



Budget Import by Dimension

Purpose of this document

This document illustrates how to use the Budget Journal by Dimension to import budget entries in Ceres based on a standard import template. This template can be used regardless of how the Chart of Accounts, Branches, Funds, and Dimensions are defined by each food bank.

Ceres Object release 5.00.00 is required for the functionality described in this document.

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Overview

Some food banks use external budget tools, such as Power Plan or Planning Maestro, to create and maintain their budgets. Once the budgets are finalized, they are exported using the Chart Export built into the tools, so the budgets can then be imported into Ceres for budget to actual tracking and reporting purposes.

The Budget Import by Dimension functionality meets this need in that the file layout is flexible to allow food banks to use the import, without further modification, regardless of how their Chart of Accounts, Branches, Funds, and Dimensions are defined. The Budget Import by Dimension is designed so that:

1. Each food bank will create a file (xls) in Excel based on the standard Budget Journal Import Template outlined below.
2. Each food bank may define their Global and Shortcut Dimension differently any reference to Dimension will be by the true field name (Global Dimension 1, Global Dimension 2, Shortcut Dimension 3, etc.) vs. the caption name (Department, Project, Function, etc.).
3. The data will be imported as is from the data file unless otherwise noted below. It will not be cleaned or assessed upon import.
4. The import process will delete all G/L Budget Entry records by Name, G/L Account No., Date, Global Dimension 1, Global Dimension 2, Shortcut Dimension 3, and Shortcut Dimension 4. when running it with the replace entries option.

Standard Budget Import File Layout

To import budgets using the Budget Import by Dimension function, the Import Template is defined as follows.



Budget Import by
Dimension Template.xls

Row 1 = Column Headers. If the Headers are deleted, the data in Row 1 will not be imported.

Column A: G/L Account No. Import from data file

Column B: G/L Account Name. Information only; do not import

Column C : Branch Code (Responsibility Center). