

# **Shared: Budget Adjustments Import**

## **User Guide for Standard Edition**

**Last Revised: December 15, 2021**

Applies to these SAP Concur solutions:

- Expense
  - Professional/Premium edition
  - Standard edition
  
- Travel
  - Professional/Premium edition
  - Standard edition
  
- Invoice
  - Professional/Premium edition
  - Standard edition
  
- Request
  - Professional/Premium edition
  - Standard edition



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# Revision History

Date	Notes/Comments/Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
December 15, 2021	Updated instructions for <b>Product Settings</b> page
January 16, 2021	Updated the <b>Fiscal Year Name</b> and <b>Fiscal Period Name</b> field definitions in the <i>Available Field Formats</i> section.
April 27, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 15, 2020	Updated the copyright; no other changes; cover date not updated
December 7, 2019	Added information about the <i>Processing</i> status.
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
March 16, 2019	Updated images to reflect the new search and filter functionality in Budget Items; no other content changes.
February 1, 2019	Updated the copyright; no other changes; cover date not updated
June 16, 2018	Initial publication.

# Budget Adjustments Import

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## Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (view but not create or edit).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur Support.

## Section 2: Overview

The Budget Adjustments Import allows administrators to add budget adjustments by importing an Excel spreadsheet.

## Section 3: Import Budget Adjustments

Administrators can use the **Budget Items** tab on the **Budget Configuration** page whenever they need to enter budget adjustments.

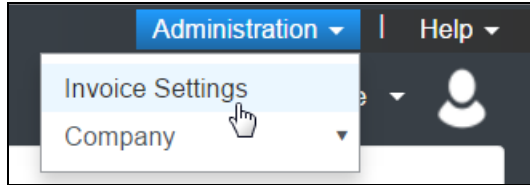
The Budget Adjustments Import is a multi-step process. The user:

- Step 1:** Downloads the budget adjustments spreadsheet
- Step 2:** Populates the budget adjustments spreadsheet
- Step 3:** Uploads and imports the budget adjustments spreadsheet
- Step 4:** Views the import details

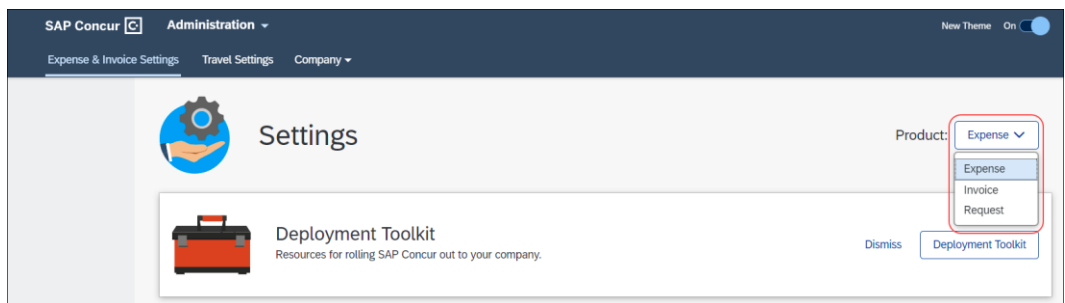
## Access the Budget Items Tab

▶ **To access the Budget Items tab:**

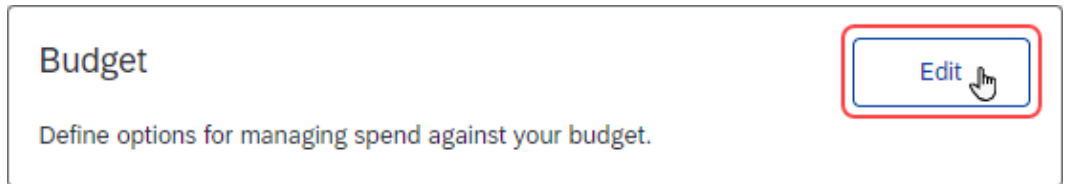
1. Click **Administration > Invoice Settings** or **Expense & Invoice Settings**.



