

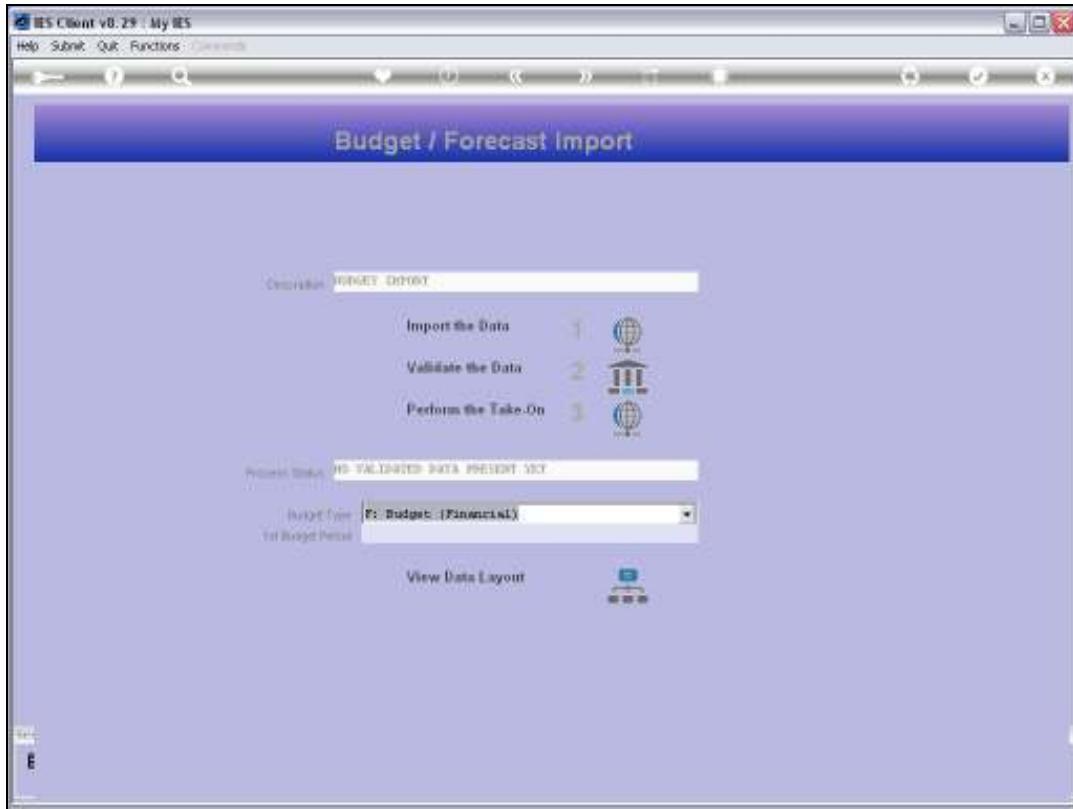


Slide 1

Slide notes: The Multi Format Budget Import accepts Budget Data where each Line can include the GL Account Code plus all 12 Budget Values.



Slide 2
Slide notes:



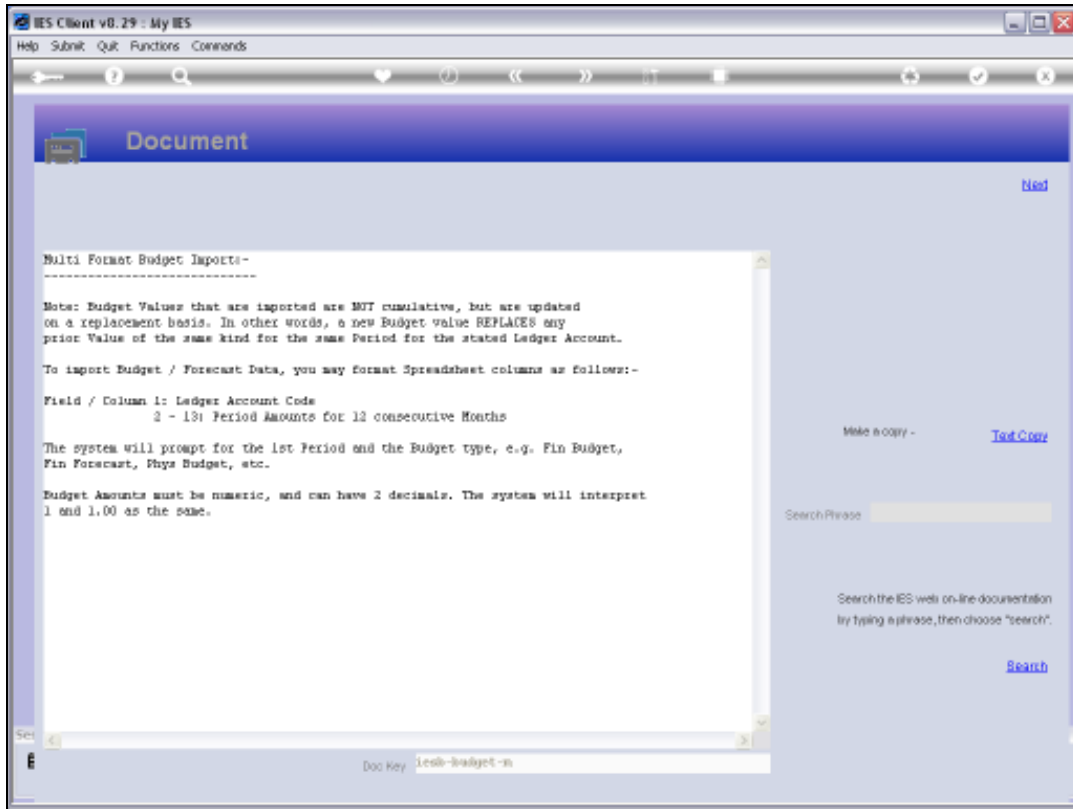
Slide 3

Slide notes: The Data Layout View reveals the expected data format.

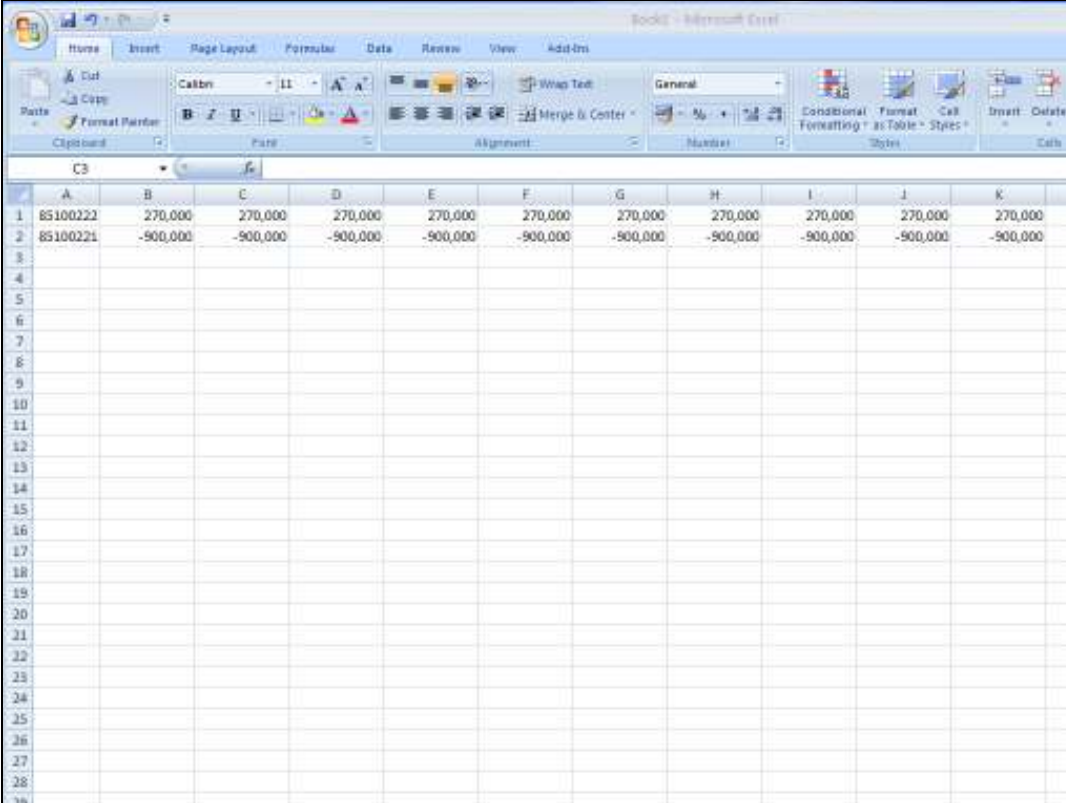


Slide 4

Slide notes: So, in a spreadsheet context, each line will have 13 columns, where column 1 is the Account Code, which is then followed by the 12 Budget Values in the next 12 columns.



Slide 5
Slide notes:



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	85100222	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000
2	85100221	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000
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Slide 6

Slide notes: Here is our example in the spreadsheet. We can do as many lines as we wish, but in this example we use only 2 lines. The 1st line is an Expense Budget with positive values, and the 2nd line is an Income Budget with negative values.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

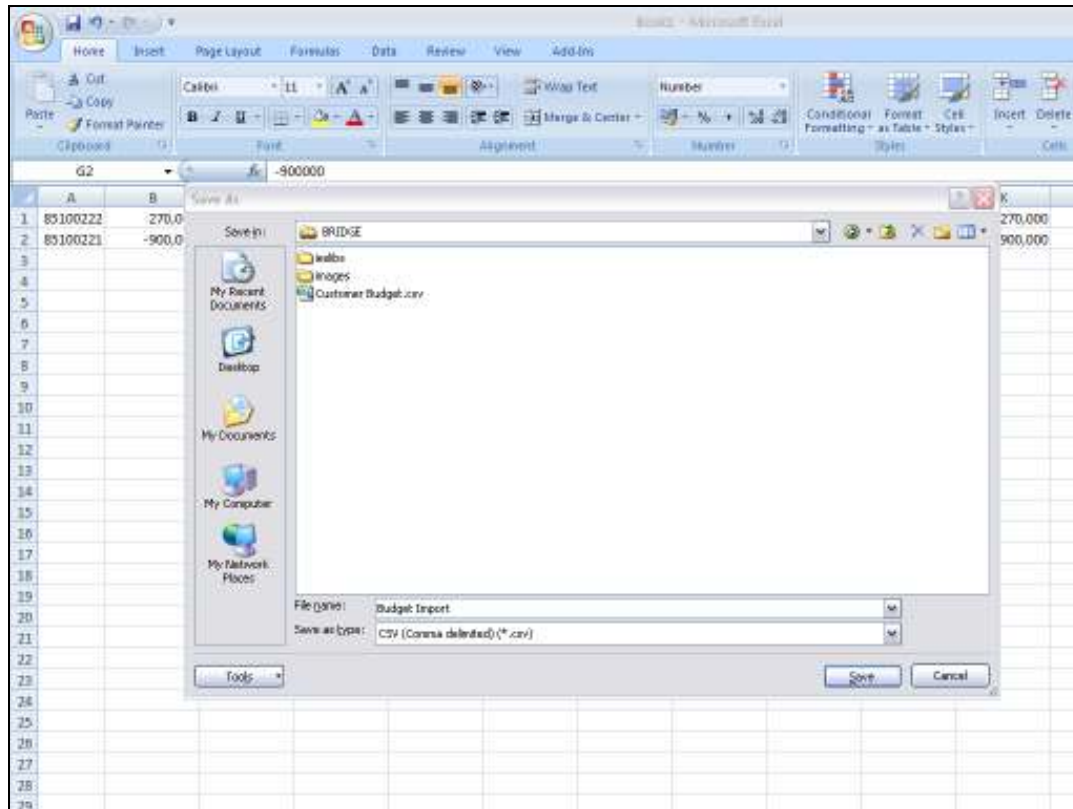
	A	B	C	D	E	F	G	H	I	J	K
1	85100222	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000
2	85100221	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000
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Slide 7
Slide notes:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

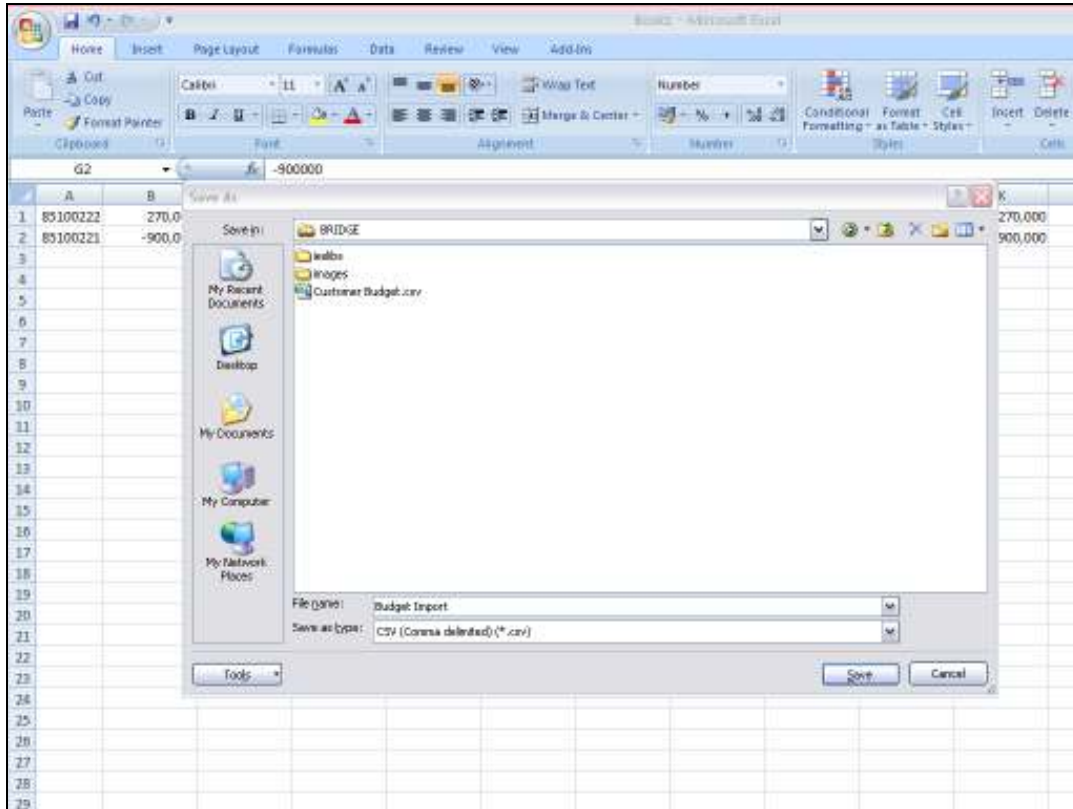
	A	B	C	D	E	F	G	H	I	J	K
1	85100222	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000
2	85100221	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000	-900,000
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Slide 8
Slide notes:

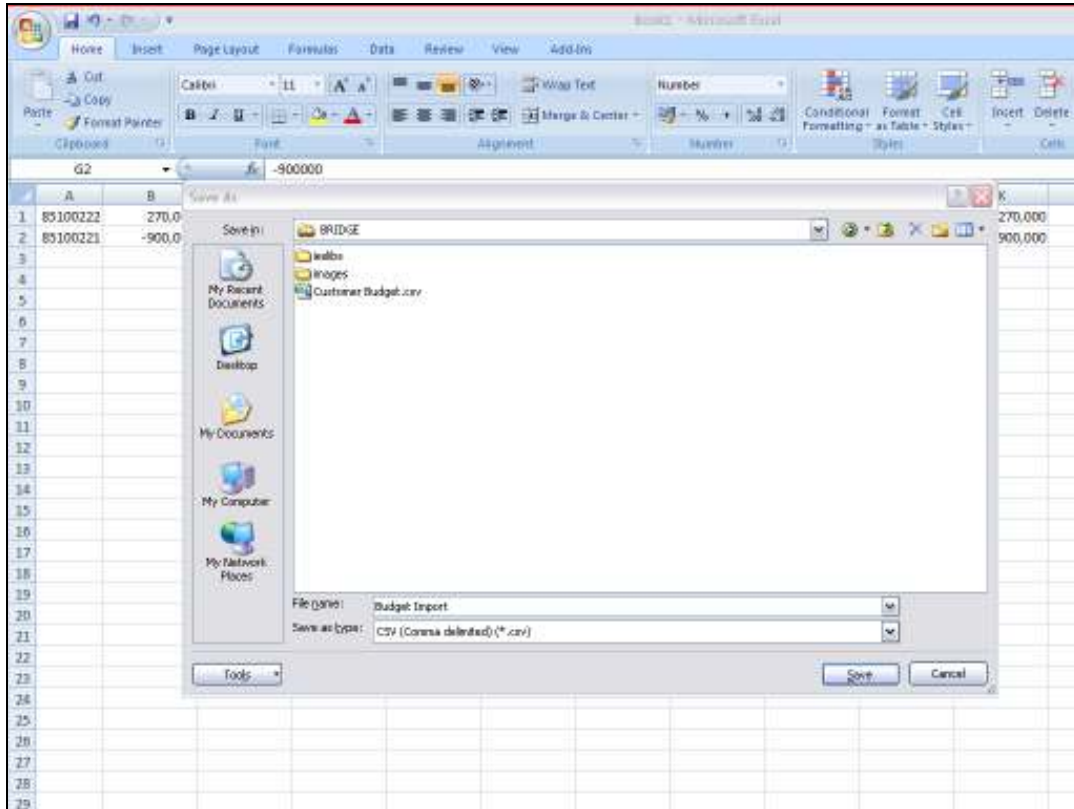


Slide 9

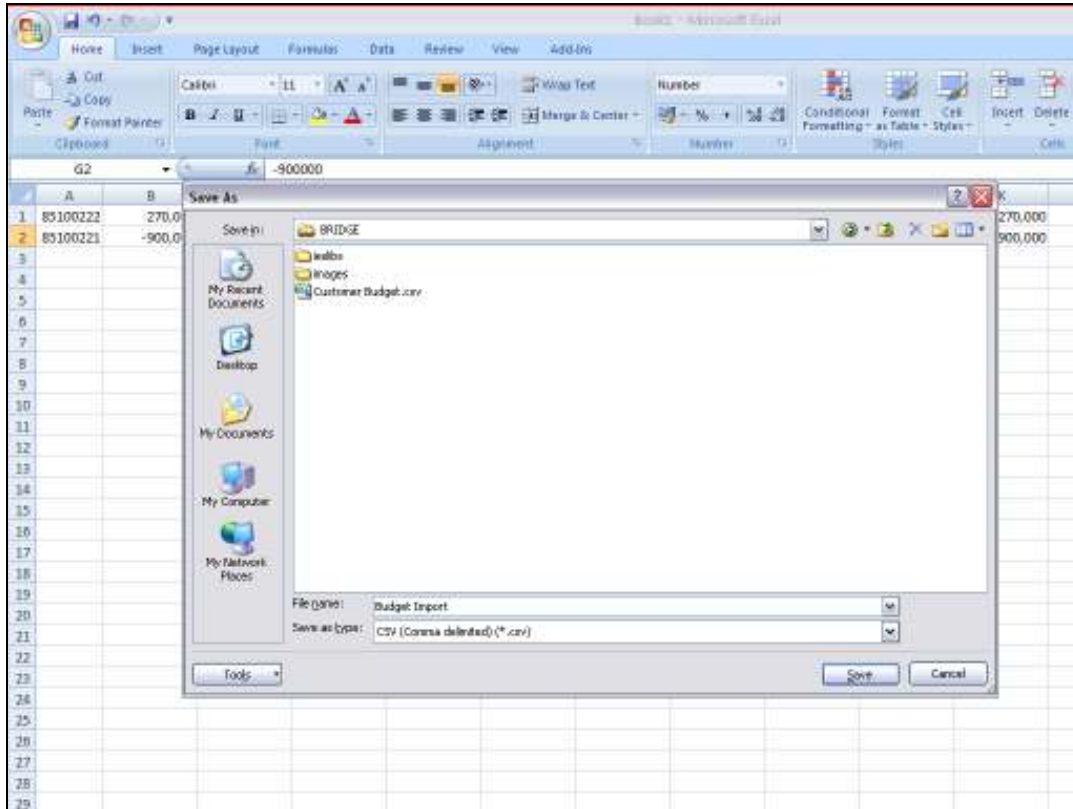
Slide notes: In preparation of the import, we need to save the file in CSV format on the BRIDGE folder.



Slide 10
Slide notes:

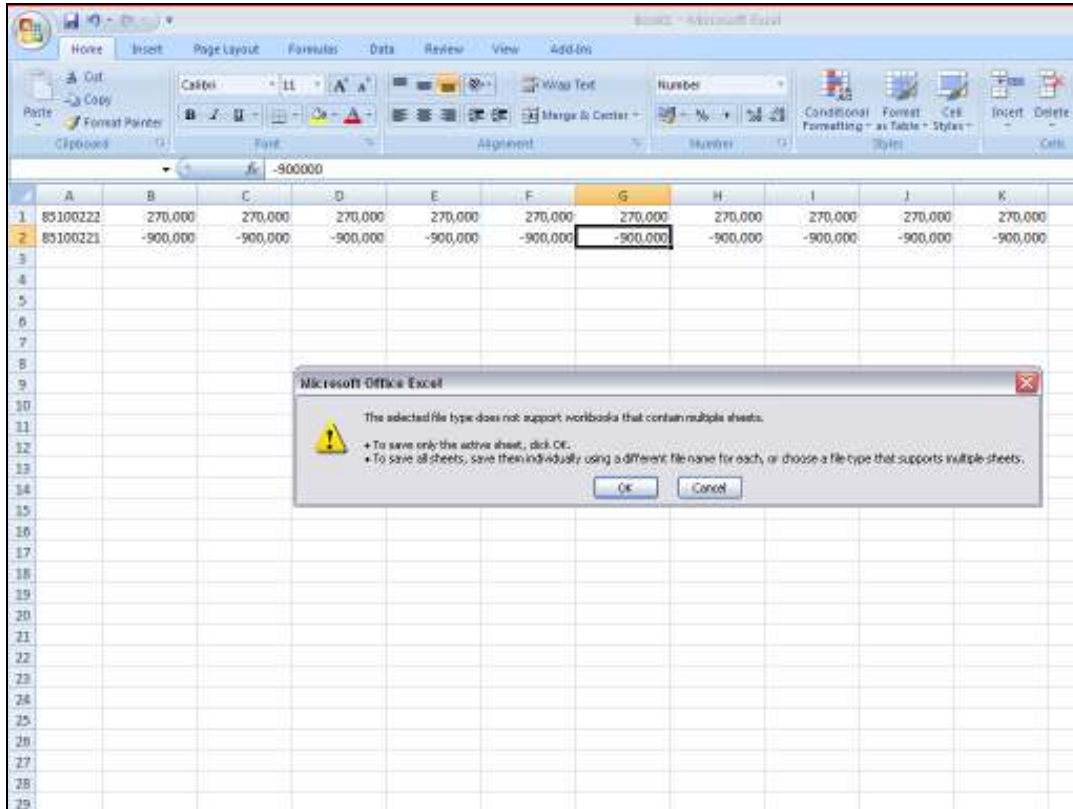


Slide 11
Slide notes:

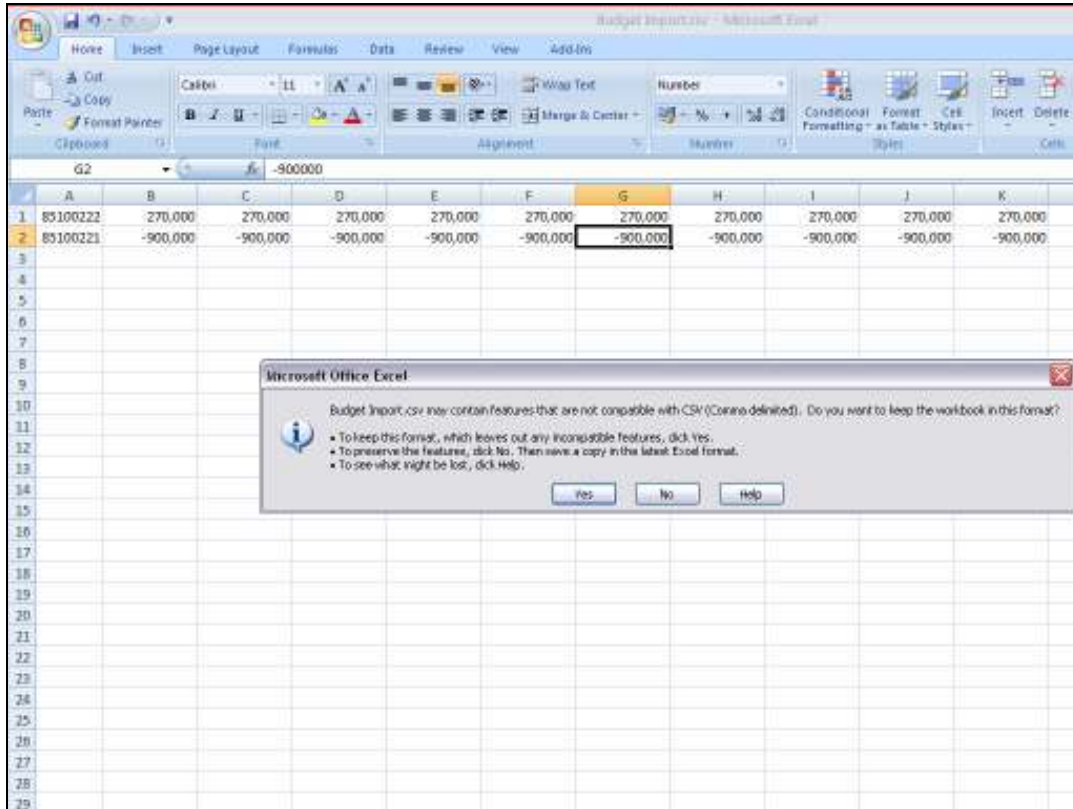


Slide 12

Slide notes:



Slide 13
Slide notes:



Slide 14
Slide notes:

Account Code: 651-00-222 RETAIL COST OF SALES: RIVERSIDE

Budget			Previous	Actuals
1	0.00	Jan 2010	262,500.00	260,555.00
2	0.00	Feb 2010	262,500.00	233,875.00
3	0.00	Mar 2010	262,500.00	263,540.00
4	0.00	Apr 2010	262,500.00	265,000.00
5	0.00	May 2010	262,500.00	210,995.00
6	0.00	Jun 2010	262,500.00	260,775.00
7	0.00	Jul 2010	262,500.00	273,440.00
8	0.00	Aug 2010	262,500.00	260,700.00
9	0.00	Sep 2010	262,500.00	262,500.00
10	0.00	Oct 2010	262,500.00	268,465.00
11	0.00	Nov 2010	262,500.00	255,000.00
12	0.00	Dec 2010	262,500.00	298,774.00

Increase %: 0.00
Decrease %: 0.00

Slide 15

Slide notes: Before we perform the import, we note this Budget screen where we show one of the Accounts listed in the data, and we can see that there is currently a zero Budget for this Account.

Account Code: 651-00-222 RETAIL COST OF SALES: RIVERSIDE

Budget			Previous	Actuals
1	0.00	Jan 2010	262,500.00	260,555.00
2	0.00	Feb 2010	262,500.00	233,875.00
3	0.00	Mar 2010	262,500.00	263,540.00
4	0.00	Apr 2010	262,500.00	265,000.00
5	0.00	May 2010	262,500.00	210,995.00
6	0.00	Jun 2010	262,500.00	260,775.00
7	0.00	Jul 2010	262,500.00	273,440.00
8	0.00	Aug 2010	262,500.00	260,700.00
9	0.00	Sep 2010	262,500.00	262,500.00
10	0.00	Oct 2010	262,500.00	268,465.00
11	0.00	Nov 2010	262,500.00	255,000.00
12	0.00	Dec 2010	262,500.00	298,774.00

Slide 16
Slide notes:

Account Code: 651-00-222 RETAIL COST OF SALES: RIVERSIDE

Budget		Previous	Actuals
1	0.00	Jan 2010	262,500.00
2	0.00	Feb 2010	262,500.00
3	0.00	Mar 2010	262,500.00
4	0.00	Apr 2010	262,500.00
5	0.00	May 2010	262,500.00
6	0.00	Jun 2010	262,500.00
7	0.00	Jul 2010	262,500.00
8	0.00	Aug 2010	262,500.00
9	0.00	Sep 2010	262,500.00
10	0.00	Oct 2010	262,500.00
11	0.00	Nov 2010	262,500.00
12	0.00	Dec 2010	262,500.00

Actuals values (from image):

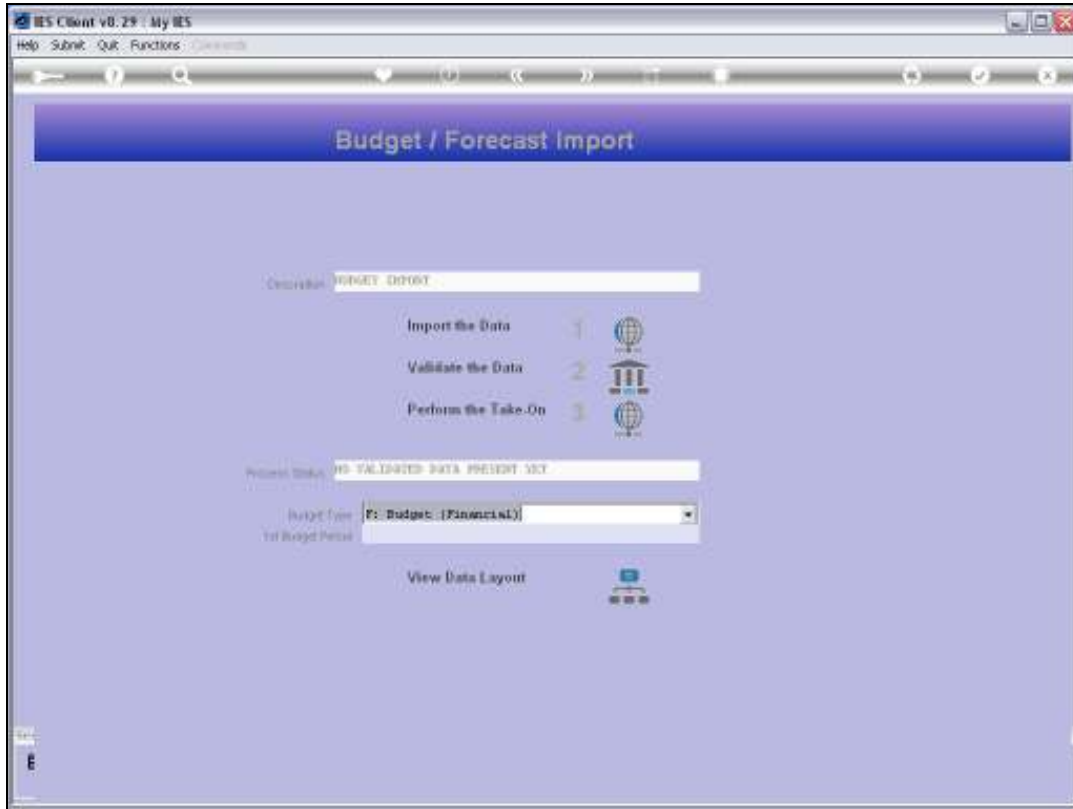
- Jan 2010: 260,555.00
- Feb 2010: 233,875.00
- Mar 2010: 263,540.00
- Apr 2010: 265,000.00
- May 2010: 210,998.00
- Jun 2010: 260,778.00
- Jul 2010: 273,440.00
- Aug 2010: 260,700.00
- Sep 2010: 262,500.00
- Oct 2010: 268,465.00
- Nov 2010: 255,000.00
- Dec 2010: 298,774.00

Slide 17
Slide notes:



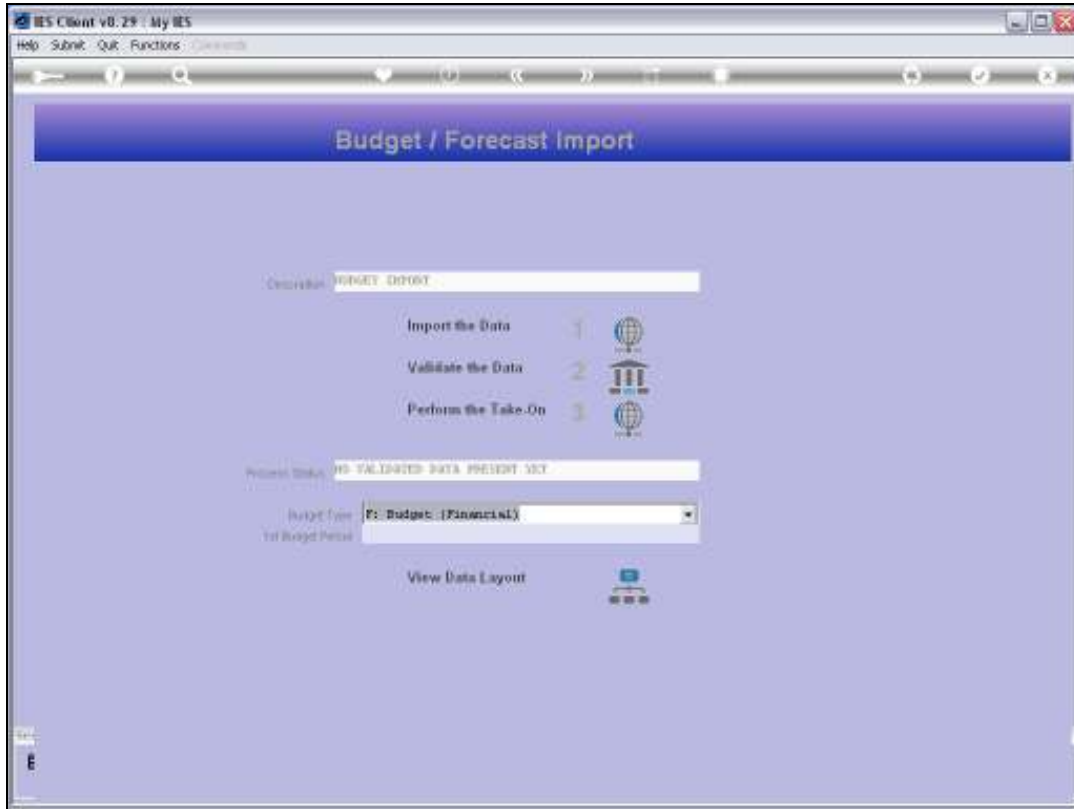
Slide 18

Slide notes: Now we will perform the import.



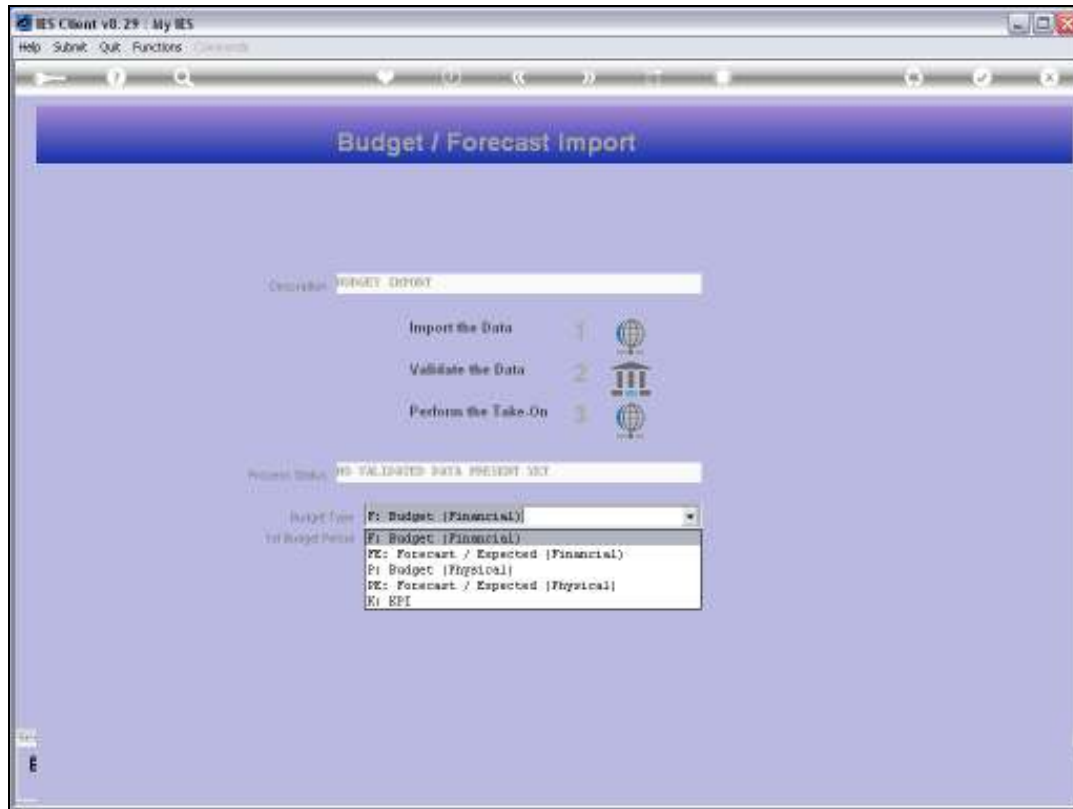
Slide 19

Slide notes:



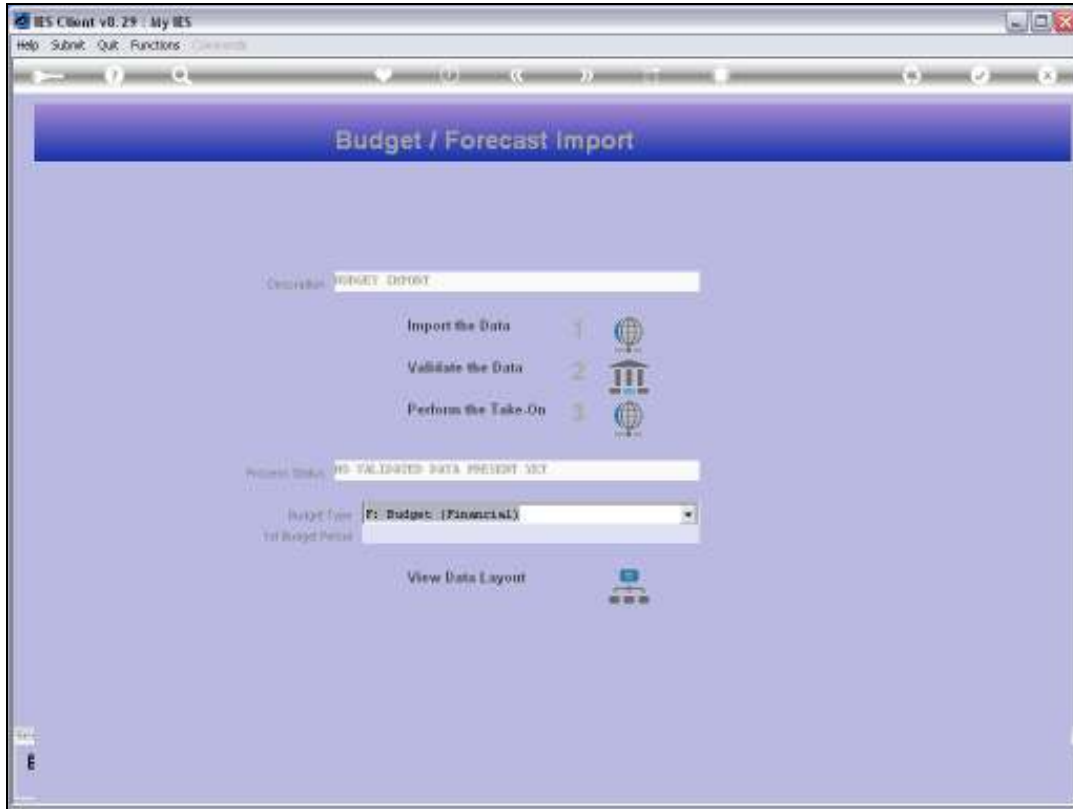
Slide 20

Slide notes:



Slide 21

Slide notes: We can import 5 different Budget Types with this option, and we select the Financial option in this case.



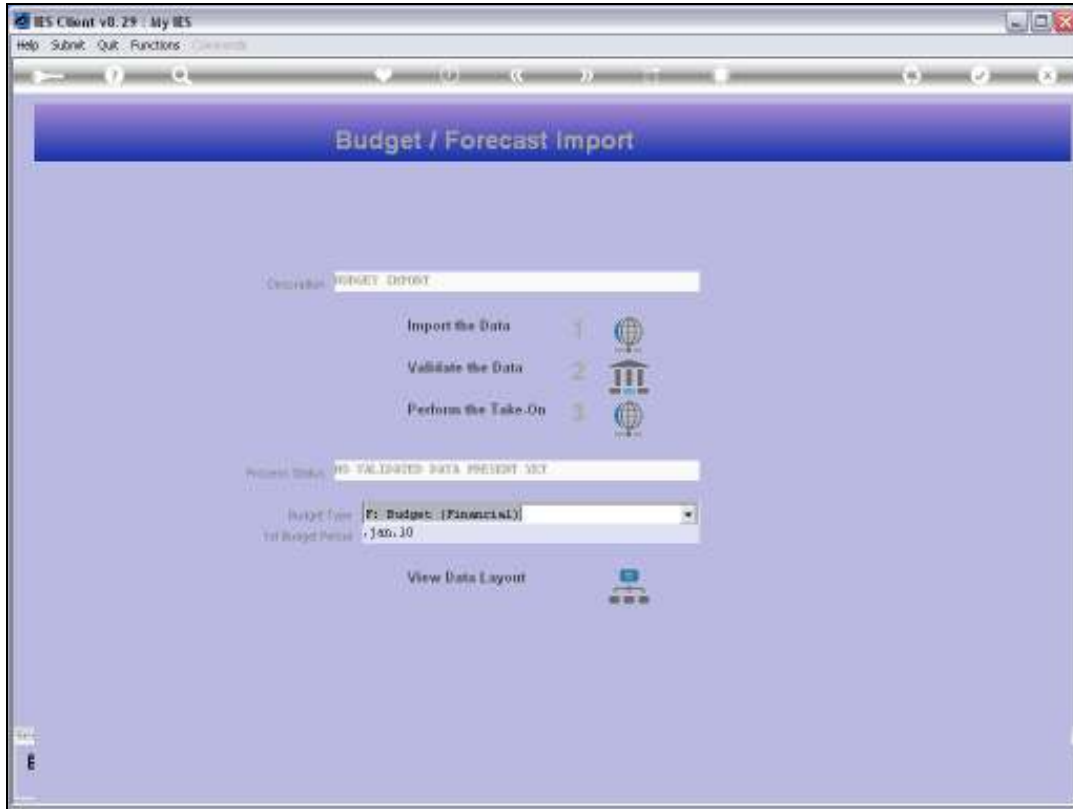
Slide 22

Slide notes:



Slide 23

Slide notes: The start Period for the Budget that we will import must be selected now, and the other 11 Values for each Account will follow in the Months thereafter.



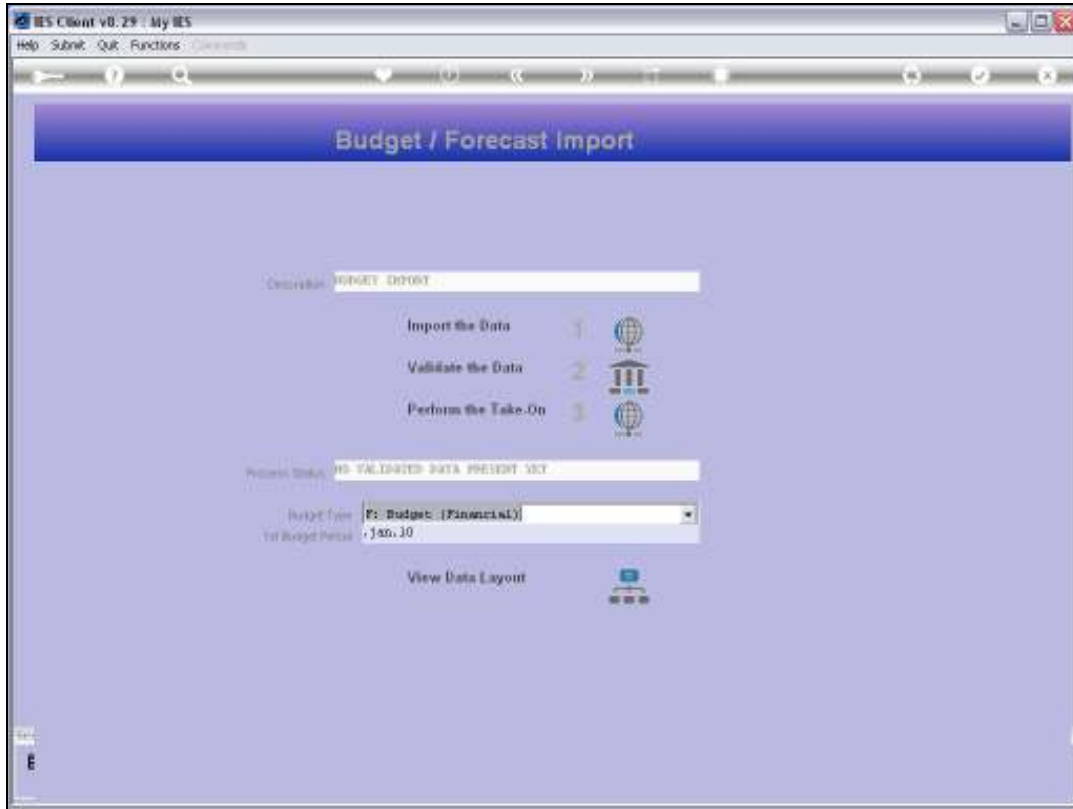
Slide 24

Slide notes:



Slide 25

Slide notes:

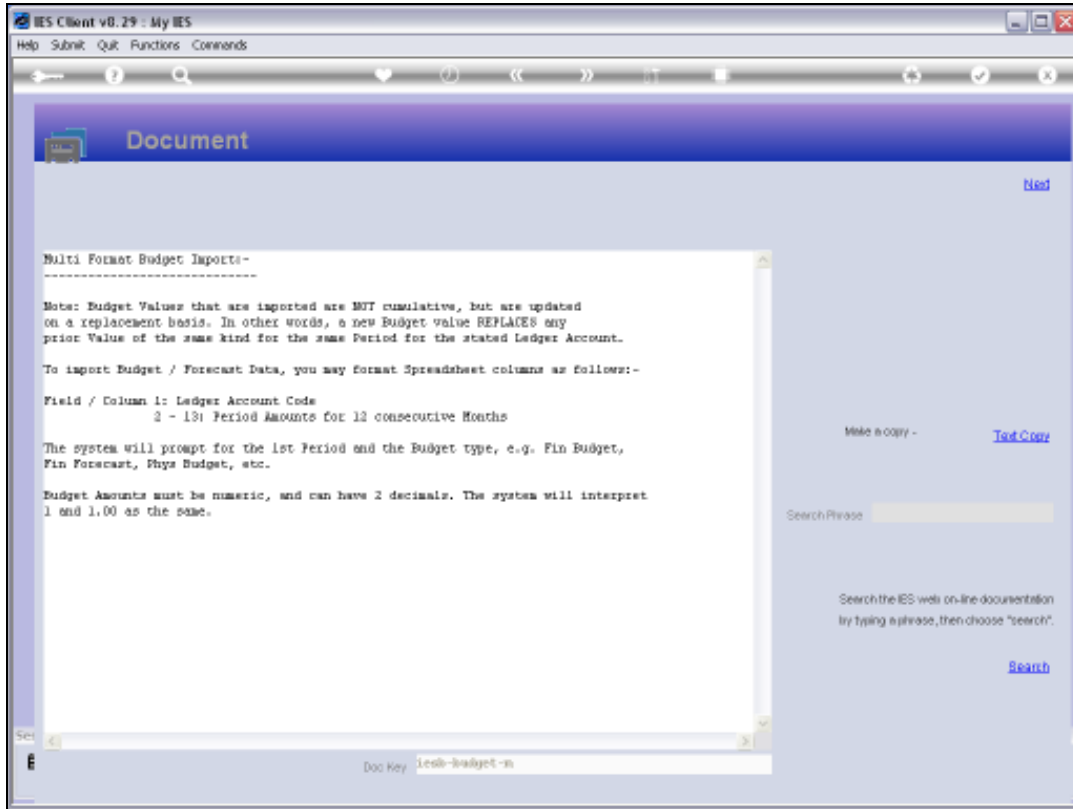


Slide 26

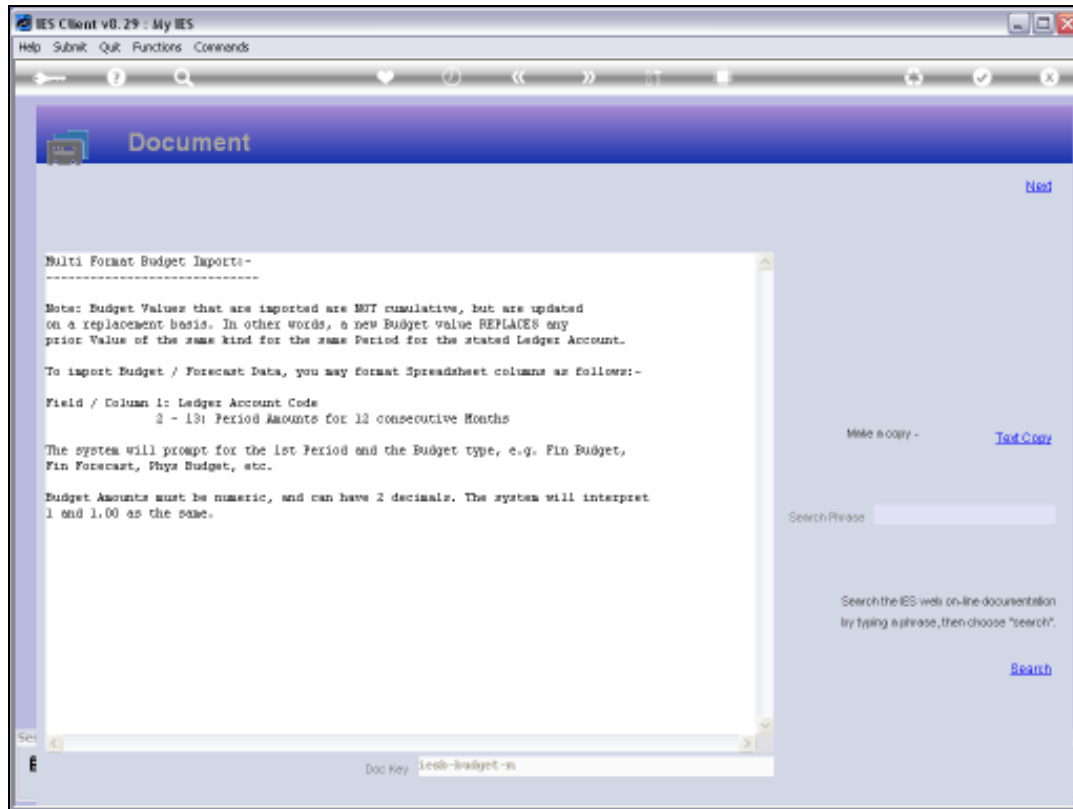
Slide notes:



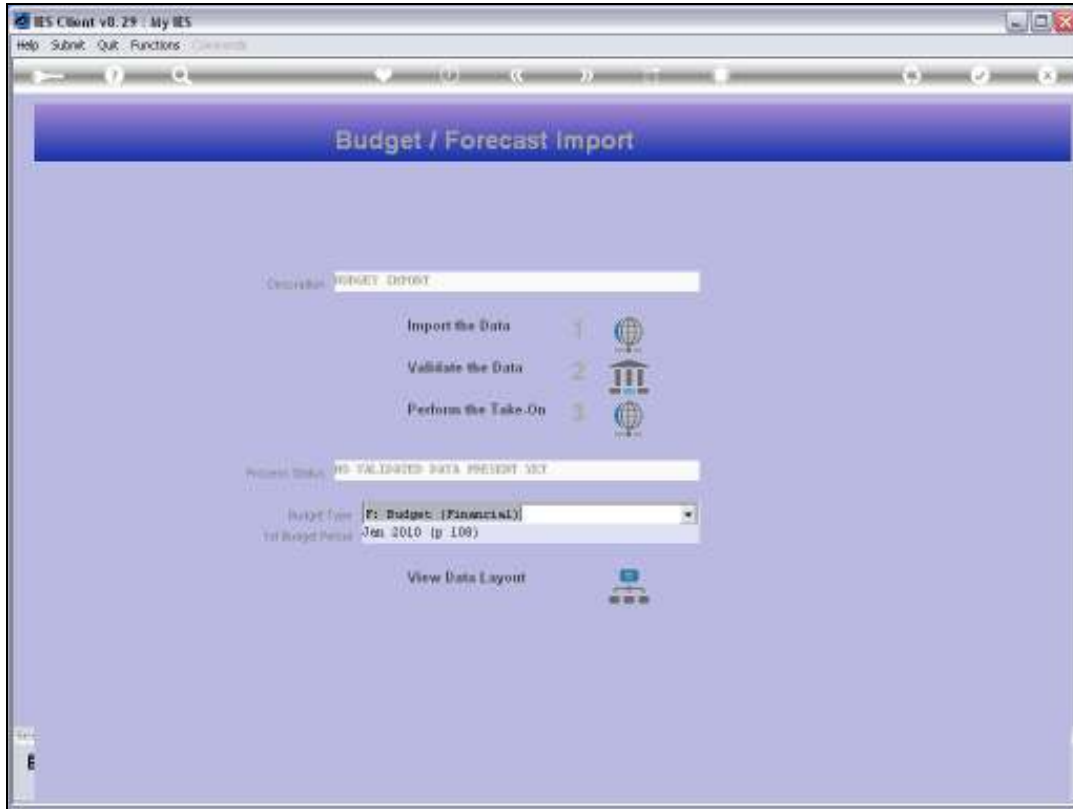
Slide 27
Slide notes:



Slide 28
Slide notes:

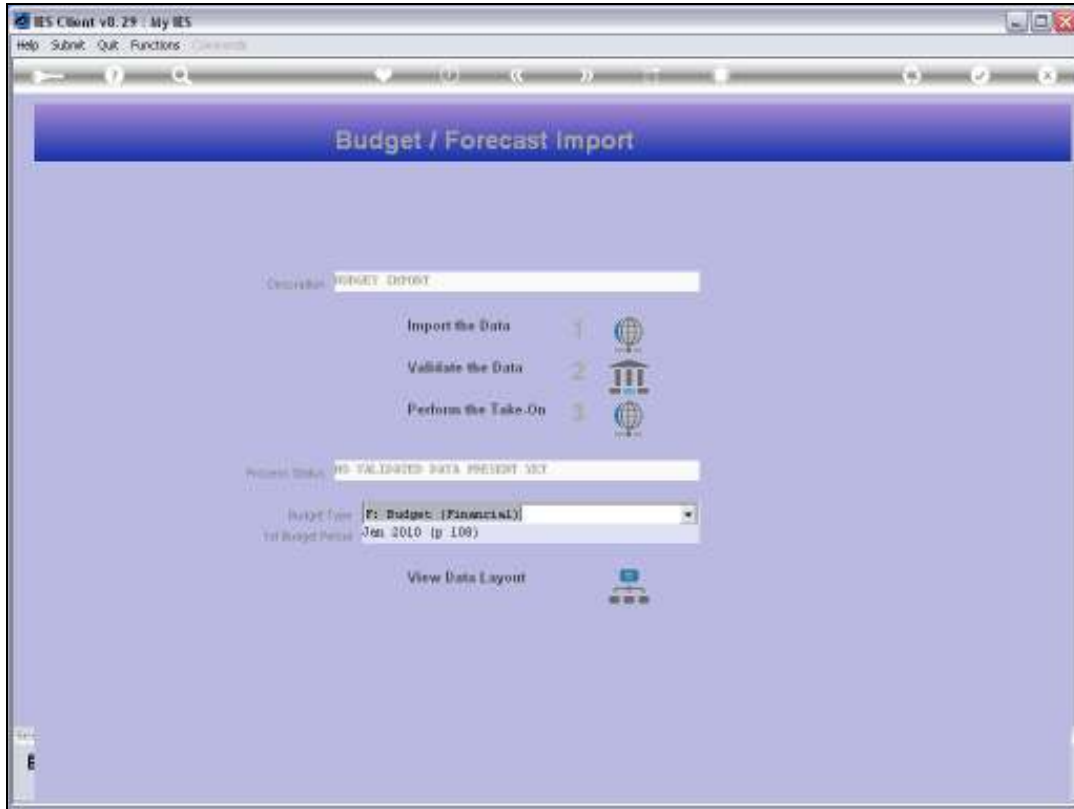


Slide 29
Slide notes:



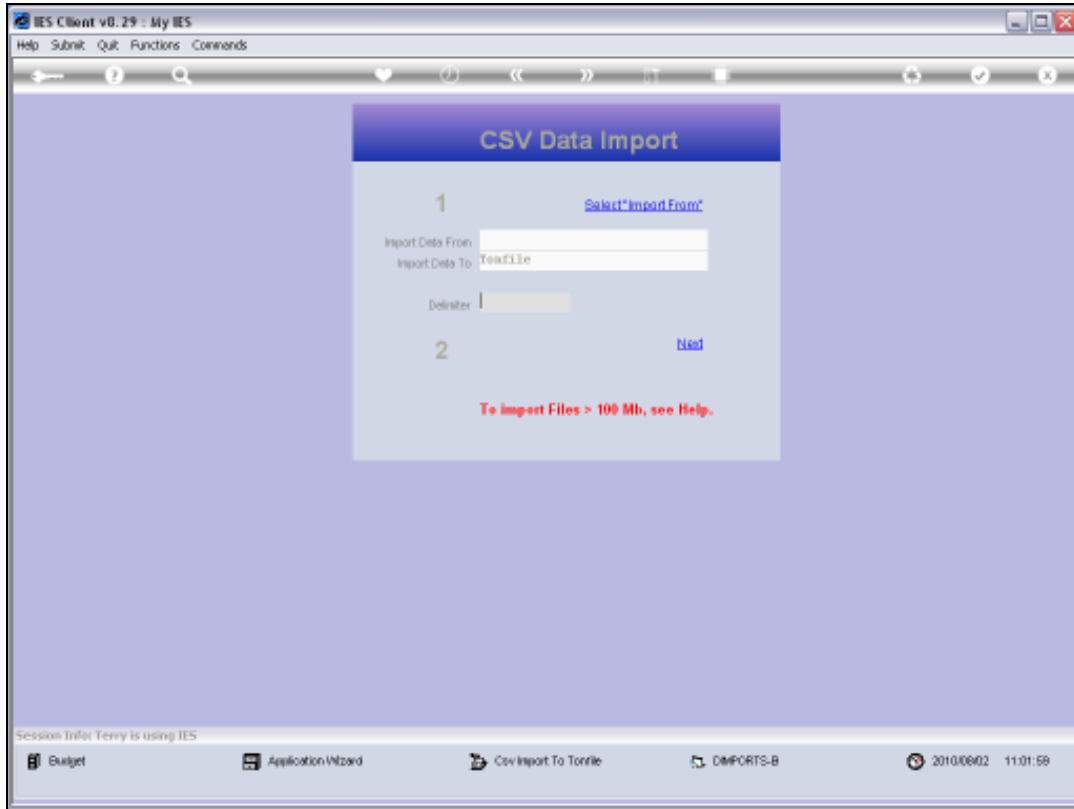
Slide 30

Slide notes:



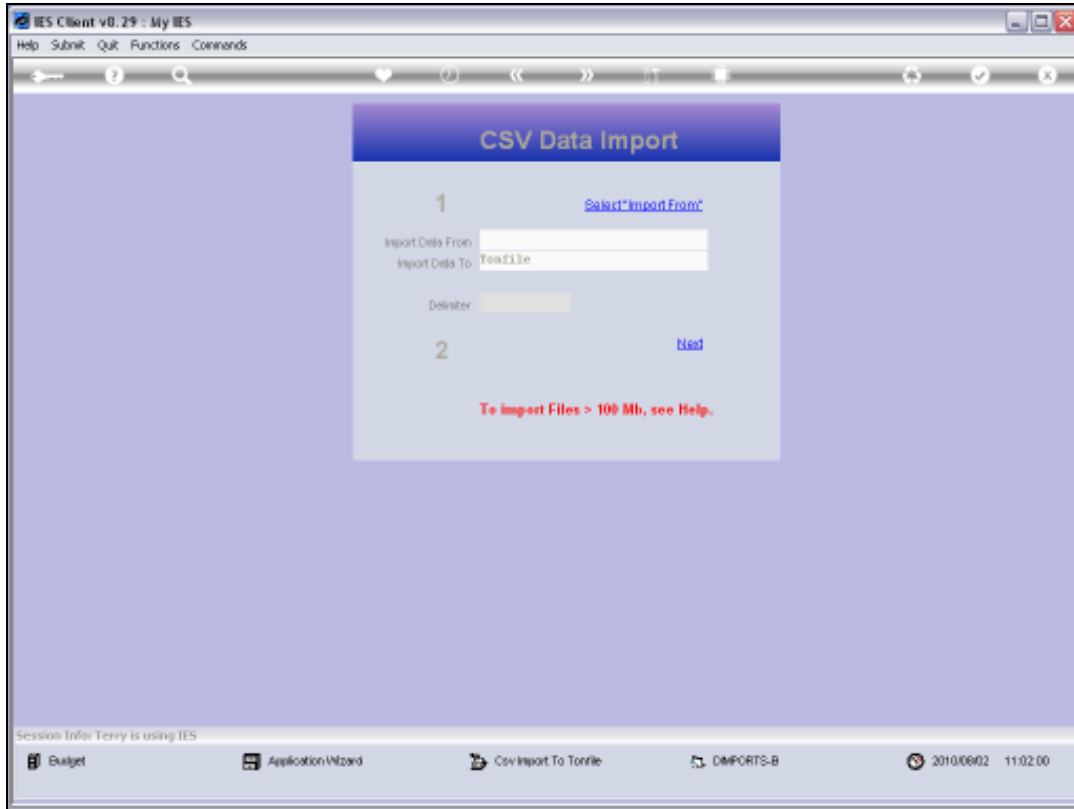
Slide 31

Slide notes:



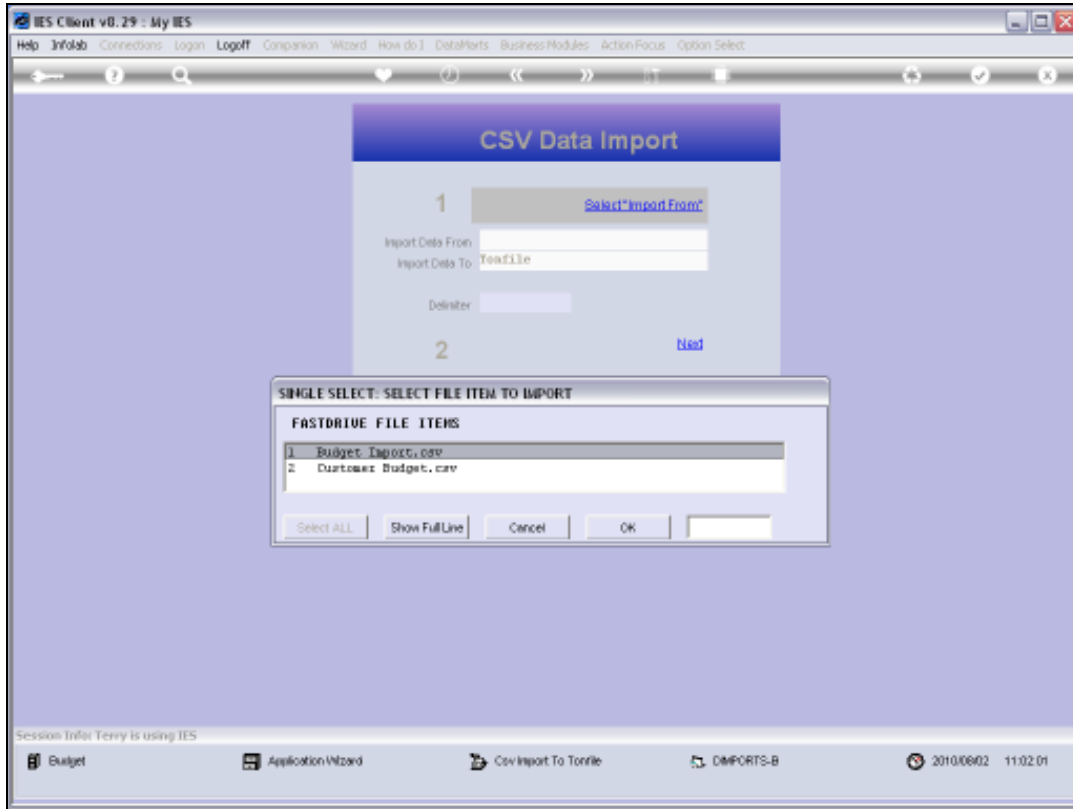
Slide 32

Slide notes:



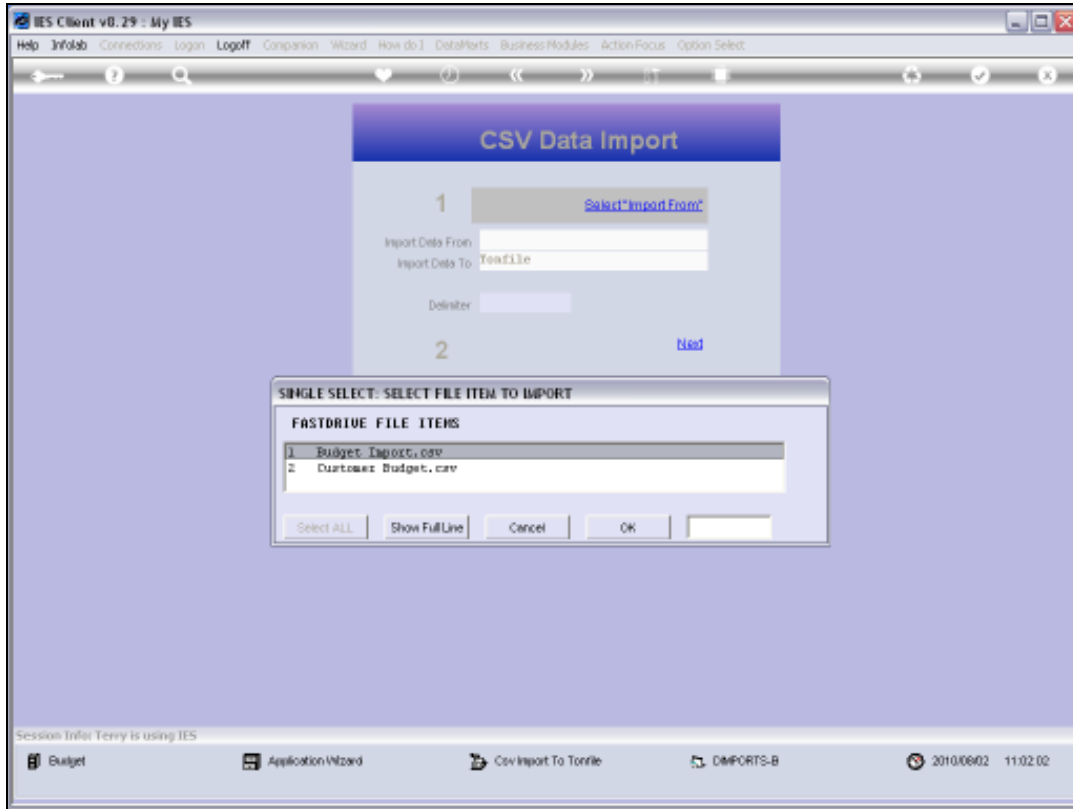
Slide 33

Slide notes:



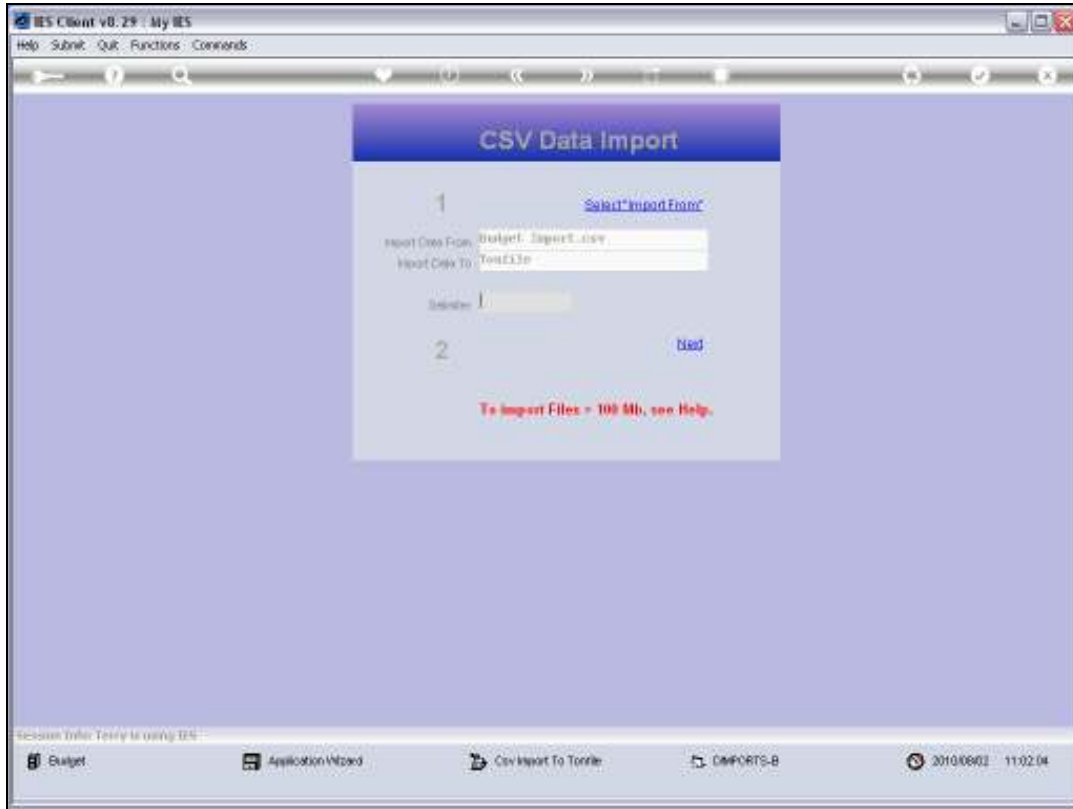
Slide 34

Slide notes: We select the file that we have prepared for this import.



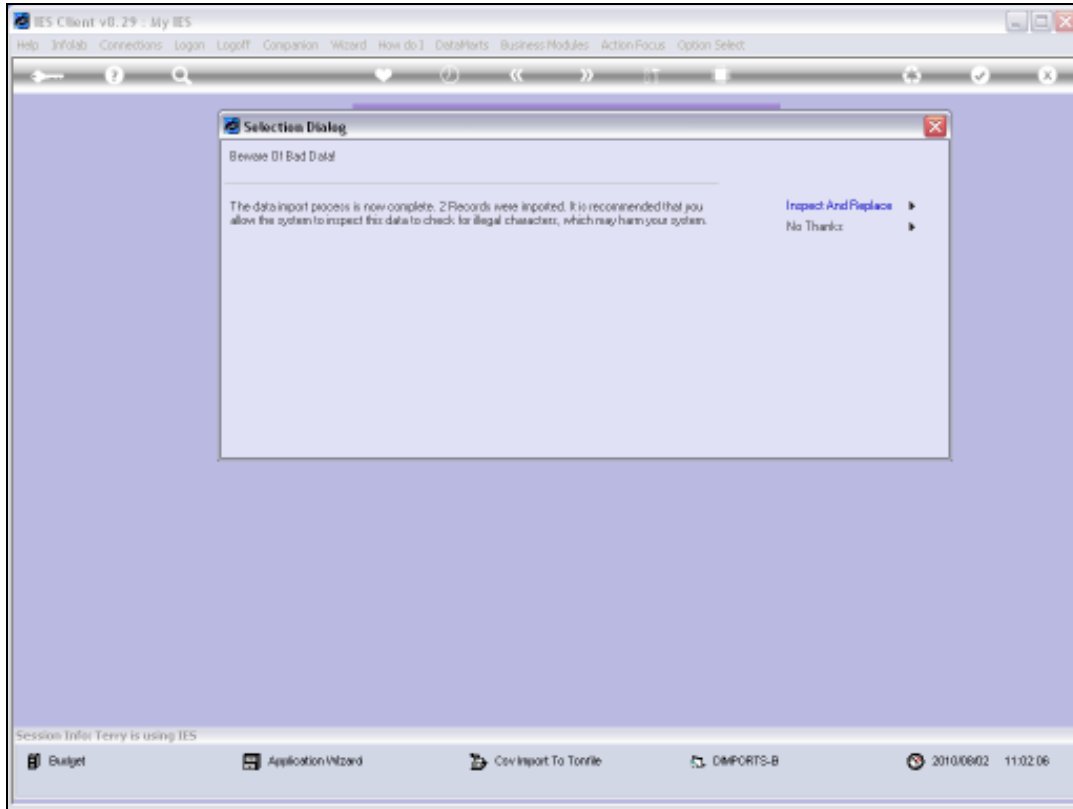
Slide 35

Slide notes:

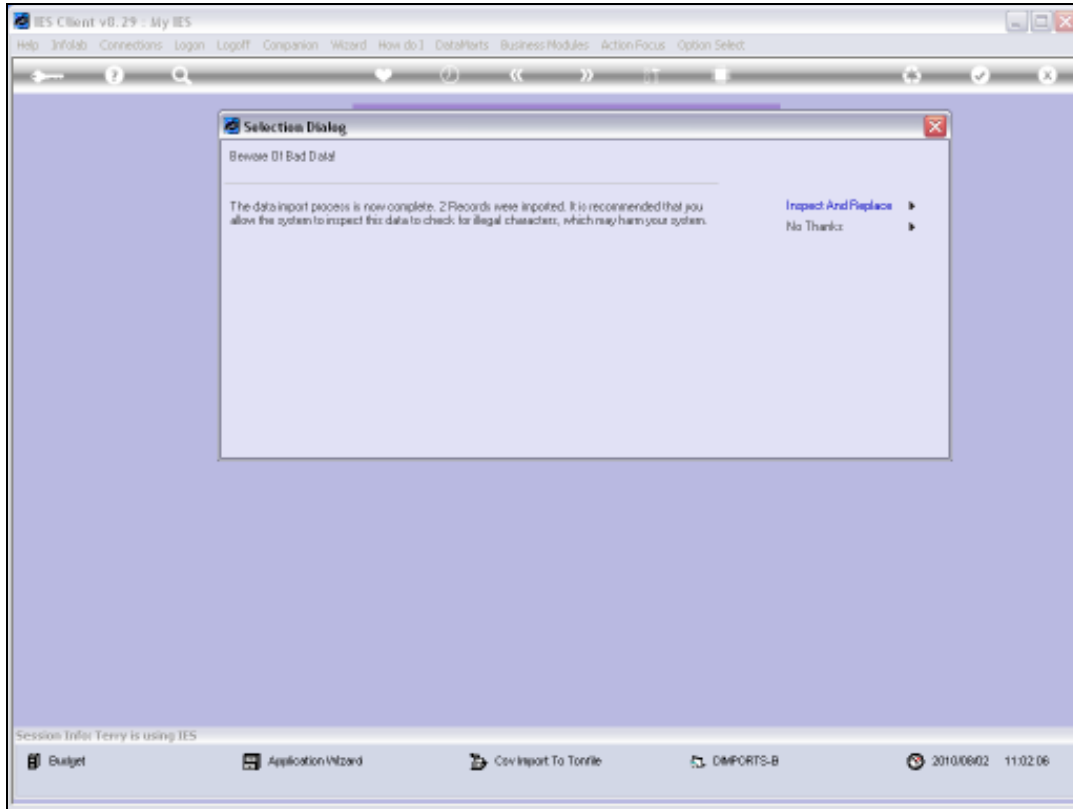


Slide 36

Slide notes:

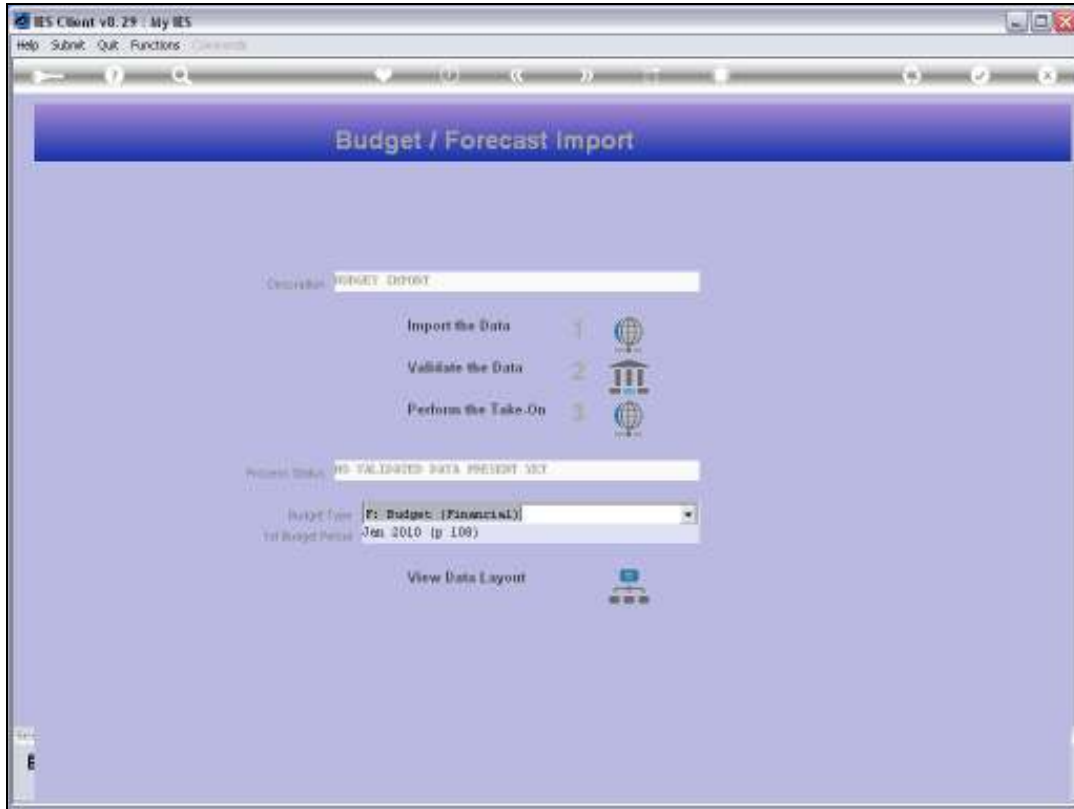


Slide 37
Slide notes:



Slide 38

Slide notes:



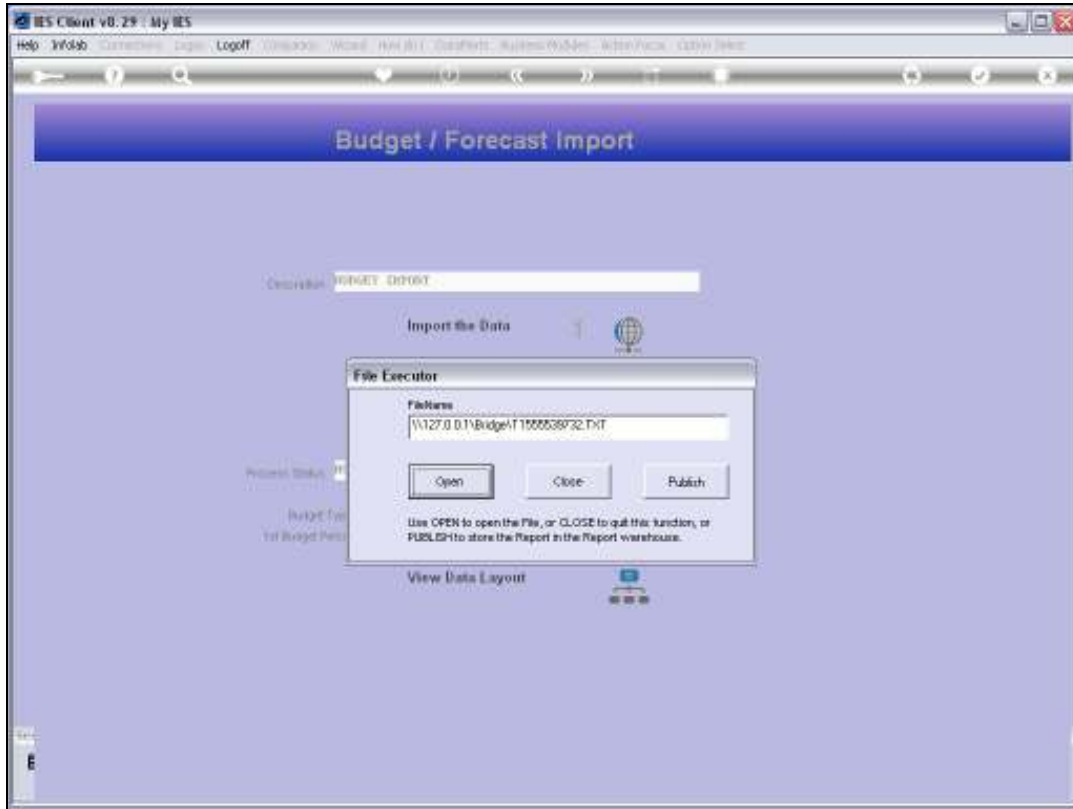
Slide 39

Slide notes:



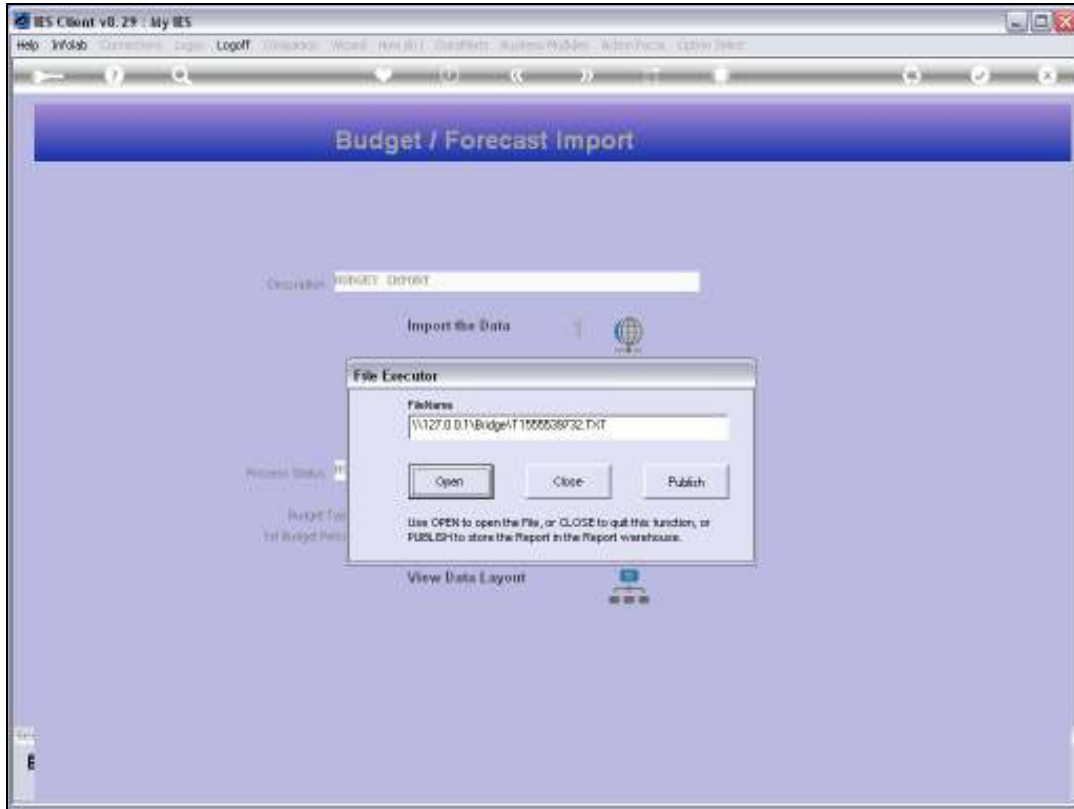
Slide 40

Slide notes: And then we need to validate the data, otherwise we cannot perform the 'take on' step.



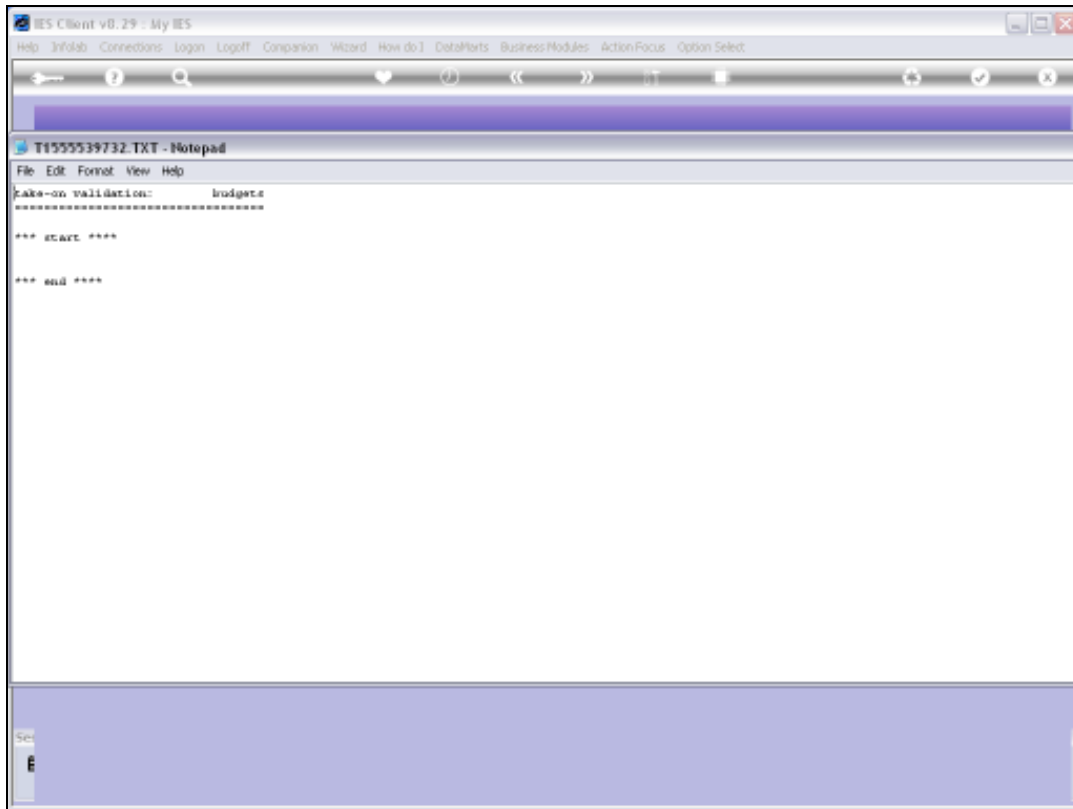
Slide 41

Slide notes:



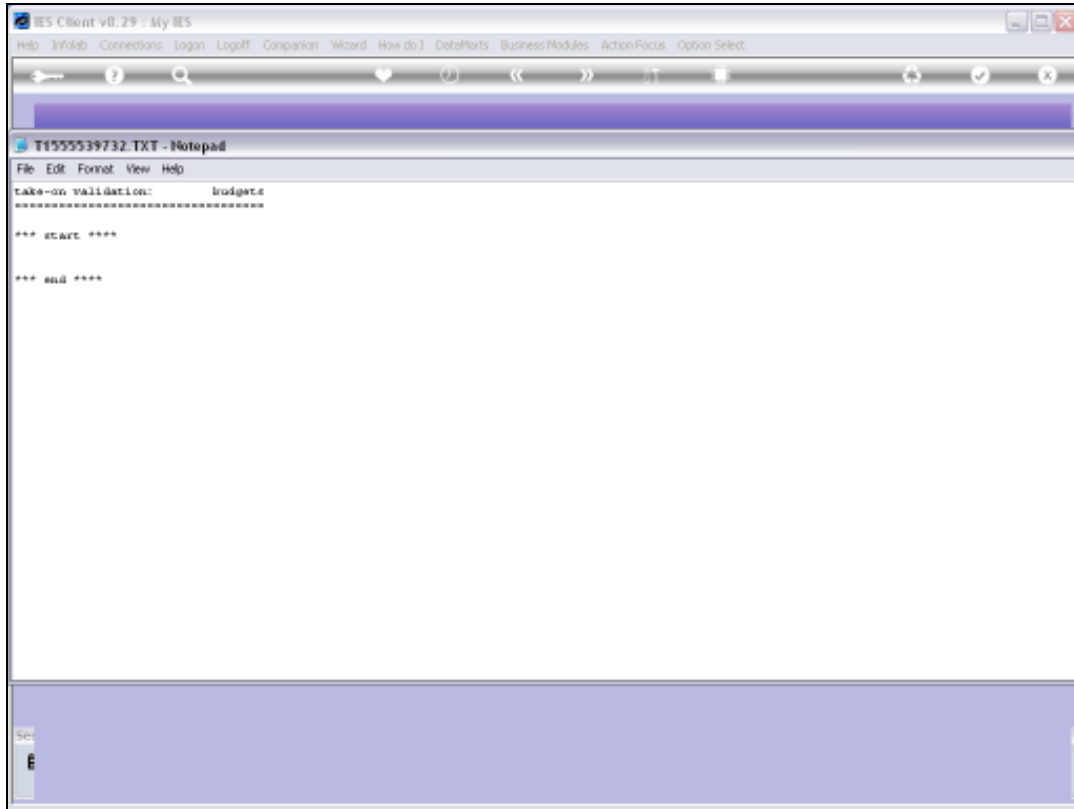
Slide 42

Slide notes:



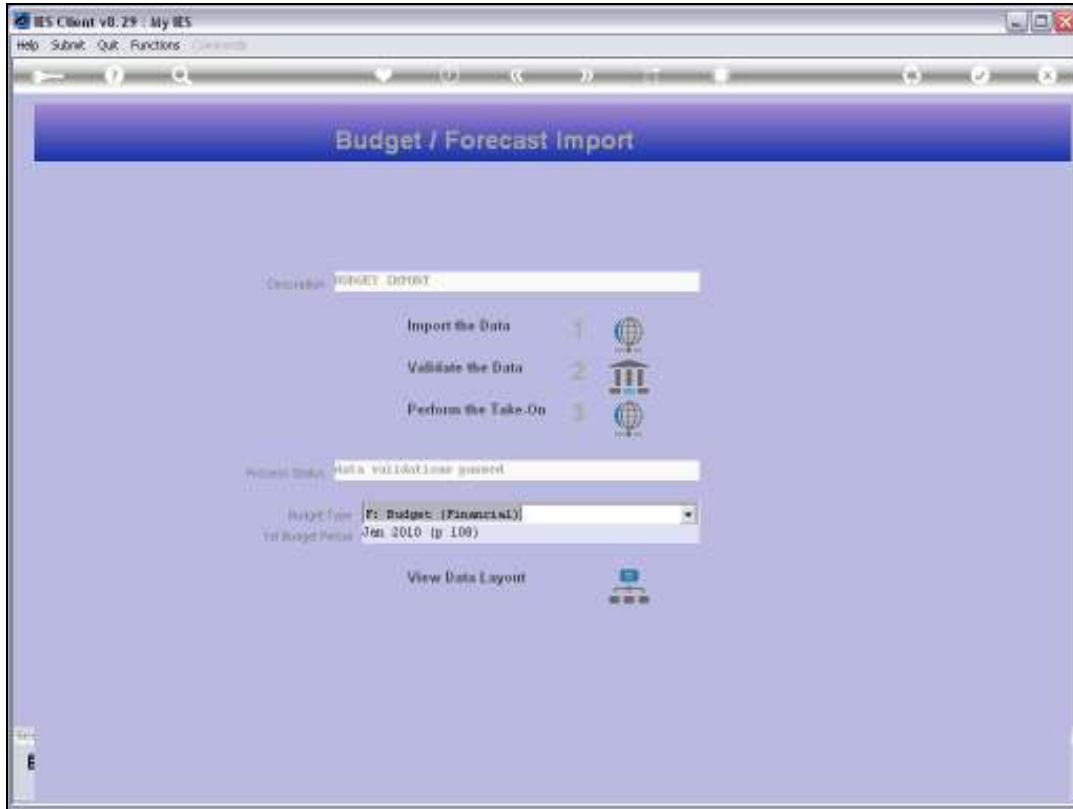
Slide 43

Slide notes: No errors are allowed between the 'start' and 'end' messages. If there are any, then we cannot do the import and need to correct the data first.



Slide 44

Slide notes:



Slide 45

Slide notes:

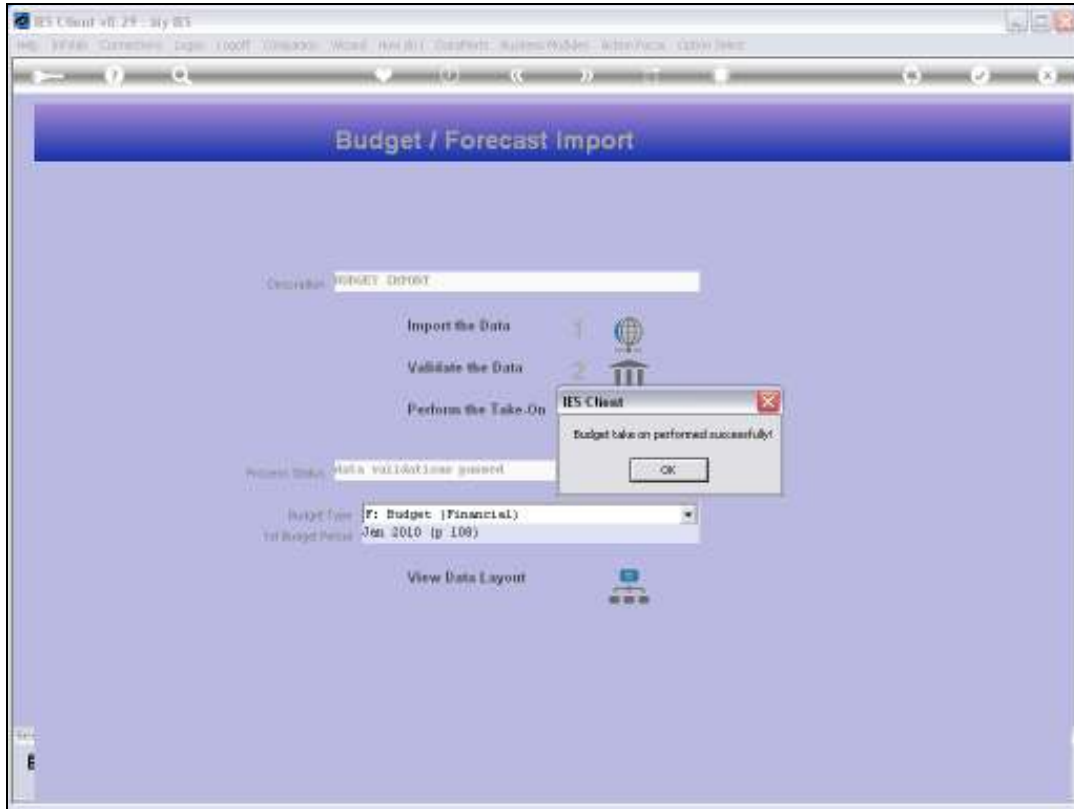


Slide 46

Slide notes: Since the data validations have been passed, we can now perform the 'take on'.



Slide 47
Slide notes:



Slide 48

Slide notes:



Slide 49
Slide notes:



Slide 50
Slide notes:

Account Code: 651-00-222 RETAIL COST OF SALES: RIVERSIDE

Budget	Previous	Actuals
1	270,000.00 Jan 2010	262,500.00 260,555.00
2	270,000.00 Feb 2010	262,500.00 233,875.00
3	270,000.00 Mar 2010	262,500.00 263,540.00
4	270,000.00 Apr 2010	262,500.00 265,000.00
5	270,000.00 May 2010	262,500.00 210,995.00
6	270,000.00 Jun 2010	262,500.00 260,775.00
7	270,000.00 Jul 2010	262,500.00 273,440.00
8	270,000.00 Aug 2010	262,500.00 260,700.00
9	270,000.00 Sep 2010	262,500.00 262,500.00
10	270,000.00 Oct 2010	262,500.00 268,465.00
11	270,000.00 Nov 2010	262,500.00 255,000.00
12	270,000.00 Dec 2010	262,500.00 298,774.00

Increase %: 0.00
Decrease %: 0.00

Slide 51

Slide notes: Just to prove that our Budget 'take on' has worked properly, we show the Account again that we looked at before, and now we can see the values that were included in the data import.

Account Code: 651-00-222 RETAIL COST OF SALES: RIVERSIDE

Budget	Previous	Actuals
1 270,000.00 Jan 2010	262,500.00	260,555.00
2 270,000.00 Feb 2010	262,500.00	233,875.00
3 270,000.00 Mar 2010	262,500.00	263,540.00
4 270,000.00 Apr 2010	262,500.00	265,000.00
5 270,000.00 May 2010	262,500.00	210,998.00
6 270,000.00 Jun 2010	262,500.00	260,778.00
7 270,000.00 Jul 2010	262,500.00	273,440.00
8 270,000.00 Aug 2010	262,500.00	260,700.00
9 270,000.00 Sep 2010	262,500.00	262,500.00
10 270,000.00 Oct 2010	262,500.00	268,465.00
11 270,000.00 Nov 2010	262,500.00	255,000.00
12 270,000.00 Dec 2010	262,500.00	298,774.00

Increase %: 0.00
Decrease %: 0.00

Slide 52
Slide notes:

Account Code: 651-00-222 RETAIL COST OF SALES: RIVERSIDE

Budget		Previous	Actuals
1	270,000.00	Jan 2010	262,500.00
2	270,000.00	Feb 2010	262,500.00
3	270,000.00	Mar 2010	262,500.00
4	270,000.00	Apr 2010	262,500.00
5	270,000.00	May 2010	262,500.00
6	270,000.00	Jun 2010	262,500.00
7	270,000.00	Jul 2010	262,500.00
8	270,000.00	Aug 2010	262,500.00
9	270,000.00	Sep 2010	262,500.00
10	270,000.00	Oct 2010	262,500.00
11	270,000.00	Nov 2010	262,500.00
12	270,000.00	Dec 2010	262,500.00

Increase %: 0.00
Decrease %: 0.00

Slide 53

Slide notes: We can import Budget values as many times as we like, and each time those Accounts that are included will have any current Budget overwritten with the new values, while any Accounts not included will remain as is, with or without any Budget values already in place.