Upload Budget Data and Download Budget Data

The Budget Upload/Download function on the budget page allows users to download budget files as spreadsheets and then create, edit, or delete the contained budget detail data in the spreadsheet file before uploading it back into ePlan. This allows users to do the following:

- Complete data entry faster,
- See large numbers of budget details at one time,
- Create custom reports from budget details using the Excel functions,
- Ask individuals to contribute to application budgets without ePlan access, which the LEA can upload directly into the Application, and
- Print the budget as an Excel file, including the ability to print filtered data, such as budget details for a specific school.

Any user who can view the budget page of the application can use the download budget function, including the public in the case of approved applications. Only users with the user role access that allows changes to the budget page may upload a file into the application. Uploads, like other budget changes, can only occur when the funding application is in an editable status (Such as *Draft* or *Revision Started*, or *Returned Not Approved*. The link is unavailable when the application is in a non-editable status.

Download Budget Data

From the *Budget* page, click the Download Budget Data file link. The downloadable *Budget Template* file, contains four sheets. Users may copy and paste information from the reference sheets into the *Budget Data* worksheet.

1. *Budget Data:* This worksheet contains the column headings and any budget detail information currently in the grant. On this sheet, users can create, update, or delete budget detail information.

2. *Available Budget Cells:* This reference sheet contains the list of allowable object/function combinations for the grant. Copy from this sheet to add Account and Line Item Numbers.

3. *Available Budget Tags:* This reference sheet contains the list of Budget Tag Groups, Budget Tag Names, and Budget Tag Codes for the grant. Copy information from the last column to add Budget tags to a line item.

4. *Available Organizations:* This reference sheet contains the list of organizational codes (i.e., LEA and school codes) for the grant. Copy information from this sheet to add Organization codes and names.

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Editing the Budget Data Worksheet:

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	EXAMPLE LEA (	1	50000	50000	Example Narrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA (	1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (	1	85000	85000	Example Narrative

⊘ *Do not make changes to the Item Key column.*

1. **Item Key** *(Required Column—Do Not Delete)*
   - This column contains ePlan's identification key for an existing budget detail. Each existing row contains the value assigned by ePlan to the budget detail. ***Do not edit or enter data in this column.***
   - When adding a new budget detail, leave this cell blank. ePlan assigns the row an item key when the file is uploaded into ePlan.

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	EXAMPLE LEA (	1	50000	50000	Example Narrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA (	1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (	1	85000	85000	Example Narrative

✎ *Enter in this column: "Update", "Create", Or "Delete"*

2. **Action** *(Required Column—Do Not Delete)*
   - This column identifies the action that ePlan makes to the budget detail row. Each cell in this column must have one of three possible values: Update, Delete, or Create.
   - The default value for existing budget details is ***Update***. An existing budget detail marked as update is included in the budget page in ePlan as it is written in the excel file. If there are changes, this action updates the budget detail with the information included in this file.
   - To delete an existing budget detail, change the value in this column to ***Delete***.
   NOTE: Removing the line from the excel document does not delete the line from the budget in ePlan.
   - To add a new budget detail, change the value in this column to ***Create***.

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	P=Ac		999	EXAMPLE LEA (	1	50000	50000	Example Narrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	P=Ed		999	EXAMPLE LEA (	1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	P=Ac		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	P=Ed		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	P=Ac		999	EXAMPLE LEA (	1	85000	85000	Example Narrative

↘ *Copy this information from the* *Available Budget Cells* *sheet*

3. **Account Number** *(Required Column—Do Not Delete)*
   - This column reflects the Account Number for each budget detail row and must reflect a number that appears in the "Account Number" column of the *Available Budget Cells* sheet.
   - Change the Account Number for an existing budget detail by changing the number in this column.
   - Users must include a value in this column for each new addition to the budget.

