

Upload Journals to BFS Using a Spreadsheet Template

You can upload both Financial and Temporary Budget Journals to BFS. This can save time if you have many lines and much of the data already exists in an Excel spreadsheet or other electronic form that can be pasted into a spreadsheet template. For example, if you have a spreadsheet that you use to calculate your copy redistribution charges each month, and that spreadsheet contains the chartstring and dollar amount, you can paste that information into the template and upload it to BFS. This can be easier than re-entering all the data in BFS.

Adjusting Your Computer's Settings

You may need to change the following settings on your computer in order for the upload process to work. Your local tech support can likely help you with this, or you can contact the IST Help Desk at 2-6800:

1. Make BFS a trusted site in your web browser.
2. Allow macros in Excel.

Downloading the Spreadsheet Template

1. Begin by downloading the appropriate spreadsheet template from BFS. To locate the templates in BFS, follow this navigation path:

CAL Components > Import/Export File Service > File Template Download > Journal CSV Templates

Ledger Group	Description	Download
1 ACTUALS	Foundation GL Actuals	Download
2 ACTUALS	GL Actuals	Download
3 PERMBUDG	Permanent Budget	Download
4 STATISTICS	Foundation Statistics	Download
5 TEMPBUDG	Temporary Budget	Download

Departments can use the ACTUALS and TEMPBUDG templates, but not the PERMBUDG or FOUNDATION templates.

2. **IMPORTANT:** When you download a template, it will open in Excel. You must save the file in CSV (Comma-Separated Values) format (see UPK or quick guides for more details) because this is the file type accepted by the journal upload process.

NOTE: When you save the file in CSV format, the header text color changes from blue or red to black.

Completing the Spreadsheet

1. BFS is programmed to ignore the data in the first line of the uploaded file; this allows for a header row. Do not delete the header row from the template. The header row looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Line #	Unit	Ledger	Account	Fund Code	Org (Deptid)	Program	Chartfield1	Chartfield2	Descr	Reference	Open Item Key	Monetary Amount	Chartfield 3 (must be NULL)	Product (must be NULL)	Stat Amt (must be ZEROS)	Stat Code
1	(Required)	(Required)	(Required)	(Required)	(Required)	(Required)	(Optional)	(Optional)	(Optional)	(Required)	(Optional)	(Optional)	(Required)	(Required)	(Required)	(Optional)	(Optional)

2. Do not add any columns to the template.
3. The following are notes for each column of the template.
 - A. Line # (Required): This is the journal line field. Number each row where there is uploaded data. The line numbers must be sequential and cannot repeat.
 - B. Unit (Required): This is the Business Unit, also referred to as the GL Unit. i.e. 10000 or J0000.
 - C. Ledger (Required): ACTUALS for financial journals and TEMPBUDG for temporary budget journals.
 - D. Account (Required): Use the Account chartfield value.
 - E. Fund Code (Required): Use the Fund chartfield value.
 - F. Dept ID (Required): Use the Dept ID chartfield value.
 - G. Program (Optional): Use the Program code chartfield value when appropriate. Some transactions, such as revenue, do not use a Program code.
 - H. ChartField1 (Optional): Use the ChartField1 value when appropriate.
 - I. ChartField2 (Optional): Use the ChartField2 value when appropriate.
 - J. Descr (Required): This is the Journal Line Description and is limited to 30 characters. If you exceed 30 characters, the upload program will truncate the description at 30 characters to allow the journal to load. The Descr field **cannot contain commas** nor the following symbols: @, #, \$, %
 - K. Reference
 - a. Financial Journals (Optional): The Reference field is optional for financial journals. The field is limited to 10 characters. If you exceed 10 characters, the upload program will truncate the reference at 10 characters to allow the journal to load. The Reference field **cannot contain commas** nor the following symbols: @, #, \$, %
 - b. Budget Journals (Required): The Reference field is required for temporary budget journals. This is the Trans Code field.
 - L. Open Item Key (Optional): Use only if an open item is needed.
 - M. Monetary Amount (Required): Do not change the number formatting of this field. **The number should not have a \$ sign or commas.** The sum of this column must be zero (credits must equal debits) and in temporary budget uploads, the fund must balance.
 - N. ChartField3 (must be null): UCB does not use this field, leave it blank.
 - O. Product (must be null): UCB does not use this field, leave it blank.
 - P. Stat Amount (must be zeros): You can leave this field blank or enter zeros in each row.
 - Q. Stat Code (Optional): Use only if a statistics code is needed.

If your upload has errors, you can review the error log. Instructions on viewing the error log are found in the Quick Reference Guide [View Journal Upload Log](#).

Uploading the Spreadsheet to BFS

To learn how to upload the completed spreadsheet to BFS, see the [BFS User Productivity Kit \(UPK\)](#) or the Quick Reference Guide [Upload Excel to a BFS Financial Journal](#).