TeamBudget

www.multco.us/budget/teambudget

Upload Helper Tool Instructions
Version 1.2

Multnomah County

Importing/Exporting data from Excel

Process Summary

While data can be entered directly in to TeamBudget, often users will have prepared budget data externally in Excel that they wish to upload. The Import/Export Tool allows you import and export data to/from TeamBudget.

Due to the strict data formatting requirements of TeamBudget, data to be uploaded to must be pasted in to a spreadsheet generated from within TeamBudget. In other words, while you can prepare data in your own spreadsheet outside of the TeamBudget environment, you cannot upload that spreadsheet directly. Rather you must paste your data in to the TeamBudget generated spreadsheet and upload it.

Once you have generated the TeamBudget spreadsheet via the export function, insert Rows to make space for your data.

Paste data in to the spreadsheet. Be sure to only paste values and not formulas.

Validate data using the Upload Helper Tool [If you do not have the add-in installed yet, see the Upload Helper Tool Installation instructions]

Import TeamBudget spreadsheet in to TeamBudget.

NOTE: A new TeamBudget spreadsheet must be exported for each successful import and cannot be re-used. If, however, the spreadsheet fails to import, you can troubleshoot and then try again with the same document (i.e. you do not have to start from scratch if the data fails to upload)

Uploads can only be done for one Program Offer at a time, NOT for multiple Program Offers simultaneously.

Requirements

Excel 2007 or newer

Detailed Import/Export Process

1. Optimize your browser settings

   The recommended browser for TeamBudget is Chrome. Prior to using the Import/Export Tool, you should set Chrome to Allow Pop-Ups. Most users also choose to install an Extension to Open New Windows and Pop-Ups as Tabs. Instructions for both can be found at:

    www.multco.us/budget/teambudget

2. Data must be in the proper format in order to be successfully imported into TeamBudget. In order to simplify the data validation process, the Upload Helper Tool, an Excel Add-in has been developed and should be installed prior to using the Import/Export Tool. If you have not already installed the Upload Helper Tool, do so before continuing to Step 2.
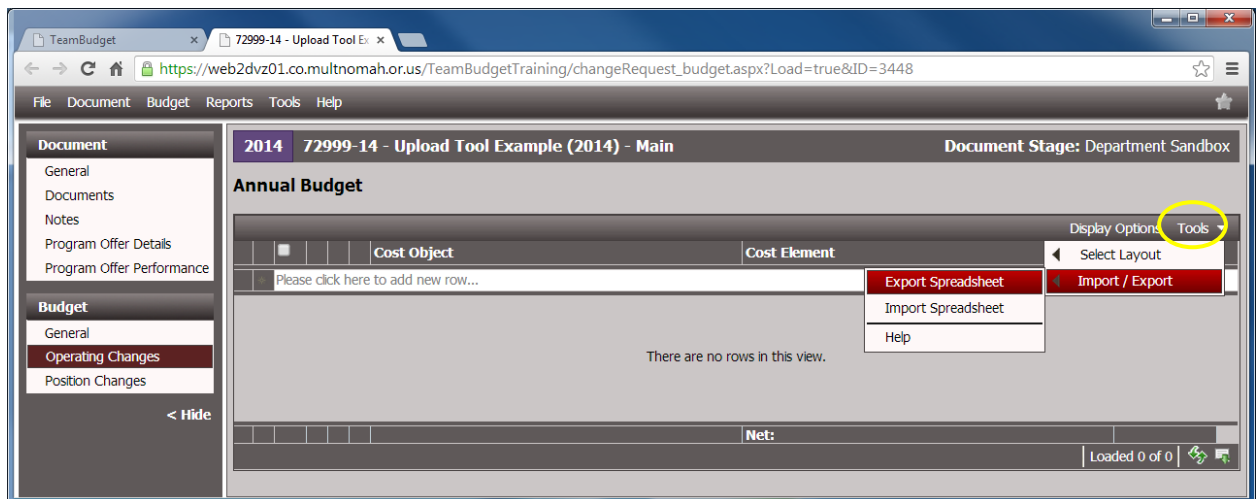
   Instructions for installing the Upload Helper Tool must be obtained from the Budget Office.

3. Open the Team Budget document you wish to upload data to.

   In the following example the document shown is a Program Offer document called "72999-14 Upload Tool Example."

