

## How do I import Projected Budget?

Following are the instructions for using your *Projected Budget Import* function. *Projected Budget Import* is located in **Senior Systems General Ledger** > File Maintenance > *Projected Budget Import*.

Select *Projected Budget Import* to bring up the following screen:



- **File.** Use the Search button to locate the projected budget file you have created in Excel. This spreadsheet must be formatted in a particular way. The first column in the spreadsheet must contain your school's GL account numbers (Revenue, Expense, Gifts Received types only). The second column must contain the GL account number description and the third column must contain the projected budget amount for the accounts. Your spreadsheet can contain 1 line for column headings. There should be no formulas in the spreadsheet and no blank lines between account numbers. The spreadsheet must be saved in **Text (Tab Delimited \*.txt) format** and can be placed in any directory you choose.
- **OK/ Cancel** Click OK to proceed with the import. Click Cancel to exit the program.  
**Upon clicking OK the conversion will process. The projected budget field for the accounts contained in the spreadsheet will be updated. If an account is not in the spreadsheet, its projected budget will not be touched. You can run this process as many times as you need to.**