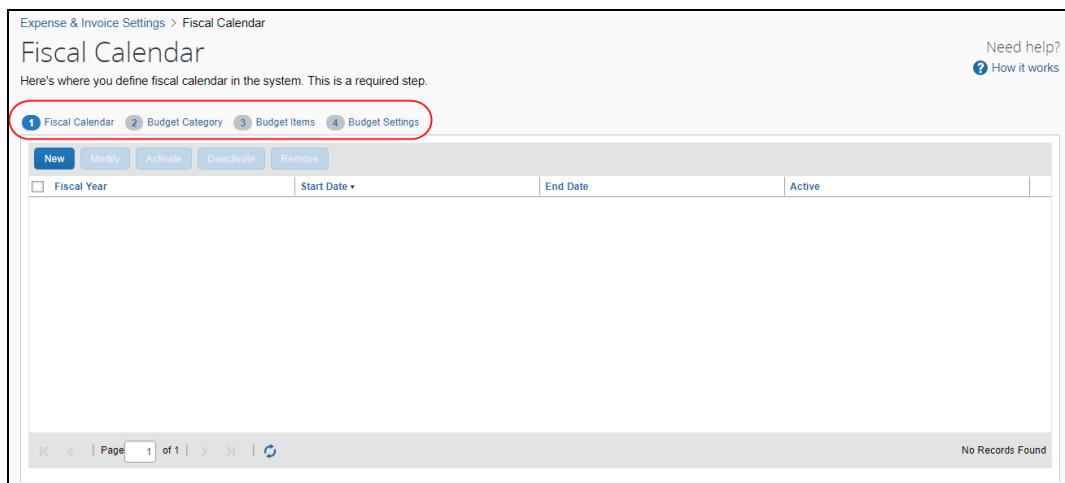
2. In the **Product** list, select *Invoice* or *Expense*.



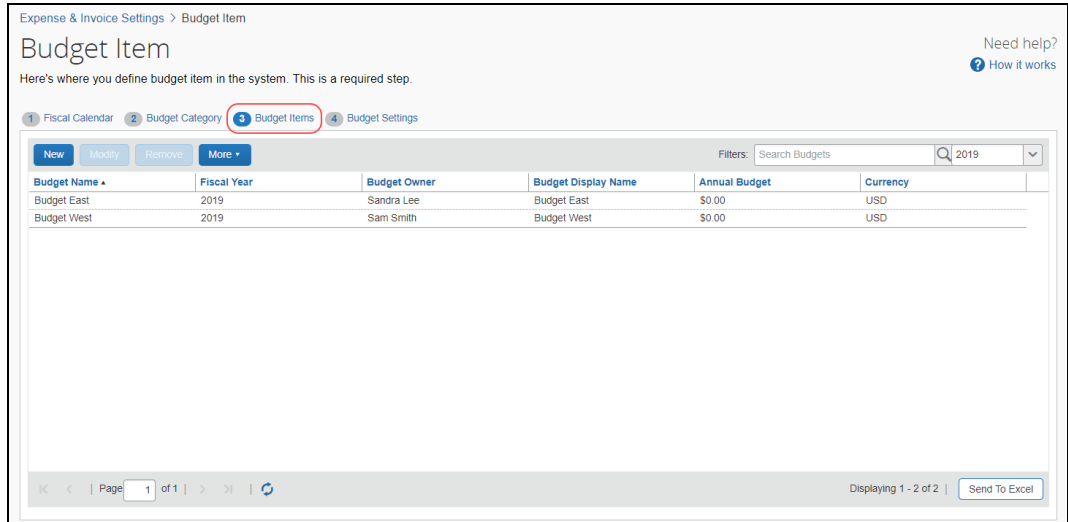
3. In the **Monitoring Spend** section, on the **Budget** tab, click **Edit**.



The budget configuration information appears.