4. Export spreadsheet

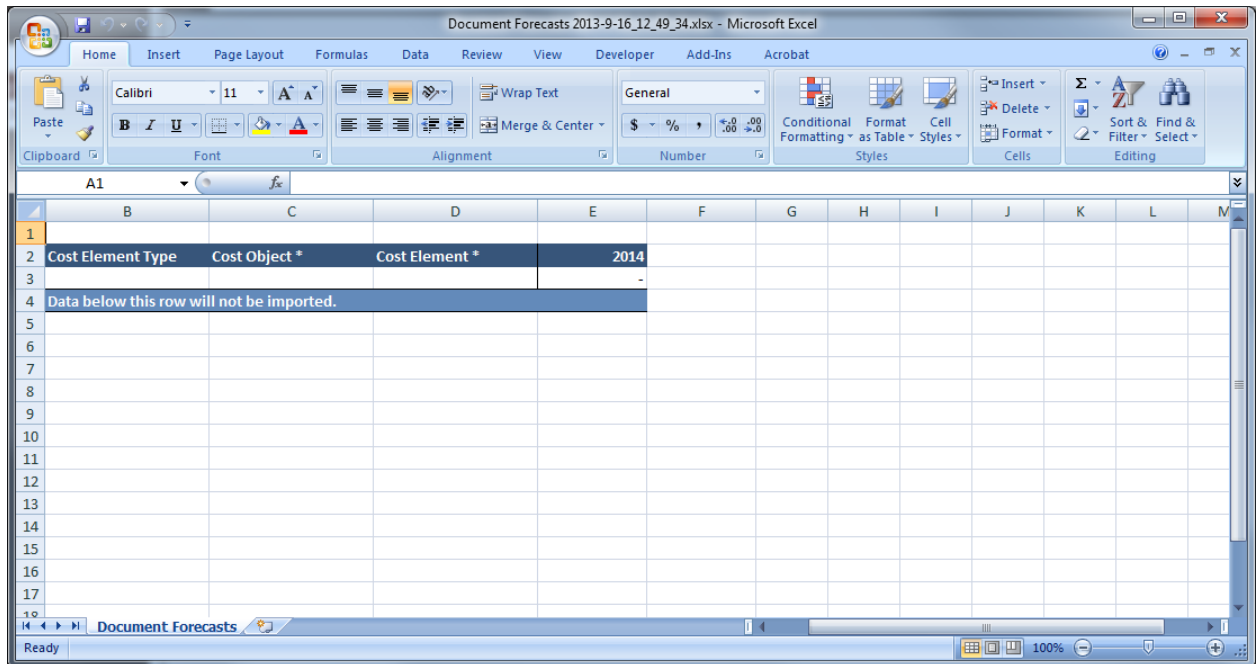   Select Tools > Import/Export > Export Spreadsheet

5. Team Budget will generate an Excel spreadsheet called "Document Forecasts YYYY-M-DD_H_M_S.xls", where YYYY-MM-DD_H_M_S is the current date and time.

   NOTE: If you are exporting from the Positions grid, the spreadsheet will be called "Position Allocation changes YYYY-MM-DD_H_S.xls"

6. Open Excel.

7. Open the spreadsheet.

The active worksheet in the example spreadsheet contains columns corresponding to those in the exported document plus an additional column "Cost Element Type." Required fields (Cost Object and Cost Element) are indicated by an asterisk in the column header.

NOTE: In addition to the visible columns and worksheet there is an additional hidden column (column A) in the Document Forecasts tab and additional hidden worksheets that are used by TeamBudget in the Import/Export process.

8. Insert blank rows between the column headers in Row 2 and the row labeled "Data below this row will not be imported" (Row 4.) In the example 10 rows of data are going to be imported.

