

# Departmental Financial Planning Spreadsheet Upload Quick Reference

## I. Type your data into a spreadsheet file using the following format:

	Cost Object A	FY 1 B	FY 2 C
1	1670800	07/01/2001	07/01/2002
2		06/30/2002	06/30/2003
3	400025	250	2575
4	400770	1000	1030
5	600108	10927	11250
6	490200	2445	2518
7	400350	4000	4500

Start Dates  
End Dates  
Plan Amounts  
G/L Account

**Note:** Do not type in the column letters or row numbers. They are shown for clarity only.

Col	Rows	Description	Rules
A	1	Cost object (7 digits)	Enter the cost center, internal order, or WBS element. <b>Note:</b> You can enter only one cost object per spreadsheet.
	2	Leave blank.	
	3-7	G/L account (6 digits)	Type in the G/L account / cost element.
B	1	Start date (mm/dd/yyyy)	Enter the beginning fiscal month, day, and year. Must be within the begin and end dates of the cost object. You can use a two-digit year such as 00.
	2	End date (mm/dd/yy)	Enter the fiscal month, day, and year. Same rules as for Start date.
	3-7	Amount	Enter the plan amount for each G/L account. Format as follows: <ul style="list-style-type: none"> <li>No plus signs (+), minus signs (-), or dollar signs (\$)</li> <li>Commas and decimal points are optional.</li> <li>Each amount must line up with the G/L account listed in Col. A.</li> </ul>
C		Next fiscal year (optional)	Enter plans for the next fiscal year if desired. Use the same format as in Col. B. You can enter additional years in Cols. D and E.


## II. Save your file as type: DIF (Data Interchange Format).

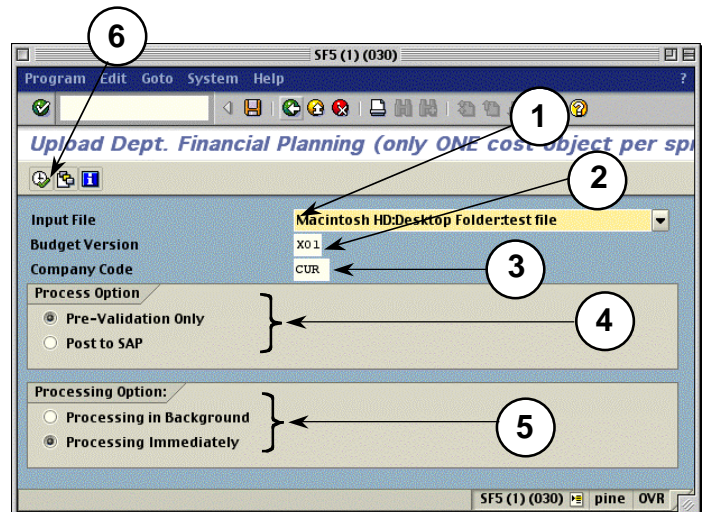
## III. Upload your file in SAP.

From the SAP User Menu screen follow the navigation path or use the transaction code below:

Navigation path: **User Menu** → **Role ZMIT** → **Planning/Budgeting** → **Create/Change Plan** → **Spreadsheet Upload**

Transaction code: /nzpup

- Type in your file name or use the Matchcode button (PC: ) to find it.
- Enter your plan version. Do NOT use plan version 0, the Institute budget.
- Select the appropriate company code from the Matchcode list.
- Choose **Pre-validation Only** if you want to check the file for errors but *not* post the transactions to SAP yet. Select **Post to SAP** to check the file for errors first, and if error-free post the transactions to SAP.
- Choose **Processing in Background** for files over 100 lines. Run a background job in the SAP Production-3 or Production-Batch environments. **Processing Immediately** is for files 100 lines or less (recommended option).
- Click the Execute button.



