

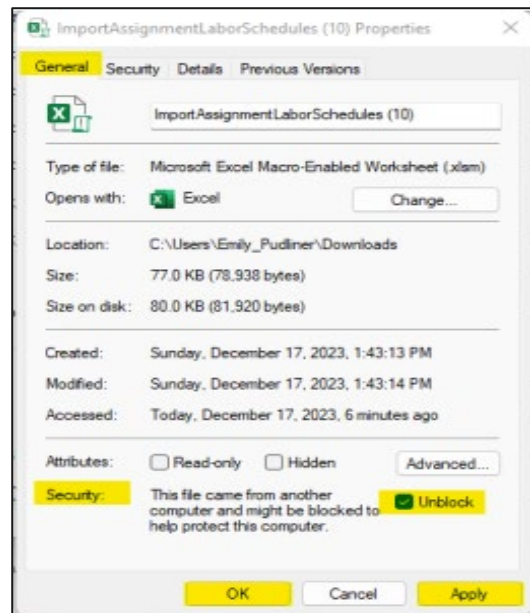
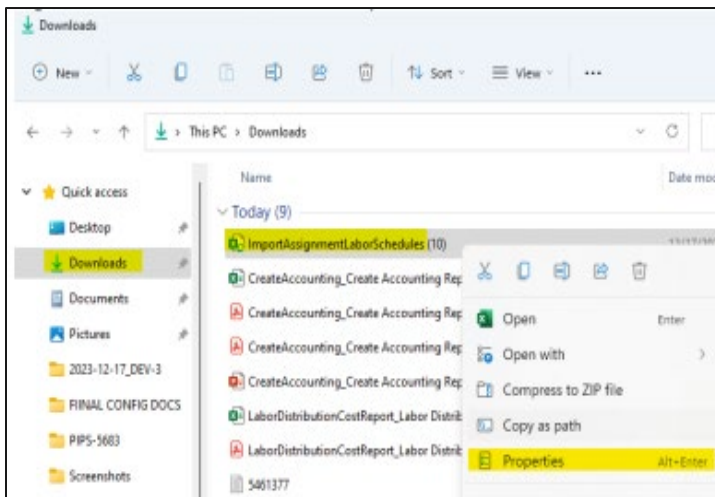
Labor Distribution: Import Assignment Labor Schedule Using the FBDI tool

Overview

- This job aid explains how to import multiple assignment labor schedules using the File Base Data Import (FBDI) tool, including how to prepare the import template, generate the CSV file, and run the Scheduled Process to import the LD Costing information.
- At this time, the FBDI is ONLY approved for Student Employment uploads.
- FBDI should NOT be used to upload any LD transactions which include costing to a Sponsored Project.

I. Labor Schedule Import Template

1. Open the [ImportAssignmentLaborSchedules.xlsm](#) and click **Download File**.
 - Some browser settings will automatically prompt the user to save the file.
 - Select a location on your computer.
2. Navigate where the downloaded template is saved to enable editing. Right-click on the file name and select **Properties**. Check on the **Unblock** box, click **Apply**, and then **OK**.



Note: Save the enabled template for future use to avoid enabling the macro each time the schedule import is needed. Use the link above every 2-3 months to ensure the template is current with any Oracle updates.

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- Open the saved template. Click **Enable Content**.



- The first tab contains instructions on how to prepare the file. Navigate to the second tab, **Labor Schedule**, to enter the data directly or copy and paste from another worksheet.
- Complete the following **required** columns as follows:

- Labor Schedule Name:** The format for the assignment line is “Name – Assignment #”. For ICP, it is “Name – Assignment # - Element name”.

*Labor Schedule Name
Lisa Plemons - E31239
Sarah Varga - E1000127507 - Overload Faculty

- Schedule Type Code:** For the assignment line, this cell is left **blank**. For ICP, enter **ASE**.

*Labor Schedule Name	Schedule Type Code
Lisa Plemons - E31239	
Sarah Varga - E1000127507 - Overload Faculty	ASE

- Person Number:** Enter the Ignite Person Number. Alternatively, the person’s name and email address columns can be used, but the Person Number is preferred.
- Assignment Number:** Enter the assignment number. Alternatively, an assignment name can be used.
- Pay Element Name:** Enter the element only when the Schedule Type Code is ASE.

