

Create Budget Amendment via Spreadsheet Template

1. Open Budget Adjustment template. Note the two sections of the template – **Budget Amendment Header Information** on the left side of the template and **Budget Amendment Lines** on the right side of the template.

Budget Amendment Header Information						Budget Amendment Lines						
BA #	Amendment Date	Plan Name	Amendment Type	Header Description	Total BA Amount	BA #	Driver Worktag-Description	Account-Spend/Revenue Category-Description	Related Fund	Line Description	January	February
Header						Lines						

2. On the Header section of the template enter “1” under the **BA#** column (cell A8) for the first budget amendment you want to create. You will notice the row turns red to indicate required header fields.

Budget Amendment Header Information						Budget Amendment Lines						
BA #	Amendment Date	Plan Name	Amendment Type	Header Description	Total BA Amount	BA #	Driver Worktag-Description	Account-Spend/Revenue Category-Description	Related Fund	Line Description	January	February
1					-							

3. Enter the **Amendment Date**, **Amendment Type**, and **Header Description** (the Total BA Amount is a calculated field). Enter the **Plan Name** (see [Workday Setup for Budgets](#) at the end of this document for details regarding this field). You will notice that the red highlight is now limited to the BA# indicating budget amendment lines are required for budget amendment “1”. Scroll to the right for the Budget Amendment Lines fields. You can also uncheck the “Show Header Details” box in the upper left section of the spreadsheet to hide header details.

Budget Amendment Header Information						Budget Amendment Lines						
BA #	Amendment Date	Plan Name	Amendment Type	Header Description	Total BA Amount	BA #	Driver Worktag-Description	Account-Spend/Revenue Category-Description	Related Fund	Line Description	January	February
1	6/1/2023	BYU Operating FY23	Current Year Amendment	Testing BA via spreadsheet	-							

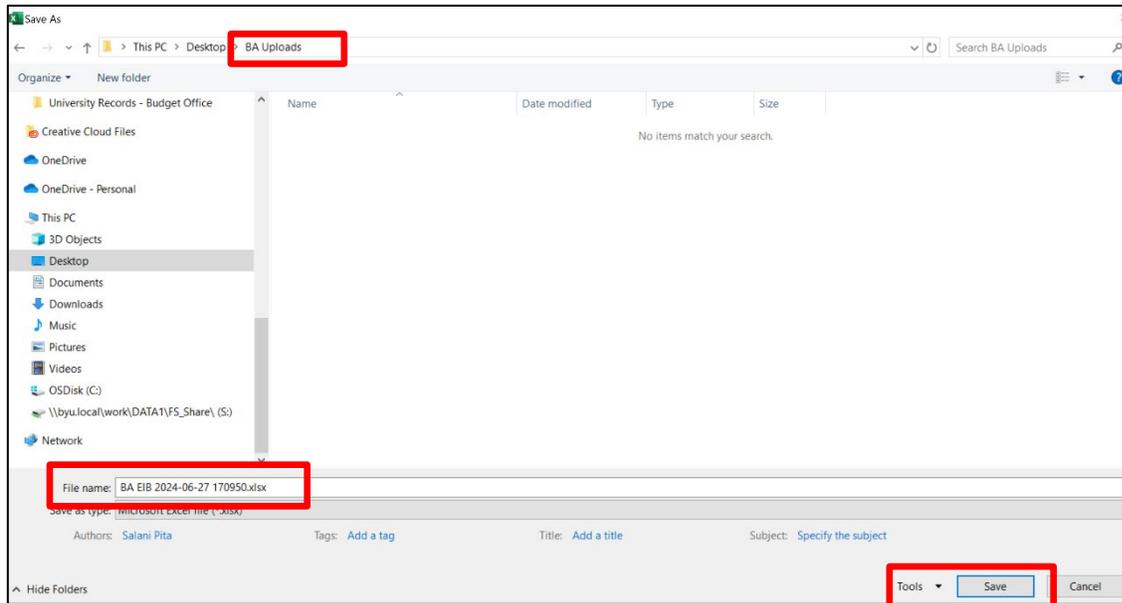
8. When the budget amendment is validated and ready for upload click on the “**Upload Journals**” button at the top left corner of the spreadsheet.