   NOTE: Be sure to INSERT rows to create space for your data. Simply cutting and pasting or dragging and dropping Row 4 lower in the spreadsheet will not work because TeamBudget requires data in the hidden Column A to be present in each uploaded row.
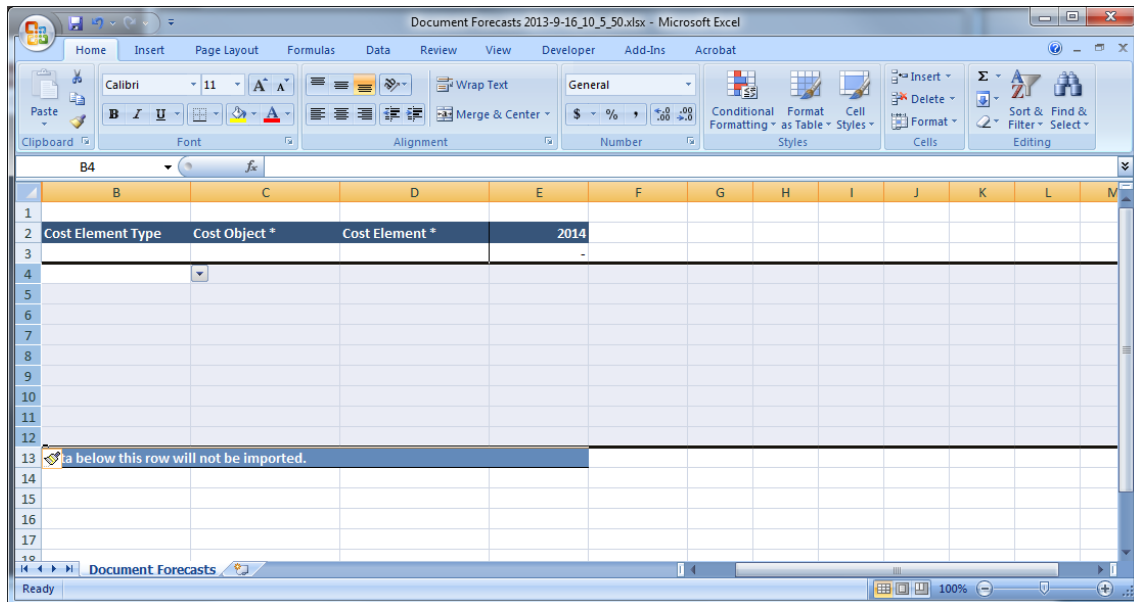
9. Copy the data to be imported and paste in to the appropriate cells.

   NOTE: Data can only be imported to one Program Offer Document at a time, not for multiple Program Offer Documents simulataneously.

