overview

This document is to assist with the importing of a Budget for your new financial year

1. To create a new Budget for the next Financial Year, the simplest way will be to **export** the Budget that you had in place for your current Financial Year. This will ensure that you will have the exact template when you import it back into the system.
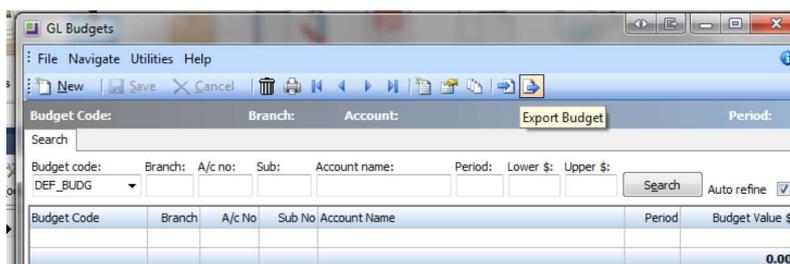
2. Make any change onto the spreadsheet to reflect your new year budget amounts and then click SAVE (CSV format).

3. To **import** your new Budget, you will then need to select as per below:
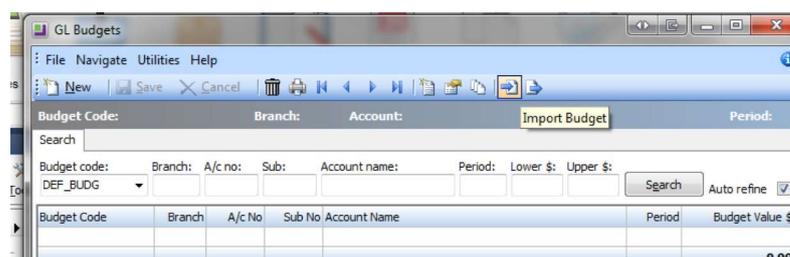
New Budget Code --- this is the code that will be used to recognize the Budget when running a GL Report in the system (Reports > General Ledger Reports > Run GL Reports)

Import Budget File – The location and name of the **CSV** file to be imported into the system.

Import Columns – Defines the format of the CSV file to be imported. The specifications are based on the format of the existing file.

Sub No Option – This option needs to be selected if sub accounts are required in the budget.

Select Button – Allows the user to search for the CSV file that needs to be imported.

Load Button – Loads the CSV file into the grid. This is an intermediate stage prior to importing all of the records into the budget table. You can edit information in here prior to selecting the **OK** button.

OK Button – Loads the data from the grid that you just previewed into the Budget table. The program will perform an error check at this time to ensure that each record you are importing has a unique combination of Branch, Account and Sub Account.

Cancel Button – Ends the session without putting data into the budget table and takes you directly back to the main budget window.