

Importing GL Budgets

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

This article details how to import general ledger budgets using the Veracross Importer tool.

Enter the Data into the GL Budget Import Template

1. On the Import Processing homepage, select **Invoke Importer** and log in.
2. Select **New Data Import**
3. Select **Accounting: GL Budget Import** and download the Accounting: GL Budget Import CSV template.
4. Enter the GL Budget data into the import template (see sample template and field definitions below).
5. Save the CSV file to your computer and specify a file name that identifies the contents or purpose for the file.

Field Definitions

- **gl_number**: GL Account Number
- **gl_account_name**: GL Account Name
- **fiscal_year**: Fiscal Year (four-digit numeric value, i.e. 2021 for FY21)
- **budget_1_period_1**: if splitting the budget into different periods, fill in split value here; if not splitting, fill in the full budget amount here in addition to the **budget_amount** field. (*Note: If no amount, must use an actual zero - not a blank or a dash.*)
- **budget_1_period_2 - period_12**: if splitting the budget into different periods, fill in split value here. (*Note: If no amount, must use an actual zero - not a blank or a dash.*)
- **budget_amount**: full budget amount for the entire Fiscal Year

Load the GL Budget Import Template into the Database

1. On the Import Processing homepage, select **Invoke Importer** and log in.

2. Select **New Data Import**
3. Select **Accounting: GL Budget Import**
4. Select the **Choose File** option, and locate and select the template file saved in the process documented above.
5. Click **Import** button to load the template data into the Veracross database.

Validate the GL Budget Data

After the raw data has been loaded into Veracross, it must be validated to ensure that all required information was provided in conformity with Veracross standards.

1. On the Import Processing homepage, under the GL Importers section, review the Invalid GL Budget Records.
2. For those with an error in the '**Processing Status**' field, they will need to be fixed and a GL Budget Import Validation will need to be run:
3. Navigate to the Import Processing homepage and click on the **GL Budgets Import Processing** link.
4. Choose Budget Option **Validate Budget Import Records** and choose the **Fiscal Year**. Click **Add Process GL Budgets**.
5. Re-review the Invalid GL Budget Records report.

Create the GL Budget

1. Click on the **GL Budgets Import Processing** link and choose Budget Option **Import Budget Records** and choose the **Fiscal Year**. Click **Add Process GL Budgets**.
2. If you want to Override a current budget, simply flag "Override Budget" and click Update.
3. Click on the GL Account to view the imported budget.

Common Errors:

Duplicate GL Budget Import Records: You have imported multiple records with the same GL Account/Fiscal Year combination. Delete duplicate records so only 1 remains.

GL Budget Already Exists: Denotes that there is already a GL Budget record for the GL Account/Fiscal year. Either delete this import record OR check the 'Overwrite Budget' flag. Setting the flag will override the Budget 1 Amounts for the existing GL Budget record.

Period and Budget Amount Mismatch: The budget amounts for Periods 1 through 12 do not match what is entered in 'Budget Amount'. Update either the Budget Amount flag, or the Period Budgets.

Invalid Fiscal Year: The fiscal year chosen is either too far into the future or too far in the past.

Invalid GL Account: The GL Number entered does not exist in the Chart of Accounts.