   NOTE: Be sure to INSERT rows in the spreadsheet prior to pasting the data. INSERT COPIED ROWS will not work because TeamBudget requires data in the hidden Column A to be present in each uploaded row. Also, be sure to paste only values (not formulas).
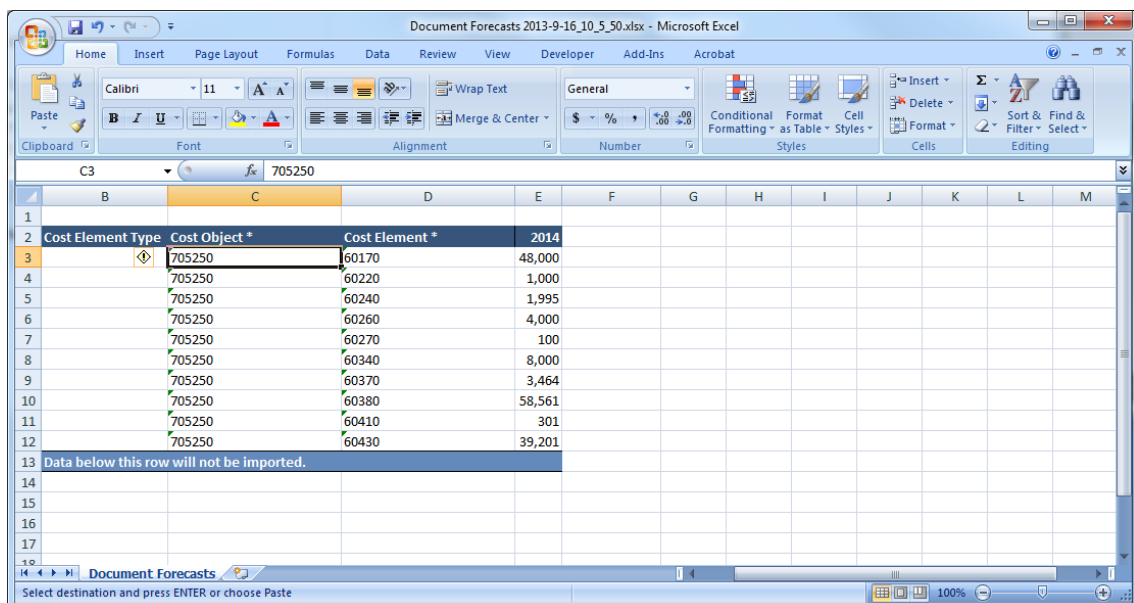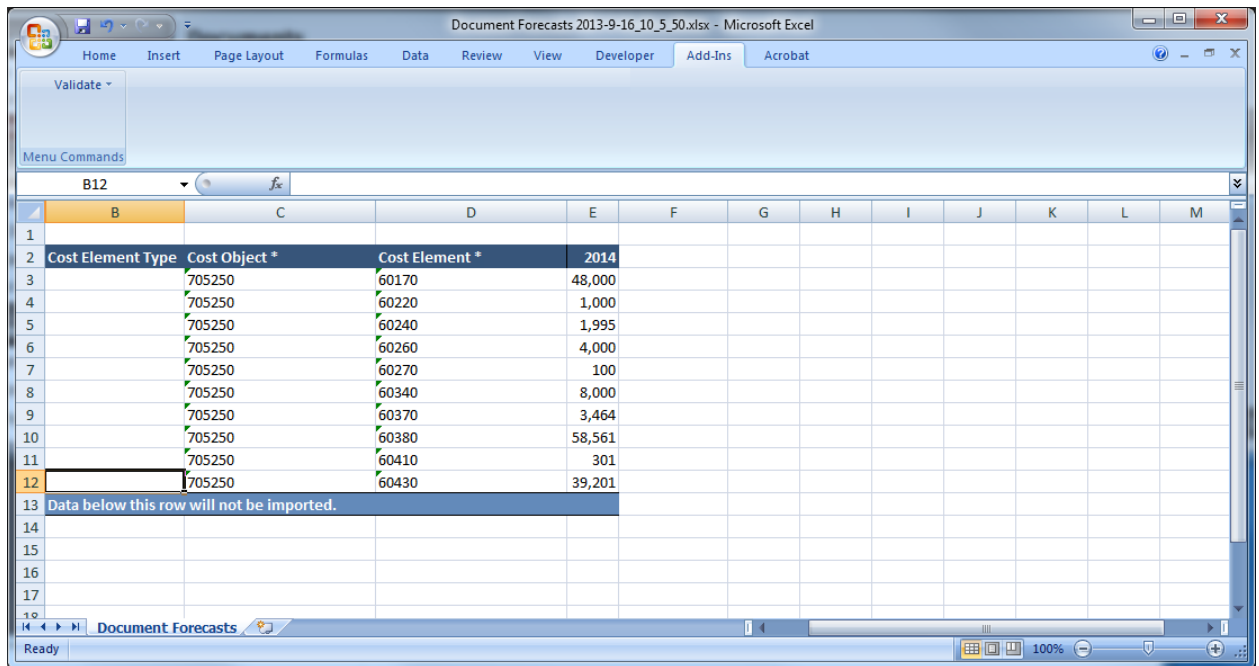
10. Validate the data

Data must be in the proper format in order to be successfully imported into TeamBudget. In order to simplify the data validation process, the Upload Helper Tool, an Excel Add-in has been developed and should be installed prior to using the Import/Export Tool. If you have not already installed the Upload Helper Tool, do so before continuing.

Instructions for installing the Upload Helper Tool can be found at:

G:\BUDGET\Team Budget\Training Curriculum and Materials\Upload Helper Tool Installation.pdf

Run the Upload Helper Tool by selecting Add-Ins > Validate > Validate Spreadsheet

