



Slide 1

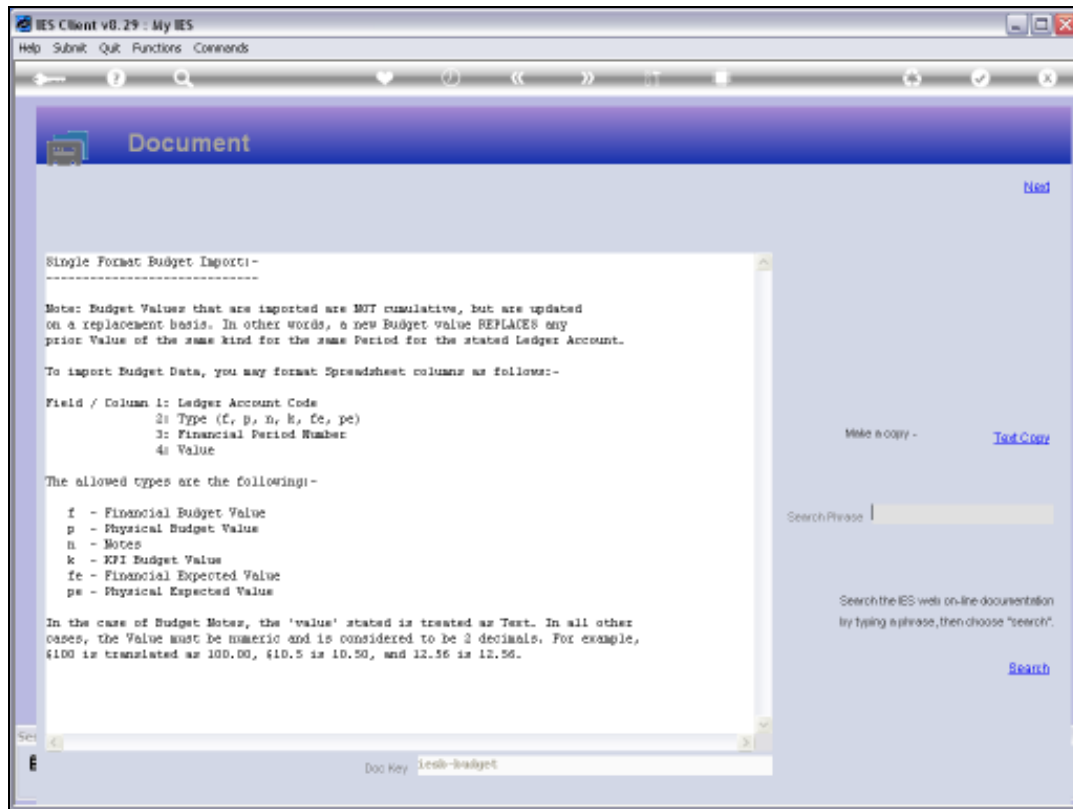
Slide notes: Although the Single Format Budget Import can be used for any Budget upload purposes, it is most useful for minor Budget adjustments.



Slide 2
Slide notes:



Slide 3
Slide notes:



Slide 4

Slide notes: In this case, we can use 1 line to change a Budget value for 1 period on 1 Account, and we can mix any number of Budget Types in the same upload.



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	L	M	N	O
1	85100222	†		114	260000										
2	85100222	†		119	500000										
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Slide 6

Slide notes: In column 1, we state the GL Account Code.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	85100222	↑	114	260000											
2	85100222	↑	119	500000											
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Slide 7

Slide notes: In column 2, we have the Budget Type, and we can include different types in the same data set, although in this example we update the Financial Budget for both lines.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	85100222	†	114	260000											
2	85100222	†	119	500000											
3															
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Slide 8

Slide notes: In column 3 we state the Period for the Budget update.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	85100222	†	114	260000											
2	85100222	†	119	500000											
3															
4															
5															
6															
7															
8															
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Slide 9

Slide notes: And column 4 has the new Budget value.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	85100222 †		114	260000											
2	85100222 †		119	500000											
3															
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Slide 10
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

Slide 11

Slide notes: This is the Account that we have included in our data, and we will be updating the values for the July and December Periods.

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

Actuals values: 260,555.00, 233,875.00, 263,540.00, 265,000.00, 210,998.00, 260,778.00, 273,440.00, 260,700.00, 262,500.00, 268,465.00, 255,000.00, 298,774.00

Slide 12
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

Buttons: Copy Previous, Copy Plus, Copy Minus, Increase %, Decrease %, Initiate, Spread, Totals, Chart, Save

Input fields: Increase %: 0.00, Decrease %: 0.00

Footer: Sec 6

Slide 13
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	210,998.00
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

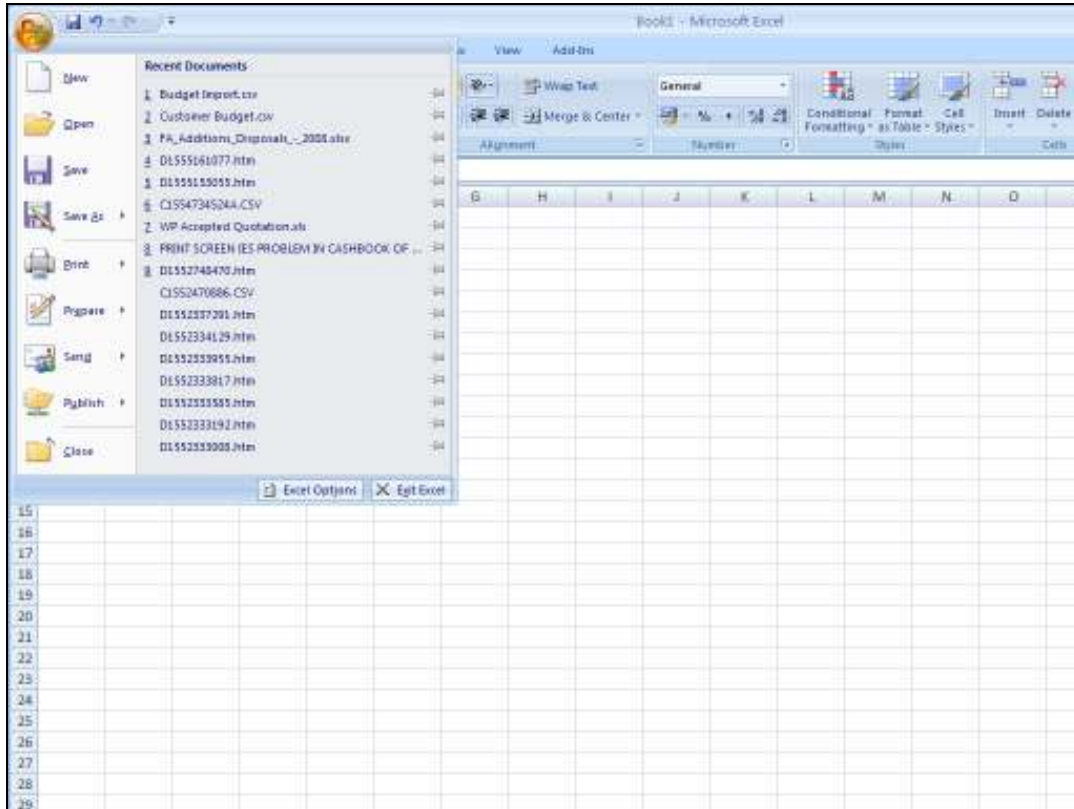
Slide 14
Slide notes:

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	85100222 †		114	260000											
2	85100222 †		119	500000											
3															
4															
5															
6															
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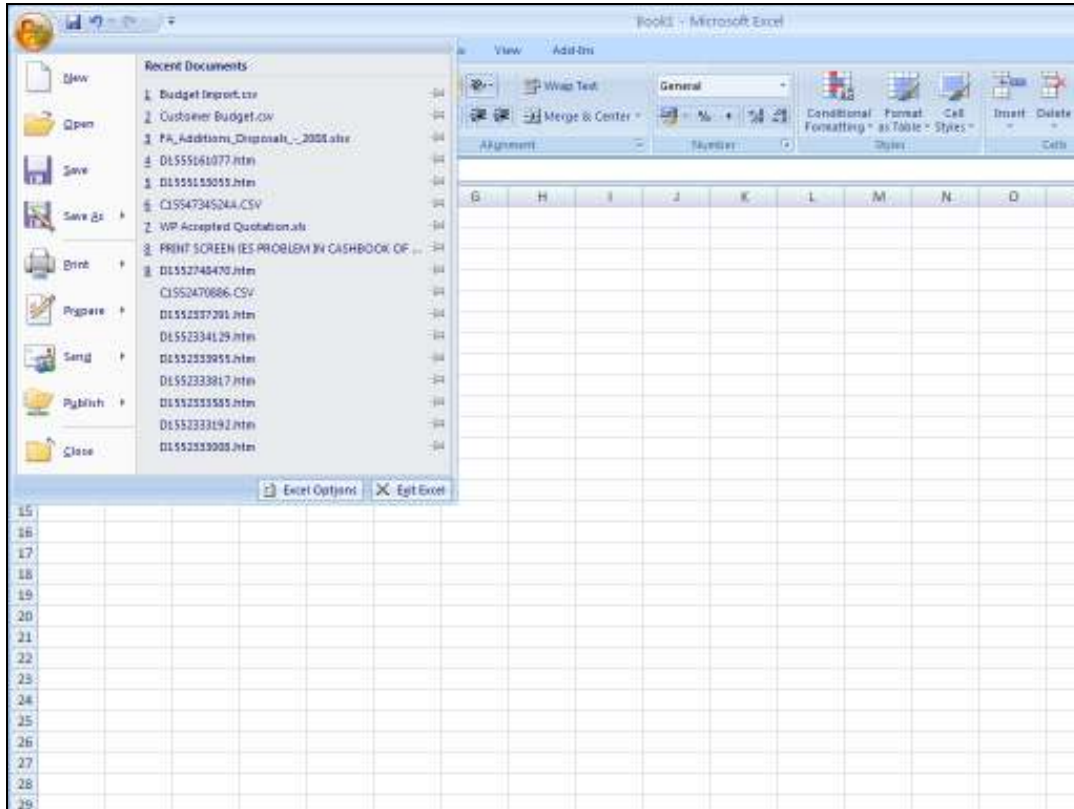
Slide 15

Slide notes:



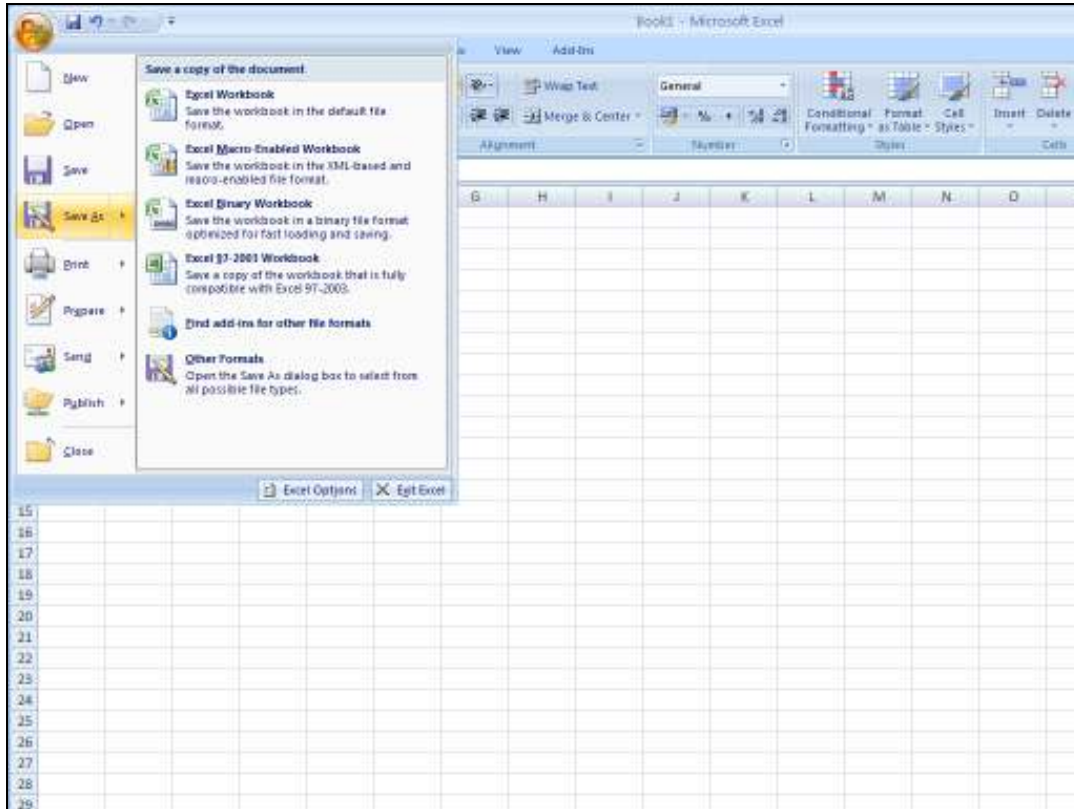
Slide 16

Slide notes:



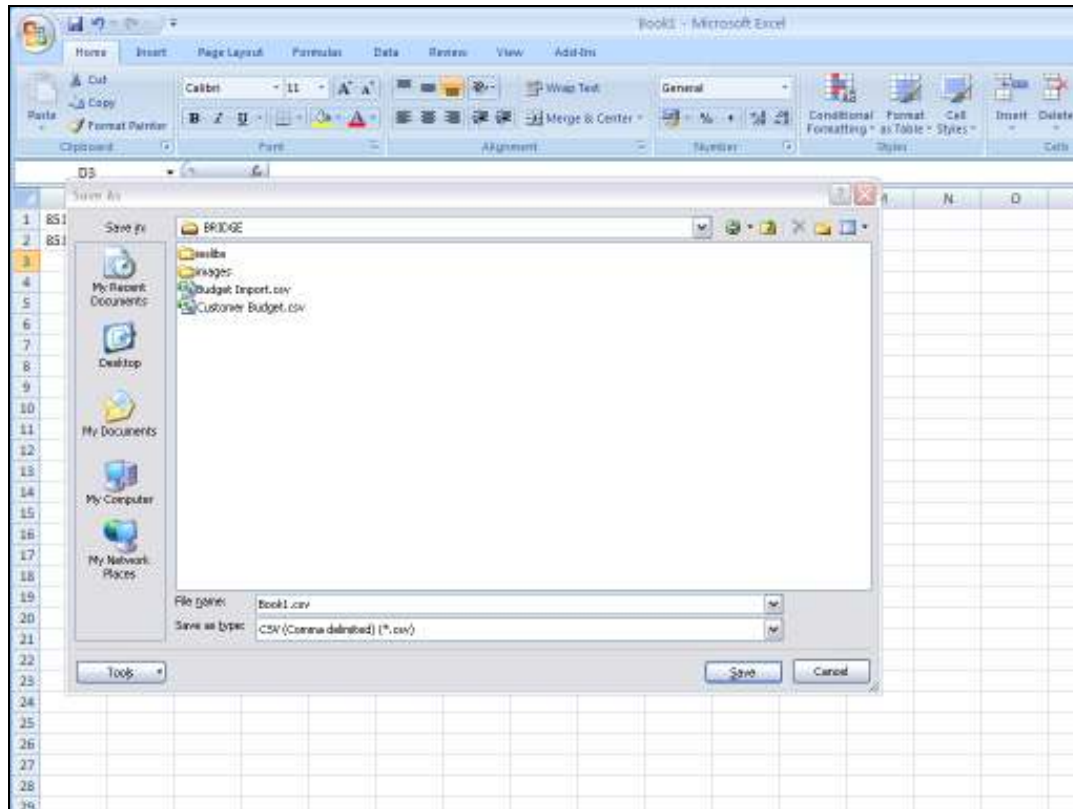
Slide 17

Slide notes:



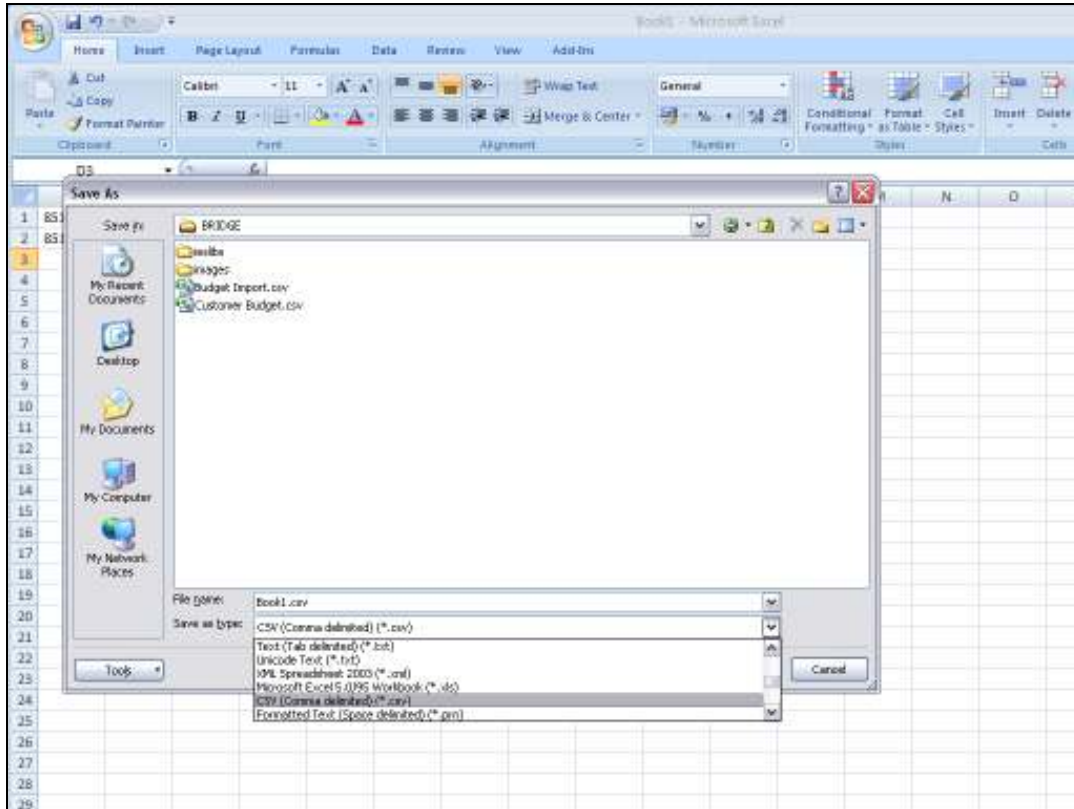
Slide 18

Slide notes:

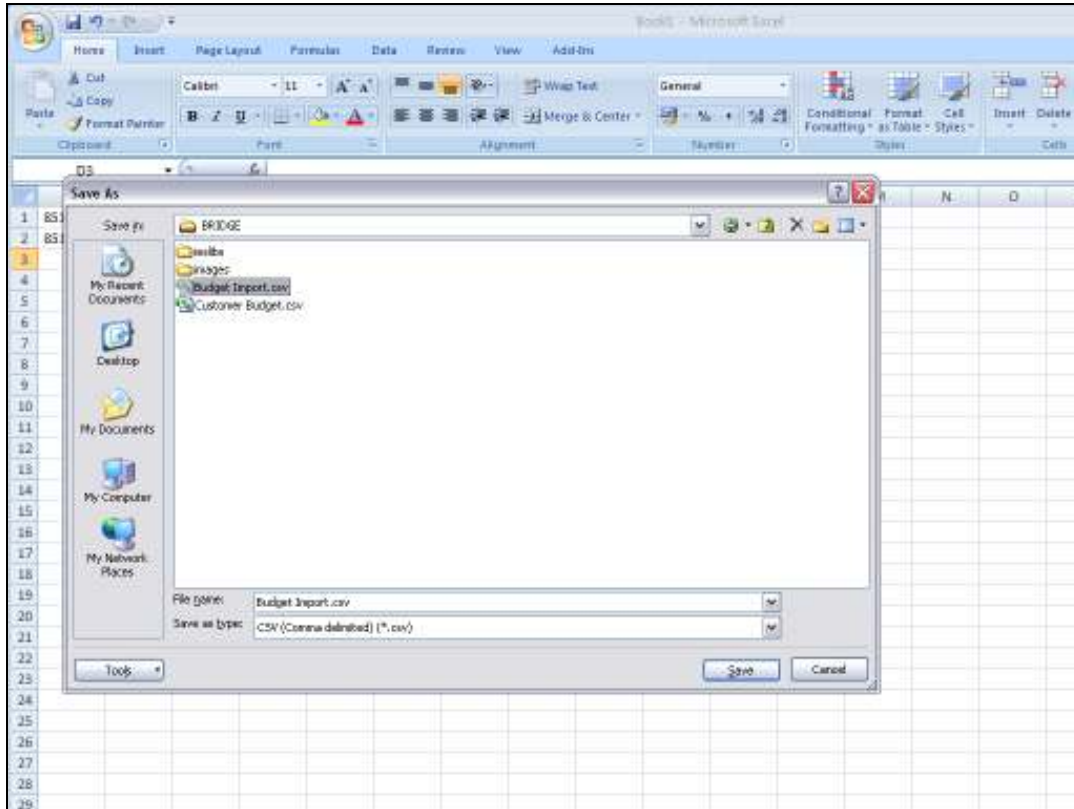


Slide 19

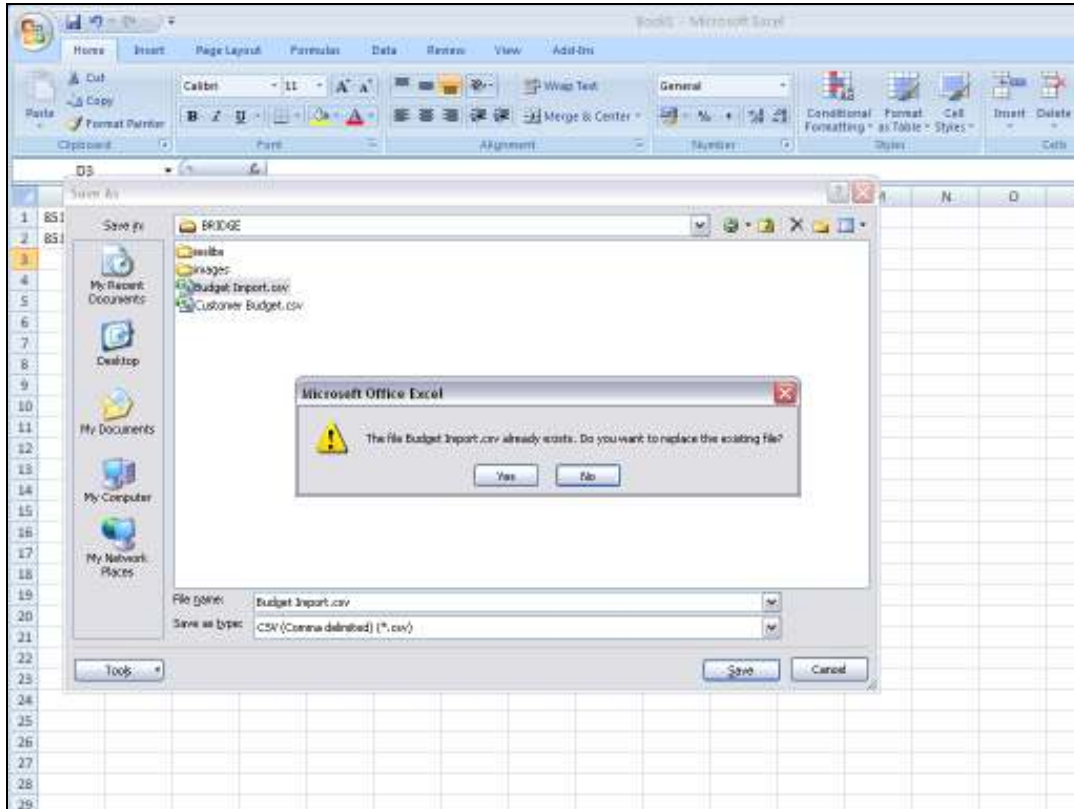
Slide notes: Our spreadsheet has to be saved in CSV format, and on the BRIDGE folder, in order to be able to import it.



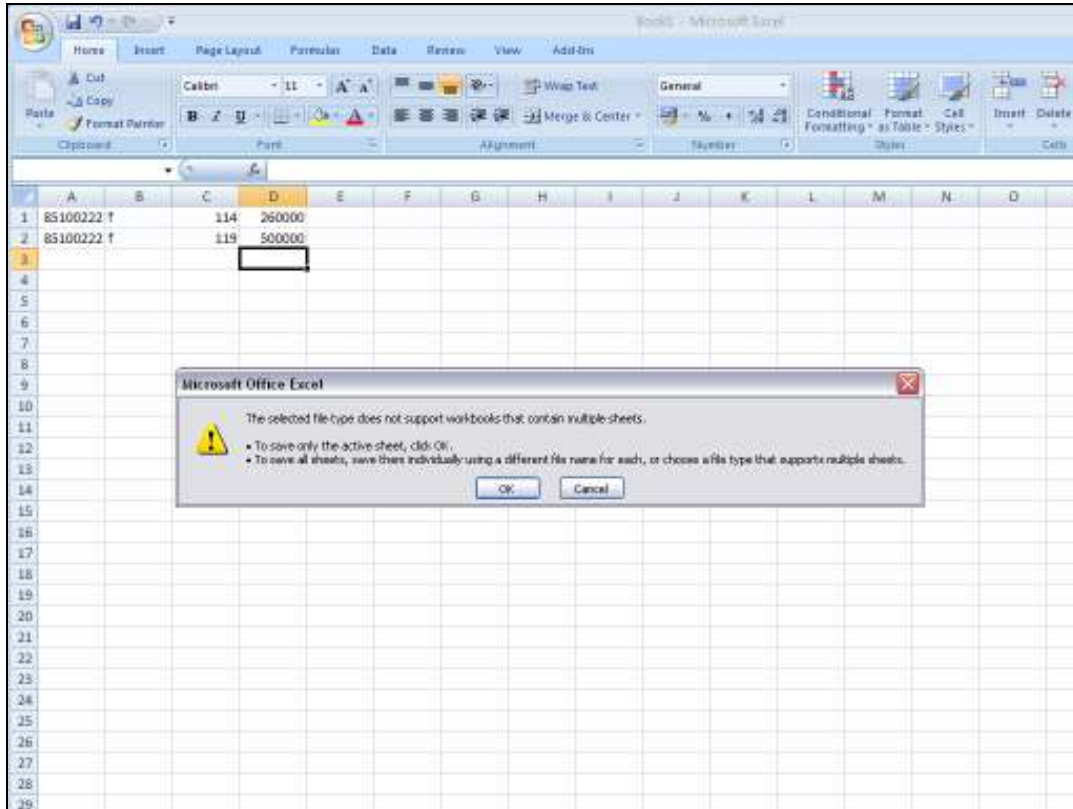
Slide 20
Slide notes:



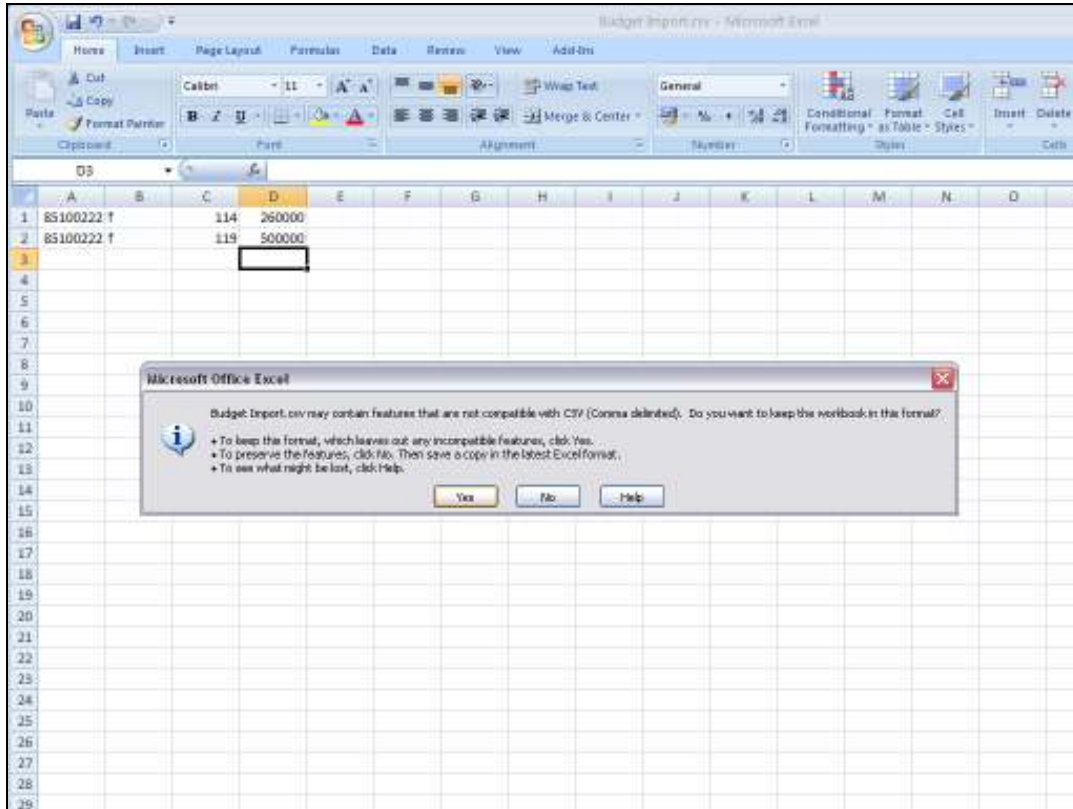
Slide 21
Slide notes:



Slide 22
Slide notes:



Slide 23
Slide notes:

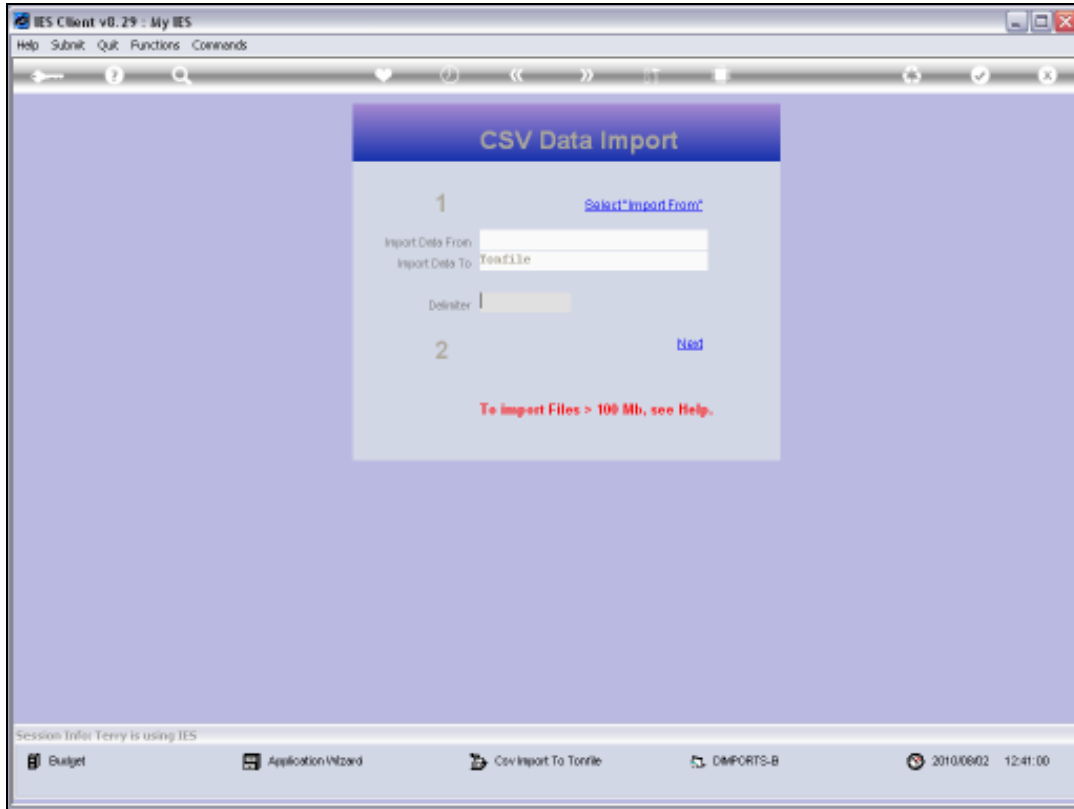


Slide 24
Slide notes:



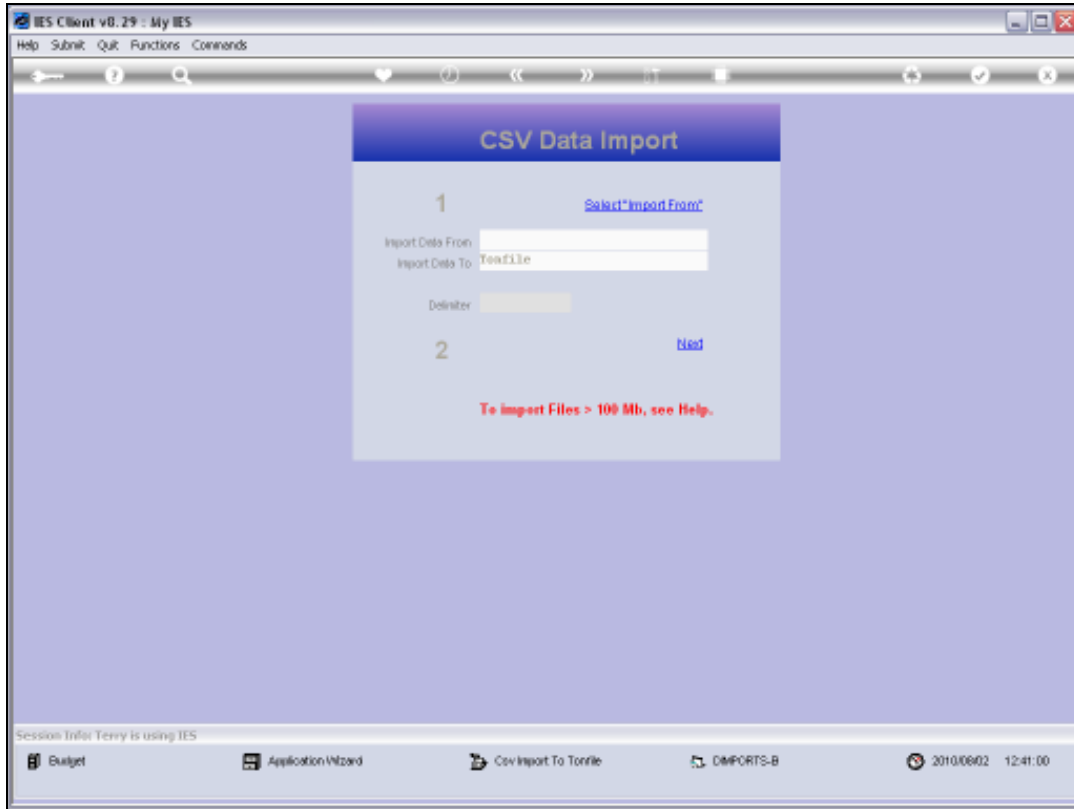
Slide 25

Slide notes:



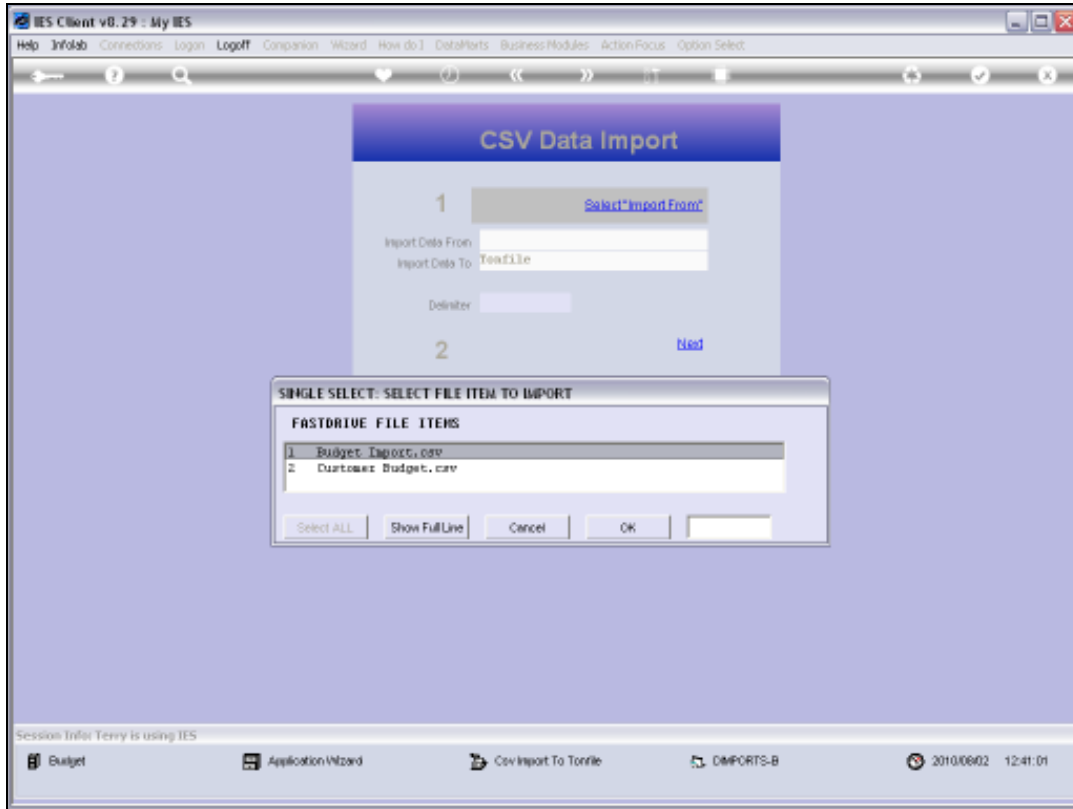
Slide 26

Slide notes:



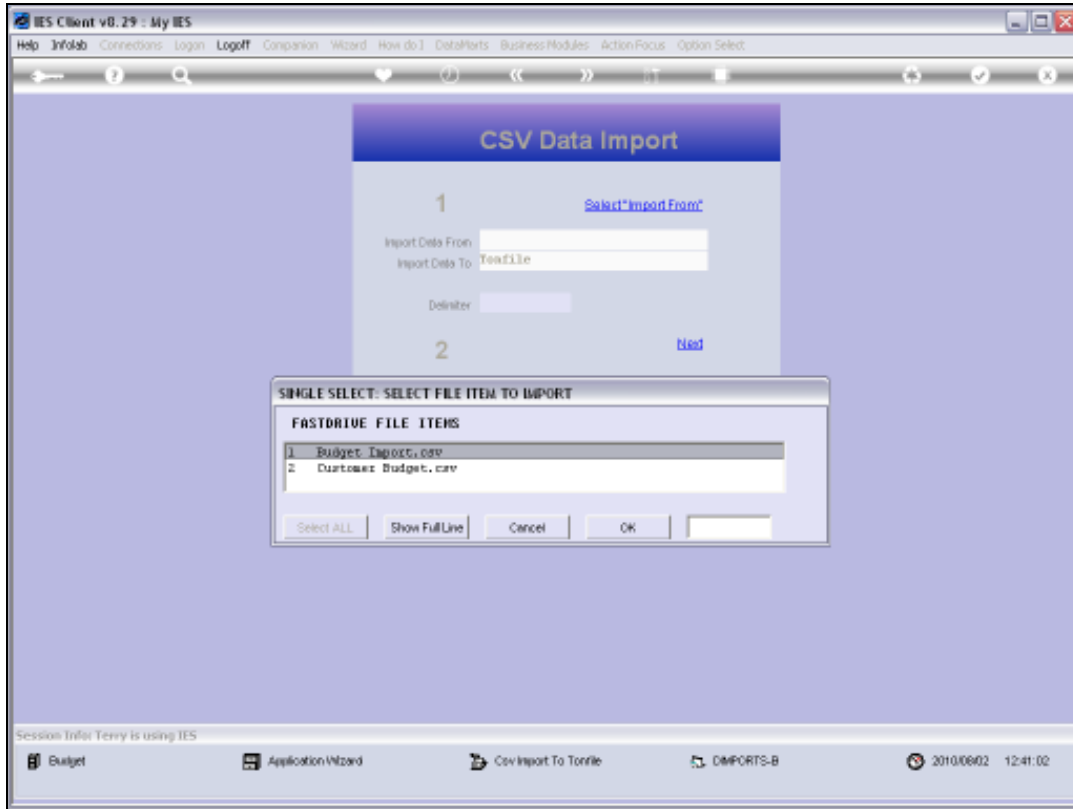
Slide 27

Slide notes:

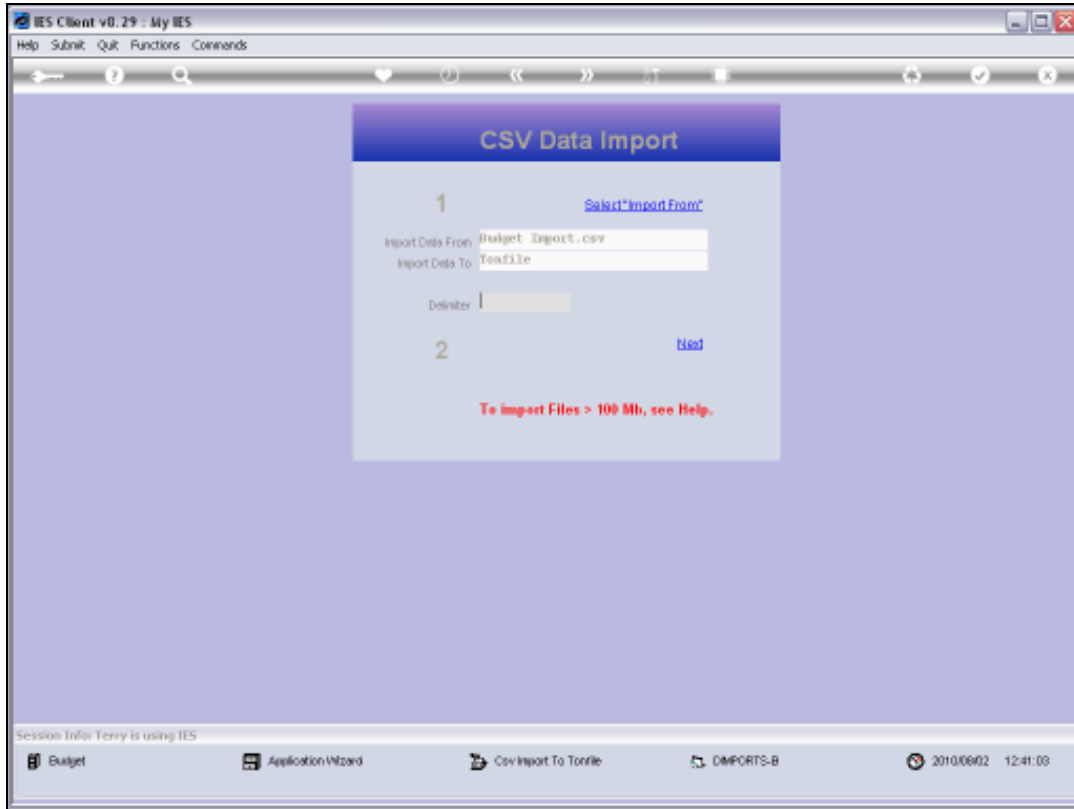


Slide 28

Slide notes:

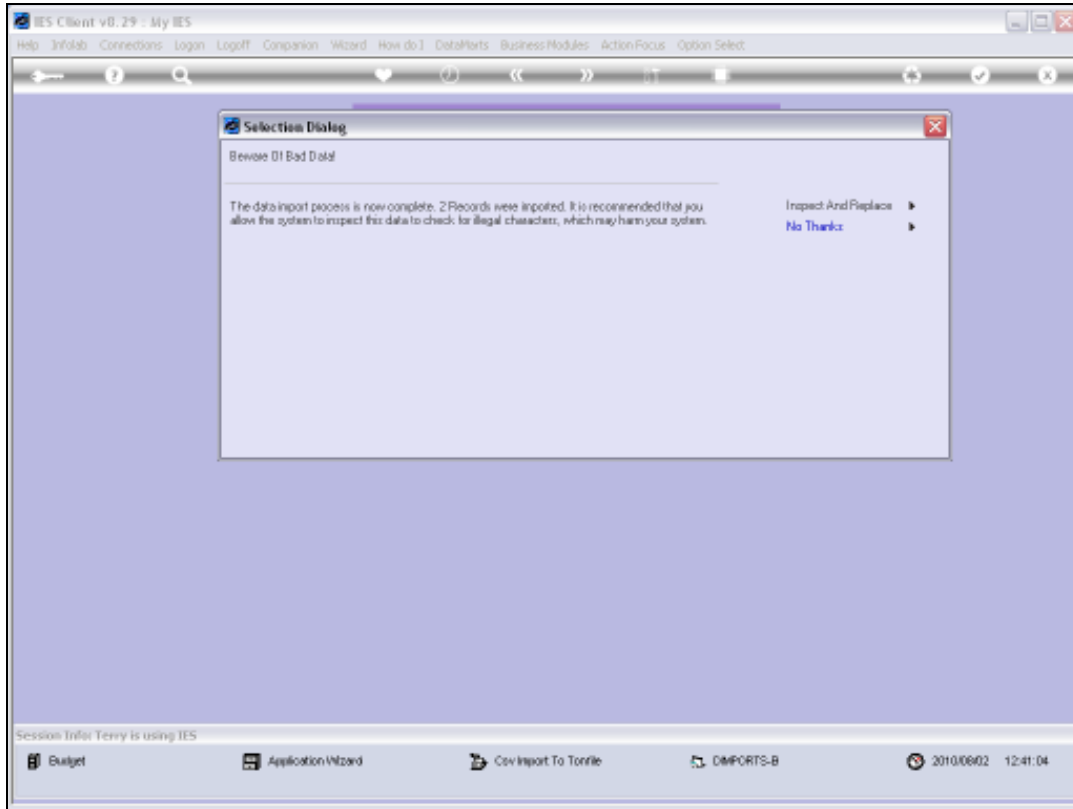


Slide 29
Slide notes:

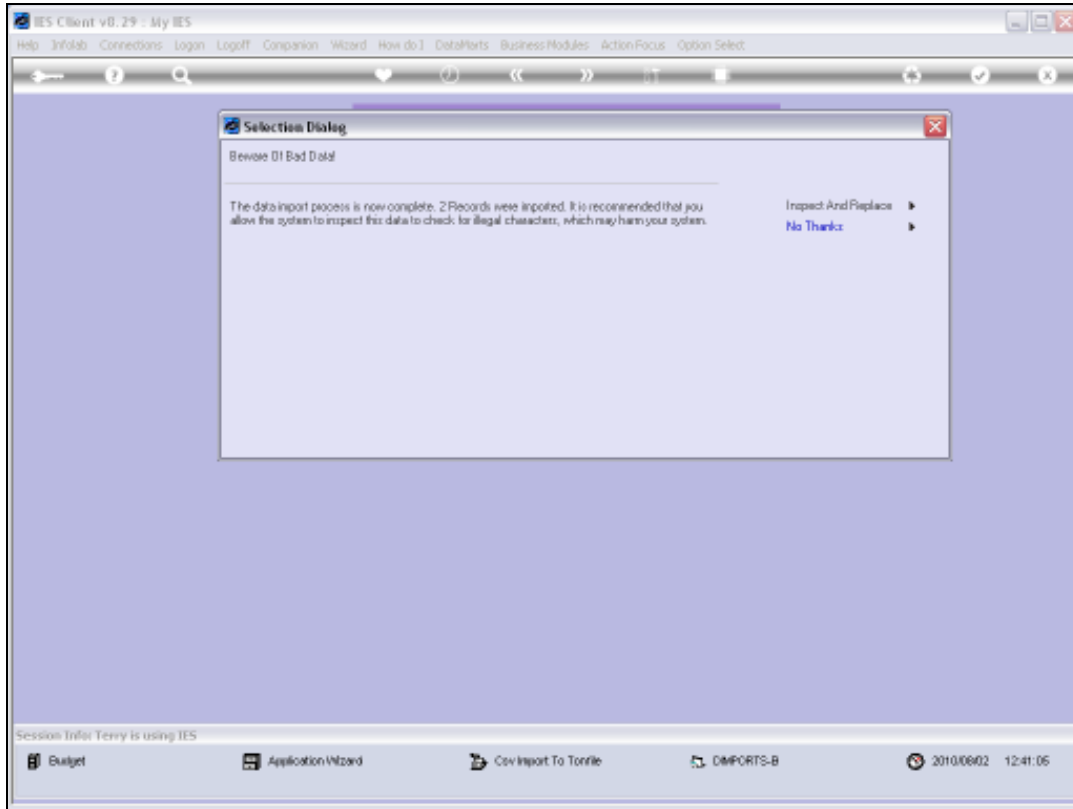


Slide 30

Slide notes:



Slide 31
Slide notes:



Slide 32
Slide notes:



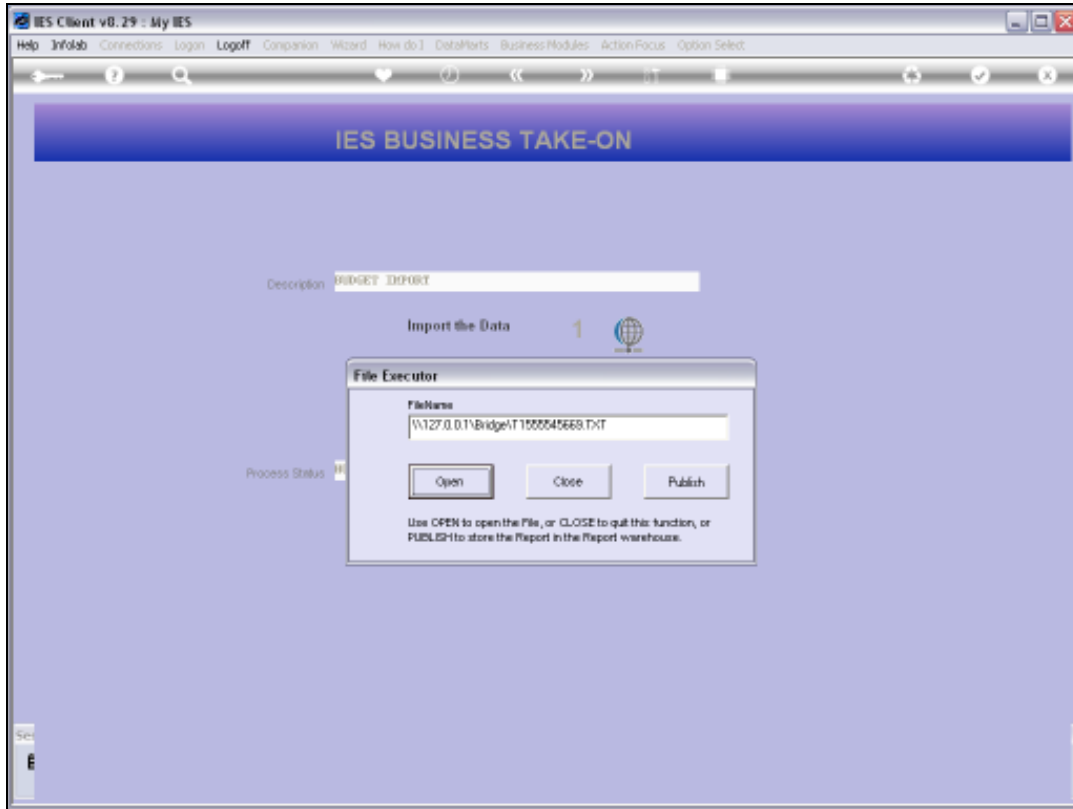
Slide 33

Slide notes:

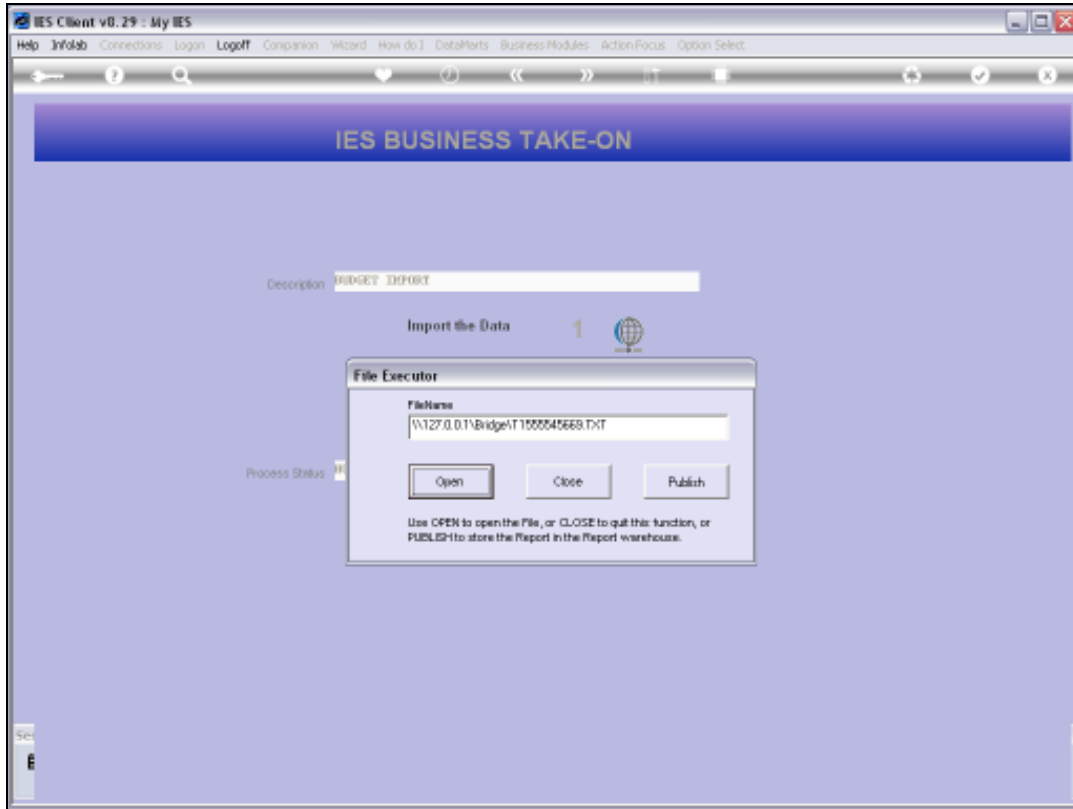


Slide 34

Slide notes: We have to validate the data.

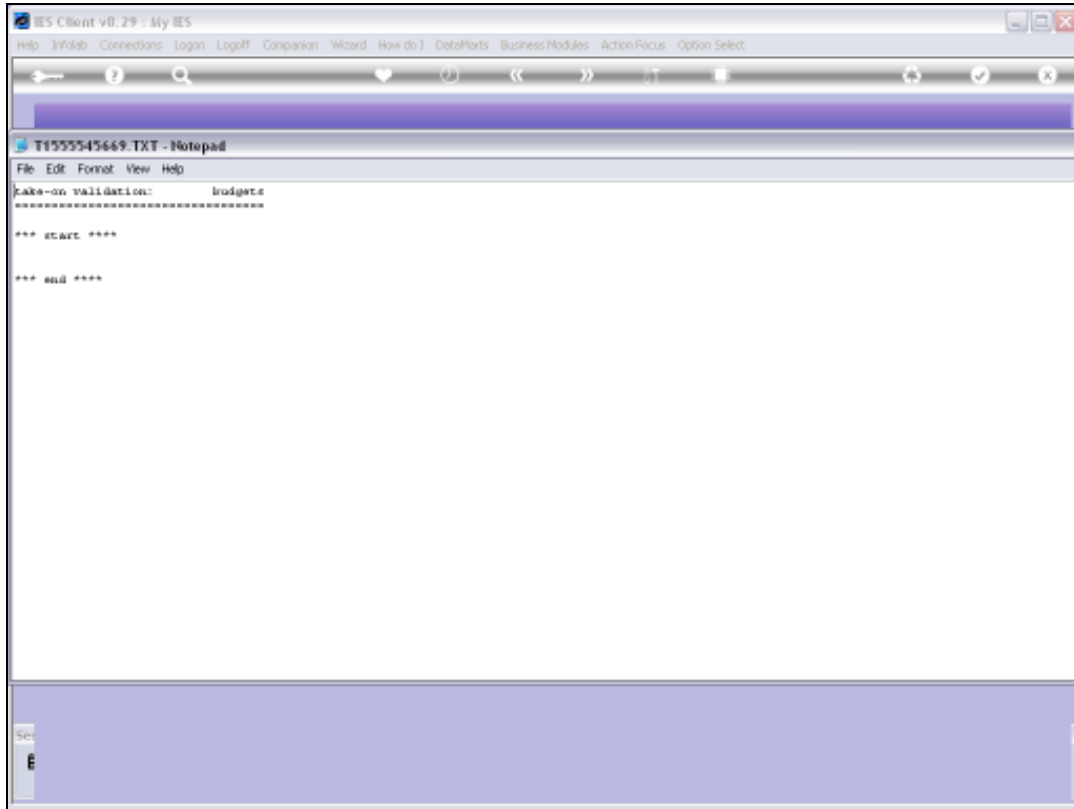


Slide 35
Slide notes:



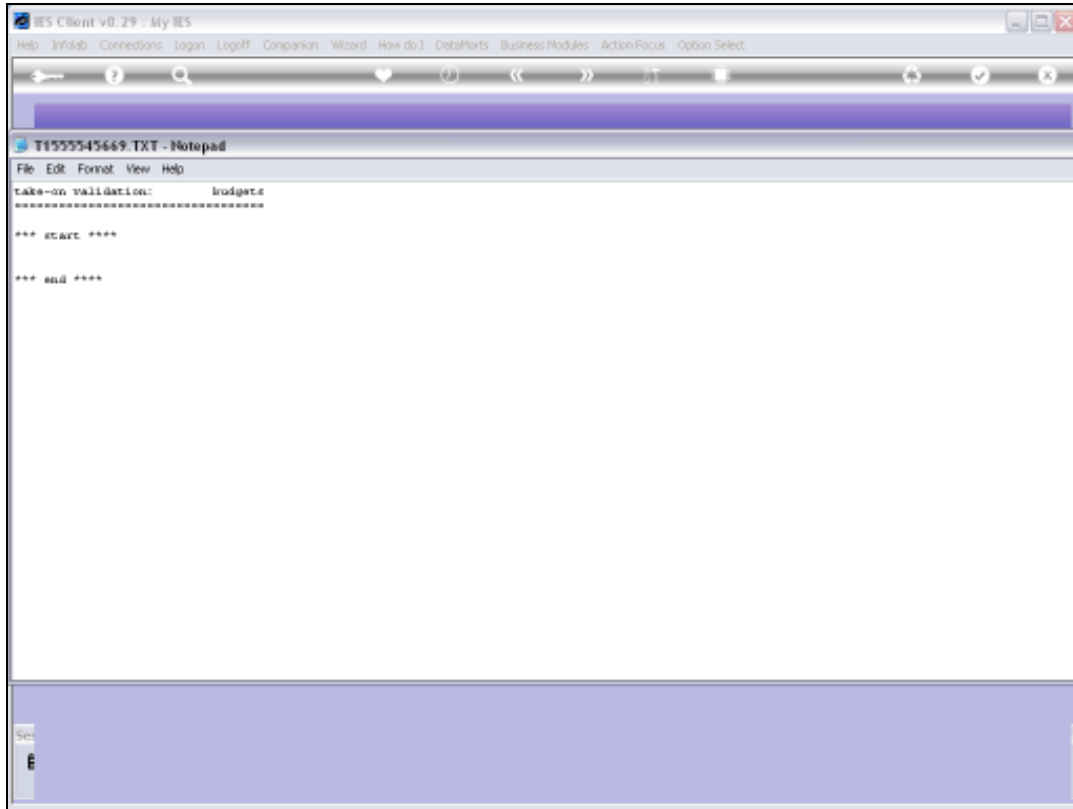
Slide 36

Slide notes:



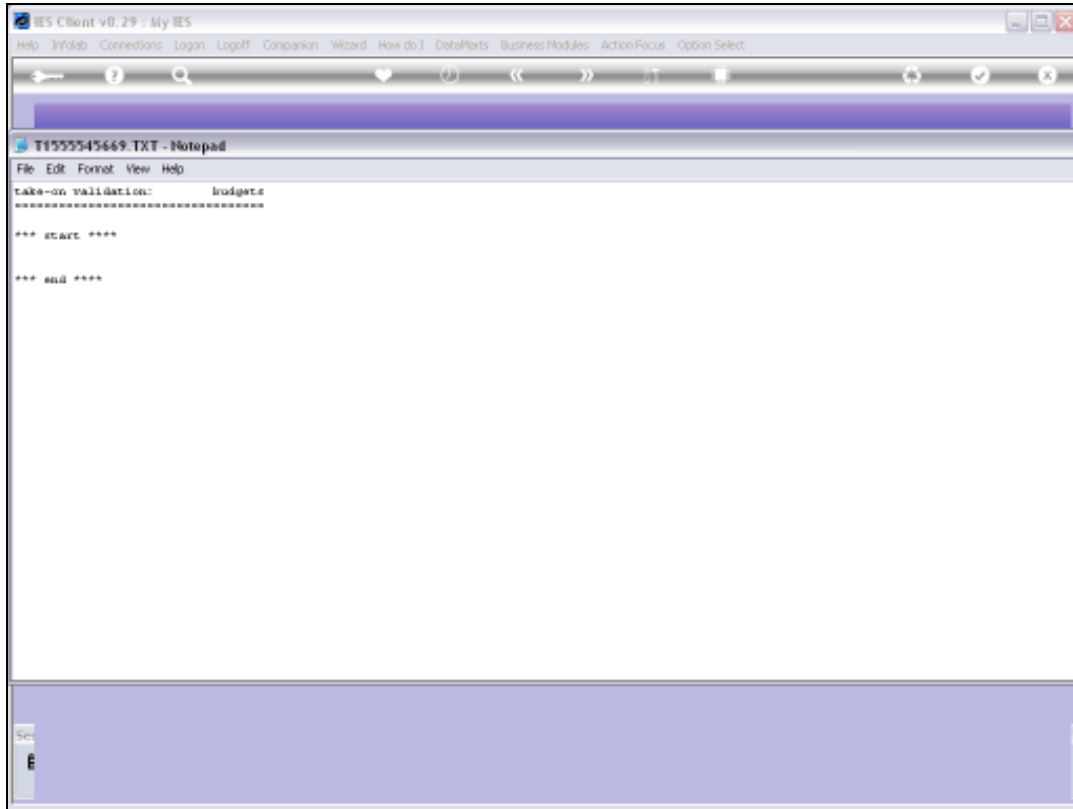
Slide 37

Slide notes:



Slide 38

Slide notes: And there may not be any errors between the 'start' and 'end' messages.



Slide 39
Slide notes:



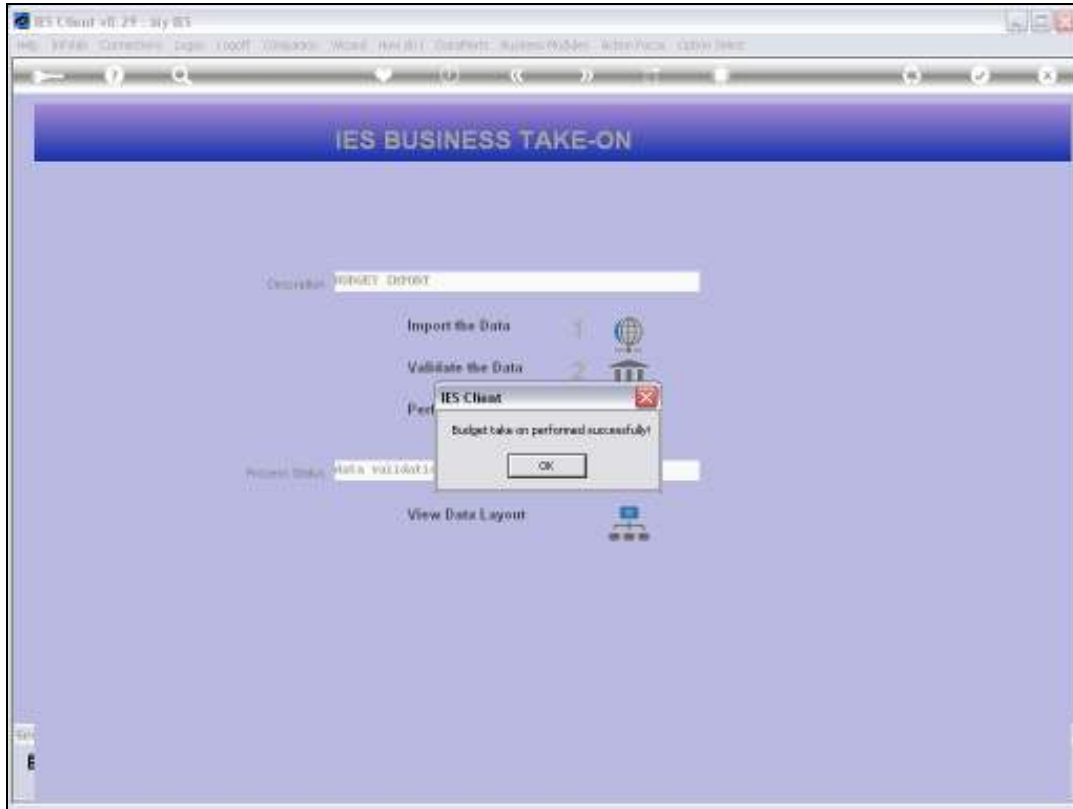
Slide 40

Slide notes:



Slide 41

Slide notes:



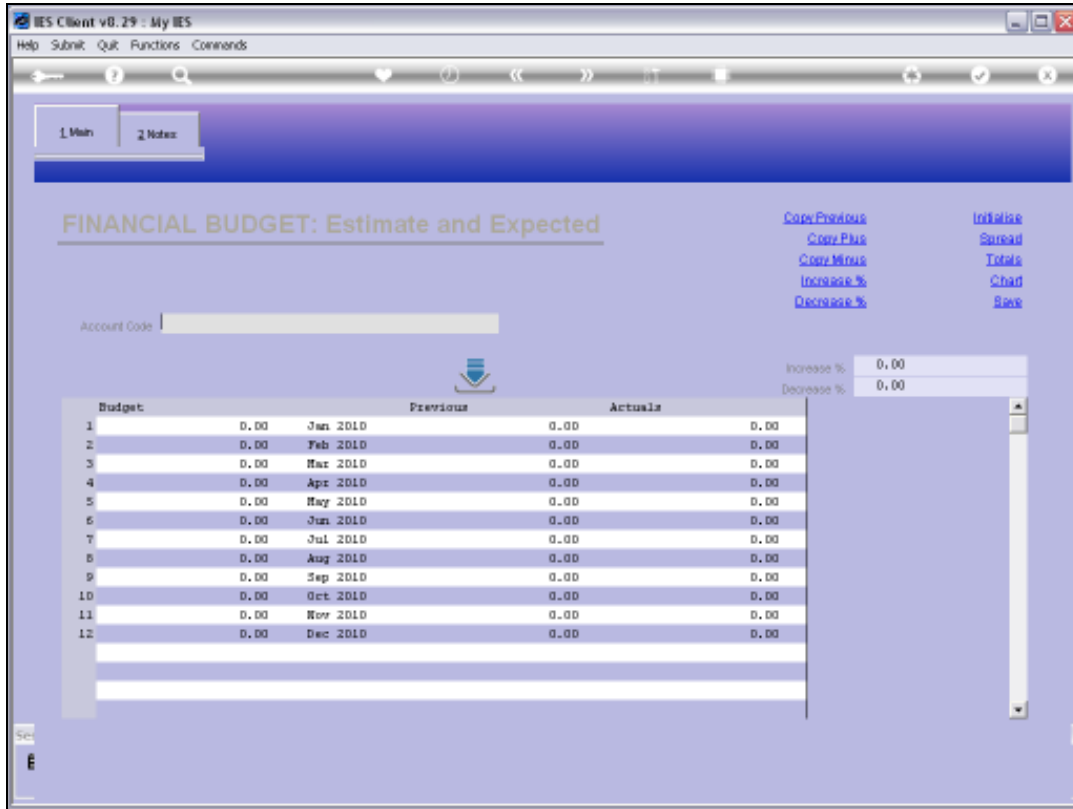
Slide 42

Slide notes:



Slide 43

Slide notes:



Slide 44

Slide notes: Now we will check that same Account again.

IES Client v8.29 : My IES
Help Submit Quit Functions Commands

1 Main 2 Notes

FINANCIAL BUDGET: Estimate and Expected

Account Code:

[Copy Previous](#) [Initiate](#)
[Copy Plus](#) [Spread](#)
[Copy Minus](#) [Totals](#)
[Increase %](#) [Chart](#)
[Decrease %](#) [Save](#)

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

Increase %:
Decrease %:

Slide 45
Slide notes:

IES Client v8.29 : My IES
Help Submit Quit Functions Commands

1 Main 2 Notes

FINANCIAL BUDGET: Estimate and Expected

Account Code: 65

[Copy Previous](#) [Initiate](#)
[Copy Plus](#) [Spread](#)
[Copy Minus](#) [Totals](#)
[Increase %](#) [Chart](#)
[Decrease %](#) [Save](#)

Increase %: 0.00
Decrease %: 0.00

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

Slide 46
Slide notes:

Account Code: 651

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

Increase %: 0.00
Decrease %: 0.00

Slide 47
Slide notes:

Account Code: 6510

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

Increase %: 0.00
Decrease %: 0.00

Slide 48

Slide notes:

Account Code: 65100

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

Increase %: 0.00
Decrease %: 0.00

Slide 49
Slide notes:

Account Code: 651000

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

Increase %: 0.00
Decrease %: 0.00

Slide 50
Slide notes:

Account Code: 6510022

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

Increase %: 0.00
Decrease %: 0.00

Slide 51
Slide notes:

Account Code: 6510022

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

Increase %: 0.00
Decrease %: 0.00

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Slide notes:

IES Client v8.29 : My IES
Help Submit Quit Functions Commands

1 Main 2 Notes

FINANCIAL BUDGET: Estimate and Expected

Account Code: 6510022

[Copy Previous](#) [Initiate](#)
[Copy Plus](#) [Spread](#)
[Copy Minus](#) [Totals](#)
[Increase %](#) [Chart](#)
[Decrease %](#) [Save](#)

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

Increase %: 0.00
Decrease %: 0.00

Slide 53
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
7 260,000.00 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
12 500,000.00 Dec 2010	262,500.00	298,774.00

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Slide notes: July and December have both been updated correctly.

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
7 260,000.00 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
12 500,000.00 Dec 2010	262,500.00	298,774.00

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Slide notes: