**Core Concept: Expense Import Template File**

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| Script  |
| Welcome to the AmpliFund Core Concept video focused on the expense import template file.  |
| There are a few pre-requisites to using the expense import file that must take place in your AmpliFund account.  First, you already should have configured your GL account structure and have your GL accounts loaded into AmpliFund.  Then applicable grants need to be configured to accept expense imports in the grant settings.  Also grants need a grant financial code added to the grant settings.  Finally, any budget line items you are importing expenses to need the GL code added to the budget line item.  |
| If you are ready to use the expense import template, it can be found on the AmpliFund support site.  It is an excel file that will allow you to import expenses to AmpliFund.  You can import expenses for one or many grants at the same time.  It is important you not adjust the columns or order for a seamless import experience.  We recommend double checking the accuracy of your data prior to import, especially your GL Codes, these must match exactly what you have within AmpliFund.  Finally, confirm the data you are importing has not already been loaded to AmpliFund.   |
| Now, let’s hop over and take a look at the expense template file together.  |
| When you receive or open the file it will look like this.  There are numerous columns where you can enter data.  For the 6 account code segment columns you can change the name of the column to match your GL account code configuration within AmpliFund or you can map to the codes when importing.  |
| In this completed example of the file we’ve entered expenses for the second quarter of our grant.  Some key reminders with the file to ensure a smooth import process.  |
| In the import file you must include a GL name for each expense you import.  The GL name can be found under Administration>Lists then GL Accounts.  Be sure your name in your import file matches exactly with what you have in your GL list.  Next you need to include the grant financial code.  The grant financial code can be found on your grant record by going to Grant Management>Grants.  Then selecting your applicable grant.  Then select Post Award>Settings>Grant Settings to find the Grant financial code.  Finally you need to include the relevant GL account code for each expense.  GL account codes can be found under Administration>Lists> GL accounts.  Be sure to use the exact code that you have in your GL Account list.    |
| Once you’ve completed your file and checked the relevant information you can import expenses by going to Administration>Actuals>Expenses.  |
| From the import screen, select the import icon in the top right corner.  |
| Name your import and select the relevant file from your computer.  |
| Your source column names will appear in the screen, scroll through and be sure they are matched with the appropriate destination.  |
| If you need to make changes to the mapping, select the appropriate destination from the drop down.  You’ll need to match your GL account code names to the account code columns in the import file, if you did not rename the columns.  |
| Once completed, click the preview button.  |
| An expense import screen will appear with a preview of your import and will identify what needs attention  |
| If you have expenses noted “Needs Attention” click on that icon to address any issues.  |
| In this case I need to select the relevant line item from the drop down for these expenses, because the line items are sharing the same GL account code.    |
| As I make updates to the line items they will move to the ready for import status.  At the top I also have an option to delete the expense using the trash can icon, if you no longer want to import that expense.  If you decide you do not want to proceed with your import file or need to make changes to the file, you can click the trash can icon in the upper right hand corner, this will delete the full import file.  |
| At the bottom you have options to export your view or save changes.  |
| Once you’ve addressed all the needs attention expenses, an import to expenses button will appear in the bottom right hand corner of your screen.  |
| You will get a reminder screen, confirming you want to import expenses.  If you want to proceed, click import to expenses.  |
| After you import, you will land on this screen, again you have an option at the bottom to export the view if you want to save a record of your import.  |
| If you click on expense imports at the top, you are taken to a log of all expense imports completed in your account.  This will show all expense imports that you’ve completed or previewed.    |
| After you’ve imported expenses, you can also view expense details via the Activity module.  As you can see from our expenses here all expenses that are imported have a status of new.  Expenses can be edited from this screen as needed.  |
| Through this Core Concept video, you’ve learned about the expense import template.  Should you have additional questions, please reference our support site.  Thank you!  |