4. Click **Budget Items**.

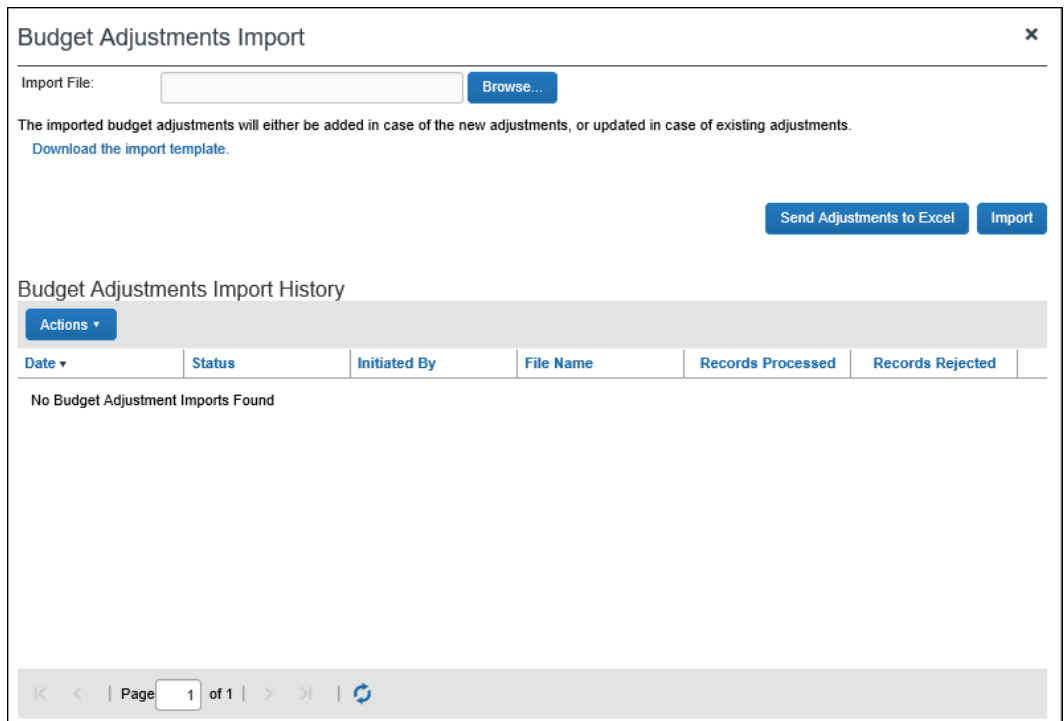


## Step 1: Download the Budget Adjustments Spreadsheet

The administrator can download the spreadsheet to use as a template for the budget adjustments import.

► **To download the budget adjustments spreadsheet:**

1. On the **Budget Item** page, click **Adjustments Import & Export**. The **Budget Adjustments Import** window appears.



## Section 3: Import Budget Adjustments

2. Click the **Download the import template** link and save the spreadsheet.

Budget Adjustments Import

Import File:  [Browse...](#)

The imported budget adjustments will either be added in case of the new adjustments, or updated in case of existing adjustments.

[Download the import template.](#)

[Send Adjustments to Excel](#) [Import](#)

Budget Adjustments Import History

[Actions](#)

Date	Status	Initiated By	File Name	Records Processed	Records Rejected
No Budget Adjustment Imports Found					

Page 1 of 1

### Step 2: Populate Template With Budget Adjustments Data

Clients can enter data directly in the template spreadsheet, or they can use the template as a guide for creating the budget adjustments spreadsheet.

#### ***Important: Formatting Issues***

The import spreadsheet has these formatting requirements:

- The user should not delete the values in the spreadsheet header row
- The user must ensure that all cells in the spreadsheet have a number format of *text* before the user uploads them
- The user can upload up to 12,500 rows per file

If you use the Replace feature in Excel, be aware that it may not maintain the required cell formatting. Testing has shown that cells formatted as text become general format after using Replace. If the client does not format the cells as text, the import will fail.

If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.



### Step 3: Upload the Budget Adjustments Spreadsheet

The administrator uploads the budget adjustments spreadsheet on the **Budget Adjustments Import** page.

▶ **To upload the budget adjustments spreadsheet:**

1. In the **Budget Adjustments Import** window, click **Browse** to locate your spreadsheet.

Budget Adjustments Import

Import File:  **Browse...**

The imported budget adjustments will either be added in case of the new adjustments, or updated in case of existing adjustments.  
[Download the import template.](#)

**Send Adjustments to Excel** **Import**

Budget Adjustments Import History

**Actions** ▾

Date ▾	Status	Initiated By	File Name	Records Processed	Records Rejected
No Budget Adjustment Imports Found					

Page 1 of 1

### Section 3: Import Budget Adjustments

2. Click **Open** and then click **Import**. The **Import Summary** window appears, with a *Success* or *Failure* status.

