Shared: Budget Adjustments Import

User Guide

Last Revised: January 16, 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
January 16, 2021	Updated the **Fiscal Year Name** and **Fiscal Period Name** field definitions in the *Available Field Formats* 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 *Processing* status.
March 16, 2019	Updated images to reflect the new search and filter functionality in Budget Items; no other content changes.
February 12, 2019	Updated the copyright; no other changes; cover date not updated
June 16, 2018	Initial publication.

Budget Adjustments Import

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 adjustments to budget items by importing an Excel spreadsheet.

Section 3: Import Budget Adjustments

Administrators can use the **Budget Items** tab on the **Budget Configuration** page to import budget item adjustments.

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

Step 1: Downloads the budget adjustments spreadsheet

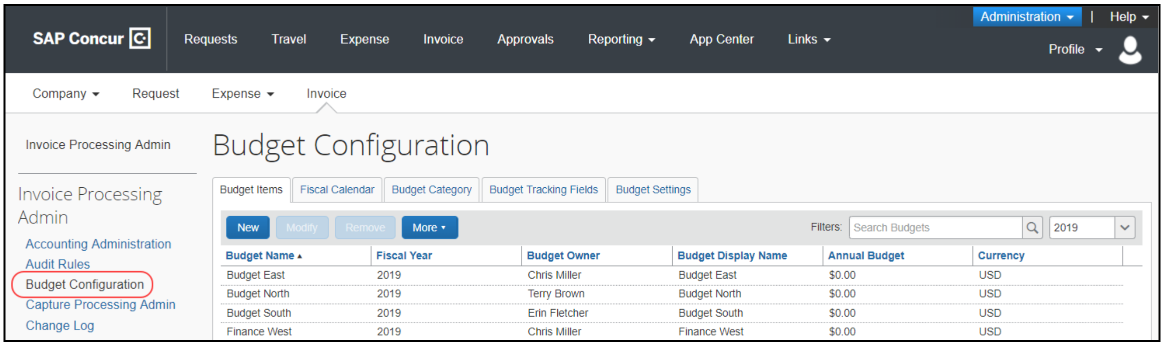
Step 2: Populates the budget adjustments spreadsheet

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, click **Administration** > **Invoice** or **Expense** or **Request** > **Budget Configuration** (left menu). The **Budget Configuration** page appears.

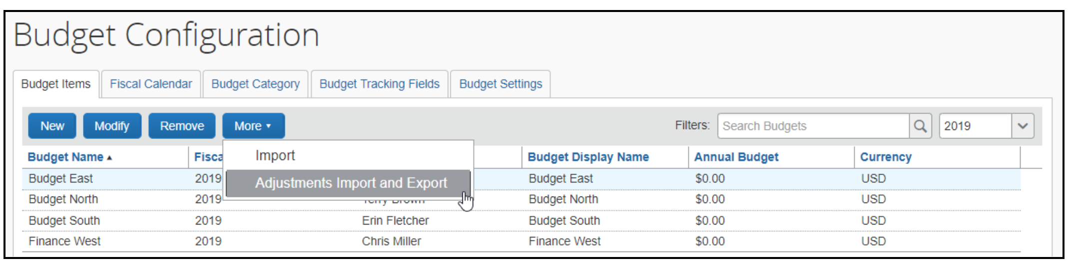


Step 1: Download the Budget Adjustments Spreadsheet

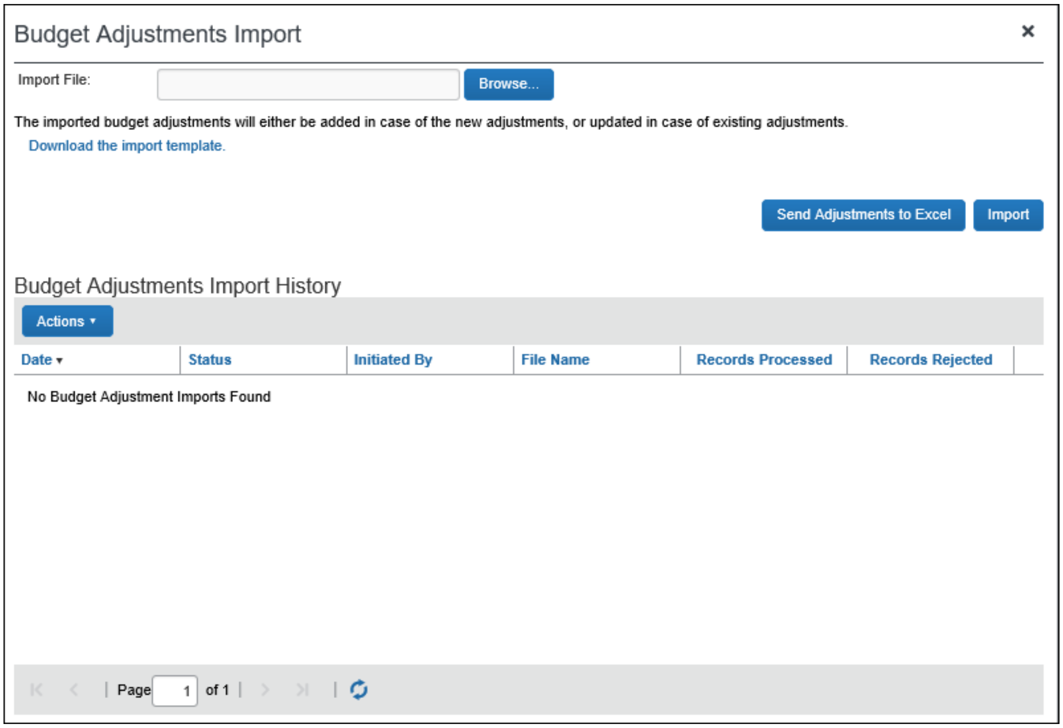
The administrator can download the adjustment spreadsheet to use as a template for the budget adjustment import.

To download the budget adjustment spreadsheet:

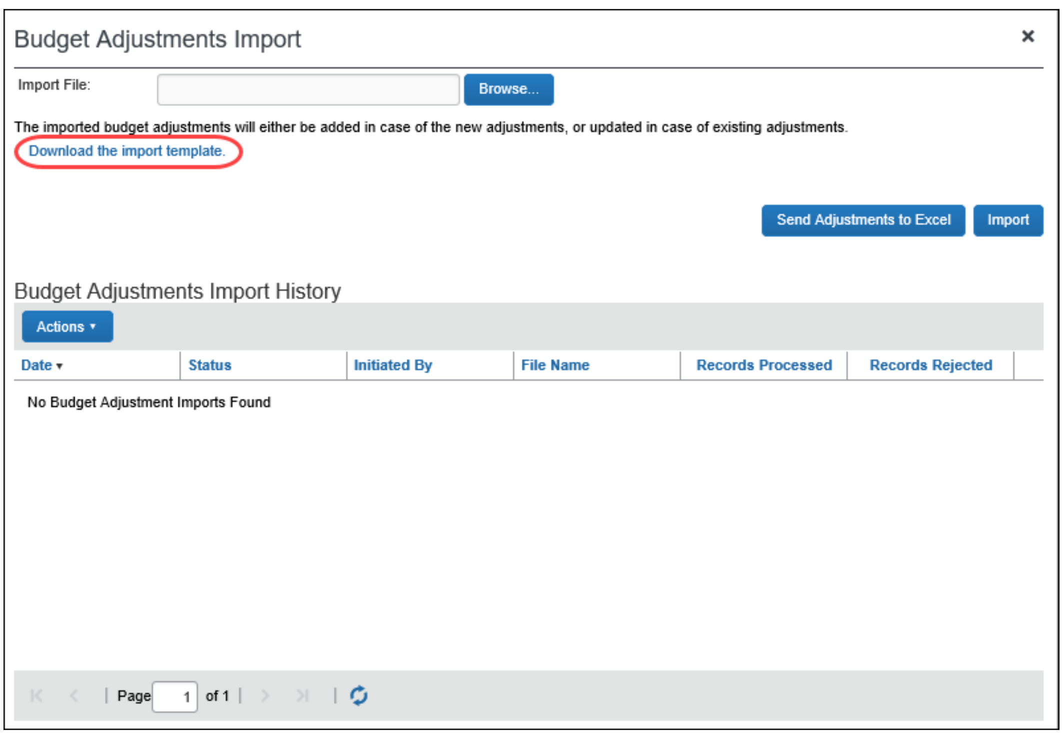
1. In the **Budget Item** tab, click **More**, and then **Adjustments Import and Export**.



The **Budget Adjustments Import** window appears.



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



Step 2: Populate Template With Budget Adjustment Data

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

Important: Formatting Issues

The budget adjustment 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.

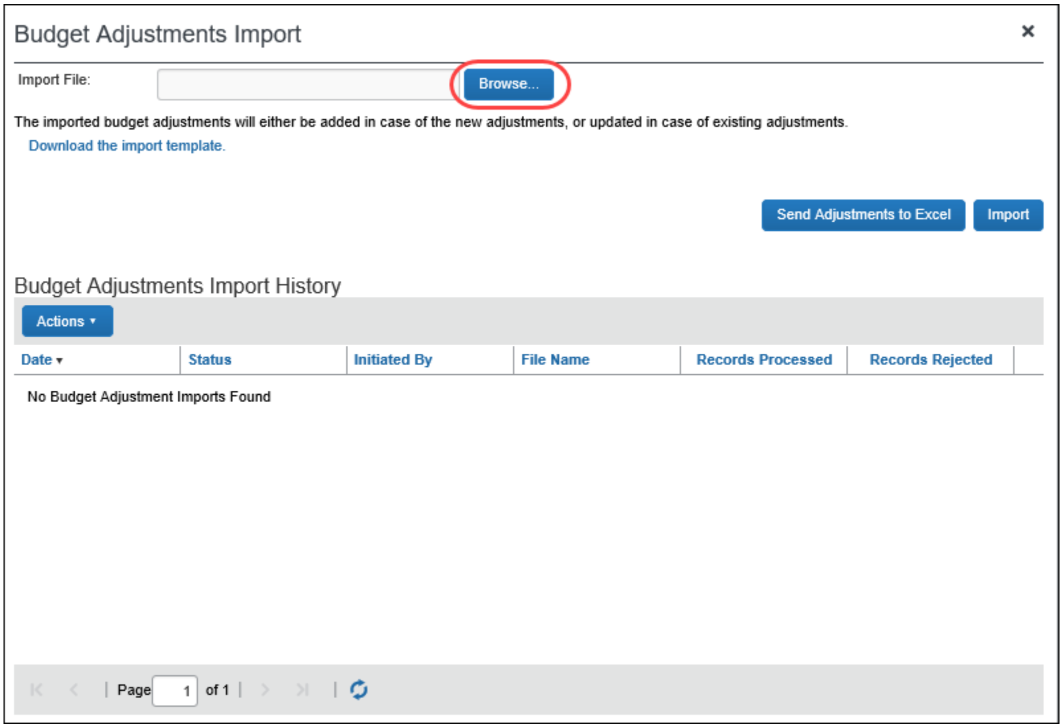
If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

Step 3: Upload the Budget Adjustments Spreadsheet

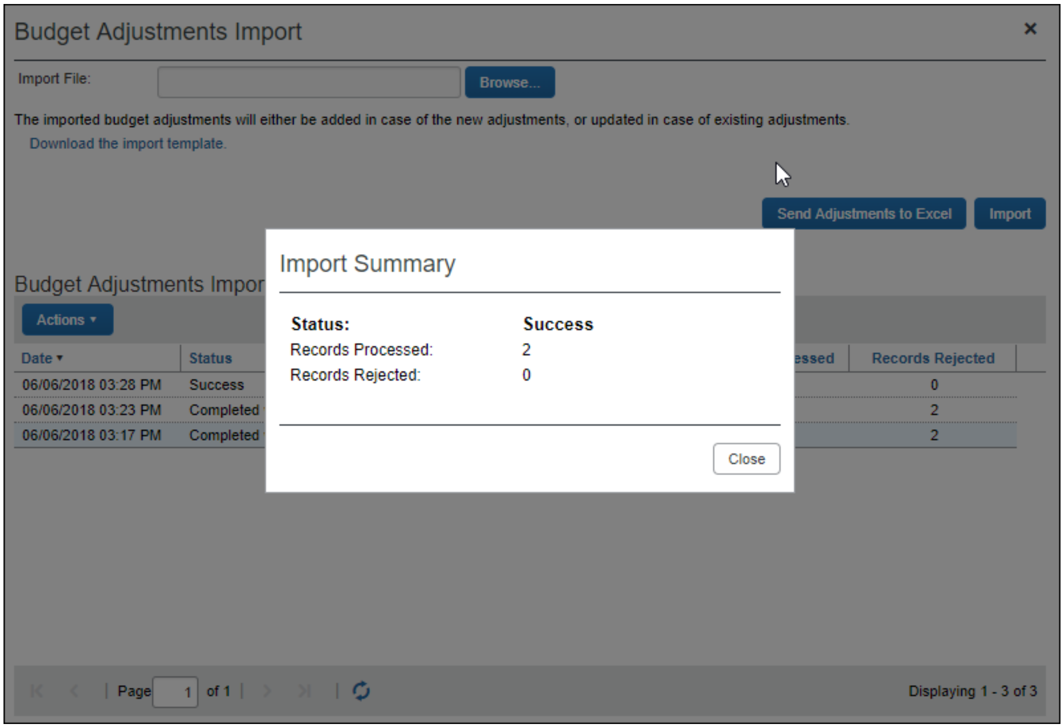
The administrator uploads the budget adjustments spreadsheet on the **Budget Adjustments Import** page.

To upload the budget adjustments spreadsheet:

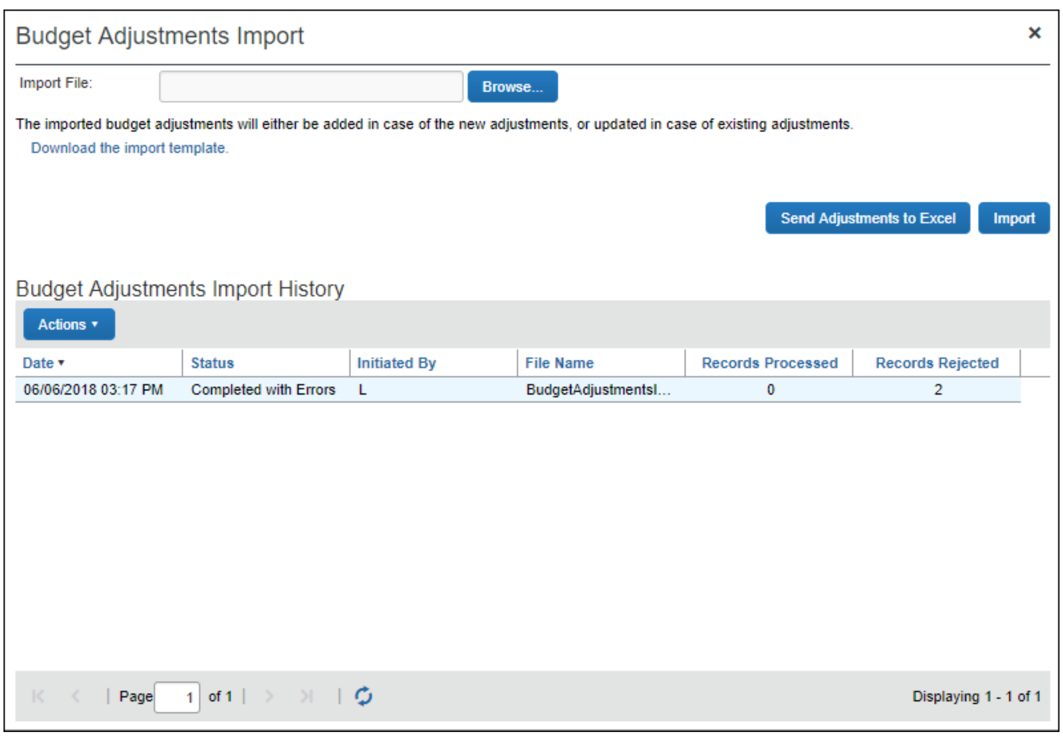
1. In the **Budget Adjustments Import** window, click **Browse** to locate your spreadsheet.



