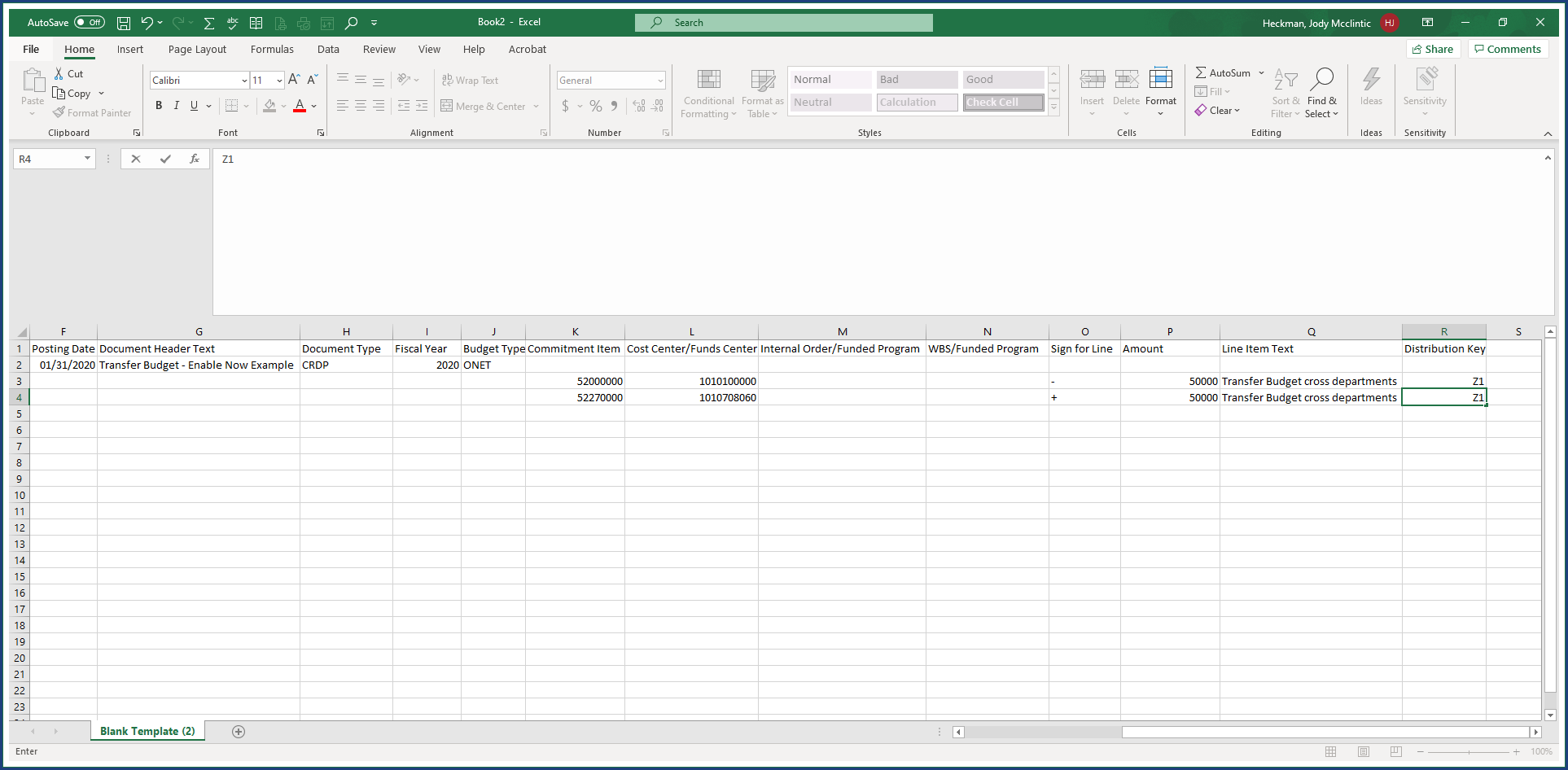
The tile is used to facilitate the entry of documents for budgeted funds.

**PSU Purpose:**

The transaction gives users the ability to upload a single budget adjustment or multiple budget documents.

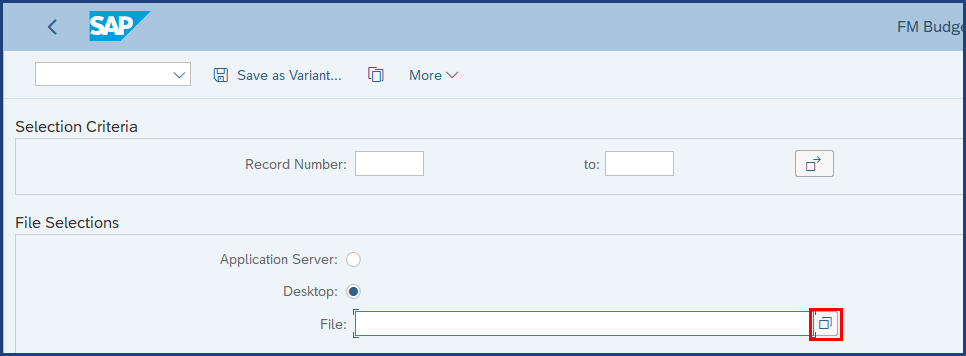
## Process Steps

### Book2 - Excel



| Step | Action |
| --- | --- |
|  | An Excel Template is completed with budget transactions for upload.     * Templates can be found on the [SIMBA Templates & Tools](https://www.simba.psu.edu/support/templatesandtools/) page on the SIMBA website. * Use the Budget Upload Template for this transaction type. * Amounts must be numeric with no dollar signs, commas, or decimal for cents (cents will not be budgeted). * Each upload must be prepared as a single worksheet in an Excel workbook (no multiple tabs). * The completed Excel file is saved as a tab-delimited text file to the desktop. |

### FM Budget Upload



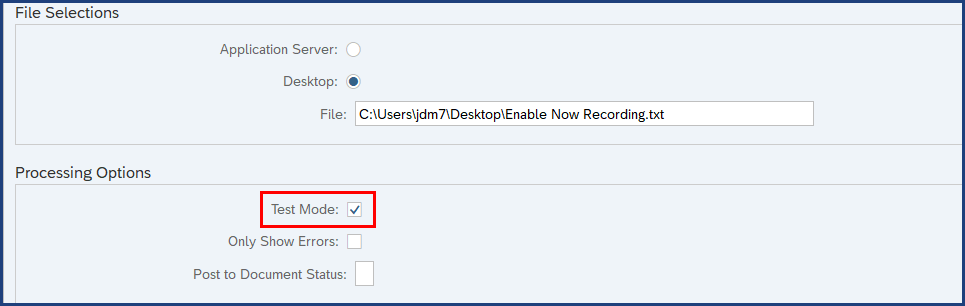
| Step | Action |
| --- | --- |
|  | Clicking the Possible Values button will open a dialog box and the file(s) to upload are selected from there. This part of the process is not shown here. |

### FM Budget Upload



| Step | Action |
| --- | --- |
|  | System Status Bar Confirmation |

### FM Budget Upload



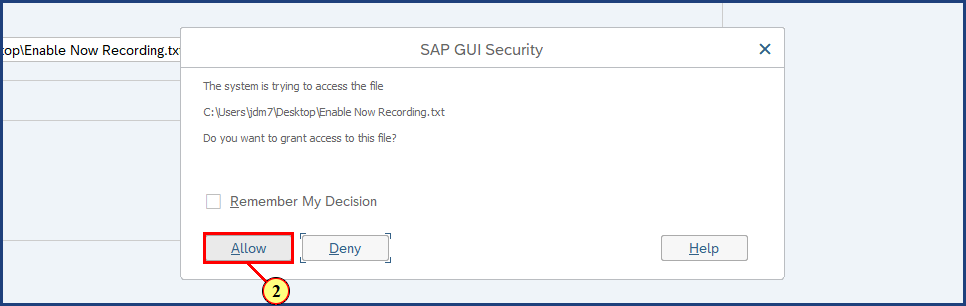
| Step | Action |
| --- | --- |
|  | Always run the transaction in Test Mode first. |

### FM Budget Upload



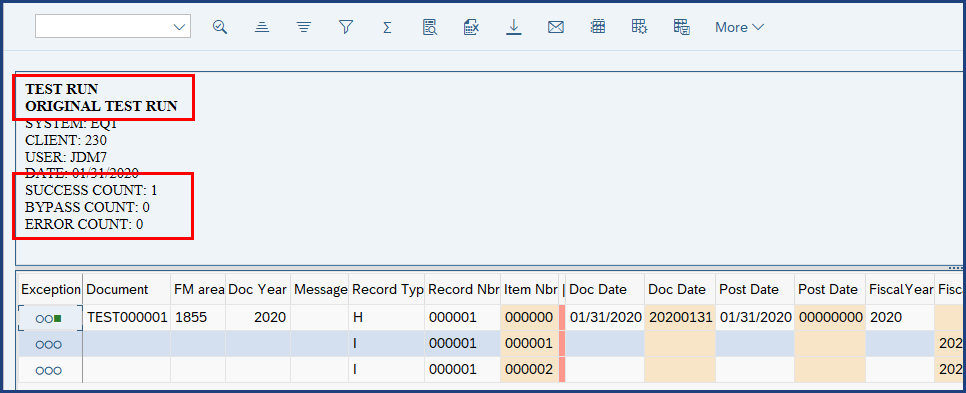
| Step | Action |
| --- | --- |
| 1. | The **Execute** button is clicked. |

### SAP GUI Security



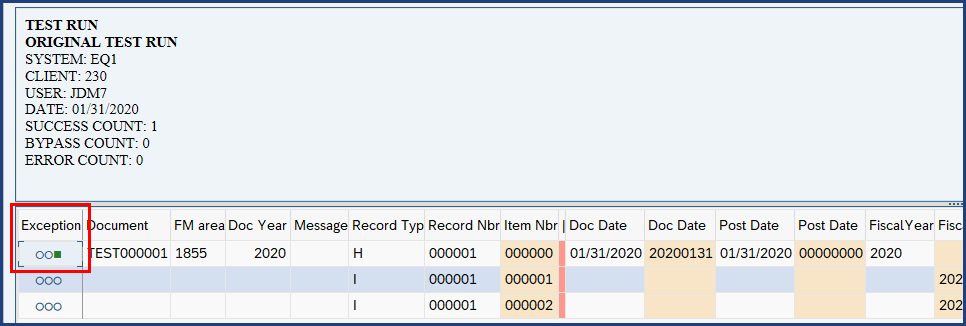
| Step | Action |
| --- | --- |
| 2. | The **Allow** button is clicked. |

### FM Budget Upload



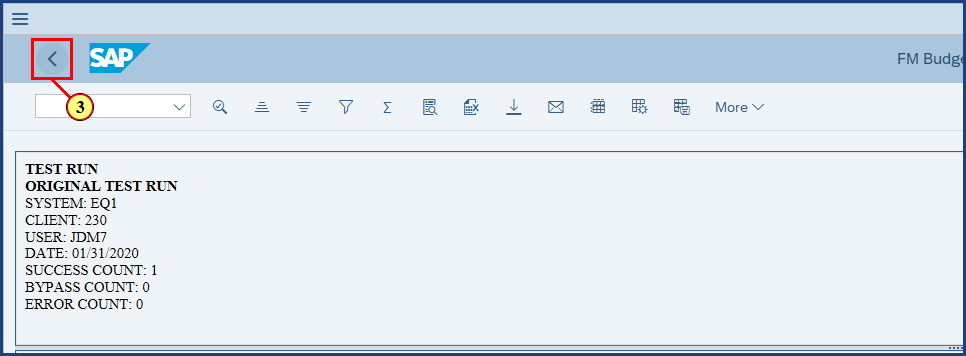
| Step | Action |
| --- | --- |
|  | The system confirms:   * We are running in Test mode * Success Count = 1 because there is only one header line. * Bypass Count = 0 * Error Count = 0     If there are any errors to correct:   1. Correct the errors in the Excel file 2. Save as tab-delimited text 3. Upload to the system for another Test Run |