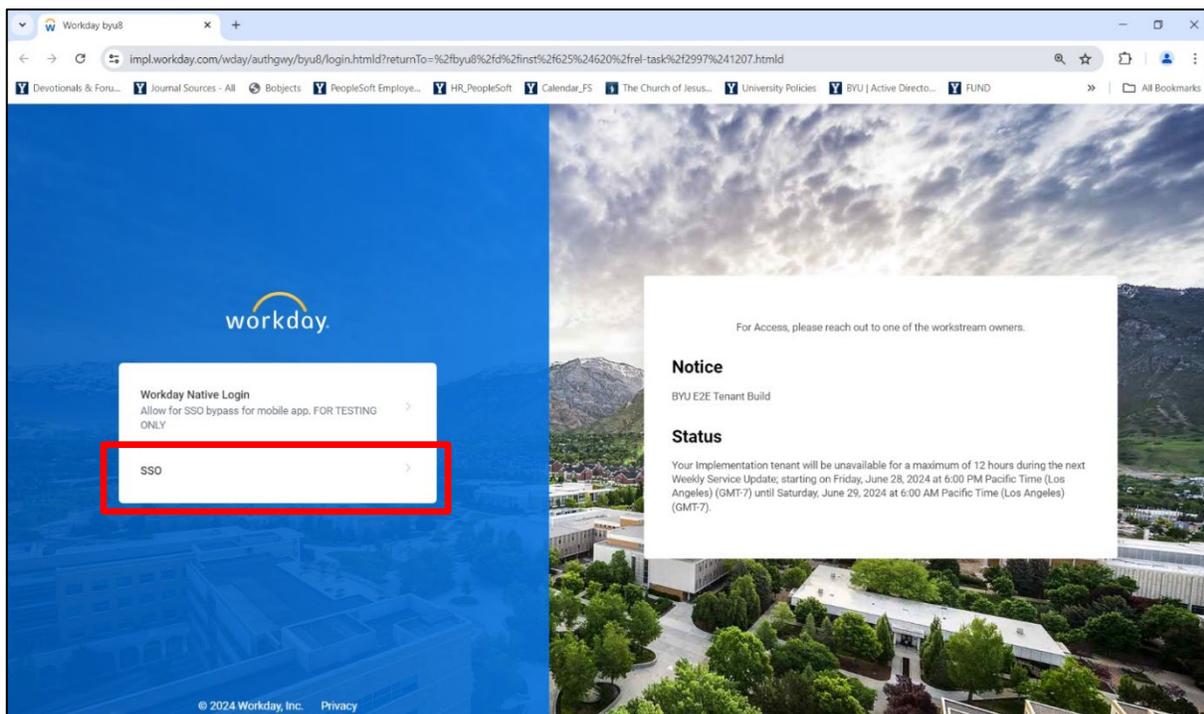
The screenshot shows a spreadsheet with several buttons at the top left: 'Clear Template', 'Validate Journals', and 'Upload Journals'. The 'Upload Journals' button is highlighted with a red box. A red callout box points to the 'Validate Journals' button with the text 'Refresh Worktags * 0 days since worktag refresh'. The spreadsheet contains a table with columns for 'Budget Amendment Lines' and monthly totals from January to June. The table has the following data:

Budget Amendment Lines	BA #	Driver Worktag-Description	Account-Spend/Revenue Category-Description	Related Fund	Line Description	January	February	March	April	May	June
Amendment	1	CC10205-Budget Office	7000_SC7002 Travel/Airfare Domestic	Appropriated	test trx from Treasury						500.00
	1	CC10206-Treasury Services	7000_SC7005 Travel/Travel - Lodging	Appropriated	test trx to Budget Office						(500.00)

