

## Setting up and using the Excel Interface for Public Sector Budgeting

### Introduction

Oracle E-Business Suite and a number of associated products such as Oracle Discoverer and Applications Desktop Integrator (ADI) have interfaces with Microsoft Excel that easily allow the import and export of data between these applications. Another feature I've recently come across is the Excel Interface for Public Sector Budgeting (PSB). This article will outline how to set up the interface as well as indicate how it should be used.

### Budgeting Considerations

Oracle Public Sector Budgeting allows for capture of budget estimates in the form of worksheets. These worksheets contain the account code combinations for a particular budget and reflect the actual, budget and estimate figures per account combination. Figure 1 illustrates how a budget worksheet may appear after it has been completed.

Account	Service Package	2000-2001 Estimate	2001-2002 Estimate	2002-2003 Estimate
1001-5004-0000-3130-1001-0000	BASE	1,030.00	1,030.00	1,030.00
1001-0000-0000-3120-0000-0000	BASE	30,900.00	30,900.00	30,900.00
1001-5004-1010-3120-1001-1110	BASE	183,750.00	183,750.00	183,750.00
1001-5004-1010-3120-1006-1110	BASE	183,750.00	165,375.00	173,644.00
1001-5004-1010-3120-1002-1518	BASE	196,752.00	206,590.00	216,919.00
1001-5004-1010-3520-1001-5127	BASE	0.00	25,435.00	26,500.00
Totals		<25,699,174.00>	<26,431,790.00>	<27,200,759.00>

**Figure 1: A Budget Worksheet Prepared in Oracle Public Sector Budgeting**

Presently, worksheets can be entered in two ways. Firstly they can be captured directly in to Oracle itself (per figure 1) and secondly they can be captured in to Excel and then imported in to Oracle. Using the Excel spreadsheet interface provides a viable alternative to capturing the budget data directly in to Oracle. This is particularly true where potential capturers of the budget do not have access to the Oracle system or have not been adequately trained in its use. Quite often this situation may arise in multi site implementations which involve long and protracted implementation rollouts. In this instance, Excel worksheets can be created at sites that have access to and have been trained in Oracle, so that they can be distributed to sites that haven't yet had this privilege.

As convenient as it may be to make use of spreadsheets to capture budget data I believe it is essential to weigh up the different options very carefully before going down a particular route. I say this as I have found whenever spreadsheets are used within an organisation the

administration and control of them outside the system always becomes an issue. In many instances organisations develop what are called “spreadsheet factories” or islands of information sitting on individual desktops that cannot be accessed or controlled centrally.

### Setting up the interface

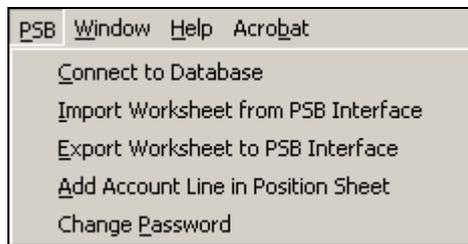
Before the spreadsheet interface process is undertaken there are a few basic set ups which need to be carried out. First and foremost you will need to be able to connect to the database in a SQL session. In most instances this involves the set up of a TNSNAMES.ORA file on your system which can easily be handled by your DBA or technical resource. Once this has been completed you will need to perform the following steps.

1. Run the psbcusr.sql script

This script can be obtained from the following directory in your Oracle Apps instance - \$PSB\_TOP/patch/115/sql. The script will ask you to enter various parameters and for each step provides typical examples of what could be entered. Hence, it is fairly easy to run – even some one as non-technical as myself can execute it! The most important thing to remember about this script is that it will create a database user that is linked to an Oracle Apps user. The Oracle Apps user should have access to a Public Sector Budgeting Responsibility. The database user that is created will be used to access Oracle Applications from within Excel.

2. Install the psbvexcl.xla Excel add-in

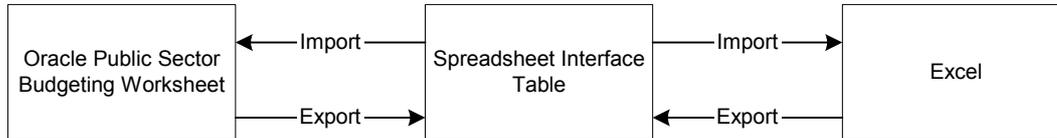
This file can be extracted from the Metalink patch no. 2569350 and should be saved on to your local machine. To install it go to the Tools > Add-Ins menu in Excel and select the location to which you saved the psbvexcl.xla file. The resultant effect in Excel will be the creation of a PSB menu which is illustrated in Figure 2. This menu will enable the import and export of PSB worksheets between Oracle Apps and Excel. Having installed the add-in you can now log in to the Oracle Database using the user created in the previous step.



**Figure 2: The Excel PSB Menu**

## Using the interface

From an architectural point of view the interface works by making use of an interface table which resides between Oracle and Excel (see figure 3). All transactions that move between the two systems will pass through this table.



**Figure 3: The Architecture of the PSB Interface**

The first step to generating the excel worksheet is creating the worksheet in Oracle Public Sector budgeting itself and making sure that the worksheet is displaying the expected account code combinations. Subsequent to this the concurrent request "Move Worksheet from PSB to Interface" should be run. This will result in the appropriate worksheet information being transferred to the Interface Table. The next step is to run "Import Worksheet from PSB Interface" from within Excel. Here, a listing of worksheets in the interface table awaiting import will be displayed and your Excel worksheet can be created (see Figure 4).