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4. Account Number Description *(Optional Column)*

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
- For ease of use, users may include the description for new budget detail rows by copying the Account Number Description for the selected account number from the *Available Budget Cells* sheet.

5. Line Item Number *(Required Column—Do Not Delete)*

- This column reflects the Line Item Number of each budget detail . It must reflect a number from the *Line Item Number* column of the *Available Budget Cells* sheet for the selected Account Number.
- If the Account Number column was changed, the user must also change the value in this column to be the accurate Line Item Number for the selected account number.
- Users must include the accurate Line Item Number for the selected account number for each new addition to the budget.

6. Line Item Number Description *(Optional Column)*

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
- For ease of use, users may include the description for new budget detail rows by copying the Account Number Description for the selected account number from the *Available Budget Cells* sheet.
  NOTE: The Object Code, Object Code Description, Function Code, and Function Code Description can be copied and pasted to the appropriate location in the Budget Data sheet at the same time.

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6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=E		999	EXAMPLE LEA (	1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (	1	85000	85000	Example Narrative

⬊ **Copy this information from the** *Available Budget Tags* **sheet**

7. Budget Tags *(Required Column—Do Not Delete)*

- Copy and paste the *Upload Text* for each budget tag from the *Available Budget Tags* sheet.
- Include all budget tags in the same cell. If there are multiple tags, separate the tags by a (:) (colon)
- If adding more than one tag in a single tag group, users can either:
  - Copy and paste the *Upload Text* for each tag (e.g.; A=ELS: A=HQIM: A=IA: A=CE)
  - *(optional)* Use one Tag Group code and separate the tag codes by a comma (e.g.; A=ELS, SP, IA, CE)

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
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6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
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6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (	1	85000	85000	Example Narrative

🚫 **No User Input Required**

8. Optional Program Code: *(optional column)*

- Disregard the optional program code for this application

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Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
6100526	Update	71100	Regular Instruction Program	163	Educational Assistants	SP=Ac		999	AMPLE LEA (	1	50000	50000	Example Narrative
6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA /	1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (	1	85000	85000	Example Narrative

↘ **Copy this information from the *Available Organizations* sheet**

9. Organization Code *(Required Column—Do Not Delete)*

- Each budget item must have a value in this column that identifies the organization (LEA or school) that will be served by the budget item. The value must match the *Organization Code* in the exact format as listed on the *Available Organizations* sheet. **NOTE:** Any organization codes beginning with 0 must be formatted as text in excel, or the leading 0 will be deleted in the upload and create an error. Copying from the *Available Organizations* tab will ensure that the format is correct.

10. Organization *(Optional Column)*

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
- For ease of use, Users may include the description for new budget detail rows by copying the Organization with the *Organization Code* from the *Available Organizations* sheet.

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
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6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100534	Delete	72130	Other Student Support	524	In-Service / Staff Development	SP=Ed		999	EXAMPLE LEA	1	2000	2000	Example Narrative
6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA	1	85000	85000	Example Narrative

✎ **Enter the unit quantity and cost into these columns**

11. Quantity *(Required Column—Do Not Delete)*

- Users must enter a value greater than zero (0) in this column in every budget detail row.
- Values in this column can be entered up to two decimal places.
- The value in this column will multiply the cost to produce the total dollar amount for the budget detail.

12. Cost *(Required Column—Do Not Delete)*

- Users must enter a value greater than zero (0) in this column in every budget detail row.
- Values in this column can be entered up to two decimal places.
- The total dollar amount for the budget detail is calculated by multiplying the value in the cost column by the value in the quantity column. ***No dollar sign ($) is required; Enter the amount as e.g.: "100.00".***

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⊘ *No user input required*

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13. Total *(Required Column—Do Not Delete)*

- This column is a system-generated field that multiplies the cost and the quantity. The data for an existing budget detail is displayed here for information purposes only. ePlan ignores any information entered into the Total column.

