Version 1.0 May 2015

FAMIS Services The Texas A&M University System

Introduction

The development of this new process was undertaken to enhance the budget loading process. It has been designed to reduce data entry mistakes and provide a more efficient form of data entry.

CANOPY now offers the ability for users to:

- View and download a spreadsheet of previously entered Budget Transfer transactions
- Upload and submit a spreadsheet of Budget Transfer transactions

-or-

• Copy all current Budget Transfer transactions from one year to another (once per fiscal year)

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You can access these actions in Canopy by selecting FRS, then Budget.

Budget Download

Use the Budget Transfer Search tab when you want to view transactions. After viewing, you can choose to download this information into a spreadsheet format. This spreadsheet will be in the same format that is required for uploading these transactions and can serve as a starting point for the upload process. Do not modify the format of the downloaded spreadsheet, this may cause errors with the upload.

Budget Upload

Use Budget Transfer Upload when you are ready for the transactions on your spreadsheet to be entered into the database. You may upload information multiple times. You can group your transactions across several different spreadsheets if this works for your budgeting style.

-OR-

Budget Copy – Previous Year to New Year

Use the Budget Transfer Copy when you want to initialize your Budget Transfer transactions to the same values as they were in a previous year. This is a one-click process and from this point these transactions can be modified by use of the Budget Transfer Upload process or by manual entry using FAMIS screen 560, 561, 562, and 563.

Use of these features may minimize data entry mistakes and ensure a timely loading of Budget Transfer transactions into FAMIS.

Basic Concepts

The one-time copy of Budget Transfer transactions may be used only if no there is no existing entry of a Budget Transfer transaction in the year you are copying to. If any entry of Budget Transfers, manual or uploaded, has been made the copy function will not work. In this case create spreadsheet (either using the download option or manually) and then us the upload function. This option can be used only one time for each fiscal year.

- A download of Budget Transfer transactions may be done at any time and as many times as needed.
- Budget Transfer Uploads may be initiated only after a campus has been unlocked for Budget entry.
- Budget Transfer Uploads may be done multiple times.
- When a Budget Transfer Upload is submitted, the information is available immediately in both CANOPY and FAMIS.

Once Budget Transfer transactions have been created, they may be modified by additional uploads or by manual entry on FAMIS Screens 560, 561, 562, and 563.

When there is a match on the FROM ACCOUNT and the TO ACCOUNT, the information for that transaction is updated. If there is not a match, a new transaction is created.

To remove a transaction, you may upload a transaction with matching FROM ACCOUNT and TO ACCOUNT and zero dollars specified or you may remove it manually using FAMIS screens 560, 561, 562, or 563.

To download a Budget Transfer spreadsheet within CANOPY, under the FRS tab: Budget Transfer Search Tab, Prep Budget, Upload.

Object Codes (Account 4) are generated by upload process

Overview of the Steps Involved

- Search for Budget Transfer tractions (Budget Transfer Search tab)
- Optional review information and do a one-time copy to the new year (Budget Transfer Copy tab)
- Download the account budget data into excel format (Budget Transfer Search tab)
- Manually update the data on spreadsheet. If you want to delete a transaction that already exists, include it in the spreadsheet and set the amount to zero.
- Upload the updated Excel spreadsheet, use the same format that was downloaded
- Submit the uploaded data for a real time update, no waiting for a post program

Note: You may simply use the downloaded spreadsheet for review. If you determine that you want to simply copy the previous year to the new year, you do not have to follow through with an upload. You may then choose to do the copy only.

Required Spreadsheet Format



All columns are required and must be in the order presented here.

The columns are:

- FROM Campus Code two characters
- FROM Fiscal Year four numeric digits
- FROM Type GG GL to GL transfer
 - GS GL to SL transfer
 - SS SL to SL transfer
 - SG SL to GL transfer
- FROM Account 6 six numeric digits, SL or GL account
- FROM Account 5 blank or 5 numeric digits, Support Account
- FROM Account Description -
- FROM Object Code/Account Control
- TO Campus Code two characters
- TO Account 6 six numeric digits, SL or GL account
- TO Account 5 blank or 5 numeric digits, Support Account TO Account Description –
- TO Account Object Code/Account Control, four numeric digits
- Amount
- GL Load Flag
- Mandatory Flag
- Transaction Description

Budget Transfer Search

- Go to the Budget Transfer Search Tab
- If you want to see all Budget Transfer transactions, just click the submit button without filling in the Account Number field.

