

## Budget Component Import

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# Budget Component Import

*Budget > Import Components*

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## Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 6 minutes long. Written instructions are below the video.

**NOTE:** *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

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## Step-by-Step Instructions

This feature enables the import of budget component lines to account(s) from .xls files. The light blue menu bar provides access to the Component Import Guide, which provides step-by-step instructions for completing the process.

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## Selections

Component Import Guide Reports

Import Log

Budget Format: Child Care Programming

Budget Type: Budget

Budget Year: 2024

Source File: Select Excel File Budget Component Import Sample.xlsx

Sheet Name: BUDGET DATA ☒ Header row exists

Data Mapping:

From Column	To Column
GL	Account
Period	Month
Program	Description
# of Participants	# of Children
Price	Price per Child
Weeks	Number of Weeks
Comments	Additional Comments

Append Components Replace Components

**Budget Format:** The budget format is applied to the accounts for which information is being imported.

**Budget Type:** The budget type into which information is being imported. Only Budget Types for which the selected Budget Format is applicable are available for selection. If only one Budget Type is applicable, it will be selected by default.

**Budget Year:** The budget year into which information is being imported.

**Source File:** The selected source .xls file containing the component data to be imported.

**Sheet Name:** The sheet within the source .xls file from which data will be extracted for the import.

**Data Mapping:** A cross-reference identifying the source .xls file columns and to which budget format columns their data should be mapped.

## Actions

**Append Components:** Initiates the component import process, adding the budget components from the source .xls file to the existing budget components for the selected Budget Type and Year.

**Replace Components:** Initiates the component import process to replace the existing budget components for the selected Budget Type and Year with those from the source .xls file.

### Running the process:



From the Budgets menu, click Import Components and the Component Import screen will be displayed.

First, select the Budget Format applied to the accounts for which component data is being imported. All imported data must be related to the selected format.

Next, select the Budget Type and Year into which data will be imported, the source .xls file containing the component data for the import, and the source .xls file sheet from which data will be extracted.

- If the source .xls file does not contain a header row, deselect the checkbox for **Header row exists**. Then, data mapping will reference columns by number.

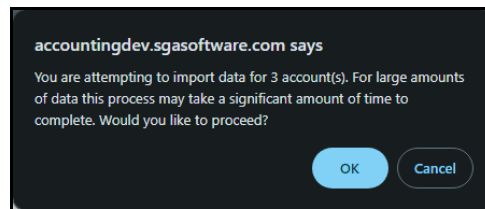
Next, map the source .xls file columns to their corresponding Budget Format data columns.

- If the source .xls file contains a header row, when the Sheet Name is selected, and if any column headers match those from the selected Budget Format, they will be added to the grid and mapped automatically.
- Individual source .xls file columns may be added by clicking , or all columns may be added by accessing the sub-menu  and clicking **Add all Excel file columns**.
  - The Budget Format Account column must be mapped for the import process to be completed.
  - For Monthly budget formats, if component data is to be imported into specific months, the month names must be spelled out entirely (e.g., January, February, March, etc.). All component lines will be imported into the first Budget month if no months are specified.
  - Columns in the source .xls file may be referenced multiple times as needed; however, Budget Format columns may be selected only once. An error message will be presented if Budget Format columns are referenced more than once.
  - Read-only Budget Format columns are not available for selection.

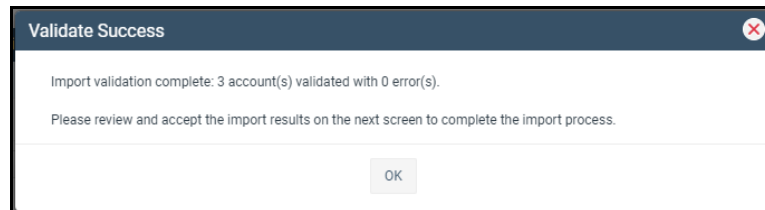
Once all desired source .xls file columns have been mapped to their corresponding **Budget Format** columns, the import process may be initiated by clicking either **Append Components** or **Replace Components**.

