AGENCY BPM – CAPITAL BUDGET QUICK STEPS

Uploading the Budget Data Load Spreadsheet

There are **Budget Data Load Templates** for each type of budget model (OPA, OPB, OPC, REV and TRF) provided by OBM. They are accessible through the myOhio.gov website:

FIN Home > OBM Forms >OAKS Budget and Planning Module (BPM) > BPM Spreadsheet Upload Template 2018 Biennium

Comment [SJ1]: OBM – This should 21018 Biennium

Understanding Importing Line Items

The **Budget Data Load Import** process enables the user to import multiple **AMTPER** method line items at one time. This process imports line item data (ChartField strings) from a .csv file into the specified business unit, planning model, scenario, activity, planning center, and budget version. Keep the following considerations in mind when using this process:

- All locks to the model need to be released prior to running the engine and the model must be in the "Released" state.
- Only method amounts are updated (adjustment and allocation amounts are not updated).
- Target line items (ChartField strings) must have the method **AMTPER** (Amount Per Period) or, for new line items, allow the **AMTPER** method to be assigned.
- For forecast scenarios, the system validates the first period to update and first year to update.
- Any line items that have been manually deleted after the model was released will be reintroduced by the import process if the combination exists in the input .csv file.
- Locking is not performed by this process.
- The system does not prevent multiple concurrent processes from writing data to the same planning center; if multiple import files for the same planning center are being processed, they should be run sequentially.
- After the import process is complete, it is necessary to run the Model Recalculation process to synchronize the model data.

Tips for Using the Budget Data Load

- Always save the working version as an .xls document. When the final version is ready to load, save it as a .csv file.
- If corrections are needed after saving a .csv, go back to the .xls version to make the corrections and save as a new .csv to load.
- The navigation path to load the final .csv file is
  Planning and Budgeting > Planning and Budgeting Setup > Process Model > Budget Data Load

- For revisions where the row of data is no longer needed, it is necessary to delete the line, not just clear the data. Just clearing the data and saving the file as .csv, still adds commas for that line, which will error when loading.
- 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. Use headers provided – DO NOT CHANGE HEADERS.
- Each ChartField member in the .csv file must already exist in Budgeting and Planning. If new chartfields are needed for the upcoming biennium, follow the standard process to have the ChartFields created in FIN prior to usage in **BPM**.
- Budget period amounts should not contain currency symbols or comments.
- If the value for a budget period is zero, it is necessary to enter zero because a blank value will result in an error. No fields can be left blank in the file.