11. The Upload Helper Tool will modify the contents of the cells to the proper format for importing.

NOTE:
You can turn off the Validation tool by selecting Add-Ins > Validate > Remove Validations which will allow you to type directly in to the spreadsheet. Once you have completed manually entering data, you can turn the Validation tool back on and validate the data by simply selecting Add-Ins > Validate > Validate Spreadsheet
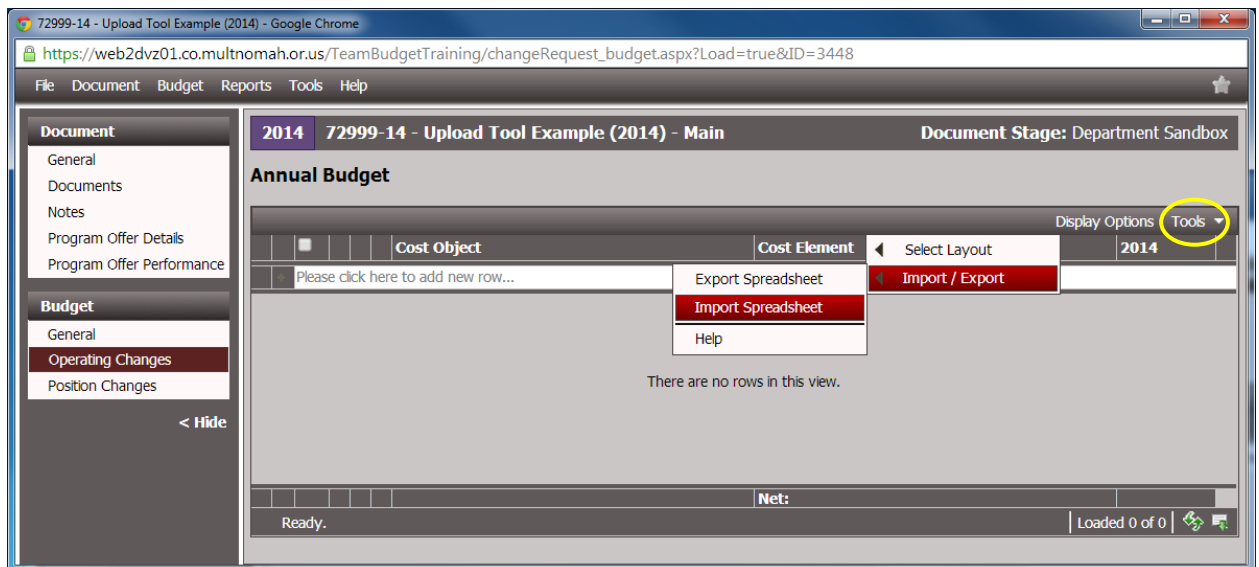
NOTE:
If you get an error message that looks like this:
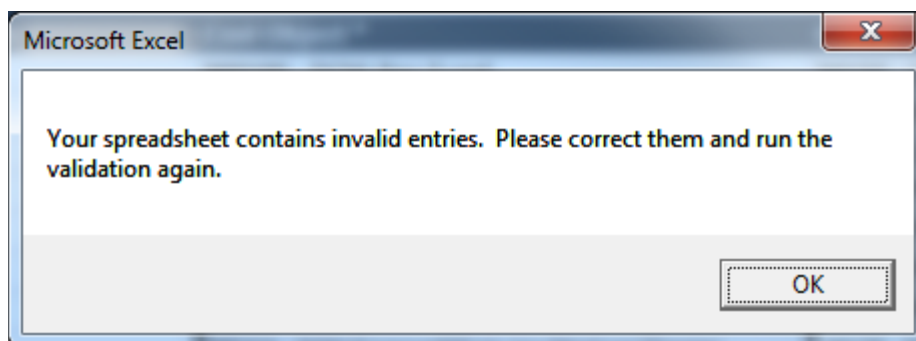
Go to Troubleshooting the Upload Helper Tool at the end of this set of instructions.

12. Save the spreadsheet. Take note of the location you save the file to so you can locate it for import in the next step.

13. Import the data to TeamBudget

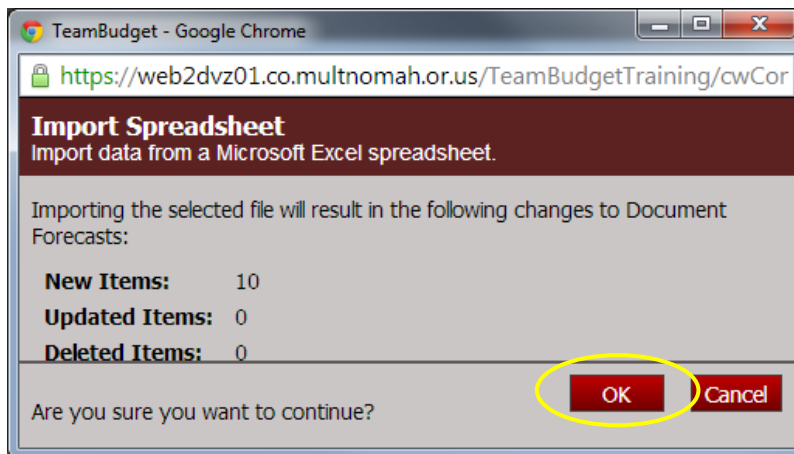Select Tools > Import / Export > Import Spreadsheet