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



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



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

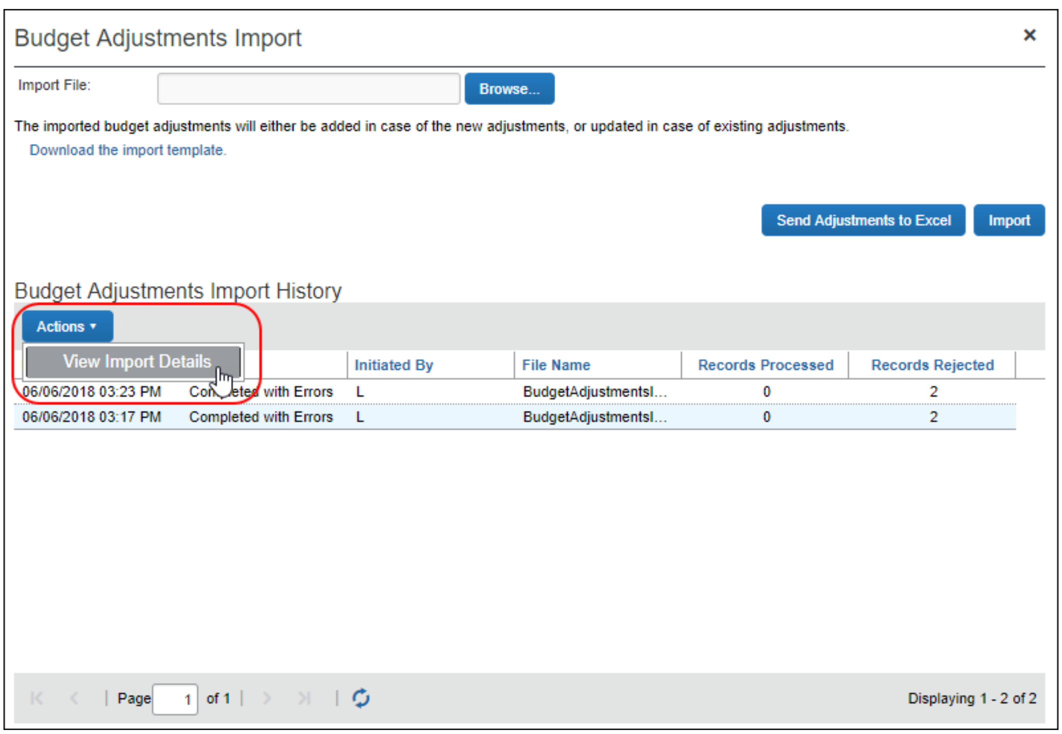
Once the administrator clicks **Import**, the eligible records are queued for import. The system processes these as soon as possible. It may take the system a few minutes to process queued records. Provided there are no further errors in processing the records, the system will import the budget items.

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.

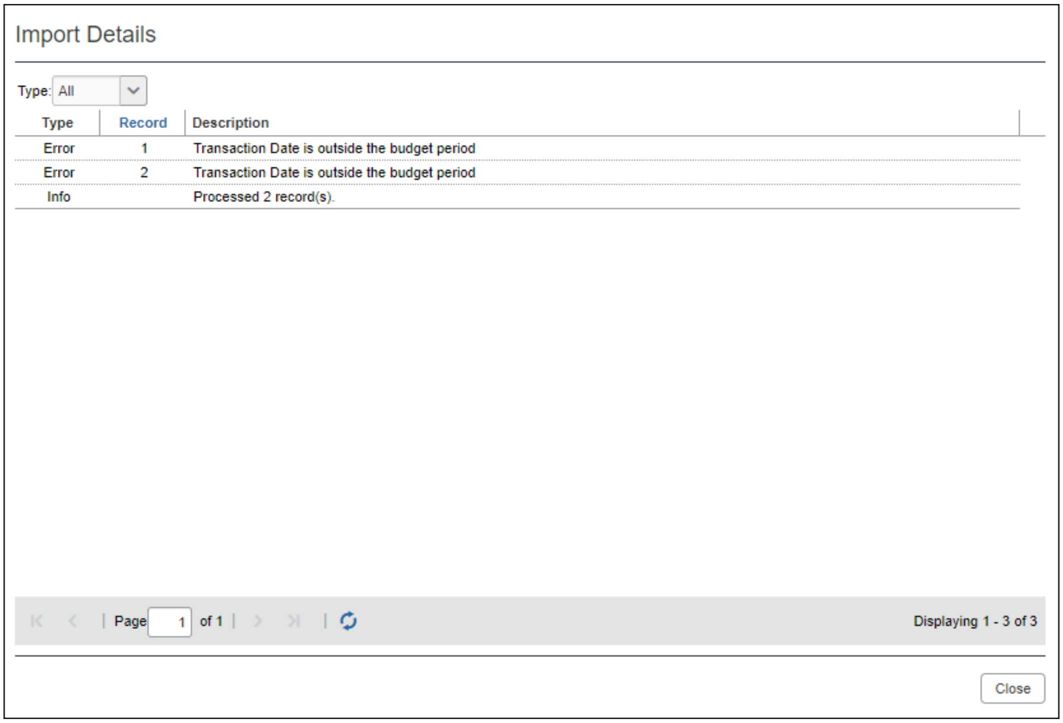
The **Import Details** page displays any errors that may have occurred during the import.

To view import details:

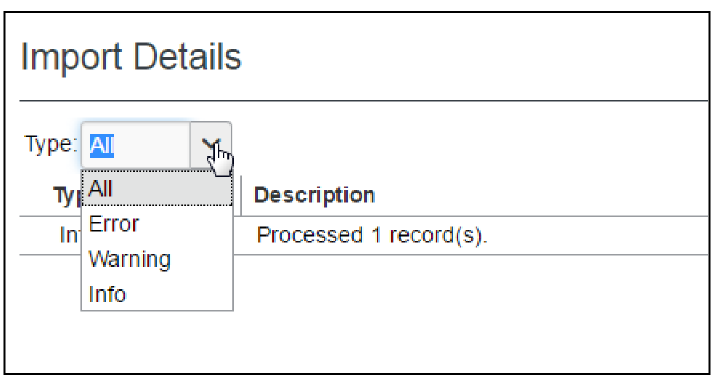
1. Select an import record, and then in the **Actions** menu, click **View Import Details**.



The **Import Details** page appears.



2. In the **Type** list, select one of the following options:
   - **All:** Shows all errors, warnings, and information text
   - **Error:** Filters to display only 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 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 adjustments fields.

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

Field	Format	Definition
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.