**Core Concept: Budget Import File**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on the budget import file. |
| If you have numerous historical budgets or current budgets that you are loading into AmpliFund, the import file can be a more expedient way of transferring data. However, we highly recommend going through the process of manually inputting at least 1 or 2 budgets into AmpliFund first. |
| The budget import file template is always available on the AmpliFund support site, it is an excel file that has a tab to enter budget information and has many columns where you can enter budget line item details. To ensure a smooth import, it is important you not adjust the order of columns, number of columns or drop down options. As this information will be directly imported to AmplIFund use caution when entering data to ensure accuracy including checking spelling. If you have a budget in AmpliFund and include it on your import file the details will be updated, use caution if including budgets already created on your file. |
| There are two options for using the budget import file. The first is to import budget line items for a single grant or you can import budgets for multiple grants. If you are using the file for entering budgets for multiple grants at the same time, you must include the Grant ID number. You can find this grant id at the bottom of your grant details page or you can add it as a column to the all grants page. For either option, you must have some master data entered in AmplIFund first, including the actual grant record, the budget categories, any responsible staff and benefit types if those are applicable for your budget. |
| Let’s look at a blank budget import template file and then we’ll walk through a few examples. |
| When you receive or download the budget import file it will look like this! As we scroll across you can see there are many columns you can enter data into. |
| Now, let’s hop over to this example file where we’ve entered a budget and walk through some key pieces of information we recommend entering and checking as you go through the file. As you look at the file, the red triangles indicate there is a comment about the cell, which we recommend you review before entering any data. Fields with an asterisk are required. |
| We are entering a budget for one grant in this example so the grant id is not required. The line item type options are Non-Personnel, Personnel or Benefit Type. Direct cost calculation line item types can not be imported at this time.Select each option from the drop down. |
| Next is the budget category, you can enter budget categories that you’ve already entered as master data or you can enter a new category here and it will be automatically loaded to your budget category list in AmpliFund. Since this will auto create for you, use extra caution in data entry in this field. The next column is the benefit type which you can enter the appropriate benefit type if required. This field will also auto create in the system if not already entered so use caution on entry. |
| The next field is the line item name, this field is required. If you’d like you can also enter a description. |
| If you intend to import expenses and have configured your GL structure. Populate the GL code fields in columns H-O based on the GL accounts you’ve loaded to the administration section. Be sure to carefully review the GL accounts you assign to each line item as this is how your imported expenses will map to your budget. |
| Responsible staff and direct cost are both required. Responsible staff must be a staff member you already have listed in AmplIFund and the name must exactly match. The direct cost is the total amount for that line item including any match amount. For the direct cost enter only the number with no $ sign. As an example, if you have a match amount of $500 and a grant funded amount of $1500, you would enter a direct cost of $2,000. |
| If you are using the project module you can enter the corresponding project line item in column R . |
| The next few columns relate to match, indirect cost, and other funding types. If the grant has match included but you want to exclude the line item from match, enter a Yes in the appropriate cell. If you have indirect cost set up for the grant, you can indicate whether or not the line item generates indirect cost with either a Yes or No. The match and other funding values must be entered as a number to indicate either a dollar value or %, do not include symbols. For a percentage, if you want 25%, enter as .25 and if you want 5%, enter .05. In the type fields you can select amount, for a dollar amount or percentage for a percentage amount. |
| For personnel line items you have the option of entering the personnel staff. The names must pull from your staff list and be an exact match, as you can see I have a typo with Cameron’s last name which would cause this budget not to import. You may also add a personnel title if you’d like. |
| Now we have a completed budget file for our Signage Everywhere grant. Let’s go back to the grant id column and talk about how we’d use this file for multiple budgets. |
| If you want to enter multiple budgets in one file, this grant id column should be filled out with the grant ID assigned in AmpliFund for the grant. You can find this grant id at the bottom of your grant details page or you can add it as a column to the all grants page. Then you would use this exact number in the budget import file for every line item you enter. |
| Now that you’ve learned about the budget import template file, start entering your budget onto the excel template file. We recommend you carefully review the template file for accuracy and completion. Once file is completed, you can import it by navigating to Grant Management > Grants >All Grants and clicking the import icon in the upper right corner. |
| Through this video you’ve learned how to update the budget import file to prepare budget data to be imported into AmpliFund. Should you have additional questions, please visit our support site. Thank you! |