# IMPORTING & EXPORTING DATA

This guide will cover how to:

- Import data.
- Export data.

## EXPORT DATA

Click the **Download** icon on the toolbar in any sheet. Two options are available.

Select **Download**.



The data will be exported as an Excel file. This option separates the ChartField into code and description columns. The downloaded data includes everything in the sheet even if the columns are hidden.



Or select **Printable View**. The downloaded data will show as how the screen looks like in Budget Planner. The hidden columns will not be included.



✍ **Best practice: always export data and save a copy before you import data into Adaptive.**

You can make changes on this downloaded file. However, at this point, we don't recommend you import directly from this updated file to UF Budget Planner. Please download a template (see option 1 of import data for more instructions on downloading the template). Copy the changes you made in this file to the template and import back to UF Budget Planner.

IMPORT DATA

There are two ways to import the data into the sheet.

**Option 1:** you can download a template from the Import Data Menu or download the pre-formatted template in Adaptive (Reports-Shared-101 Pre-Formatted Import Template), add data in the template or copy the data you made in excel, then import the data to the sheet through Import Data Menu.

**Option 2:** Use Copy and Paste
Before we dive into the details, let's review the import data menu selections and options.

**Introduction to Import Data Menu**
Click the Blue **W** icon in the upper left corner of your home screen.

You will see a navigation menu that includes multiple access areas within UF Budget Planner. Click the **arrow** next to Integration to open the Integration Management submenu.
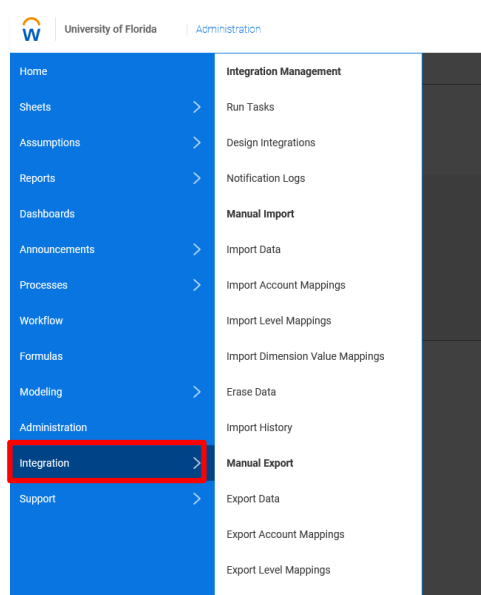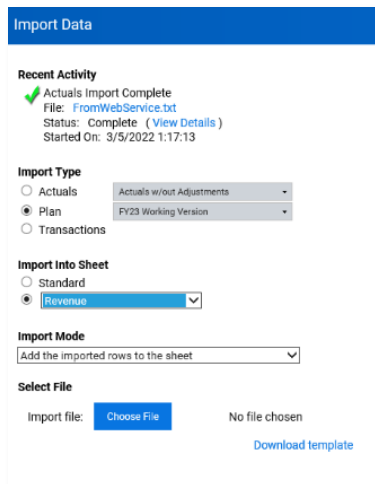
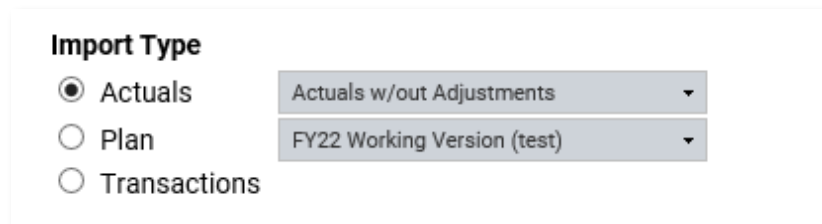Click the **Import Data** menu item.
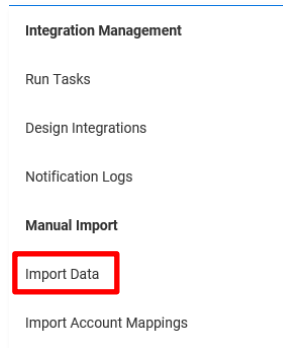


The Import Data interface lets you select import type, destination, and source.

- **Import Type** is determined by the version the data imports into: actuals, plan, or transactions.
- **Import Into Sheet** is determined by the type of sheet.
- **Import Mode** is not available for a standard sheet.



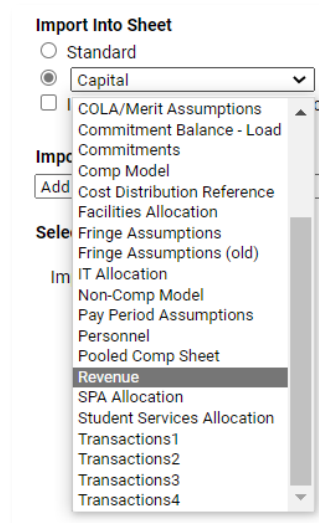In the Import Type section, the options are: Actuals, Plan, or Transactions.