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- To search for all transactions for a single account, enter the account in Account Number field, and select the kind of transfer by choosing the FROM or TO button and ,and choose the AP Type, Then Click the submit button. If you enter a partial account number, all accounts that match the mask will be returned.. Each search request
 - Returns all Budget Transfer records that match entered accounts.
 - Matched only on the account indicate ("From" or "To")
 - Results are a combination of transfer types (ie data from all four transfer screens <u>560</u>, <u>561</u>, <u>562</u>, and <u>563</u>)

Canopy The Texas A&M University System	Campus: TRAINING CAMPUS (AA)	Fiscal Year: 2015 Set CC/FY	<u>Loqout</u>
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• The search results may be downloaded into an Excel spreadsheet by clicking the report icon. The downloaded spreadsheet will be in same format as that needed to upload transactions

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Spreadsheet View:

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Budget Transfer Copy

- Copy budget transfers from previous year forward to the next year.
- All "current" budget records will be copied with one click. The "current" records are identified as the ones marked with an approval type code of "C".
- This copy can be done one time only for each fiscal year.
- The copy will only work if there are no Budget Transfer records existing in the "To" fiscal year.
- Both the "From" account and "To" account must exist in the new fiscal year.
- A message will be returned giving the number of records copied (Message: 2505).
- To perform this copy, proceed to the Budget Transfer Copy tab and click the "Copy Forward" button.

Canopy The Texas A&M University System	Campus: TRAINING CAMPUS (AA)	Fiscal Year: 2015	Set CC/FY
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	Copy Forw	ard	

Budget Transfer Upload

- Go to the Budget Transfer Upload tab and Click the Upload Button.
- Change/Check year Remember that the program will load "forward" one year, just like the FAMIS screens. Ex: 2015 to load 2016 budget transfers Click the UPLOAD button

Canopy The Texas A&M University S	ystem	Campus: TRAINING CAMP	PUS (AA)	✓ Fiscal Year: 2015 ✓ s	Set CC/FY	<u>Loqout</u>
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Name	Uploaded By	Uploaded	Submittee	d By	Submitted	
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To select the spreadsheet from your local site, click the Select button and a window will pop-up to navigate to the desired file. Double click on the file name and it will appear in the File Location box.





Note that your spreadsheet file name cannot be longer than 50 characters.

Canopy The Texas A&M University System	Campus: TRAINING CAMPUS (A	A)	✔ Fiscal Year: 2015 ✔	Set CC/FY	<u>Logout</u>
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Upload new document: File location: Select *NOTE: File name must be less then 50 chara Upload Document Cancel	scters.				

Select the spreadsheet from your local drive, the name should appear in the box.

Canopy The Texas A&M University Sy		Campus: TRAINING CAMPU	JS (AA)	Fiscal Year: 2015 Se	et CC/FY	<u>Loqout</u>
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Click the Upload Document button.

Your spreadsheet should now appear in the screen list with a message letting you know it uploaded successfully.

Canopy The Texas A&M University System	Campus: TRAIN	ING CAMPUS (AA)	F	iscal Year: 2015 Set CC/FY	<u>Logout</u>
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Preview Budget Transfer Upload - errors	X	Rauser, Janna J	05/20/2015		0
Upload					

Click preview to verify that the spreadsheet appears as expected and check for errors. If there are errors, correct your spreadsheet.

If you wish to reload the corrected spreadsheet using the same name, then you can remove the spreadsheet with error by clicking on the trashcan icon. Note: you will not be able to remove a spreadsheet if once it has been submitted.



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Once you have cleared all the Preview errors, click the Submit Document button.

When a file is submitted, it is marked and can no longer be deleted. The statistics are available. If there were errors they will be noted.