Select "Choose File" then locate the file you saved in the previous step
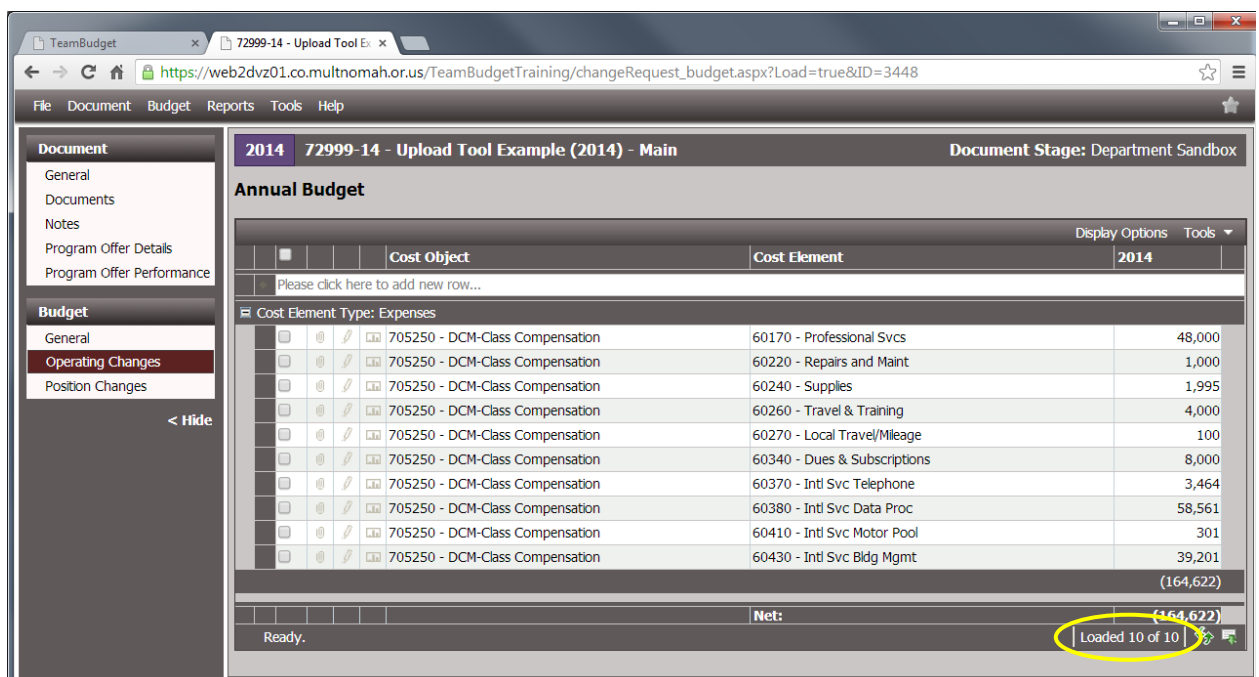Select "Import Spreadsheet"
