Loading Data

Projections by Package

1. Click on the **Projections by Package** link.

2. On the **Budget Package Selection** screen, choose one of the options below:
   - Enter the package number in the **Budget Package** field and click on **Set Package**.
   - Use the **Drop-down** button in Budget Package field to locate your package number (clicking on Set Package is not needed and button is grayed out).

*Note: Consult your Management Center if your package number is unknown.*
3. Review the information about the package chosen, such as the number and name of the Org Unit / BFR code selected for that package and the stage/level.

4. **OPTIONAL:** Once the package is set, follow the summarized steps below to filter within a package to a specific BFR code in that package:
   - Click on the **BFR Hier Filter** button.
   - Click on **Get BFR Hierarchy** button to load the BFR Codes that belong to the Projections package set in the first step; these display on the left side of the screen.
   - Select one or more BFR Codes from the left side and use the **Add** button to move to the right side under **Chosen Selections**.
   - Click the **Done** button.

5. Once selections are made in the previous steps, click on **Load Data** to populate the lower screen with the selected projection data.

6. If data is loaded by package per steps above, skip the next topic and proceed to **Reviewing Columns of Loaded Data**.