

WALKER GENERAL LEDGER (GL) EXTRACT INSTRUCTIONS

Electronic submissions (See: Guidelines for Electronic Submissions) can be created through the use of Walker GL Extracts. The data can be downloaded from the Walker system to your personal computer or Macintosh.

From the UIS Galaxy screen execute either **BD32**(Income) or **BD30**(Expense) Budget Worksheet Extract Command. For Example:

```

TITLE : BD30 - EXPENSE BUDGET WORKSHEET EXTRACT   BUDBA2
FUNCTION: BD30
=====
UNIT      :    _
DEPARTMENT :    _ TO    _
FISCAL YEAR : 2007
FILE ID   : SO.USER.BUDBA2.  _
    
```

- 1) Only one unit is allowed per extract.
- 2) Select a range of departments.
- 3) Fiscal Year is preformatted.
- 4) File ID will be the name of your extract. The file extension is preformatted and requires you to enter only a unique 4 to 8 character file name. The first character of the file name must be alphabetic.
- 5) Execute the extract using the **Enter Key**. A confirmation of your request will appear on the screen. It is recommended to print this screen for later reference. Press **Enter** again and then **Exit**.

The Budget Worksheet Extract request will normally be completed by the next day; however, it may take up to 72 hours. To verify that the extract file was created, log on to UIS Production Time Sharing Option Environment (TSOP). At the TSOP READY prompt type **LISTDS 'SO.USER.userid.filename'** using single quotes before and after the file ID. This listing will inform you whether or not the file was created. If you are using the FTP file transfer mechanism, you should issue a Change Directory command to change the active directory to 'SO.USER.userid' to view the desired filename.

Once it is determined that the extract file has been created, you may download the file to your personal computer via your mainframe connection software. You must have appropriate software installed on your computer in order to initiate the file transfer download process. The UIS Distributed Computing Services Group is available to assist you in connecting your PC/MAC system to the UIS mainframe. DCS will provide you with appropriate software recommendations and assist you with the budget information download as necessary. If you need assistance please call the DCS message line at 3-4868.

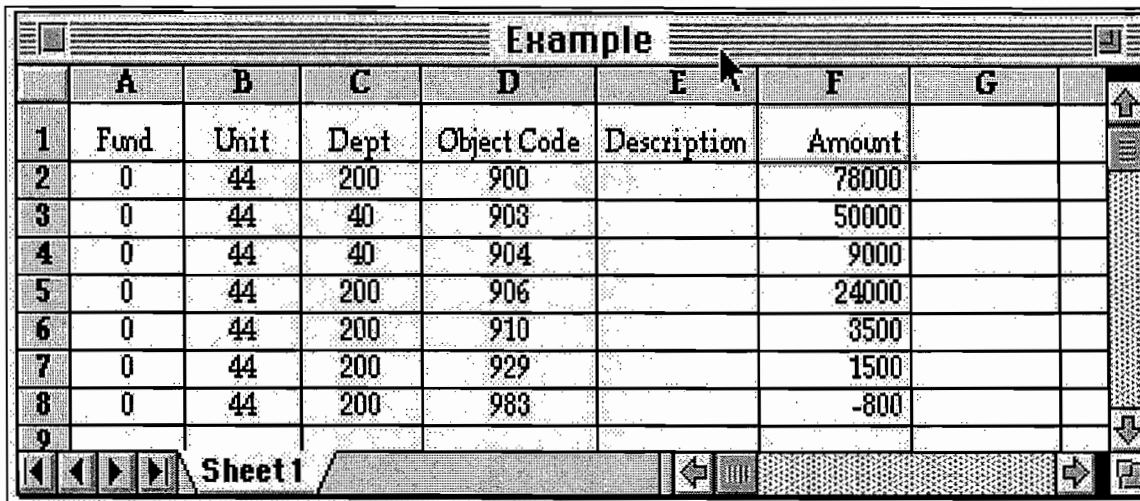
The downloaded Budget Worksheet Extract file is a Comma Separated Value text file. After opening this file with your spreadsheet software, save it as a normal spreadsheet file. This will allow you to save any formula or formatting changes you will have made to the file. An example of the extract file follows:

OBJECT	DESCRIPTION	BUDGET SPECIFIC	BUDGET 2/28/2009	ACTUALS 2/28/2009	FINAL BUDGET	FINAL ACTUALS
900	INSTR. & RES. FULL-TIME		55033	36467	53133	53133
901	INSTR. & RES. PART-TIME & SUPP		134000	107568	134000	143516
902	INSTR. & RES. STUDENT		191000	120925	120000	126061
903	I & R SALARIES		380033	264960	307133	322710
904	ADMINISTRATION - FULL-TIME		539850	367099	585800	548037
904	ADMINISTRATION PART-TIME & SUP		6805		460	1600
905	SUPPORT STAFF - FULL-TIME		316919	214622	310660	288661

Note: In this example the column widths have already been changed to best fit.

GUIDELINES FOR ELECTRONIC FY-2010 STAGE II SUBMISSIONS

Electronic submission consists of a unit submitting the specified income and expense budgets on a file attached to an e-mail, CD, or 3 1/2 inch disc (Mac or PC) in the **specific format** that allows the information to be uploaded directly to the Walker system. The required format is:



	A	B	C	D	E	F	G
1	Fund	Unit	Dept	Object Code	Description	Amount	
2	0	44	200	900		78000	
3	0	44	40	903		50000	
4	0	44	40	904		9000	
5	0	44	200	906		24000	
6	0	44	200	910		3500	
7	0	44	200	929		1500	
8	0	44	200	983		-800	
9							

Note: Each row includes the unit, department, object code and amount. The field for "Fund" (Col. A) will always be zero and the field for "Description" (Col. E) can be blank.

This spreadsheet can be created from several different sources as follows:

1. **From Existing Electronic Spreadsheets.** If your data is kept on an Excel or Lotus spreadsheet, it can be edited into the above form.
2. **From Databases.** If your data is on a database program, it can be extracted to a spreadsheet for your manipulation before submission, or you may submit your extract as a comma or tab separated value file in the above format.
3. **From Walker GL Extracts.** The data can be downloaded from the Walker system. Two Galaxy functions have been created to extract the required information. BD32 allows you to extract the income portion of your budget. BD30 allows you to extract expense (See: Walker General Ledger (GL) Extract Instructions).
4. **From Ad-hoc Spreadsheets.** Ad-hoc spreadsheets can be created in the above format.

Your electronic **submission** should adhere to the following **guidelines**:

- Separate files for Income & Expense
- Full dollar amounts (No Cents)
- No hidden rows or columns
- Income amounts are credits (- sign)
- One worksheet per file if using workbooks
- No duplicate Unit/Dept./O.C. sequences
- Numeric Format: General (no commas)
- Adhere to Stage II Specification Guidelines

The typical submissions will be done on a Macintosh or PC using either Microsoft Excel or Lotus spreadsheet packages. If you are using something other than these, please contact your budget analyst to determine if the Budget Office can read your electronic information.

If you have any questions regarding the electronic submission process, please call your budget analyst at extension 3-4330.