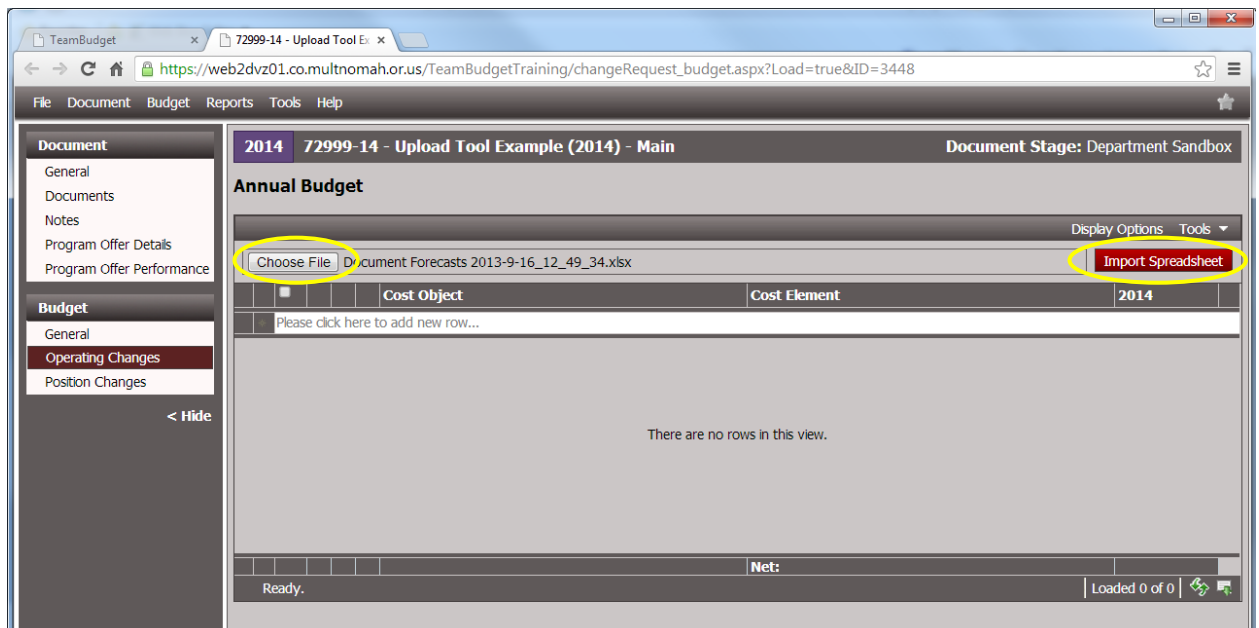
14. TeamBudget opens a window summarizing the changes you are about to make.
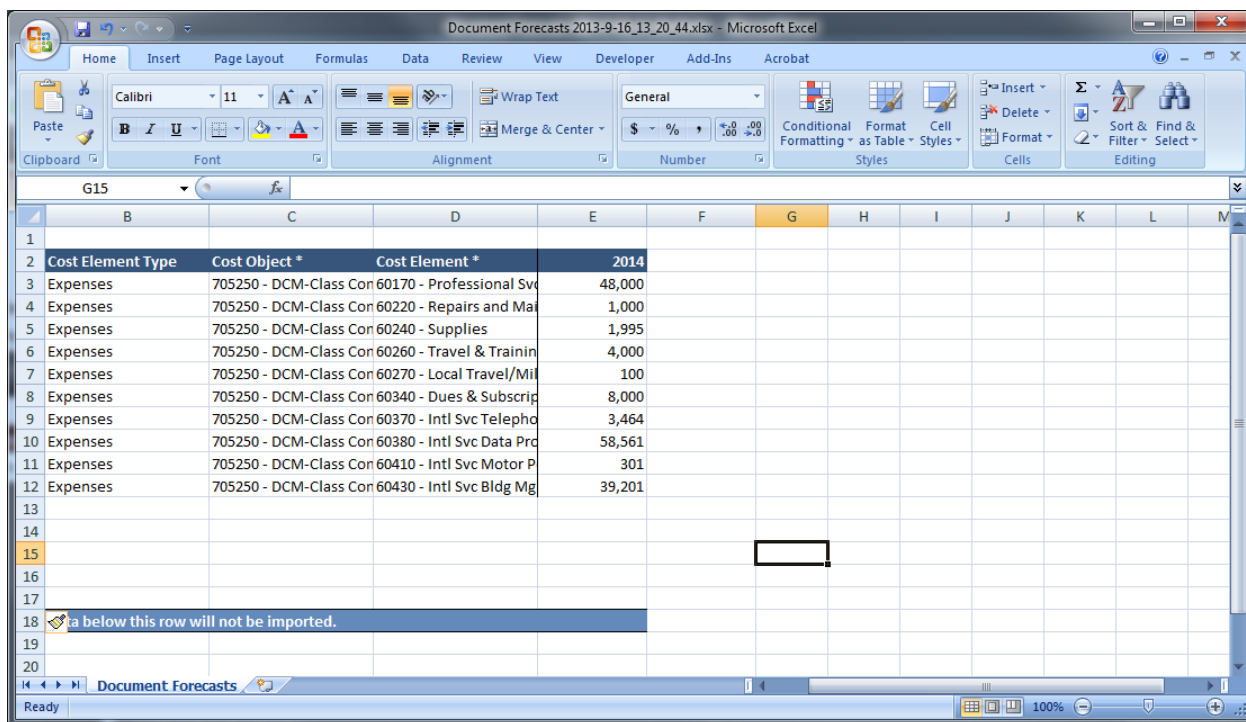
    Select "OK"