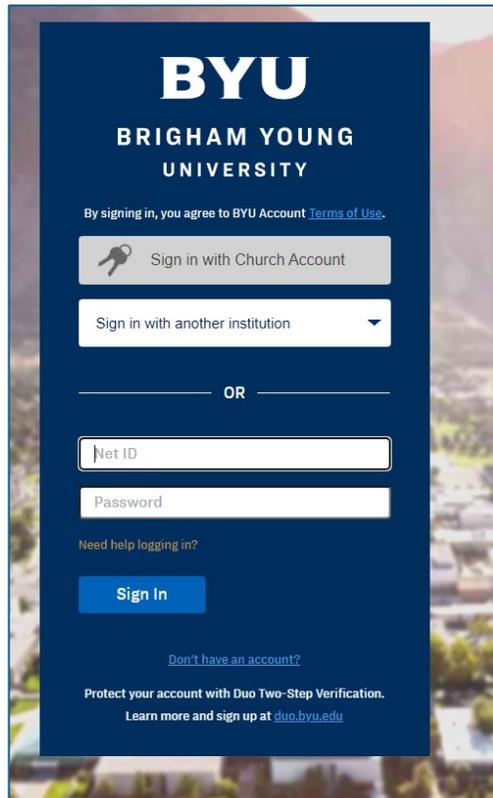
9. A file will be generated for upload. Save the file in a location of your choice.



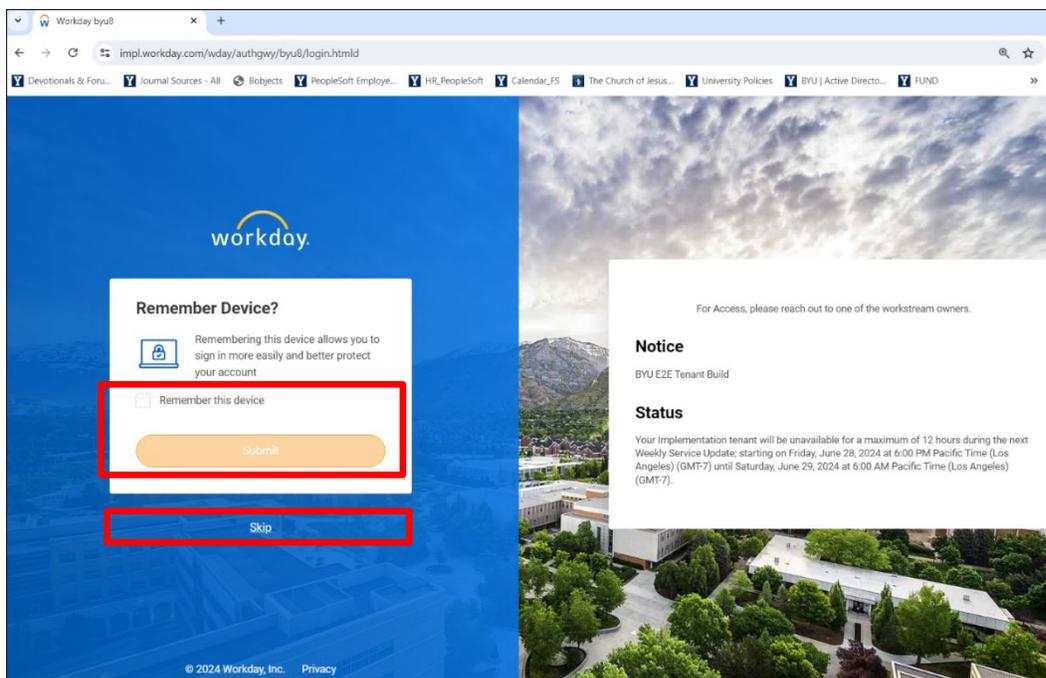
10. A WorkDay screen will open in your browser. Click on the SSO to sign in using your single sign on information (as you would to sign in to PeopleSoft).



