

Enables importing budget component lines to account(s) from .xls files. The Component Import Guide providing step-by-step instructions for completing the process may be accessed from the light blue menu bar.

## Selections:

The screenshot displays the 'Component Import Guide' interface. At the top, there is a light blue header bar with a question mark icon and the text 'Component Import Guide', followed by a 'Reports' dropdown menu. Below this, there are two buttons: 'Import' (highlighted in blue) and 'Log'. The main form area contains several fields: 'Budget Format' is a dropdown menu set to 'Child Care Programming'; 'Budget Type' is a dropdown menu set to 'Budget'; 'Budget Year' is a text input field containing '2024'; 'Source File' is a button labeled 'Select Excel File' followed by the text 'Budget Component Import Sample.xlsx'; 'Sheet Name' is a dropdown menu set to 'BUDGET DATA' with a checked checkbox for 'Header row exists'; and 'Data Mapping' is a table with two columns: 'From Column' and 'To Column'. The table contains the following rows: 'GL' mapped to 'Account', 'Period' mapped to 'Month', 'Program' mapped to 'Description', '# of Participants' mapped to '# of Children', 'Price' mapped to 'Price per Child', 'Weeks' mapped to 'Number of Weeks', and 'Comments' mapped to 'Additional Comments'. Below the table, there are two buttons: 'Append Components' and 'Replace Components'.

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

**Budget Format:** The budget format 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 to add 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”. Data mapping will then 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, 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 to specific months the month names must be spelled out entirely (i.e. January, February, March, etc.). If no months are specified all component lines will be imported into the first Budget month.
  - Source .xls file columns may be referenced multiple times as needed, however Budget Format columns may be selected only once. If Budget

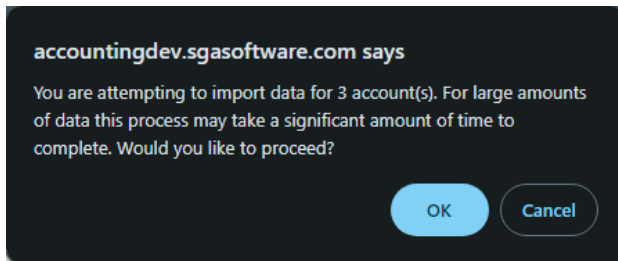
Format columns are referenced more than once an error message will be presented.

- Read-only Budget Format columns are not available for selection.

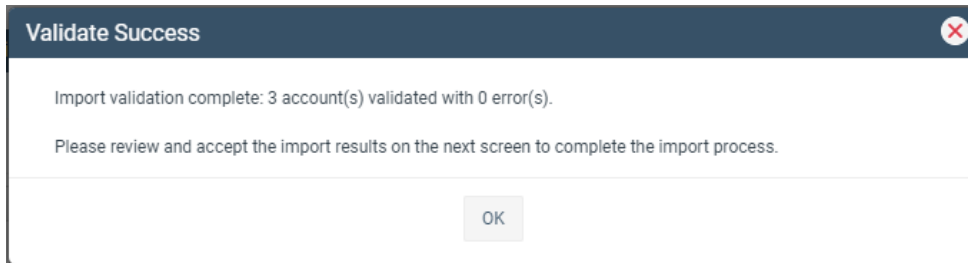
Once all desired source .xls file columns have been mapped to their corresponding Budget Format columns the import process may be initiated by clicking either Append Components or Replace Components.

- 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 will evaluate the source .xls file and present a preliminary message indicating the number of accounts into which data will be imported should the process be completed, and will request 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 or highlighting the desired account line and clicking  Components.

2024 Budget - Child Care Programming								
X 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 prior to completing the process to add the imported components to the selected Budget Type and Year.

**Accept Changes** ✕

Imported components will be added to the selected budget when accepted. These changes cannot be reverted once completed. Would you like to proceed?

To stop the import process click Cancel Import to return to the Budget Component Import setup screen. Any required import setup changes may be made on the Import tab  , and the process may then be re-initiated by clicking Append Components or Replace Components.

Follow these steps until the desired results are achieved.