The screenshot shows the 'Budget Adjustments Import' window. At the top, there is an 'Import File:' field with a 'Browse...' button. Below this, a message states: 'The imported budget adjustments will either be added in case of the new adjustments, or updated in case of existing adjustments. Download the import template.' To the right of this message are two buttons: 'Send Adjustments to Excel' and 'Import'. A mouse cursor is pointing at the 'Import' button.

An 'Import Summary' dialog box is open in the center, displaying the following information:

Status:	Success
Records Processed:	2
Records Rejected:	0

A 'Close' button is located at the bottom right of the dialog box.

In the background, a table is partially visible with columns for 'Date', 'Status', 'Records Processed', and 'Records Rejected'. The table shows three rows of data:

Date	Status	Records Processed	Records Rejected
06/06/2018 03:28 PM	Success		0
06/06/2018 03:23 PM	Completed	2	2
06/06/2018 03:17 PM	Completed		2

At the bottom of the window, there is a footer area with navigation icons, a page indicator 'Page 1 of 1', and the text 'Displaying 1 - 3 of 3'.

- Click **Close**. The imported spreadsheet appears in the **Budget Adjustments Import History** list.

Budget Adjustments Import
✕

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Import File:  Browse...

The imported budget adjustments will either be added in case of the new adjustments, or updated in case of existing adjustments.  
[Download the import template.](#)

Send Adjustments to Excel
Import

Budget Adjustments Import History

Actions ▾

Date ▾	Status	Initiated By	File Name	Records Processed	Records Rejected
06/06/2018 03:17 PM	Completed with Errors	L	BudgetAdjustmentsl...	0	2

⏪ < | Page  of 1 | > ⏩ | ↻
Displaying 1 - 1 of 1

**NOTE:** The budget item import will show a *Processing* status when the admin runs a budget item import with, for example, many monthly budgets. If the import takes a while, the admin can return at a later point when the import has finished and see a *Success* status if the import completed successfully.

## Step 4: View the Import Details

Once the administrator clicks **Import**, the eligible records are queued for import. The system processes these as soon as possible. It may take the system a few minutes to process queued records. Provided there are no further errors in processing the records, the system will import the budget items.

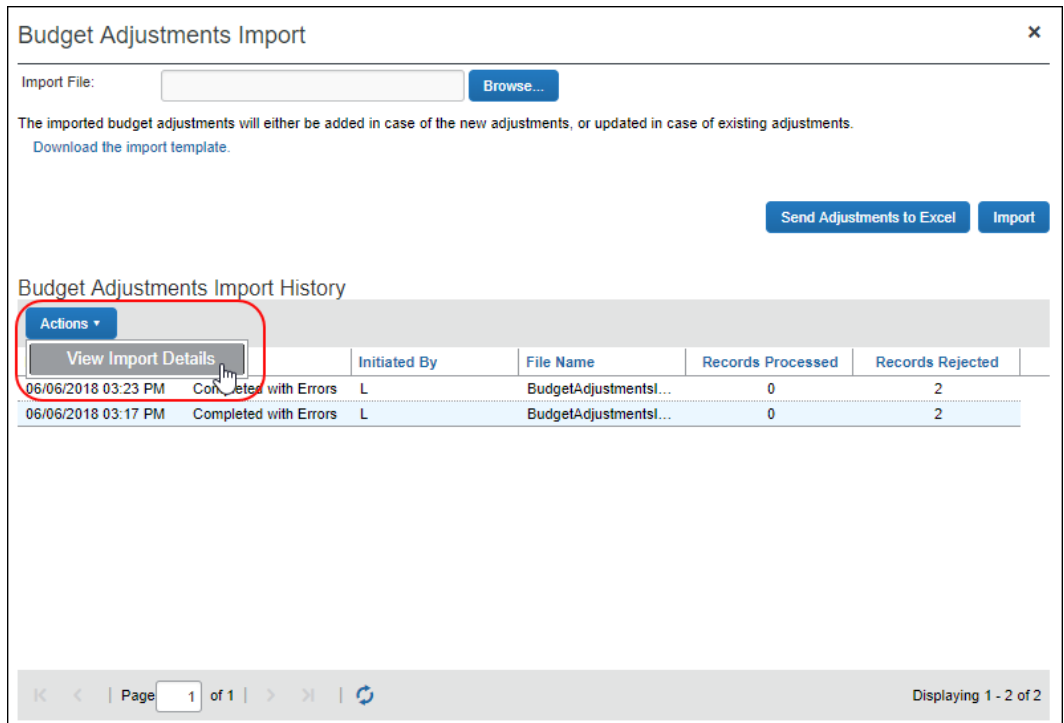
The administrator can use the **View Import Details** option in the **Actions** menu to view the status of the import as well as the import details, including any errors generated.