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Budget Transfer Upload – Flow

Budget Transfer Upload - Demo

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3	AB	2014	GG	020000		STEVE'S TEST GL ACCOUNT	5820	AB	020002		TVMDL - TRANSPORTATION	4820	11.00	Y	Y	NEW
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6	AB	2014	SG	231901	00000	HENRY'S TEST ACCOUNT		AB	000001		MARY'S ACCT	4820	563.01	Y	Y	SL2GL 001
7	AB	2014	SG	231901	00000	HENRY'S TEST ACCOUNT		AB	000001		MARY'S ACCT	4920	563.02	N		SL2GL 002
8	AB	2014	SS	231901	00000	HENRY'S TEST ACCOUNT		AB	231901	00002	HENRY'S SECOND SUPPORT ACCOUNT		123.02	Y	Y	SL2SL 002
9	AB	2014	SS	271030	00000	FAMIS SERVICES TRAINING TEST		AB	271020		BPP - SYSTEM OPERATIONS		10.00	Y		
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Step 1)

- Original Excel spreadsheet download
 - From Budget Transfer Search page

Step 2)

• Update Excel Spreadsheet

Cano	PY ABM University System		Campus: TEST DE	FAULT CAMPUS2 (AB)	Fiscal Year: 20	14 Set CC/FY		Logout
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- Change/Check year Ex: 2014 to load 2015
 - Must be prior year (Think Load Forward)
- Click "Upload"

Canopy The Texas A&M University System	Campus: TEST DEFAULT CAMPUS2 (AB)	Fiscal Year: 2014 V	Set COFY
EPA FFX FRS Buy A&M Routing System			
Main Menu © FRS © Budget © Budget Load			HELP 7 PEEDBACK
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	Click "Select" to get lo	ocal	Refresh
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Upload new document:			
File location: BudgetLoadDemoUpdated.xlss Select			
"NOTE: File name must be less then 50 charac	ters.		
Upload Document Cancel			
Canopy, a Business Computing Services app Click "L	Jpload Document" to		Theme: Neon Blue V Set Theme
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Select local file and upload ٠

Canopy The Texas A&M University System	Camp	US: TEST DEFAULT CAM	PUS2 (AB)	Fiscal Year: 2014 V Set CC/FY	Logout
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Main Menu © FRS © Budget © Budget Load					HELP 7
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Budget Prep Budget Load Budget Trans	fer Search	Budget Transfer Copy			
		2014 and Oploaded Bud	get Load Files will be proc	essed for Fiscal fear 2015	
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Click "Preview check file layo	w"to out	UPLOADED BUD	GET LOAD FILES	Submitted By	Refresh Submitted
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- File successfully uploaded to Canopy ٠
 - Uses file name for upload name
- Preview file •



- Preview should look similar to original Excel spreadsheet
- Click "Submit.." to load to budget file (Note years info)

Budget Pr	ep Budget Load B	udget Transfer urrent Fiscal Ye	Search ear is set to 20:	Budget Transfer (14 and Uploaded UPLOADED	Copy Budget Load Files w BUDGET LOAD FILE	ill be processed for i	Fiscal Year 2015		
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4 6 5 7 8 9 prev 1 nex	GS 020000 SG 231900 SG 231901 SS 231901 SS 271030 SS 271030 ct Page: 1 of 1 Go Page	00000 00000 00000 00000 00000 age size: 9	AE AE AE AE AE Change	3 27102 3 00000 3 00000 3 23190 3 27102 3 27104 (Showing page	20 01 01 01 00 00 00 00 00 1 of 1, items 1-5	(0.10 563.02 563.01 123.02 10.00 10.00 Fotal items: 9	Y Y Y	Y SL	26
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Budget Transfer Upload - Actions

- Check if year is open for budget
- Check if budget is locked for campus
- DELETEs matching from accounts
 - Deletes block for each new from account
 - All transfer types(GG, GS, SS, and SG)
 - Similar to search results
- Stores data from uploaded Excel spreadsheet
 - Checks access and validates data

Budget Transfer for Excel Spreadsheets

- Rules for the Excel spreadsheet
 - Accounts 6 characters
 - Support Account must be in separate column
 - Amount can contain dollar formats
 - Decimal punctuation is also allowed
 - Must match the downloaded Excel format

Security – Assumptions

- Requires <u>Screen 560</u> "A" Access
 - Assumed most restrictive GL to GL transfer
 - Assumed limited/restrictive across parts
- Ignores <u>Screens 561</u>, <u>562</u>, and <u>563</u> access
- Must have access to from account (for upload)

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