For updating budgeting data, select "Plan". Then select the correct version on the right. This is the version you plan to import data to. For FY23 all funds budget cycle, select FY23 Original Budget.

In the Import Into Sheet section, select the type of sheet you are importing into, which is either Standard, or a specific sheet from the drop-down menu. The available sheets are determined by the users' security roles.

**Import Into Sheet**
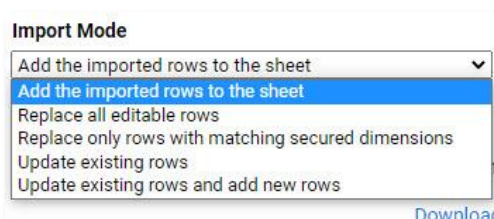○ Standard
● Revenue ▼

For all funds budget cycle, click on the second radio button, select the proper sheet you plan to import data to. In the screenshot below, Revenue sheet is selected. You can find Comp model for comp sheet, Pooled Comp Sheet and Non-Comp Model in the dropdown.

**Import Into Sheet**
○ Standard
● Capital ▼

COLA/Merit Assumptions
Commitment Balance - Load
Commitments
Comp Model
Cost Distribution Reference
Facilities Allocation
Fringe Assumptions
Fringe Assumptions (old)
IT Allocation
Non-Comp Model
Pay Period Assumptions
Personnel
Pooled Comp Sheet
Revenue
SPA Allocation
Student Services Allocation
Transactions1
Transactions2
Transactions3
Transactions4

In the Import Mode dropdown, the following options are available:

- *Add the imported rows to the sheet:* Adds imported rows and leaves existing rows untouched. **We recommend that you use this option.**
- *Replace only rows with matching secured dimensions*: Replaces all existing rows that match the level or any secured custom dimension. If matches aren't found, add rows. **This is not recommend.**
- *Update existing rows*: Updates specific data in existing rows that match the Import Key. Not available for sheets with Allow Splits selected. **This option is not designed for All Funds Budget process.**
- *Update existing rows and add new rows*: Updates specific data in existing rows that match the Import Key. If matches aren't found, rows are added. Not available for sheets with Allow Splits selected. **This option is not designed for the All Funds Budget process.**

**Import Mode**
Add the imported rows to the sheet ▼
Add the imported rows to the sheet
Replace all editable rows
Replace only rows with matching secured dimensions
Update existing rows
Update existing rows and add new rows

Download

When you click the **Download template** link, a blank template will be downloaded to your computer for the import type and sheet you selected.
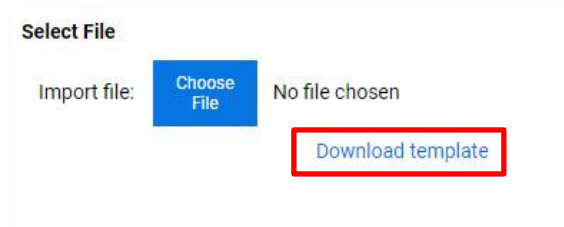


OPTIONS TO IMPORT DATA

**Option 1: Download Template from Import Data or Use pre-formatted Template**

You will use a new, blank template when importing new data, *or* go to Adaptive( Reports-Shared-101 Pre-Formatted Import Template) and download a pre-formatted template

Below is an example that we will Import Revenue data into the Revenue Sheet by using template downloaded from Import Data.

Select FY23 Original Budget from Plan drop-down menu for Import Type (The screen shot is taken during the time that FY23 Original Budget is locked. Select FY23 Original Budget UAT instead of it);

Select Revenue for Import Into Sheet;

Select Add the imported rows to the sheet;

Click Download Template

Your Import Into Sheet choice generates an import template spreadsheet. The columns you need to fill out in a spreadsheet template vary based on the sheet type you are importing. Read the instructions on the first tab of the download template for details. We are going to import data for Revenue. The downloaded template is structured for revenue. Click the **Revenue tab**.

