Escape: Import Budget Data from an Import Template

Step 1 – Create an Import File Using the Budget Import Template

To create a budget import file use the Budget Import Template located in Escape under Online Resources > Templates. Do not change the formatting of the template. Escape requires that there be at least two lines in each import file. Only those accounts listed in the import file will be updated in the budget model. Do not leave blank lines in the template.

There are three required columns in the template: OrgID, Account Number, and Account Amount.

You may include salary account lines (objects 1000-2999) in the template and by copying the amount you enter in the Account Amount column into the relevant Medicare Gross, OASDI Gross, SUI Gross, STRS Gross and PERS Gross columns, the system will calculate the amounts to budget for you and include them in your model.

Additional information about each column of the template can be found in the Import Budget Records chapter of the User Guide found in Escape under Help > Finance > Budget User Guide.

Once you have completed the template, delete the first three rows (the header and two example rows) from the template. Select Save As and save the file in a CSV (Comma delimited)(*.csv) type. Name the file. **The file name cannot contain periods** or be longer than 60 characters. Take note of where the file is saved so that you are able to navigate back to it. Select Save. Close the file.

Step 2 – Import the Template File Created into Escape

To import the template file you created, you must perform a "change" to the budget model:

- In Escape, click on Finance > Budget > Budget Management.
- Open the desired budget model that you want to change. Select the fiscal year, then select Go. Open the model to which you will be importing data.
- Select Perform Change from the Task menu. A dialog box will be displayed for defining the change.
- Enter a comment – this will be displayed in the list of changes performed for reference.
- To import the template file, in the Type Field, choose Import Data from External File – Code 05.
- Use the Browse button to specify the file name and location of the import template you completed. The file should be located under Network > Client > C$ > Users > your name > the file name.
- Use the lookup to define how you want to Replace Budget Items:

CAUTION: MAKE YOUR SELECTION CAREFULLY. CONTACT YOUR DFA IF YOU HAVE ANY QUESTIONS.

  - **Code 0** – Don't Replace. Items in the source import template are appended or added to the current model. No budget line items are deleted or replaced from the current model. This is the default. **Warning**: If you select this Code, you are ***adding*** to any existing budget lines that you may have imported into this specific model earlier. You ***are not replacing*** any amounts.

  - Code 1 – Replace All Item Types. Account lines that are in the import file that are already in your budget model are deleted from the current model and replaced with the account amounts that are in your template. **Zero amounts will replace items in the current model if the account matches.**

  - Code 2 – Replace Same Item Types. Only account amounts with the same budget line item type are replaced. **Zero amounts will replace items in the current model if the account and budget type match**.

- Budget line items fall into five types:
  - M - salary account generated manually, (i.e., from a template)
  - B - benefit account generated manually
  - O - non-salary account objects 4000-8999
  - S - salary account generated through Escape HR
  - V - vacancy salary or benefit amount generated through Escape HR.
    - Click Go to import the data.
    - Answer yes to the dialog box that lists the number of accounts that will be affected.