Budget Import

Are you using the Budget Import feature for GMS budget entry? Many budgets change throughout the grant period, and if you find yourself going to the Budgets/PY data entry screen to make those changes manually you may want to try using the Budget Import feature.

You can create an Excel file to hold the budget information for a grant, and if any budget modifications are done you can easily change the amounts in the Excel file for the line items that have changed. You can then save the new amounts with a new file name if you choose, so that you can keep the original budget figures in the original Excel file.

The budget import feature allows you to import the budget amounts in the Excel file that you choose, and you can either Replace existing budget or Add to existing budget. If you want to keep the entire budget in the Excel file, you can select the budget name you want to modify, click Edit and then click on the Import Budget icon, select the location and file name that you want to import, and select Replace existing budget.

If you choose to do Budget Import for a new grant, you would first need to go to Budgets/PY, click on New. Select Budget Type (typically Project), enter a new Budget Name, then select the project this budget will be imported for. You would normally NOT select an element. If you have several elements in a specific project, by not entering anything for elements you will be able to use multiple elements that have been assigned to that project under the same budget name. After you have created the budget name you can then click on Budget Import and import the information you have saved for that new grant. (Hint: if you begin your budget name with the project number it will be easier to locate in the future plus you will be able to easily distinguish it from earlier year's budgets that may have a very similar name.)

In the case where the original budget is applicable in the old FY for a grant that crosses your fiscal year, but there is a budget modification effective the first or second month of your new fiscal year, you may need to change the budget depending on whether you are in the new or old fiscal year. For example, if you have not finished closing the old fiscal year that ends June 30, and you are now ready to process financial reports for August (new fiscal year), you would need to follow the instructions and Roll Forward to the new fiscal year. Rolling forward the project that hasn't ended yet will pull the budget that was effective in June into the new fiscal year. However, the budget was modified and effective August 1 there are new budget amounts for that grant for the remaining months of the contract. If

you are manually entering the amounts, you would have to manually change the budget amounts in the new fiscal year for the August financial reports. At the time that you reverse to the old fiscal year to process financial reports for the old fiscal year, budget amounts will again need to be changed.   Having the budgets in an Excel file will allow you to easily make those changes with only a few keystrokes using Budget Import, rather than manually changing the numbers. This could be a huge time saver for you!

To review the instructions on Budget Entry and the Budget Import feature, you can go to Help, General Ledger, Budgets and PY R&E, and scroll down to the section on *Budget Import.* There you can see the file structure needed for the Excel file to be imported and also download the template. If you follow this file structure and create Excel files for your budgets, you will find the import feature is your new best friend!