The importing process is based on Codes, not Names, so in the Revenue tab, delete all Name columns, leaving only the Code columns so that the template looks more condensed. (Please note that the screenshot below does not include all Name columns because the sheet is wider than the screenshot is.) You can leave the Name columns in the template but you don't have to input data there.

| Dept ID Code | Funds Name | Funds Code | Required Accounts Name | Accounts Code | Program Name | Program Co | Dept Flex Name | Dept Flex Cod | Source of Funds Nam | ce of Funds | Budget Reference Name | udget Reference Cod | 06/2022 | 07/2022 | 08/2022 | 09/2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

After cleaning up, the template would look like this (only Code columns):

| Dept ID Code | Funds Code | Required Accounts Code | Program Code | Dept Flex Code | ource of Funds Co | dget Reference Co | Project Code | CRIS Code | Business Unit Code | Tuition – State Type Code | Tuition – Student Type Code | Notes | 07/2021 | 08/2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Enter your data in the template. Dept ID, Funds, Accounts and Program are required fields.

| Dept ID Code | Funds Code | Required Accounts Code | Program Code | Dept Flex Code | ource of Funds Co | dget Reference Co | 04/2022 | 05/2022 | 06/2022 | 07/2022 | 08/2022 | 09/2022 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 21020100 | 171 | 420000 | 6100 | | UF Foundation | CRRNT | | | | 1000 | | |
| | | | | | | | | | | | | |

In the UF Budget Planner's Import Data page, click **Choose File** and import the spreadsheet.

Make sure the other selections are the same as the ones you made when you download the template (Please select FY23 Original Budget instead of FY23 Original Budget UAT).

**Import Type**
- ○ Actuals     Actuals w/out Adjustments ▾
- ⦿ Plan     FY23 Original Budget UAT ▾
- ○ Transactions

**Import Into Sheet**
- ○ Standard
- ⦿ Revenue ▾
- ☐ Import without Code and Name columns for display names.

**Import Mode**
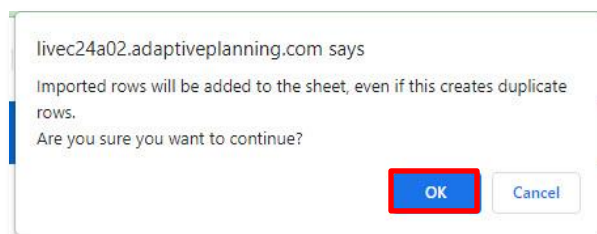Add the imported rows to the sheet ▾

**Select File**

Import file:   [ Choose File ]    No file chosen

Download template

The import process requires a mapping match for all dimensions, accounts, and levels. First, UF Budget Planner attempts to match dimension values. Click **Ok**.

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Imported rows will be added to the sheet, even if this creates duplicate rows.
Are you sure you want to continue?

[ OK ]   Cancel

Next, UF Budget Planner attempts to match accounts. Click **Continue**.

Last, UF Budget Planner attempts to match level. Click **Import Plan Data**.



A page will appear alerting you to a successful or failed import. If successful, the following page will display:

Navigate to **Sheets/Revenue** and the newly imported data shows on the sheet.



Please be aware that the records are added to the sheet. The existing records remain in the sheet. If there are duplications, you need to manually delete them.

Note: Since we are importing data into the FY23 Revenue sheet, make sure the amount is entered in the time range of FY23 in the template, otherwise you will get an error message.

This is an example of the error message you will receive if data is entered in the FY22 period:



Clicking the **View Error in Excel** link will show you the details:

**Option 2: Use Copy and Paste**

Go to the Revenue sheet, click the **Download** icon, then select **Printable View** option in the dropdown. A copy of the sheet will be downloaded to your computer as an Excel spreadsheet.
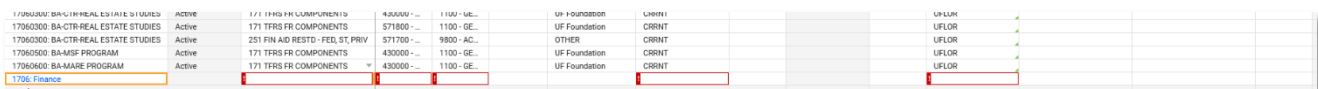


The downloaded copy will show exactly what will see in the sheet. You will not see the columns in the downloaded file if these columns have been hidden from the sheet.



Update any fields that you need to change and enter the amount in column of FY2023. In this example, fund, accounts, and program code are changed for the first line. Notes are added to all the lines. Amounts are entered in column FY2023.



Go back to the Revenue sheet, add a new row.



Select all the fields except amount columns for FY2022 and FY2023 from the template, then copy the data into the row that just added. **You only need to add one row to the sheet even though you are importing multiple rows of data. All the data will be copied to the sheet.**



Then copy the amount to the sheet for FY2023. Click Save.

Note: If you copy all the data in the template including the amount columns to the Revenue sheet, the amount will not be pasted over. Therefore, we recommend that the users copy other data first, then copy the amount again.

## BEST PRACTICE:

- Make sure you select the right version when you select Plan as Import Type.
- Make sure you select the right sheets for Import Into Sheet because it affects the template you will download.
- Make sure the data is in the right columns when you copy data from the other source to the template because the template has all of the required fields at the beginning.

## FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
The University Budget Office
352-392-2402
University Budget Office