
Budget Upload

May 2010

FAMIS Services

Index

	PAGE
Introduction	1
Basic Concepts	1
Process Flow	1
Horizontal Spreadsheet Option	2
Vertical Spreadsheet Option	3
Upload Steps.....	4

Budget Upload Process

Introduction

CANOPY offers the ability for users to electronically upload Budget spreadsheets for use by FAMIS programs and screens in the Budget process. Spreadsheets are created and uploaded via CANOPY. The files may then be previewed and submitted for processing. Once submitted, the files are posted into the FAMIS Budget Module via FBAU598 during nightly production.

Budget may be uploaded multiple times for the same accounts and / or different account ranges. Multiple files may be uploaded and submitted in one day. These files will be posted in the order they are uploaded.

Use of this feature may minimize data entry mistakes and ensure a timely loading of budget into FAMIS.

Basic Concepts

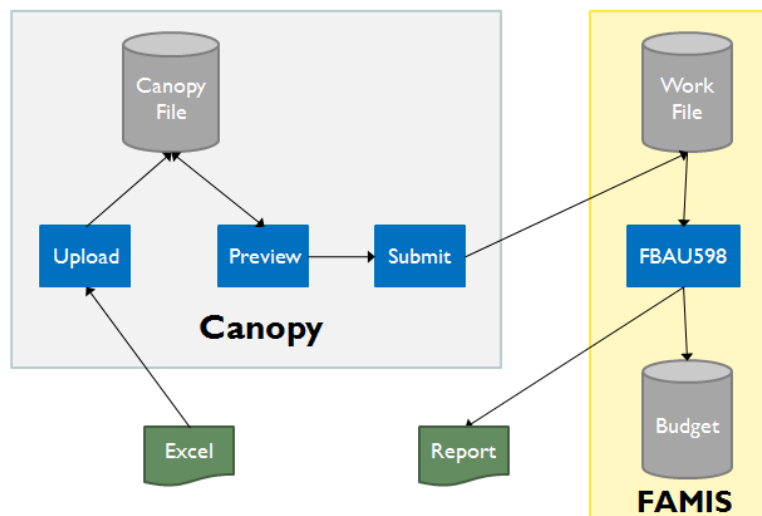
Budget Bulk Upload may be initiated only after creation of the Member Budget Patterns in FAMIS.

Within CANOPY, you access the process under the FRS tab: Prep Budget, Upload.

General Spreadsheet Requirements:

- Horizontal or Vertical Account Structure is possible
- Category codes must be provided, but can be hidden
- SL Account (6-digit account) must be in a column
- No less than 5 accounts may be loaded at one time – no maximum
- Support Account (5-digit account) must be in the column following the SL
- Support Account may be left blank, contain '00000' or a valid Support Account number
- Only one loadable sheet per workbook

Upload Process Flow



Budget Upload Process

Horizontal Spreadsheet Option

Requirements:

- Categories on one row in the spreadsheet
- Categories must be 3 characters
 - R – Revenue, E –Expense followed by a 2-digit number
 - BEG – Beginning Balance is allowed as a category
- Minimum of 5 categories per spreadsheet

	A	B	C	D	E	F	G
1			Campus Code 02				
2			Fiscal Year 2010				
3			Dept UNIV		Version		
4							
5					R05	R08	R10
6				Beginning Balance	State Appr-Gr	Gr Gip Fm Ers	Gr St Pd-Fica
7	100001	00000	General Revenue Appropriations				
8	100002	00000	Staff Benefits Paid By State				
9	100027	00000	College Work Study - State				
10	100029	00000	Texas Grant - Tamu - Cs - State				
11	100030	00000	Incentive Funding				
12	100036	00000	Group Insurance - Ers				

Account

Support Account

Not Used in Upload

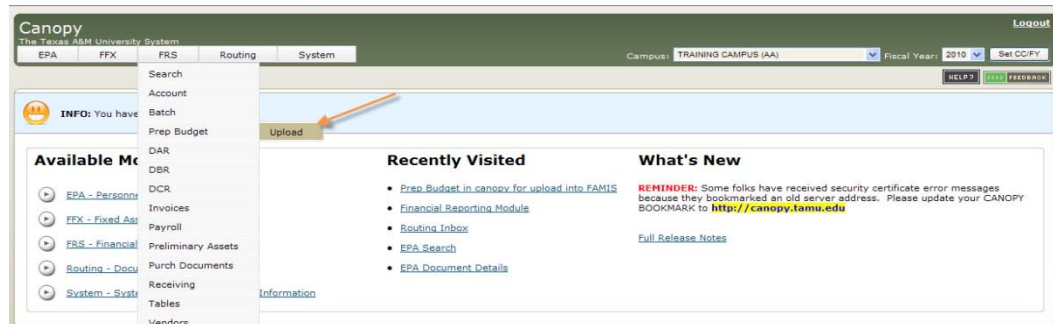
Category Rows/Amounts

- Format (Color/Font) has no affect on upload
- Hidden rows/columns scanned (Budget Category can be hidden)
- "Total" rows/columns not used in upload

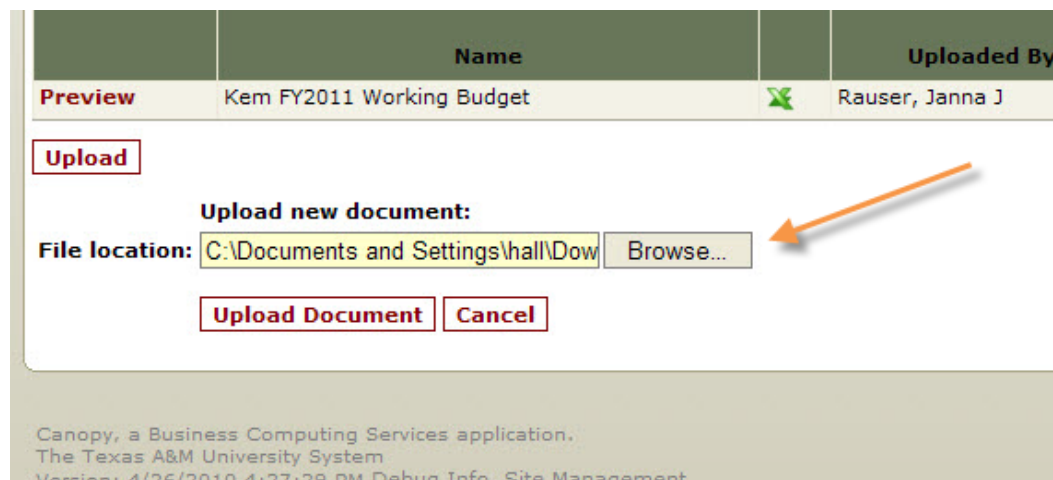
Budget Upload Process

Upload Steps

- LOGON to CANOPY using your FAMIS ID
- Set your Campus and Fiscal Year – the Fiscal Year will be the current year in FAMIS
- Click on FRS, Prep Budget, Upload



- Click the Upload Button and Browse for your file
- Click Upload Document once you have selected the file



Budget Upload Process

The new file will then appear in the Upload list. Uploaded files can be Previewed and Submitted for processing, or Deleted. Once files are submitted for processing, they can no longer be deleted.

Canopy
The Texas A&M University System

EPA FFX FRS Routing System

Campus: TRAINING CAMPUS (AA) Fiscal Year: 2010 Set CC/FY

Main Menu > FRS > Prep Budget > Upload

INFO: New attachment(s) added successfully.

Upload

	Name		Uploaded By	Uploaded	Submitted By	Submitted	Posted On	Budget Version
Preview	Kem FY2011 Working Budget		Rauser, Janna J	05/07/2010	Rauser, Janna J	05/07/2010		
Preview	Vertical Amounts - sample		Hall, Wendy T	05/07/2010				

Upload

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 4/26/2010 4:27:29 PM Debug Info Site Management

Top of Page

Theme: Forest Set Theme Turn Paging Off System Site Map

Select the sheet to be processed:

Canopy
The Texas A&M University System

EPA FFX FRS Routing System

Campus: TRAINING CAMPUS (AA) Fiscal Year: 2010

Main Menu > FRS > Prep Budget > Upload

Upload

	Name		Uploaded By	Uploaded	Submitted By	Submitted	Posted On
Preview	Kem FY2011 Working Budget		Rauser, Janna J	05/07/2010	Rauser, Janna J	05/07/2010	
Preview	Vertical Amounts - sample		Hall, Wendy T	05/07/2010			

Upload

Select Worksheet

Available Worksheets:

- Chart of Accts
- Chart of Accts
- Detail by Acct
- Summary by Account
- Summary by FG

Choose the Sheet to Upload

- Choose the sheet in the workbook to be previewed
- Click Continue

Budget Upload Process

Your preview will appear below the Upload section of the page. Verify that information appears as expected. You may change your view of the previewed information by expanding the page size if desired.

Select Worksheet

Available Worksheets: Chart of Accts Continue

Upload Preview

Prep Budget File (Vertical Amounts - sample)				
Account	S/A	Category	Budget	
100010	00000	R05	50,170,221	
100020	00000	R35	0	
100030	00000	R05	733,198	
100040	00000	R06	4,265,874	
100050	00000	R06	3,936,361	
100060	00000	R15	8,471,116	
100060	00000	BEG	6,125,800	
101100	00000	R25	9,414,164	
101100	00000	BEG	5,896,294	
101101	00000	R25	856,519	

prev 1 2 3 4 5 6 7 8 9 10 ... next (Showing page 1 of 25, items 1-10) Total items: 249

Change page: 1 Go Page size: 10 Change

Once you have determined the sheet is ready for processing, click the “Submit Document for FY 20xx” button. This will submit the file for processing and notify FAMIS Production Services via e-mail to post the file.

Select Worksheet

Available Worksheets: Chart of Accts Continue

Prep Budget File (AAA Try4 Kem FY2011 Working Budget)				
Account	S/A	Category	Budget	
100010		R05	50,193,293	
100020		R35	0	
100030		R05	0	
100040		R06	4,267,921	
100050		R06	4,204,033	
100060		R15	7,139,067	
100060		BEG	6,125,800	
101100		R25	9,772,703	
101100		BEG	5,896,294	
101101		R25	1,130,466	

prev 1 2 3 4 5 6 7 8 9 10 ... next (Showing page 1 of 237, items 1-10) Total items: 2369

Change page: 1 Go Page size: 10 Change

Successful Upload

File transfer was successful - FTP server responded: 250 Transfer completed successfully.

The upload process may take a few moments. When you receive the “File transfer was successful” message, your file has been successfully uploaded for processing.