The **Import Details** page displays any errors that may have occurred during the import.

## Section 3: Import Budget Adjustments

### ► **To view import details:**

1. Select an import record, and then in the **Actions** menu, click **View Import Details**.



Budget Adjustments Import

Import File:  [Browse...](#)

The imported budget adjustments will either be added in case of the new adjustments, or updated in case of existing adjustments.  
[Download the import template.](#)

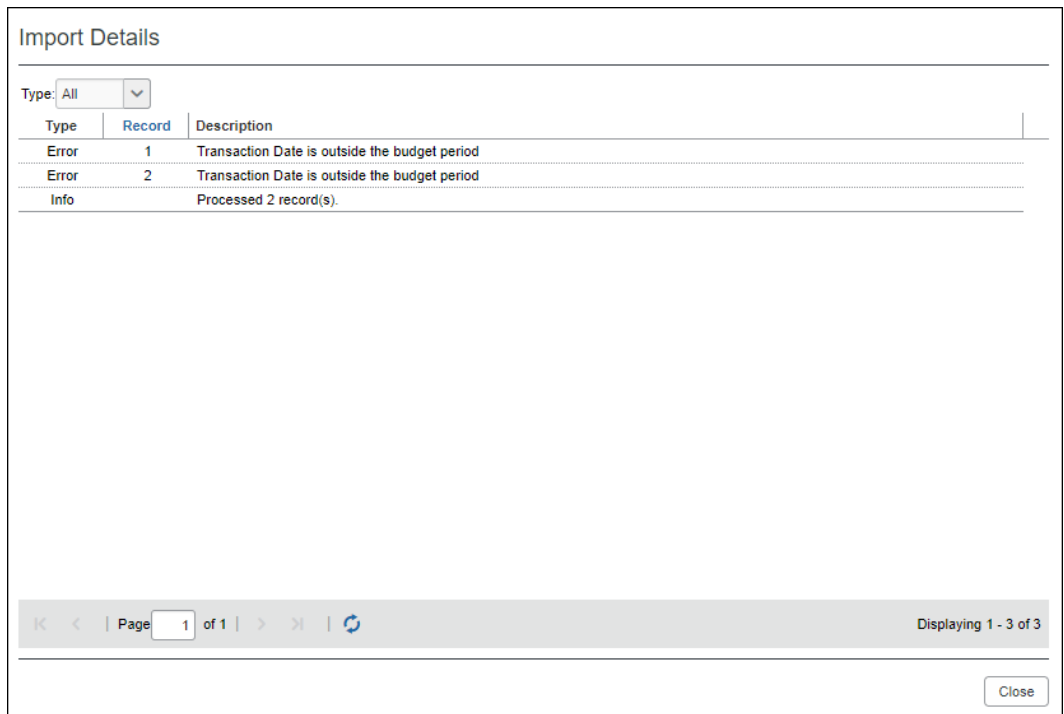
[Send Adjustments to Excel](#) [Import](#)

Budget Adjustments Import History

Actions		Initiated By	File Name	Records Processed	Records Rejected
06/06/2018 03:23 PM	Completed with Errors	L	BudgetAdjustmentsI...	0	2
06/06/2018 03:17 PM	Completed with Errors	L	BudgetAdjustmentsI...	0	2

Page 1 of 1 | [Refresh](#) | Displaying 1 - 2 of 2

The **Import Details** page appears.



Import Details

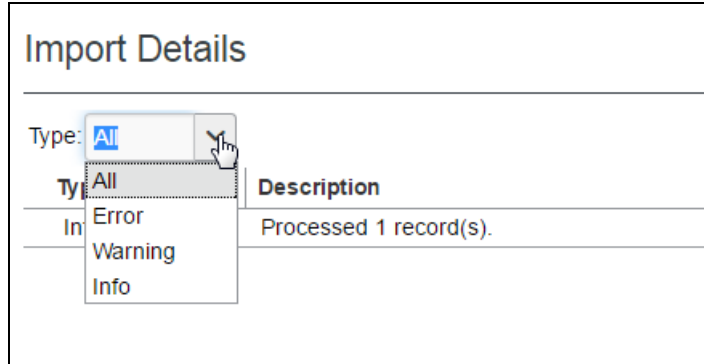
Type: All

Type	Record	Description
Error	1	Transaction Date is outside the budget period
Error	2	Transaction Date is outside the budget period
Info	Processed 2 record(s).	

Page 1 of 1 | [Refresh](#) | Displaying 1 - 3 of 3

[Close](#)

2. In the **Type** list, select one of the following options:
  - ◆ **All:** Shows all errors, warnings, and information text
  - ◆ **Error:** Filters to display one the errors generated during the import
  - ◆ **Warning:** Filters to display only the warnings generated during the import
  - ◆ **Info:** Filters to display only the number of records imported



The **Import Details** page allows administrators to view details about processed records from a particular file. Here the administrator can view details about:

- **Records with Errors:** The page displays the row number in the spreadsheet with the error that prevented the record from being imported. The **Description** column provides the information necessary to correct the issue. The user must correct the records in this file and then re-upload it.
- **Records with Warnings:** The page displays the row number in the spreadsheet where the system successfully imported the record, but there might be issues that the administrator should investigate. The **Description** column provides warning information. The administrator should consider the warning and decide whether the issue warrants further investigation. The administrator can review the budget item record in the spreadsheet file, make any necessary edits there, and then re-upload the corrected file.
- **Records without Warnings or Errors:** The page displays the row number in the spreadsheet where the system successfully imported the record.

## Section 4: Available Field Formats

This section contains formatting information for the budget item fields.

Field	Format	Definition
Budget Name		The Budget Name of the budget item to adjust.

## Section 4: Available Field Formats

Field	Format	Definition
Fiscal Year Name	Varchar(40) Existing fiscal year name	The name of the fiscal year for which the budget is valid. Required field, unless it is a date range budget, then this field should be left blank.
Owner Email ID	Email address of the user with Budget Owner role.	The email address of the budget owner. Required field.
Fiscal Period Name	Varchar(40)	The existing name of the fiscal period. If the fiscal period is a month, use the fiscal year name + space + hyphen + space + 3-character month. For example, 2017 - Jan, 2017 - Feb, and so on. <b>NOTE:</b> For years spanning over two calendar years and, thus, having duplicate months, use 2017 - Jan2, 2017 - Feb2). If the fiscal period is a quarter, use the fiscal year name + space + hyphen + space + Q + number 1-8. For example, 2017 - Q1, 2017 - Q2, and so on. If a fiscal period is a year, use the fiscal year name. For example, 2017. If you use date range budgets, the format is: Start date - end date with the yyyy-mm-dd - yyyy-mm-dd format. Required field.
Amount Type	Values are: Budget Amount, Spent Amount, Pending Amount.	Where the amount should be applied.
Adjustment Type	Values are: Budget Balance, Fund Transfer, Expense, Payment Request, Purchase Request, or Request.	The source of the budget adjustment.
Amount	Numeric (15,8) 15 whole digit numbers and 8 decimal places	The adjusted amount.
Description	Varchar(1024)	The reason for or description of the adjustment.
Transaction Date	YYYY-MM-DD	The date the adjustment should be applied to the budget. Must be a date inside the specified fiscal period.