# Co$ta - Budget loading

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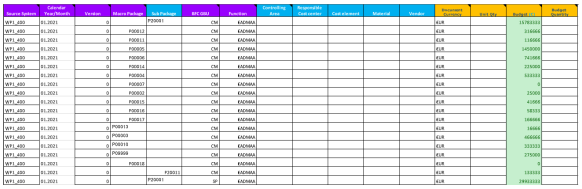
Procedure to upload to upload the budget in Co$ta (until 2021, now Budget data coming from ANAPLAN But the transaction still exist in case of need)

## Prepare files to be uploaded

Prepare the data to be uploaded in WBP using this template: ZBW_BUD_COSTA.xlsx

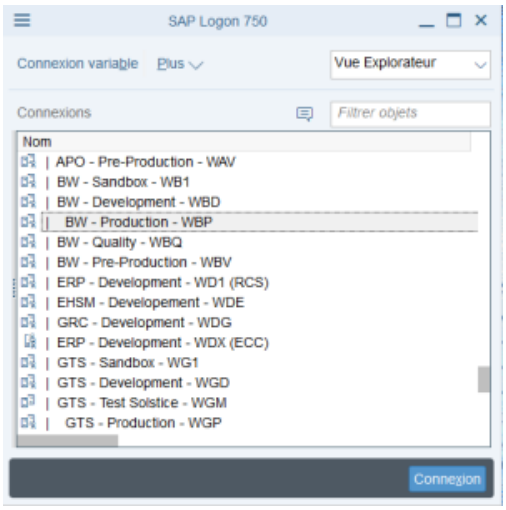


**Description of the template:**

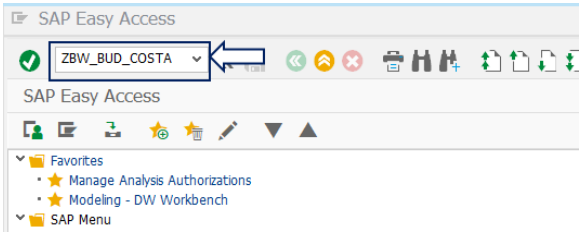
| Field | Description | Example |
|---|---|---|
| **Source System** | Keep WP1_400 for all. This can be changed if the budget has to be more detailed (ex: by cost center etc.) | WP1_400 |
| **Calendar Year/Month** | Enter the month with the format MM.YYYY | 01.2021 |
| **Version** | 2 versions can be used for the moment. Create a ticket to ask for a new version<br>• Budget version = 0<br>• Best estimate = F01 | 0 |
| **Macro Package** | Enter Macro-Package code<br>or a Sub-Package code | P00012 |
| **Sub Package** | | |
| **BFC GBU** | Enter BFC GBU code | |
| **Function** | By default enter EADMAA for all GBUs and the proper code for CBS functions | EADMAA |
| **Controlling Area** | *Leave it blank* | |
| **Responsible Cost center** | *Leave it blank* | |
| **Cost element** | *Leave it blank* | |
| **Material** | *Leave it blank* | |
| **Vendor** | *Leave it blank* | |
| **Document Currency** | Enter EUR | EUR |
| **Unit Qty** | *Leave it blank* | |
| **Budget (€)** | Enter Amounts by month in euro. Rounding is required. There should be no decimal point | 316 666 |
| **Budget Quantity** | *Leave it blank* | |

## Transaction ZBW_BU_COSTA

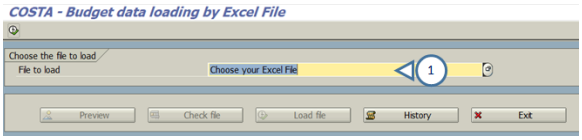
Open the SAP Logon and double click "BW - Production - WBP"




Enter the transaction code **ZBW_BU_COSTA** in the search bar and click

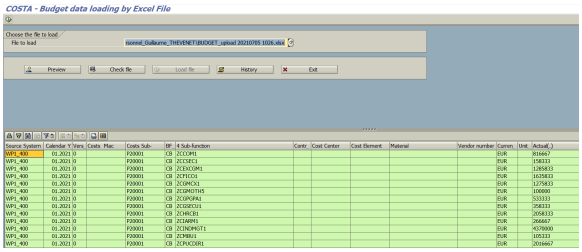



> Before starting, it is recommended to close and save your excel files to avoid interferences with excel

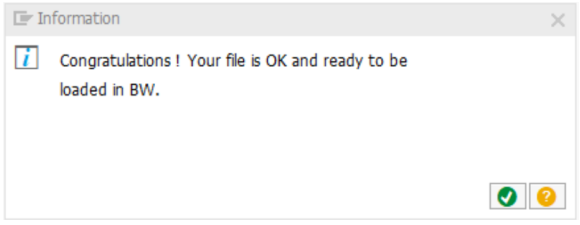



1. Select the file to be uploaded.

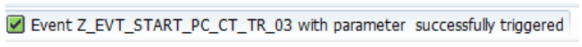
- Click blocked URL to display the file.




- Click blocked URL to check the consistency of the file. If there is no error, there is a message "Congratulations ! Your file is OK and ready to be loaded in BW."




- When the file is ready to be loaded, click Load file.




A process chain will load data in BW side (it takes few seconds).