### FM Budget Upload



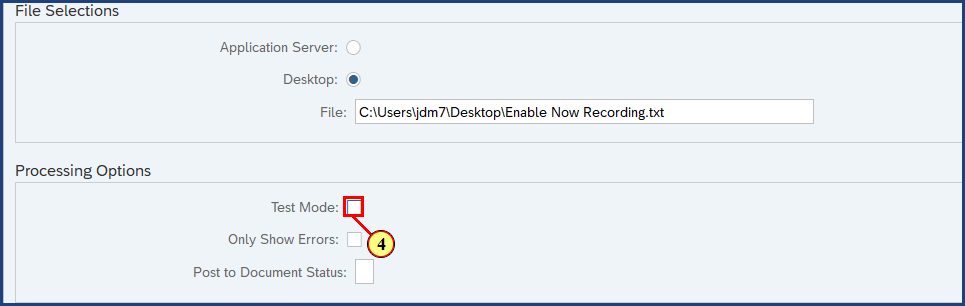
| Step | Action |
| --- | --- |
|  | Note: If successful, a green square icon will be displayed in the Exception column. |

### FM Budget Upload



| Step | Action |
| --- | --- |
| 3. | The **Back** button is clicked. |

### FM Budget Upload



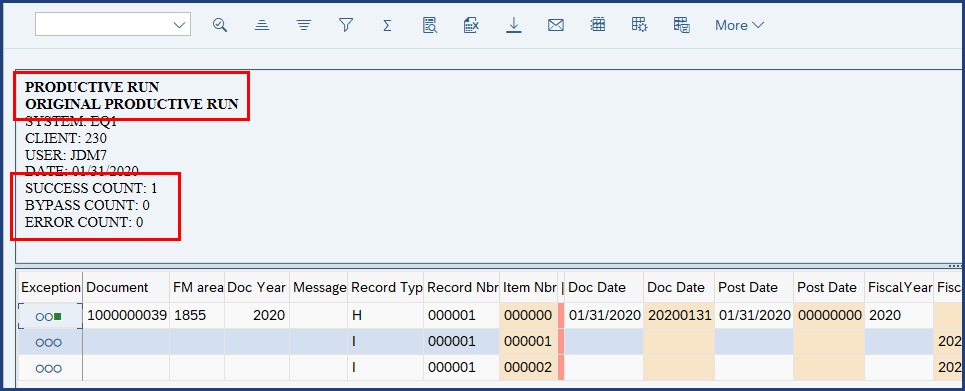
| Step | Action |
| --- | --- |
| 4. | The **Test Mode** check box is deselected. |

### FM Budget Upload



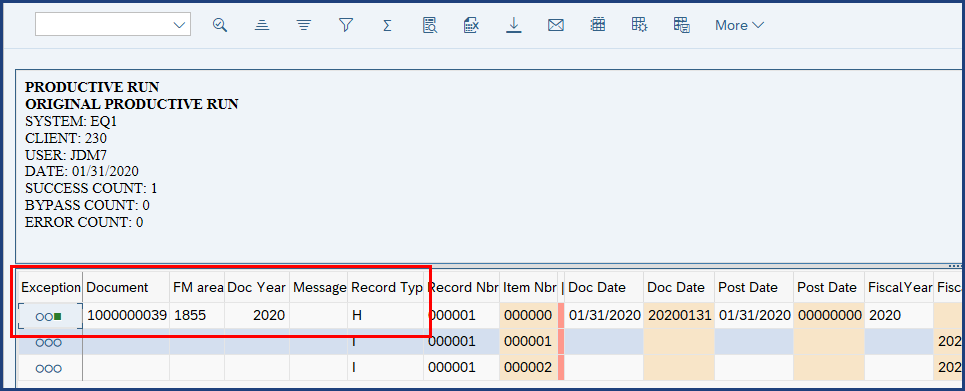
| Step | Action |
| --- | --- |
| 5. | The **Execute** button is clicked. |

### FM Budget Upload



| Step | Action |
| --- | --- |
|  | The system confirms:   * We are running in Production mode * Success Count = 1 because there is only one header line. * Bypass Count = 0 * Error Count = 0     If there are any errors to correct:   1. Correct the errors in the Excel file 2. Save as tab-delimited text 3. Upload to the system for another Test Run |

### FM Budget Upload



| Step | Action |
| --- | --- |
|  | Note: If successful, a green square icon will be displayed in the Exception column. Document numbers are displayed for each header document. |

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