Fund	Appropriation	Funding Source	Department	Organization	Program	Account	Project	1999-2000 Actual	2000-2001 Budget	2000-2001 Actual	2000-2001 Estimate	
11	1001	0000	0000	3120	0000	0000	58120	000000	0.00	30,000.00	26,300.00	30,900.00
12	1001	1001	1010	3120	1006	1518	21120	000000	0.00	0.00	254.00	10,000.00
13	1001	1001	1010	3120	1006	1518	51100	000000	0.00	0.00	1,969.00	124,748.00
14	1001	1001	1010	3120	1006	1518	52130	000000	0.00	0.00	133.00	0.00
15	1001	1001	1010	3120	1006	1518	52140	000000	0.00	0.00	13.00	0.00
16	1001	1001	1010	3120	1013	1512	21120	000000	0.00	0.00	389.00	0.00
17	1001	1001	1010	3120	1013	1512	51100	000000	0.00	0.00	6,674.00	183,107.00
18	1001	1001	1010	3120	1013	1512	52130	000000	0.00	0.00	398.00	0.00
19	1001	1001	1010	3120	1013	1512	52140	000000	0.00	0.00	38.00	0.00
20	1001	1001	1010	5320	1041	1518	51100	000000	14,640.00	0.00	1,383.00	31,941.00
21	1001	5001	1010	3110	1001	1514	53200	000000	371,766.00	689,181.00	101,690.00	709,856.00
22	1001	5001	1010	3110	1001	1514	55530	000000	108,692.00	201,493.00	29,731.00	10,703.00
23	1001	5001	1010	3110	1001	1514	55560	000000	616,777.00	1,143,383.00	168,709.00	60,736.00
24	1001	5001	1010	3110	1001	1514	56100	000000	1,033,479.00	1,915,865.00	282,690.00	2,011,658.00
25	1001	5001	1010	3110	1001	1514	56400	000000	683,170.00	1,266,462.00	186,869.00	1,329,785.00
26	1001	5001	1010	3110	1001	1514	56700	000000	246,162.00	456,335.00	67,333.00	470,025.00
27	1001	5001	1010	3110	1001	1514	57600	000000	682,300.00	1,264,850.00	186,631.00	0.00
28	1001	5001	1010	3120	0000	0000	56100	000000	0.00	0.00	-1,500.00	0.00
29	1001	5001	1010	3120	0000	0000	56900	000000	0.00	0.00	0.00	0.00
30	1001	5001	1010	3120	1001	0000	56400	000000	0.00	0.00	0.00	38,000.00
31	1001	5001	1010	3120	1001	1512	53200	000000	0.00	2,859,782.00	421,967.00	2,945,575.00
32	1001	5001	1010	3120	1001	1512	55530	000000	0.00	104,465.00	15,414.00	5,549.00
33	1001	5001	1010	3120	1001	1512	55560	000000	0.00	611,340.00	90,205.00	32,474.00
34	1001	5001	1010	3120	1001	1512	56100	000000	0.00	2,413,796.00	356,161.00	2,534,486.00
35	1001	5001	1010	3120	1001	1512	56400	000000	0.00	1,795,072.00	264,867.00	1,884,826.00
36	1001	5001	1010	3120	1001	1512	56700	000000	0.00	282,142.00	41,631.00	290,607.00

**Figure 4: The PSB Excel Worksheet**

Oracle has designed the worksheet to display various colouring conventions which give the user an indication of how the worksheet should be filled in (see Table 1). Probably the most important convention to remember is that you can only enter budgets in cells that have a white background, if the background is yellow this means the information is there for comparison purposes only.

Colour Scheme for Line Item Spreadsheets	
Blue	Position Accounts
Yellow	Non – Position Accounts
White	Estimate Amounts that can be edited
Colour Scheme for Position Spreadsheets	
Dark Blue	Positions
Lavender	Element Rates
Light Blue	Service Packages
Grey	Element Cost
White	Worksheet Amounts

**Table 1: Colour Scheme for Position and Line Item Spreadsheets**

Having captured the appropriate worksheet information in Excel the worksheet can then be exported back to Oracle using the “Export Worksheet to PSB Interface” menu command in Excel. This will move the worksheet to the interface table where it can now be imported by Oracle Apps. Within Apps, to import the finalised worksheet the process “Move Worksheet from Interface to PSB” should be run. The finalised worksheet can now be viewed from Oracle Applications using the appropriate Public Sector Budgeting Responsibility.

### Conclusion

The PSB Excel spreadsheet interface provides a viable alternative for capturing budget information. It is part of Oracle’s continuing efforts to ensure data in third party systems is processed efficiently and easily transferred to the Oracle system. However, organisations should determine whether this alternative is practical for them. To download a free screen cam on how to use the Excel Spreadsheet Interface for PSB visit <http://www.richardbyrom.com/download.htm>

### About the Author



Richard Byrom is an Oracle Applications Consultant with RPC Data, an Oracle Certified Advantage Partner located in Botswana. He has spent the last 8 years consulting with various professional firms within the Southern Africa Region. He has also presented papers at numerous local, regional and international conferences and contributes to leading journals around the globe. Richard can be contacted at [richard@richardbyrom.com](mailto:richard@richardbyrom.com) or you can visit his web site to download Oracle videos, white papers and presentations at <http://www.richardbyrom.com>