GL Budget Upload

Processing

Load Budgets

The Load Budget option, **General ledger > Data maintenance > Load budgets**, requires a spreadsheet file containing the monthly budget values first be saved to Z:\html\gl1 as a tab delimited text file named GLBUDGET.txt.

Notes:

- An excel template is available named Z:\html\gl1\GLBUDGET.xltx
- Credit values must include the "-" sign
- Please do not include "$" or "," for thousand separators in any of the values
- Only accounts included in the file will be updated
- Not all GL accounts need to be included
- All GL Budget values will be cleared before the new ones are loaded.
- Any errors found during the upload will be included in the upload report created.

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