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# Importing Codes for the Ledger

Follow these instructions to upload codes from an Excel Spreadsheet. The file must be in the proper version of Excel (97 or 2003) with an extension of .xls

## Importing Codes from Excel

Finance > General Ledger > Ledger Manager

To upload codes:

- Locate the Ledger and click the 
- Select the **Net Assets** tab
- Click  **Import Account Codes**
- Select the **Import Method** of *Excel Spreadsheet*:
  - **File** – use the  to locate the file on your machine
  - **Code Column** – select the column containing the codes
  - **Description Column** – select which column contains names or leave set to *Automatically Name Codes*
  - **Sheet Number** – select which sheet of the file contains the data (this is the physical number and does not reflect the sheet's name)
  - **Contains Header Row?** – select whether or not the file contains header row data
  - **Contains Control Codes?** – select whether or not the file contains control codes (see the end for more info on Control Codes)
- Click

Upload Screen:

General Information | Net Assets | Budget Controls

**Edit: 2017-2018 Fiscal Year** [Return to list](#)

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

**Import Account Codes**

**Import Method** Excel Spreadsheet

**Excel Spreadsheet Details**

**File\*** C:\Users\██████████\De [Browse...](#)

**Code Column** Column A

**Description Column** Column B

**Sheet Number** Sheet 1

**Contains Header Row?** YES - File does contain a header row

**Contains Control Codes?** NO - File does not contain control codes

[Upload File](#) [Cancel](#)

Spreadsheet:

	A	B	C	D	E	F
1	Code	Description				
2	211-11-6399.00-001-7-24-0-00	Supplies				
3	211-11-6219.00-001-7-24-0-00	Contracted Service				
4	211-11-6119.00-001-7-24-0-00	Prof Salary				
5	211-11-6142.00-001-7-24-0-00	Health Ins				
6	211-11-6141.00-001-7-24-0-00	SS/Medi				
7	211-11-6143.00-001-7-24-0-00	Workers Comp				
8	211-11-6145.00-001-7-24-0-00	Unemp				
9	211-11-6146.00-001-7-24-0-00	Mat TRS				
10	211-00-5929.00-000-7-00-0-00	Federal Revenue				
11						
12						

## More on Control Codes

[Finance](#) > [General Ledger](#) > [Chart of Accounts](#) > [Code Tables](#) > [Fund](#)

Control Codes **something something something**.

- If you are uploading codes with an existing Fund, these will already be in the system (select *NO – file does not contain control codes*).
- When you are uploading codes for a previously unused Fund, you can include them in the Excel file (select *YES – file contains control codes*) and these will be used; or, you can have the system default these for you (select *NO – file does not contain control codes*).

General Information	
<b>Edit: 211-Title I, A</b> <a href="#">Return to list</a>	
The Fund represents a "segment" within the accounting code structure supported by WebSmart.	
<b>Identifier</b>	<a href="#">Edit Identifier</a>
<b>Code*</b>	211
<b>Description*</b>	Title I, A
<b>Reporting</b>	
<b>Actual Code*</b>	211
<b>Budget Code*</b>	
<b>Fund Type*</b>	Federal
<b>Masks / Patterns</b>	
<b>Fund Balance*</b>	???-00-3600.00-000-?-00-0-00
<b>Budgetary Fund Balance*</b>	???-00-3700.00-000-?-00-0-00
<b>Default Liability*</b>	???-00-2110.00-000-?-00-0-00
<b>Encumbrance Clearing*</b>	???-00-4310.00-000-?-00-0-00
<b>Budget Cap Pattern*</b>	***-??-**??,??-???-?-??-?-??
<b>Purchasing Cap Pattern*</b>	***-??-**??,??-???-?-??-?-??

Control Codes