

Budget CSV format

The format of the file to be imported may be formatted in for a full year or for certain periods of the year.


Period

Typically, this option is used when importing for a single month or only a few months. Formatting requirements are as follows:



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[ImportBudgetPeriod.csv](#)

Column	Data
A	G/L Account – may be up to 8 numbers
B	Profit Center – may be up to 8 numbers <div> <i>In case that Account Structure has 2 or more segments, combine the codes of these segments. Add trailing zeros at the start of the segment if combined code is less than 8 digits to complete the required length.</i></div>
C	First Period # – must be numeric (next period number in column F)
D	First Period Data Type (A = Amount or U = Units) – must be capital A or U and must be left justified (next period type in column G)
E	First Period Budget Amount or Budget Quantity – must be numeric, no commas, decimal not required if whole number, minus sign (-) is required only for credits and may be leading or trailing (next budget amount or quantity in column H)

An example of a “**Period**” formatted file, is shown here with three budgeted periods. Columns C through E contain information for period 1, F through H contain information for period 2 and I through K contain information for period 3.

A	B	C	D	E	F	G	H	I	J	K
101000	0	1 A		100	2 A		100	3 A		100
101000	10	1 A		75	2 A		75	3 A		75
101000	20	1 A		50	2 A		50	3 A		50
101000	30	1 A		125	2 A		125	3 A		125
106040	0	1 A		500	2 A		500	3 A		500
106040	10	1 A		215	2 A		215	3 A		215
106040	20	1 A		125	2 A		125	3 A		125

Full Year


All twelve (or thirteen) general ledger periods will need to be included into the import file. Formatting requirements are as follows:



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[ImportBudgetFull Year.csv](#)

Column	Data
A	G/L Account – may be up to 8 numbers

B	<p>Profit Center – may be up to 8 numbers</p> <div data-bbox="207 182 1463 270">  <p><i>In case that Account Structure has 2 or more segments, combine the codes of these segments. Add trailing zeros at the start of the segment if combined code is less than 8 digits to complete the required length.</i></p> </div> <p>For instance, if you have Location 2005, add leading zeros to complete the 8 digits total length.</p> <div data-bbox="207 333 1162 403"> <pre>42230,00002005,A,100,100,100,100,100,100,100,100,100,100,100,100,100 42210,00002005,A,75,75,75,75,75,75,75,75,75,75,75,75,75</pre> </div>
C	Data Type (A = Amount or U = Units) – must be capital A or U and must be left justified
D thru O	Budget Amount or Budget Quantity – must be numeric, no commas, decimal not required if whole number, minus sign (-) is required only for credits and may by leading or trailing

In case that Account Structure has 2 or more segments, combine the codes of these segments. Add trailing zeros at the start of the segment if combined code is less than 8 digits to complete the required length.

For instance, if you have Location 2005, add leading zeros to complete the 8 digits total length.

42230,00002005,A,100,100,100,100,100,100,100,100,100,100,100,100,100,100,100

42210,00002005,A,75,75,75,75,75,75,75,75,75,75,75,75,75

C	Data Type (A = Amount or U = Units) – must be capital A or U and must be left justified
D thru O	Budget Amount or Budget Quantity – must be numeric, no commas, decimal not required if whole number, minus sign (-) is required only for credits and may be leading or trailing

An example of a **"Full Year"** formatted file is shown here with twelve budgeted periods.