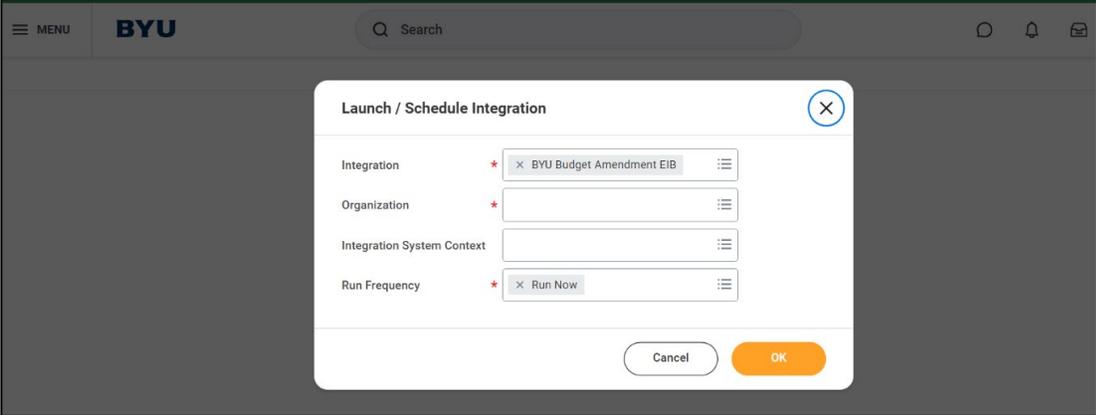
11. The BYU sign on portal will open. Sign in and authenticate via Duo.



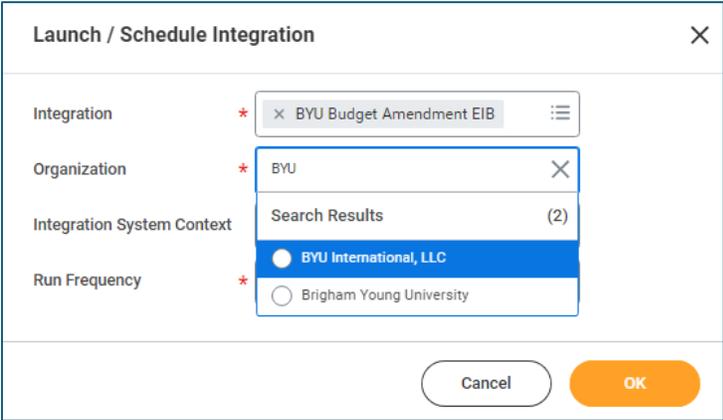
12. After signing in you can choose to remember device or skip.



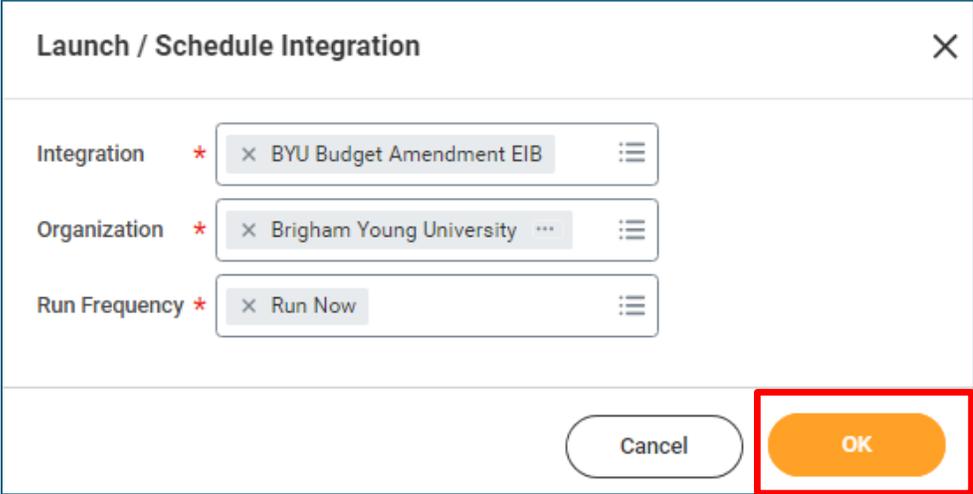
13. The **Launch Integration/Schedule Integration** dialogue box will open with the “Integration” and “Run Frequency” fields populated.



14. Type “BYU” in the Organization field and select “Brigham Young University” from the dropdown menu



15. Click on the **OK** button



16. The **Schedule an Integration** screen will appear. Select the ☰ icon to attach the spreadsheet budget amendment file. Select “Create Integration Attachment” option.