*Labor Schedule Name	Schedule Type Code	Person Number	Assignment Number	Pay Element Name
Lisa Plemons - E31239		31239	E31239	
Sarah Varga - E1000127507 - Overload Faculty	ASE	1000127507	E1000127507	Overload Faculty

- Pay Element Legislative Data Group Name:** Enter **US Legislative Data Group**, only when the Schedule Type Code is ASE.

*Labor Schedule Name	Schedule Type Code	Person Number	Assignment Number	Pay Element Name	Pay Element Legislative Data Group Name
Lisa Plemons - E31239		31239	E31239		
Sarah Varga - E1000127507 - Overload Faculty	ASE	1000127507	E1000127507	Overload Faculty	US Legislative Data Group

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- **Version Name:** The format is “Pre-fix - Entry Date - First letter of First name and full Last name”. Refer to the [LD Schedule Version Name QRG](#) for a list of version name prefixes.
- **Batch Name:** Enter a batch name. The name can be simply **LDBatch_Import date**.
- **Version Start and End date:** These are the costing start and end dates. The format must be yyyy/mm/dd.

*Version Start Date	*Version End Date
2024/06/01	2024/12/31
2024/03/01	2024/05/31

- **Version Status:** There are three valid values for version status: New, Active, or Inactive.
 - **New:** This is the default status if left blank. Costing lines with a “New” status must be updated to “Active” once the import is complete to initiate the approval workflow.
 - **Active:** If the costing line has “Active” status, the labor version import will bypass the approval workflow and is directly applied to the module.
 - **Inactive:** This status is rarely used. If a labor version is imported with “Inactive” status, it remains that way until the status is updated to “Active” manually.
- **Distribution:** Since the FBDI tool is **not** available for Sponsored Project entries, users will only enter the COA string under the Distribution GL Account column.

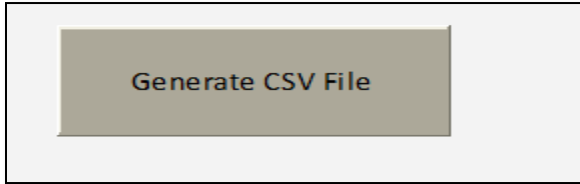
Distribution GL Account
320-32220-100-1000000-91080-101-0000-00000-00000

- **Distribution Line Percentage:** Enter the percentage allocation.

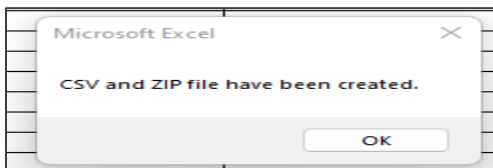
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II. Generate CSV File

1. After all labor schedules are entered, go to the **Instructions tab** of the same worksheet and click on **Generate CSV File**.



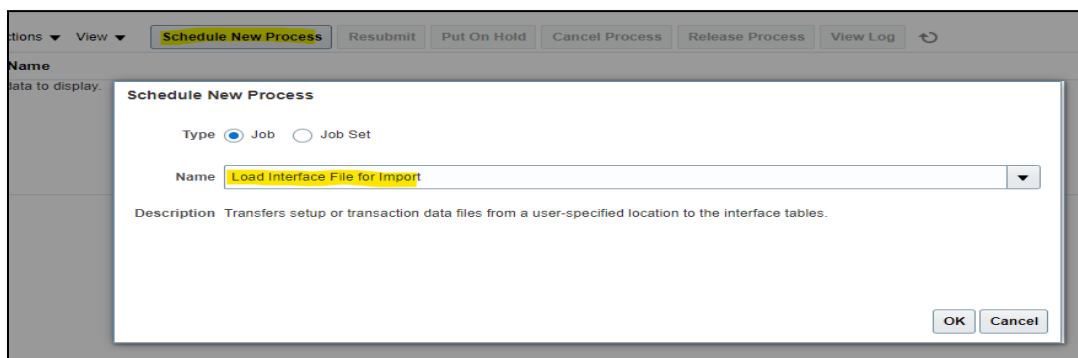
2. Save the **Zip File**. Add a date at the end of the file name to easily identify the file. A message box appears once the CSV and zip file are created.



III. Load Interface File for Import

This process loads the data into the interface table for the Import Assignment Labor Schedule process.

1. Login to Ignite and navigate to **Tools > Scheduled Process > Schedule New Process > Search "Load Interface File for Import"** and click **OK**.



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- A new window opens.
 - Select **Import Assignment Labor Schedules** from the Import Process menu.
 - For the Data file, select the **CSV file** created in Step II.
 - Click **Submit**.

Process Details

This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name Load Interface File for Import

Description Transfers setup or transaction data files from ... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* Import Process Import Assignment Labor Schedules

* Data File LaborSchedulesInterface.csv

File Name	Path	File Type	Date
LaborSchedulesInterface.csv	prj\$/projectCosting\$/import\$	LaborSchedulesInterfac...	2023-12-
LaborSchedulesInterface (1).csv	prj\$/projectCosting\$/import\$	LaborSchedulesinterfac...	2023-12-
PjcPayrollCostsInterface_2023...	prj\$/projectCosting\$/import\$	PjcPayrollCostsInterface...	2023-12-

More...
Upload a new file

Basic Options

Parameters

* Import Process Import Assignment Labor Schedules

* Data File LaborSchedulesInterface.csv

- A window with a process confirmation number appears. Click **OK**.

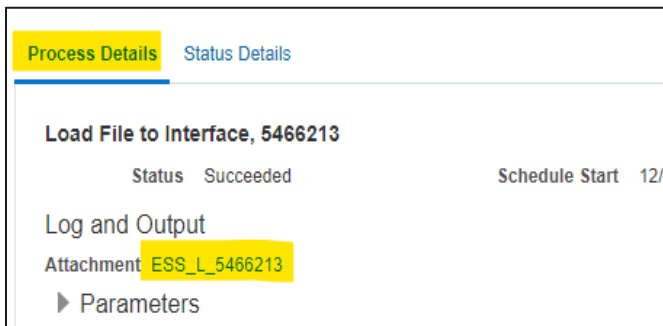
- Click on the refresh icon highlighted below until the status on the load interface shows **Succeeded**.

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

Name	Process ID	Status	Scheduled Time	Su
Load File to Interface	5466213	Succeeded	12/19/2023 4:44 AM ...	12
Transfer File	5466212	Succeeded	12/19/2023 4:44 AM ...	12
Load Interface File for Import	5466211	Succeeded	12/19/2023 4:44 AM ...	12

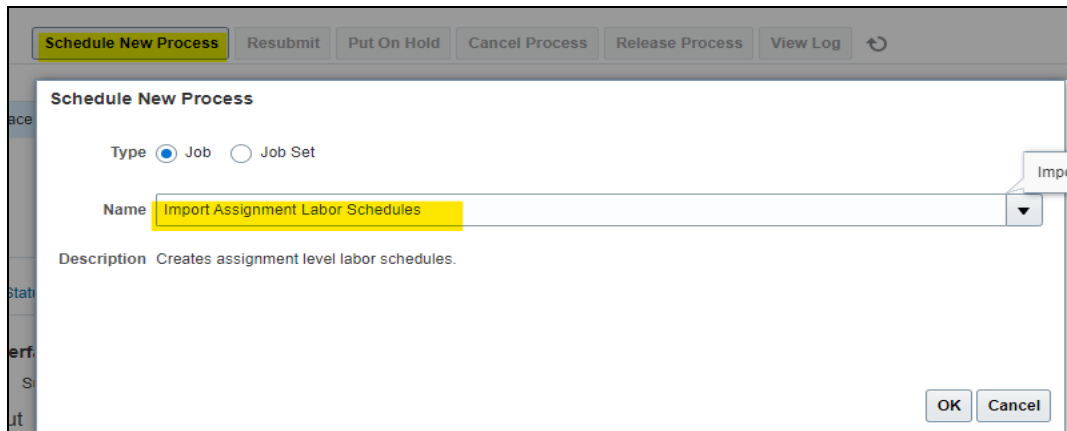
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- Review the process log.
 - Highlight the load to the interface line from step 3 and scroll down to view the **Process Details** tab.
 - Click on the **attachment** under Log and Output to see the import log.
 - Make sure all rows from the CSV file are successfully loaded into the interface table.



```
Table PJC_LABOR_SCHEDULE_INT:  
4 Rows successfully loaded.  
0 Rows not loaded due to data errors.  
0 Rows not loaded because all WHEN clauses were failed.  
0 Rows not loaded because all fields were null.
```

