

SMART Finance

Budget Import File Layout

Revenue budgets must have a “-“ sign in front of the amount to show as normal budget or to increase the budget.

Budget Import:

Budget Import can be used to build a new budget file, add accounts to an existing budget file, or replace accounts in an existing budget file. A budget import file can only contain accounts that already exist in the Chart of Accounts. To build a new budget file with EXCEL and import the file into SMART Finance, follow these steps:

Budget Spreadsheet File Layout

1. Go into Excel and open the saved file. Arrange the data in the format described below. **The data MUST have the leading zeros; otherwise SMART Finance will not accept the file. (example: FUND=01, not FUND=1)** Step ‘2’ **must begin in row 1 and continue down for each account. Steps ‘3 through 13’ must begin in row 2 and continue down for each account. Step ‘14’ must be in row 1 only.**
2. Column A: Budget Code.
3. Column B: District number. This has to be a four-digit number.
4. Column C: Ledger type; either “E” for expenditure or “R” for revenues.
5. Column D: Fund number.
6. Column E: Organization number.
7. Column F: Program number.
8. Column G: Course number.
9. Column H: Finance number.
10. Column I: Object or source number.
11. Column J: Leave this column blank.
12. Column K: Enter the letter “F”. Make sure it is a capital “F”.
13. Column L: Budget amount. Revenues budgets must have a “-“ sign in front of the amount.
14. Columns L through W in the first row: Enter the 12 period numbers starting with period XXXX01 in Column L, XXXX02 in Column M, XXXX03 in Column N, etc. All 12 periods must be entered.
15. Save the file as a text (tab-delimited) file.
16. Exit out of EXCEL and go into SMART Finance.
15. Go to General Ledger > Budget > Budget Import

Sample Budget File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Revised99											200X01	200X02	200X03	200X04	200X05	200X06	200X07	200X08	200X09	200X10	200X11	200X12
2	Revised99	0999	E	01	005	010	000	000	110	F		20520											
3	Revised99	0999	E	01	005	010	000	000	170	F		0											
4	Revised99	0999	E	01	005	010	000	000	210	F		1570											
5	Revised99	0999	E	01	005	010	000	000	214	F		0											
6	Revised99	0999	E	01	005	010	000	000	270	F		0											
7	Revised99	0999	E	01	005	010	000	000	310	F		0											
8	Revised99	0999	E	01	005	010	000	000	311	F		1000											
9	Revised99	0999	E	01	005	010	000	000	341	F		0											
10	Revised99	0999	E	01	005	010	000	000	366	F		5000											
11	Revised99	0999	E	01	005	010	000	000	367	F		0											
12	Revised99	0999	E	01	005	010	000	000	369	F		0											
13	Revised99	0999	E	01	005	010	000	000	380	F		2000											
14	Revised99	0999	E	01	005	010	000	000	381	F		250											
15	Revised99	0999	E	01	005	010	000	000	401	F		100											
16	Revised99	0999	E	01	005	010	000	000	489	F		0											
17	Revised99	0999	E	01	005	010	000	000	520	F		2800											
18	Revised99	0999	E	01	005	020	000	000	110	F		39375											

Sample Budget File – Revised99 represents the budget code. 0999 represents the district number. 200X01 through 200X12 is represents the correct fiscal periods.

Budget Import Screen

1. Enter the budget code or use lookup to find the budget code.
2. Select the correct budget code for the file being imported.
3. Indicate “Yes for “Overwrite existing detail lines.
4. Click on Import and select the drive and import file name.
5. Click Open and the hourglass will appear as the system imports the budget file. You will see a Process Control screen showing the job progress.
6. If the budget import process was successful, you are done with that budget file. Continue with additional files or quit budget import.
7. If the process was unsuccessful, you will see a list of errors. This list can be printed. Fix the errors in the budget file. Save as text tab and re-import.