- **Append Components** will add the imported component lines to the existing budget components for the selected Budget Type and Year.
- **Replace Components** will remove the existing budget components for the selected Budget Type and Year and replace them with those from the source .xls file.

When a selection is made, the system evaluates the source .xls file and presents a preliminary message indicating the number of accounts into which data will be imported if the process is completed; it then requests confirmation to proceed.



Upon proceeding, the system will validate the imported component data and present the draft results to the user for acceptance prior to finalizing the import.

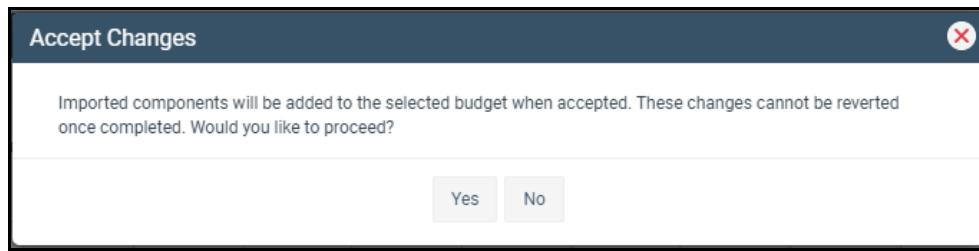


Actuals / Budgets for Accounts														
Accept Components Cancel Import Reports														
Accounts (Account = 01-01-001-1535-00000) Or (Account = 01-01-001-1535-20098) Or (Account = 01-10-707-1550-00000) Current Account: 01-01-001-1535-00000														
3 accounts														
Account	Description	2024 Budget Apr	2024 Budget May	2024 Budget Jun	2024 Budget Jul	2024 Budget Aug	2024 Budget Sep	2024 Budget Oct	2024 Budget Nov	2024 Budget Dec	2024 Budget Jan	2024 Budget Feb	2024 Budget Mar	2024 Budget Total
01-01-001-1535-00000	Late Fees	4,500.00	4,500.00	8,100.00	15,450.00	10,125.00	4,725.00	3,600.00	930.00	75.00	2,700.00	0.00	4,860.00	59,565.00
01-01-001-1535-20098	Late Fees	4,500.00	4,500.00	8,100.00	0.00	6,750.00	4,725.00	3,600.00	930.00	75.00	2,700.00	4,050.00	4,860.00	44,790.00
01-10-707-1550-00000	Registration Fees	4,500.00	4,500.00	8,100.00	15,450.00	10,125.00	4,725.00	0.00	0.00	0.00	2,700.00	4,050.00	4,860.00	59,010.00

The draft imported components may be accessed by double-clicking the desired account line, highlighting the desired account line, and clicking **Components**.

2024 Budget - Child Care Programming								
Cancel Reports								
Account: 01-10-707-1550-00000								
Month	Description	# of Children	Price per Child	Number of Weeks	Subtotal	Flat Adjustment	Budget Amount	Additional Comments
April	Afterschool1	25.00	15.00	4	1,500		1,500	Afterschool care session pre-school
April	Afterschool2	25.00	15.00	4	1,500		1,500	Afterschool care session kindergarten
April	Afterschool3	25.00	15.00	4	1,500		1,500	Afterschool care session elementary
April	Total			12	4,500		4,500	
May	Afterschool1	25.00	15.00	4	1,500		1,500	Afterschool care session pre-school
May	Afterschool2	25.00	15.00	4	1,500		1,500	Afterschool care session kindergarten
May	Afterschool3	25.00	15.00	4	1,500		1,500	Afterschool care session elementary
May	Total			12	4,500		4,500	

To finalize the import process, click **Accept**. As changes cannot be reverted once completed, the system will present a confirmation request before completing the process to add the imported components to the selected Budget Type and Year.



To stop the import process, click **Cancel Import** to return to the Budget Component Import setup screen. On the Import tab, you can make any required import setup changes, and then you can re-initiate the process by clicking Append Components or Replace Components.

Follow these steps until the desired results are achieved.

A [Demo of Budget Component Imports](#) is also available for reference.

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