



## Importing Budgets

### Annual and 12 Month

August 2006

## Overview

To facilitate the process of updating budgets from year to year, Quantum has created a method which allows users to import budget data from their own Excel files.

Budget data can be imported in one of two ways:

1. An annual budget amount can be imported for each account number. Quantum will then divide this annual amount to come up with the budgeted amount for each period of the year. If the calculation to arrive at the periodic budget does not compute an equal value for each period, the 12<sup>th</sup> period's budget will be adjusted as needed.
2. G/L accounts whose monthly budgets vary during the year (due to seasonality, for example) may be imported using Geneva's option to import budgets for 12-months.

Typically both import options will be used - the annual budget import process to update the majority of budget data, with the 12-month budget import process being used for seasonal-based accounts.

This document provides instruction on importing budget data. These are the steps involved in the import process:

1. Create an Excel spreadsheet of your budget data - specifically G/L account number followed by the rounded annual budget amount for the year
2. Save the Excel spreadsheet as a comma-delimited file (.csv)
3. Preview and prep the spreadsheet file
4. Import the budget into Quantum

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## 1. Create an Excel Spreadsheet of Budget Data – Annual and 12 Month

Use Excel to create a file of budget data. The file should be in the following format:

### Annual Budget:

- The first column should list all G/L account numbers to be imported (formatted with dashes or without). **Important:** Before keying any data in your spreadsheet make sure to format the cells in the first column for “text” data.
- Column 2 should contain the budget amount for the accounting year. Remember to round amounts to whole dollars. Format column 2 as Number, **no commas** and negatives as -1234.
- **Note** – To indicate that an account is a credit account, balances should be entered with a credit sign to the left ( -15000)
- Omit any column headings from your spreadsheet.

When complete, the file should be similar to:

GL Acct #	Annual Budget Amt			
001004	2510			
001130	1582			
001135	1500			
321410	100			
322010	2503			
321510	28632			
322143	8590			
321610	5661			
324080	12263			

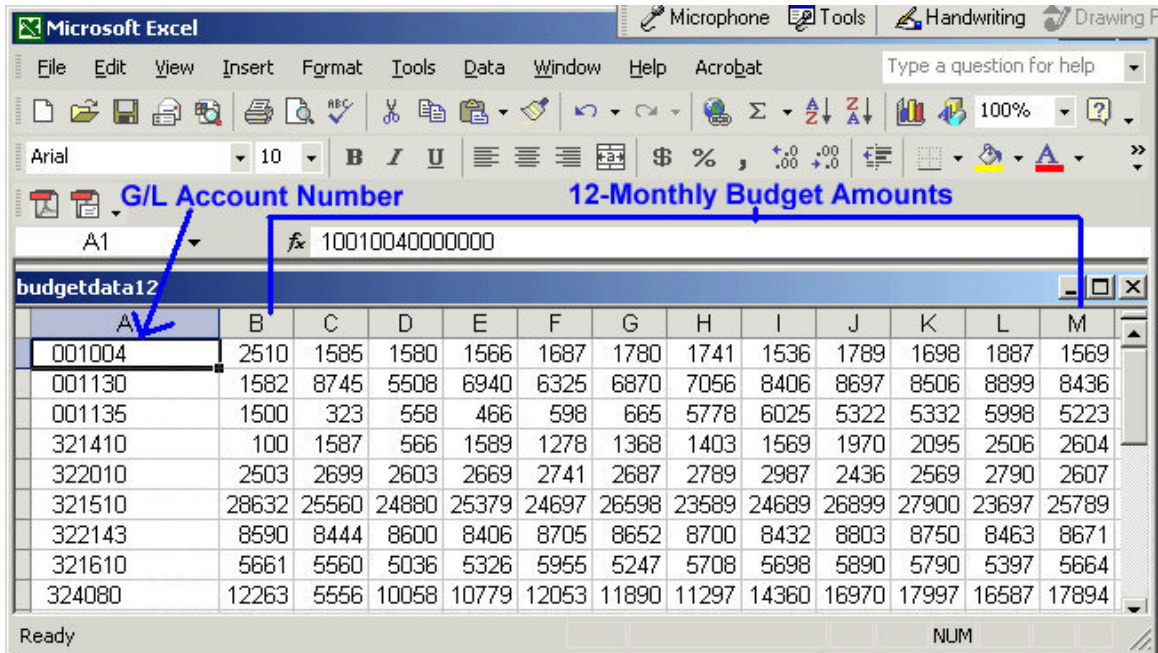
## 12 Month Budget:

Create an Excel Spreadsheet of Budget Data – 12 Periods

Use Excel to create a file of budget data. The file should be in the following format:

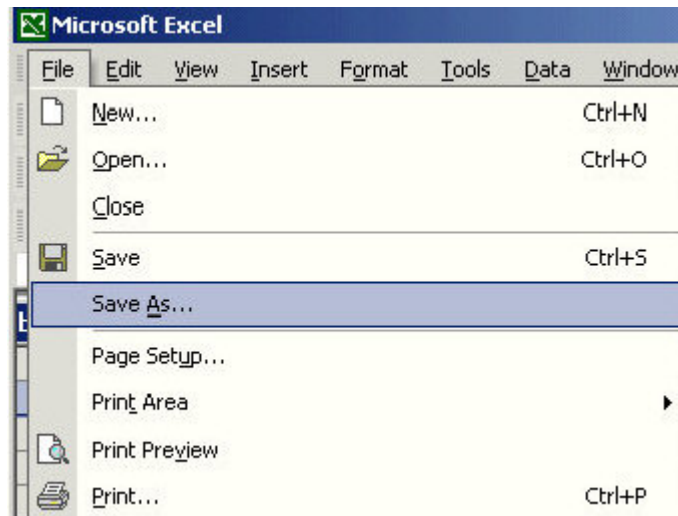
- The first column should list all G/L account numbers to be imported (formatted with dashes or without). **Important:** Before keying any data in your spreadsheet make sure to format the cells in the first column for “text” data.
- Columns 2 through 13 should contain budget amounts for periods 1 through 12 of the accounting year. Remember to round amounts to whole dollars.
- **Note** – To indicate that an account is a credit account, balances should be entered with a credit sign to the left ( -15000)
- Omit any column headings from your spreadsheet.

When complete, the file should be similar to:

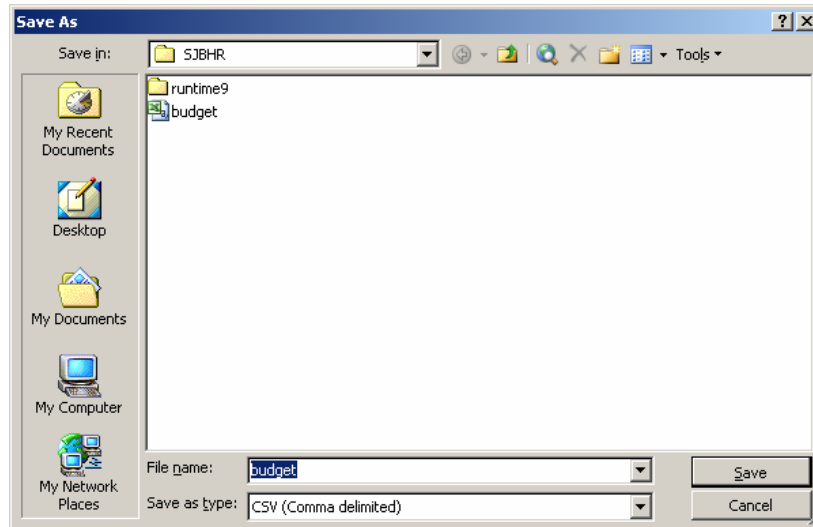


## 2. Save the File as a Comma-Delimited File (.csv)

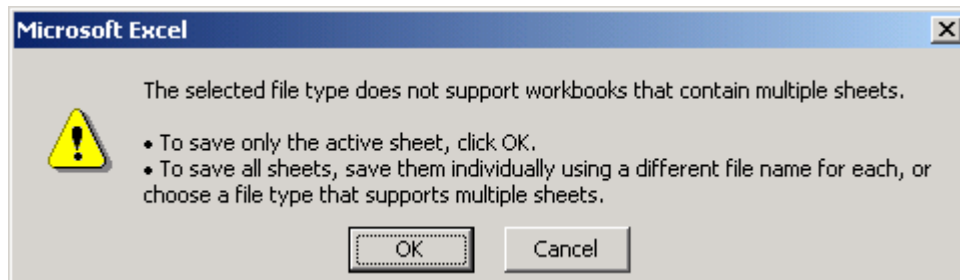
In Excel, click **File** and **Save As**.



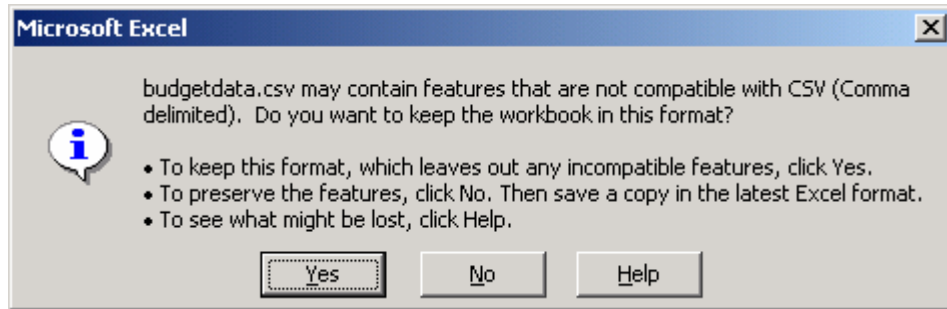
A window will be displayed allowing you to specify a name and location for your file. Make sure to save the **.CSV file to the drive your Quantum folder is in and the name of the file has no embedded blanks**. Using the drop down arrow beside the label “Save as type:”- select to save this file as a comma delimited file. Click **Save**.



If you are using a version of Excel that supports multiple worksheets you will receive the following message. Click **OK**.



Another window will appear asking if you're sure you want to store the data in the .csv format. Click **“Yes”** and your file will be saved.



### **3. Steps before Importing the Budget into Quantum**

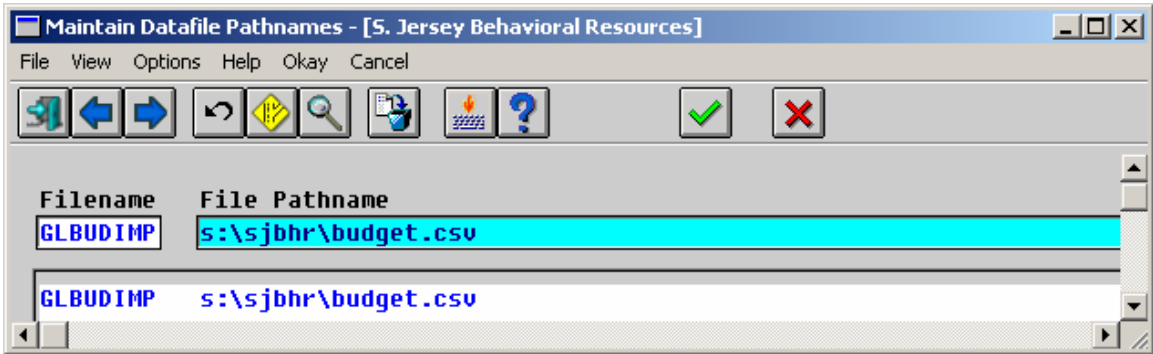
The year of the last month-end date in your Accounting calendar indicates the budget code that will be updated by the import process. If this is not the code you wish to update, change your calendar to reflect the year of the appropriate budget code.

#### **Specifying the location of your budget csv file – glbudget.csv**

**System Management...**

**File Assignment Processing...**

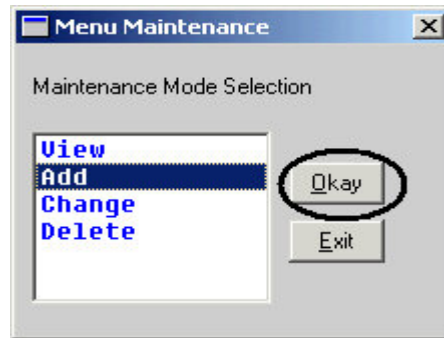
**Maintain Datafile Pathnames**



Enter the path of your text file (filename GLBUDIMP) and press enter.  
Enter the file pathname the same as screen below until the \. (Example: s:\sjbhr\  
Enter the name of your spreadsheet and .csv Press F11.

**Adding an option to your Quantum menu to update your budgets from your imported spreadsheet**

**System Management...  
Maintenance...  
Menu**



Double-click “**Add**” on this screen and you will be returned to Quantum in “Maintenance Add” mode.

**Accounting... (press Enter)**  
**General Ledger...(press Enter)**  
**Budget Maintenance...(press Enter)**

Highlight “<**End Of List**>” and press F11.

Complete the next screen as follows:

**Delete**

Parent: Budget Maintenance...

Menu Text: Import Budgets from Spreadsheet \*NEW\*

Type:  Quantum Code  
 Menu  
 Executable

Disabled?  No  
 Yes

Quantum code: GLBUCSUS

Executable Name:

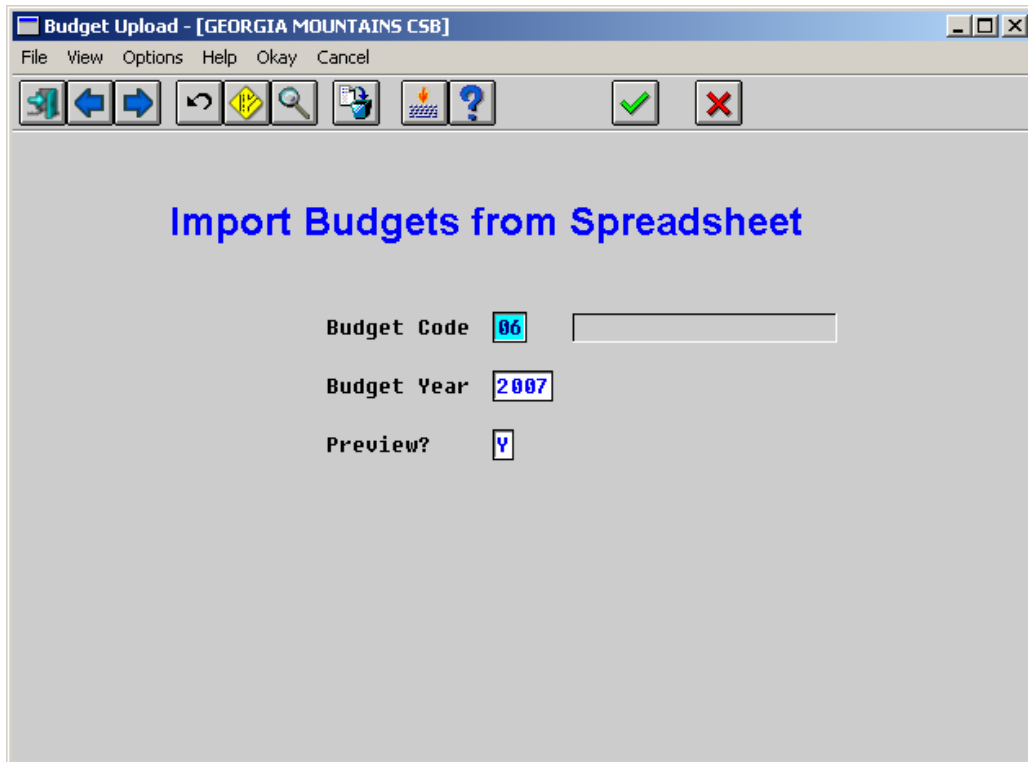
Okay Cancel

- **Menu Text:** = Import Budgets from Spreadsheet \*New\*
- **Type:** = Quantum Code
- **Disabled?** = No
- **Quantum code:** = GLBUCSVS

Press Okay or F11 to add this menu option. Press F12 until you exit back to the main screen for Quantum.

Now you are ready to update budgets.

Accounting...  
    General Ledger...  
        Budget Maintenance...  
            Import Budgets from Spreadsheet \*New\*



This selection will default for **Preview** to the Spooler. Press **Okay** or **F11**.

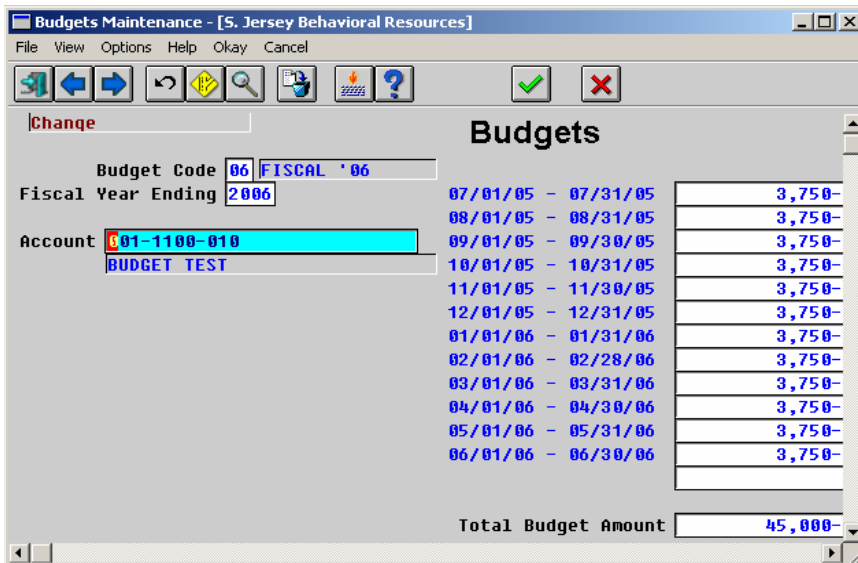
Again, press **Okay** or **F11**. Go to Reporting and the Spooler. Display Using Editor.  
If you are satisfied with the import, go back to Import Budgets from Spreadsheet \*New\*.  
Change the Preview choice to **N** and F11 to go through the spooling process.

Now the budgets have been imported.

**To View Budgets:**

**Accounting...  
General Ledger...  
Budget Maintenance...  
Budgets**

Lookup Options – choose **Budget Accounts** and make your selection to view the budgets.



**To Print Budgets:**

**Accounting...**  
**General Ledger...**  
**Reporting...**  
**Reference Reports...**  
**Budget**

In addition, budget amounts will now print on any financial statements where they have been included.