- Run the **Import Assignment Labor Schedules Process**. Click on **Schedule New Process** again and click **OK**.



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- A new window opens. Select the **batch name used** on the import template (Column M) and click **Submit**.

Process Details

i This process will be queued up for submission at position 1

[Process Options](#) [Advanced](#) [Submit](#)

Name Import Assignment Labor Schedules

Description Creates assignment level labor schedules. Notify me when this process ends

Schedule As soon as possible **Submission Notes** LD Import Test

Basic Options

Parameters

Batch Name LD Batch_121423

- Highlight the **Import Assignment Labor Schedule** line and click on the refresh icon as shown in Step 3 until the status changes to **Succeeded**.
 - Scroll down to view the process details.
 - Click on the **attachment** under Log and Output to see the import log.
 - Click on the **txt** file of the attachment to view a summary of schedules that are successfully imported, as well as any exceptions.

Process Details [Status Details](#)

Import Assignment Labor Schedules 5466536

Status Succeeded

Log and Output

Attachment ESS_L_5466536 (1 more...)

Parameters

Attachments

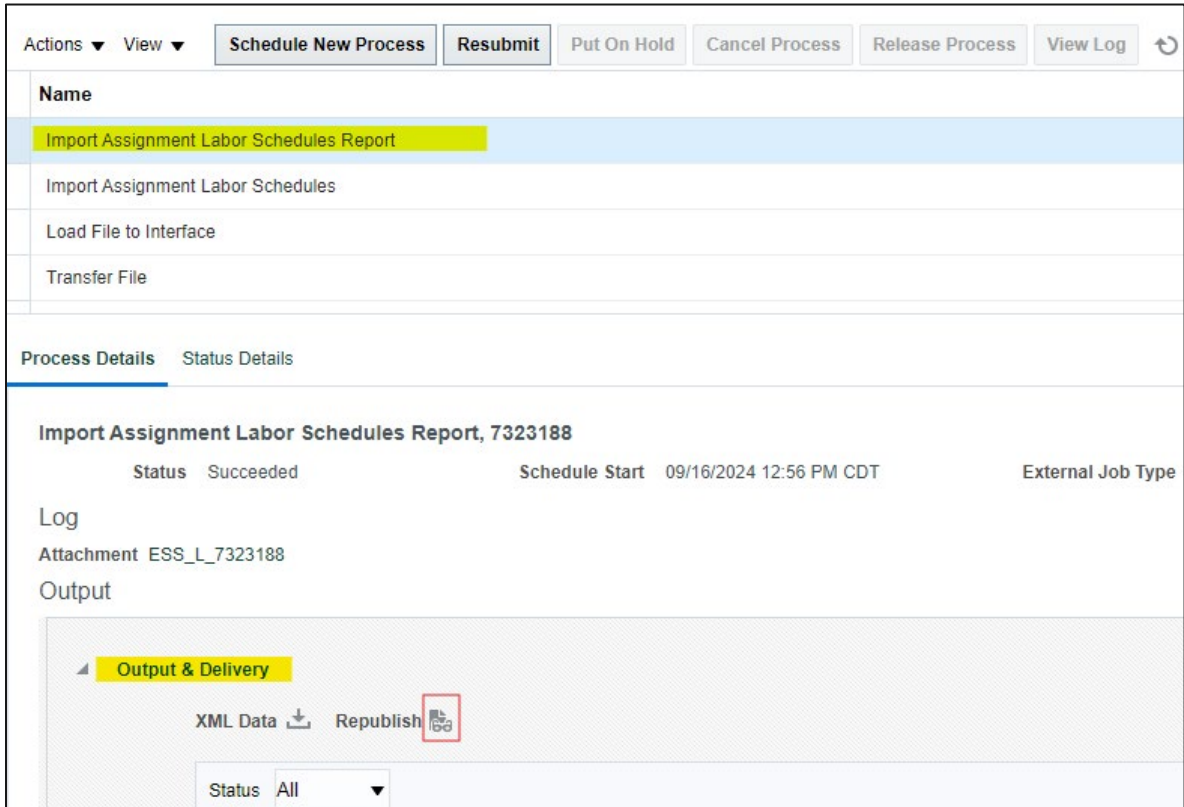
Actions View + X

Type	Category	* File Name or URL	Title
File	Enterprise Sch	5466536.log	ESS_L_5466536
File	Enterprise Sch	5466536.txt	ESS_O_5466536

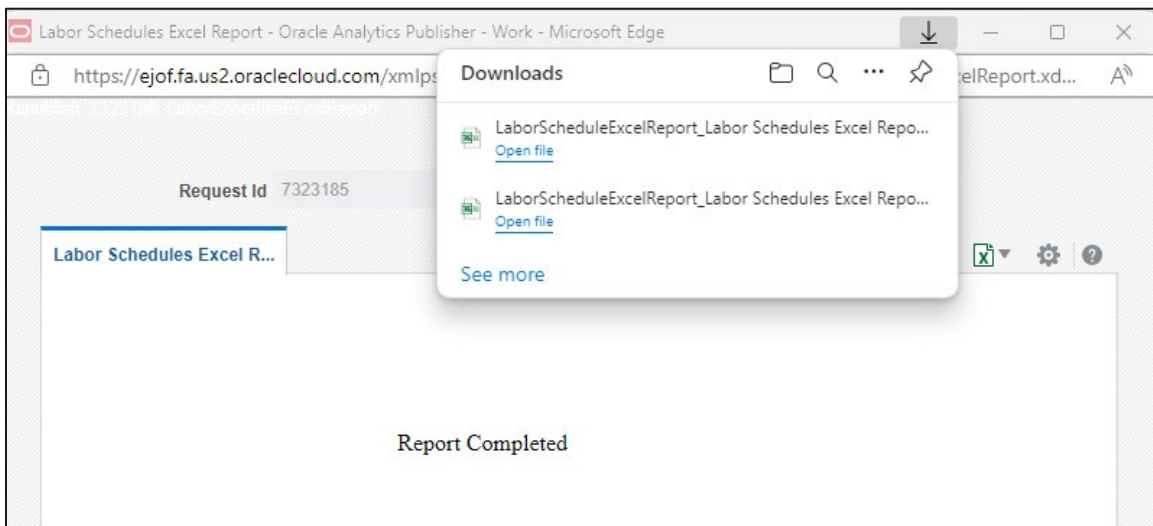
```
Headers Imported successfully = 4
Headers Import exception      = 0
Versions Imported             = 4
Versions Import exceptions    = 0
Distributions Imported        = 4
Distributions Import exceptions = 0
```

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8. If an error occurs during the import process, the line labeled **Import Assignment Labor Schedules Report** will appear on the screen. Highlight the line and scroll down to the Output & Delivery section. Click the icon next to **Republish**.



9. A report window will pop up, and the system will automatically download the results for the errored labor schedule entries.



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10. Open the downloaded file and go to the **Labor Schedule** tab. Scroll to the beginning of the worksheet to view the error message.

Labor Schedule Header, Version, and Distribution			
*Required			
Error Message	*Labor Schedule Name	Schedule Type Code	Person Number
The person active assignment starts after the labor schedule ends or the active assignment ends before for the labor schedule begins.	Jake McGee - E3177278 - O ASE		3177278

< > Instructions and CSV Generation **Labor Schedule** +