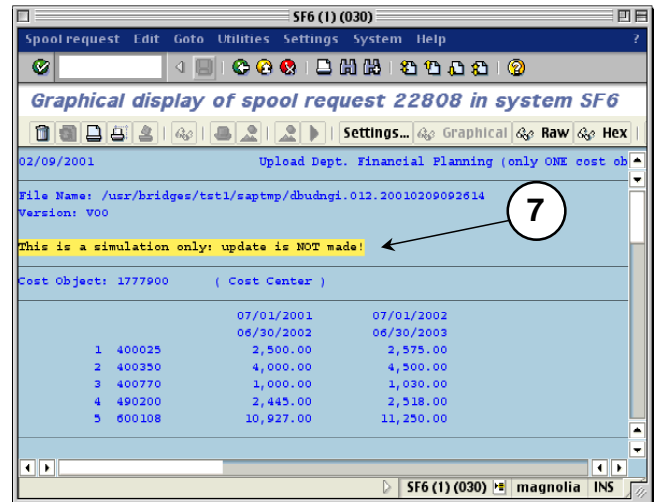
#### IV. Check the results of the upload.

If you chose *Processing Immediately*:

- The results of the upload appear immediately on your screen.

For **Pre-validation only**, there is a message that the update is NOT made. For **Post to SAP** a message at the bottom of the screen reads "Update is successful." If errors are found, correct them in the spreadsheet and redo the upload.

- If no errors are found and you chose **Pre-validation only**, redo the upload and choose **Post to SAP** in Step 4. If errors are found, correct them in the spreadsheet and redo the upload.

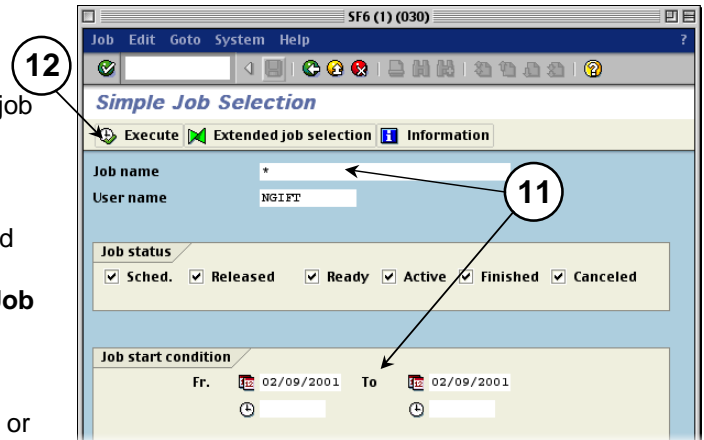


If you chose *Processing in the Background*:

- The Information dialogue box displays the background job number. Write down the job number. Click the Enter button

- To see the results of your upload, check the background job after executing it. Follow the menu path: **System>>Services>>Jobs>>Job overview**.

- The "Simple Job Selection" screen appears. Type the job number from Step 9 in the Job name field, or leave the asterisk (\*) to list all your jobs. Make sure the date range in the Job start condition area includes the date of your job.



- Click the Execute button.

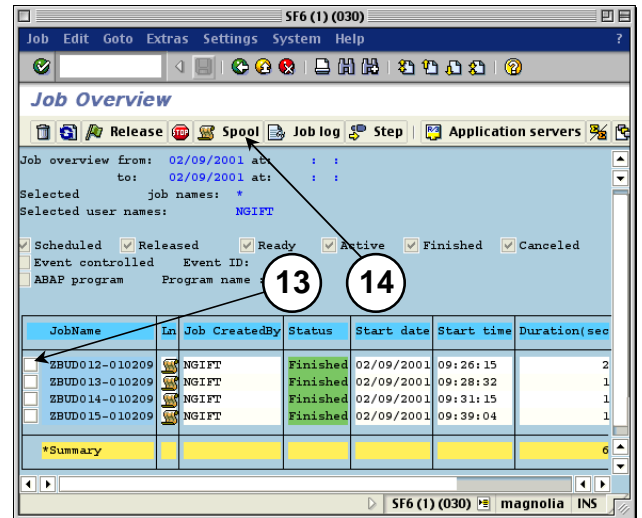
- The "Job Overview" screen appears. When the job is finished, click the selection box next to the job name.

- Click the Spool List button

- The "Output controller..." screen is displayed. Click the selection box next to the spool number.

- Click the Display button.

- The "Spool: Requests" screen displays your job results. Scroll down to see all of the job results.



For **Pre-validation only**, redo the upload and choose **Post to SAP** in Step 4. If errors are found, correct them in the spreadsheet and redo the upload.

