Shared: Budget Adjustments Import


Last Revised: December 7, 2019

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

<table>
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<tr>
<th>Date</th>
<th>Notes/Comments/Changes</th>
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<tr>
<td>April 27, 2020</td>
<td>Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated</td>
</tr>
<tr>
<td>January 15, 2020</td>
<td>Updated the copyright; no other changes; cover date not updated</td>
</tr>
<tr>
<td>December 7, 2019</td>
<td>Added information about the <em>Processing</em> status.</td>
</tr>
<tr>
<td>June 8, 2019</td>
<td>Updated text and images throughout to reflect UI name change from &quot;Cost Tracking&quot; to &quot;Custom Fields&quot;.</td>
</tr>
<tr>
<td>March 16, 2019</td>
<td>Updated images to reflect the new search and filter functionality in Budget Items; no other content changes.</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>Updated the copyright; no other changes; cover date not updated</td>
</tr>
<tr>
<td>June 16, 2018</td>
<td>Initial publication.</td>
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</table>
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 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, click Show Advanced Settings.
4. Click **Budget**.

The budget configuration information appears.

5. 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.
2. Click the **Download the import template** link and save the spreadsheet.

### 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 window](image)

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Initiated By</th>
<th>File Name</th>
<th>Records Processed</th>
<th>Records Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Budget Adjustment Imports Found
2. Click **Open** and then click **Import**. The **Import Summary** window appears, with a **Success** or **Failure** status.
Section 3: Import Budget Adjustments

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

![Budget Adjustments Import History](image)

**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.
Section 4: Available Field Formats

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Format</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Name</td>
<td></td>
<td>The Budget Name of the budget item to adjust.</td>
</tr>
<tr>
<td>Fiscal Year Name</td>
<td>Varchar(40)</td>
<td>The name of the fiscal year for which the budget is valid. Required field.</td>
</tr>
</tbody>
</table>
### Section 4: Available Field Formats

<table>
<thead>
<tr>
<th>Field</th>
<th>Format</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Email ID</td>
<td>Email address of the user with Budget Owner role.</td>
<td>The email address of the budget owner. Required field.</td>
</tr>
<tr>
<td>Fiscal Period Name</td>
<td>Varchar(40)</td>
<td>The existing name of the fiscal period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOTE: For years spanning over two calendar years and, thus, having duplicate months, use 2017 - Jan2, 2017 - Feb2).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a fiscal period is a year, use the fiscal year name. For example, 2017. Required field.</td>
</tr>
<tr>
<td>Amount Type</td>
<td>Values are: Budget Amount, Spent Amount, Pending Amount.</td>
<td>Where the amount should be applied.</td>
</tr>
<tr>
<td>Adjustment Type</td>
<td>Values are: Budget Balance, Fund Transfer, Expense, Payment Request, Purchase Request, or Request.</td>
<td>The source of the budget adjustment.</td>
</tr>
<tr>
<td>Amount</td>
<td>Numeric (15,8)</td>
<td>The adjusted amount.</td>
</tr>
<tr>
<td></td>
<td>15 whole digit numbers and 8 decimal places</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Varchar(1024)</td>
<td>The reason for or description of the adjustment.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>YYYY-MM-DD</td>
<td>The date the adjustment should be applied to the budget. Must be a date inside the specified fiscal period.</td>
</tr>
</tbody>
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