Item Key	Action	Account Number	Account Number Description	Line Item Number	Line Item Number Description	Budget Tags	Optional Program Code	Organization Code	Organization	Quantity	Cost	Total	Narrative Description
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6100530	Update	71100	Regular Instruction Program	207	Medical Insurance	SP=Ed		999	EXAMPLE LEA (	1	7500	7500	Example Narrative
6100533	Update	71100	Regular Instruction Program	429	Instructional Supplies Materials	SP=Ac		999	EXAMPLE LEA (	1	2000	2000	Example Narrative
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6100536	Create	72210	Support Services/Regular Instruction Program	189	Other Salaries Wages	SP=Ac		999	EXAMPLE LEA (	1	85000	85000	Example Narrative

✏️**Enter a Narrative Description of the Budget Line into this column**

14. Narrative Description *(Required Column—Do Not Delete)*

- ✏️**Enter a Narrative Description of the Budget Line into this column**
- Users must enter a narrative description explaining how the funds will be spent. Each narrative has a 2000 character limit
- Press Alt+Enter (Windows) or Ctrl+Option+Enter (Mac) to create line breaks in the text.

Upload Budget Data

- On the Budget Page, click the ***Upload Budget Data*** link. When the *Create Grant Budget Upload* page loads, click the *Select* button to open the file browser. Select the correct file and click *open*. Click **Create** to upload the file.
- If one or more cells in a required column are empty in the upload file ePlan generates an error message indicating which rows are missing data. Correct the discrepancy in the excel file and then click the select button to select and upload the corrected file.

Row 2 is missing data.
Row 3 is missing data.

Please select a file to upload.
Upload Data File: [   ] Select
Create Cancel

After the user uploads the file, ePlan displays the Grant Budget Upload screen.

- Click **View Messages** to check for validation errors in the file. Errors prevent the file from processing.
- If necessary, resolve any errors in the excel file, then click **Upload Data File** to upload a new file – replacing the current upload.

From this page, users can also:

- Click **View Data File** to download and view the current Budget File, or
- Click **Delete Grant Budget Upload** to delete the new Budget File without making the file changes.

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Grant Budget Upload

SAMPLE (SMPL) Public District - FY 2022 - Consolidated - Rev 0 - Title I-A

Process Grant Budget Upload

Delete Grant Budget Upload

Grant Budget Upload Functions	Description
View Messages	View any issues with the upload file.
Preview Changes	View the changes that will be made once the file has been processed.
Upload Data File	Upload a new file to replace the current one.
View Data File	View the current file.

- At the top of the page, click the ***Process Grant Budget Upload*** link to finalize the upload and make the file changes to the application's budget. ***NOTE:*** The existing budget upload must be processed before another upload can be started. The _Budget_ page will display a *View Budget Upload* link if a budget file has been uploaded but not process. Users can click *Delete Grant Budget Upload* to delete the upload without processing it. No changes will be made to the budget in ePlan.

Other Tips for Using the Budget Template:

- Always begin with the most current budget file by downloading a new Budget File each time.
- Users may rearrange Columns in the template, but it is critical that the ***text of the column heading remains exactly as it was downloaded.***
- Do not delete columns marked in this guide as required.
- Additional columns may be added after column N. These columns are ignored by ePlan in the upload process. For example, users may add columns for reference notes to the file. The data in the additional columns will not affect the budget detail in the upload process.
- Required columns ***cannot*** have blank cells in a budget detail row.
- Rows for budget details that have no changes can be hidden or deleted from the budget template file if desired. ePlan does not make any changes to the budget from rows marked with the Update action, if there were no changes in the row.
- While an entire budget can be uploaded at once, it is also possible to upload only one or a group of budget details.
- To provide a user with a blank upload file, download the budget file before any budget details are created in ePlan or download the budget file, then delete all the rows except the top row containing column headings. LEAs may use this function to provide an empty spreadsheet to individual schools to allow the school to create the school-specific budget, which LEAs may then upload into the application.

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