15. The data is uploaded to the document grid

Modifying a previously populated document via the Import/Export Tool

While the previous example started with a brand new unpopulated document (with no Revenues/Expenses or Positions yet added), data can also be uploaded to add, delete, or edit data. The following example shows how to add additional lines to the same program document we used in the example above (72999-14 Upload Tool Example).

1. Open the document you wish to modify

2. Export the spreadsheet

3. Open the spreadsheet

4. Insert blank lines below the existing data

NOTE: Be sure to INSERT rows in the spreadsheet prior to pasting the data. INSERT COPIED ROWS will not work because TeamBudget requires data in the hidden Column A to be present in each uploaded row. Also, be sure to paste only values (not formulas).

5. Paste the additional data in the spreadsheet

6. Validate the spreadsheet

   NOTE:
   You can turn off the Validation tool by selecting Add-Ins > Validate > Remove Validations which will allow you to type directly in to the spreadsheet. Once you have completed manually entering data, you can turn the Validation tool back on and validate the data by simply selecting Add-Ins > Validate > Validate Spreadsheet

7. Import the spreadsheet

8. TeamBudget appends the new data to the grid

<u>Change existing data</u>

In addition to adding lines as shown above, the same process can be used to delete or edit lines from a document.

To delete data from the grid, be sure to DELETE the entire row rather than merely removing the cell contents

NOTE:
You can turn off the Validation tool by selecting Add-Ins > Validate > Remove Validations which will allow you to type directly in to the spreadsheet. Once you have completed manually entering data, you can turn the Validation tool back on and validate the data by simply selecting Add-Ins > Validate > Validate Spreadsheet

Troubleshooting the Upload Helper Tool

Error Message: "*<data>* IS NOT VALID"
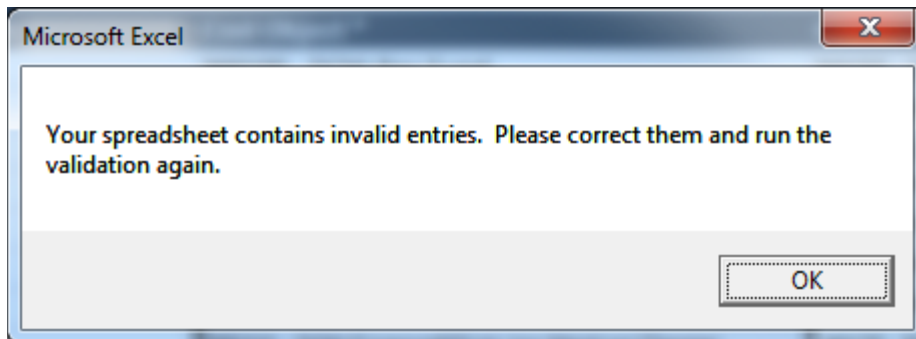
It means that the Upload Helper Tool could not validate the data in one or more of the cells in your spreadsheet. The un-recognized data will be identified in the spreadsheet in RED with the message "*<data>* IS NOT VALID" where "*<data>*" is the original unrecognized cell content.

Does not exist in SAP

The most common cause of this error is from a Cost Element, Cost Object, or Fund that does not exist in SAP and is therefore, not recognized by the Upload Helper Tool. In this case, contact your Budget Analyst to have the Cost Element, Cost Object, or Fund added to SAP.
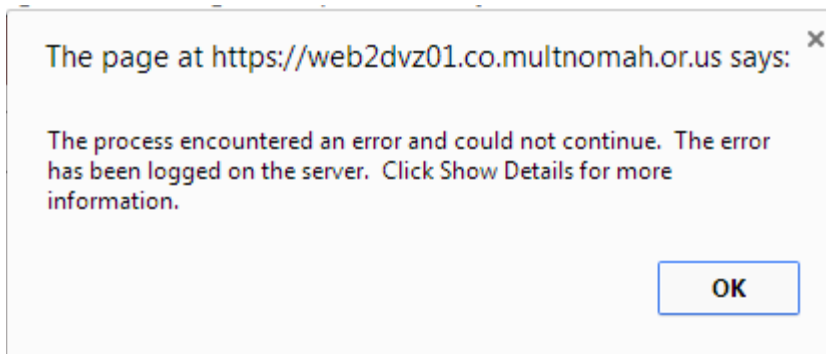

Typographical Errors

Extra or missing digits from a Cost Element (i.e. "71234<u>5</u>" or "71234_" instead of "71234")

Extra or missing characters in a WBS Element

The Upload Tool is case sensitive. For example, if you type in a WBS element with letters that are not capitalized when they are in SAP, you will get an error message.

Formulas rather than Values

Be sure to PASTE <u>VALUES</u> in to your spreadsheet and NOT formulas (i.e. "70001" is OK, "=70000+1" is NOT OK)

Reusing an exported spreadsheet

An exported spreadsheet can only be imported one time. If the spreadsheet fails to import, you can troubleshoot the invalid data and then try importing again.

Including numbers with decimal places

The Upload Tool will not allow you to upload numbers that include decimal places (e.g. $1,000.50). All numbers must be rounded.