Schedule an Integration 9/19/19

Request Name

Integration System

Organization

Run Frequency

Integration Criteria 2 items

Provider	Field	Value Type
(Attachment) Import Budget Amendment (WS Background Process)	<input checked="" type="checkbox"/> Integration Attachment	<input type="text" value="Specify Value"/>
Import Budget Amendment	<input checked="" type="checkbox"/> Errors and Warnings Spreadsheet	<input type="text" value="Specify Value"/>
	<input checked="" type="checkbox"/> Validate Only Load	<input type="text" value="Specify Value"/>

Dropdown menu options: Last 1 Day, All, Last 7 Days, Last 30 Days, **Create Integration Attachment**, Search

Buttons: OK, Cancel

17. Select the file that you saved using the “Select files” button or drag and drop your file to attach.

Create Integration Attachment

Integration Attachment

Comment

Attachment *

Drop file here

or

Select files

Buttons: OK, Cancel

18. If you uploaded the wrong file, you can use the trash can on the right-hand side of the **Create Integration Attachment** screen to remove the file and upload the correct file. Select the **OK** button to attach the uploaded file.

Create Integration Attachment

Integration Attachment (empty)

Comment

Attachment *

BA EIB 2024-06-27 170950.xlsx
XLS ✓ Successfully Uploaded

OK Cancel

19. Select **OK** on the **Schedule an Integration** page to upload spreadsheet budget amendment via EIB

Schedule an Integration

Request Name * BYU Budget Amendment EIB

Integration System BYU Budget Amendment EIB

Organization All Companies

Run Frequency Run Now

Integration Criteria 2 items

Provider	Field	Value Type	Value
(Attachment) Import Budget Amendment (WS Background Process)	<input checked="" type="checkbox"/> Integration Attachment	Specify Value	<input type="checkbox"/>
Import Budget Amendment	<input checked="" type="checkbox"/> Errors and Warnings Spreadsheet	Specify Value	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Validate Only Load	Specify Value	<input type="checkbox"/>

OK Cancel

20. The **View Background Process** screen will appear. Click on the **Refresh** button until the processing is completed.

The screenshot shows the 'View Background Process' interface for 'BYU Budget Amendment EIB'. The status is 'Processing'. A 'Refresh' button is highlighted with a red box. Below the main information, there are tabs for 'Integration Details', 'Process Info', 'Process History', 'Output Files (0)', 'Messages (0)', and 'Child Processes (1)'. The 'Integration Process' section shows details for the parent event and the integration event, including the system name, initiator, and start time. A table of 'Child Processes' is visible at the bottom, with one process listed as 'Integration Event Trigger' with a 0.00% completion rate.

Created Date and Time	Started Date and Time	Request	Status	Percent Complete	Total Processing Time	Submitted by	Errors & Warnings
06/27/2024 05:45 PM	06/27/2024 05:45 PM	Integration Event Trigger	Initiated	0.00%	00:00:00	Salani Pita	

The screenshot shows the 'View Background Process' interface for 'BYU Budget Amendment EIB'. The status is 'Processing'. The 'Percent Complete' progress bar is highlighted with a red box, showing 83.33% completion. A 'Refresh' button is also visible. Below the main information, there are tabs for 'Integration Details', 'Process Info', 'Process History', 'Output Files (0)', 'Messages (0)', and 'Child Processes (7)'. The 'Integration Process' section shows details for the parent event and the integration event, including the system name, initiator, and start time. A table of 'Child Processes' is visible at the bottom, with two processes listed: 'Integration Event Trigger' (Completed) and 'Transformation' (Processing (Parent: In Progress)).

Created Date and Time	Started Date and Time	Process Type	Process	Schedule	Request	Status	Percent Complete	Total Processing Time	Submitted by	Errors & Warnings
06/27/2024 06:11 PM	06/27/2024 06:11 PM				Integration Event Trigger	Completed		00:00:00	Salani Pita	
06/27/2024 06:11 PM	06/27/2024 06:11 PM	Integration	Transformation		Transformation	Processing (Parent: In Progress)	83.33%	03:00:34	Salani Pita	

21. When upload is successfully complete the Status will show “Completed”. And the Response message will say: “SUCCESS: All records loaded successfully!!”

The screenshot displays the 'View Background Process' page for 'BYU Budget Amendment EIB'. The process details are as follows:

Process	BYU Budget Amendment EIB
Request Name	BYU Budget Amendment EIB
Status	Completed
Current Processing Time (hh:mm:ss)	00:00:29

Navigation tabs include: Integration Details (selected), Process Info, Process History, Output Files (0), Messages (3), and Child Processes (9).

Enterprise Interface Event: [BYU Budget Amendment EIB - 06/28/2024, 7:36:31.159 AM \(Completed\)](#)

Integration Process

Parent Event: [Integration: BYU Budget Amendment EIB - 06/28/2024, 7:36:31.159 AM](#)

Integration Event	BYU Budget Amendment EIB - 06/28/2024, 7:36:31.159 AM (Completed)
Integration System	BYU Budget Amendment EIB
Initiated By	Salani Pita
Initiated at	06/28/2024 08:36:31.159 AM
Ran As	2a8c5f74-3e48-4760-eb9c-ff4e8d6f4c25 / Salani Pita
Response Message	SUCCESS : All records loaded successfully!!

Consolidated Report and Logs

[Retrieve Log Files](#)

The approval process for budget amendments submitted via spreadsheet template is the same as amendments entered directly into the Workday UI. (see [Routing and Approvals](#) at the end of this document for details)

Workday Setup for Budgets

Plan types are not editable in Workday. The following Plan Types are provided:

Plan Type	Description
Award	Associated with grant awards for sponsored research. Used to control spend during spending and staffing transactions
Financial	Used to control spend and staffing transactions, as well as monitor revenue
Position	Used to control position approval during staffing events for organizations with position management staffing models
Project	Used to forecast spend and revenue for projects

Plan structures are the foundation for budgets in Workday. The plan structure determines the type of plan or budget (financial, award, position, or project) the fiscal schedule, ledger accounts and dimensions, and whether budgets require approvals and amendments. There is a structure for capital/asset accounts and a different structure for operating accounts. The following plan structures are available:

Plan Structure	Plan Type	Fiscal Schedule	Enter Periods by Posting Intervals / Enter Periods by Fiscal Summary Schedule / Enter by Duration	Account Set	Use Amendments/ Approval
Award	Award		Enter Periods by Posting Intervals		Yes
Consolidated Budget Capital	Financial	Calendar Year	Enter Periods by Posting Intervals	BYU Parent Account Set	Yes
Consolidated Budget Operating	Financial	Calendar Year	Enter Periods by Posting Intervals	BYU Parent Account Set	Yes
Consolidated Budget Parent	Financial	Calendar Year	Enter Periods by Posting Intervals	BYU Parent Account Set	Yes
Position Budget	Position	Calendar Year	Enter Periods by Fiscal Summary Schedule : Annual	BYU Parent Account Set	Yes
Project Budget Duration no Qty Mid Summary	Project		Enter by Duration	BYU Parent Account Set	Yes
Project Budget Summary Duration	Project		Enter by Duration	BYU Parent Account Set	Yes
Project Duration wo Qty Detail	Project		Enter by Duration	BYU Parent Account Set	Yes
Project Task Duration w Qty detail	Project		Enter by Duration	BYU Parent Account Set	Yes
Project Task Duration w Qty Mid Summary	Project		Enter by Duration	BYU Parent Account Set	Yes

The Plan name (or plan template) must be created each year for every plan structure and company combination. The plan template also defines the Default Entry Type, Default Reporting Currency, and valid periods for the budget. Below are some examples of Plan Names:

Plan Name	Description
BYU Capital FY23	Plan name for BYU company, Consolidated Budget Capital plan structure, and Financial plan type for FY 2023
BYU Operating FY23	Plan name for BYU company, Consolidated Operating plan structure, and Financial plan type for FY 2023
BYU Parent FY23	Plan name for virtual parent - combination of BYU capital and BYU operating for FY23

The workday setup for budgets (Plan Types, Plan Structures, and Plan Name) is created and controlled by the university budget office.

Routing and Approvals

The approval process for budget amendments is the same whether submitted via spreadsheet template or entered directly into the Workday UI. Below is a diagram of the routing and approval for budget adjustments:

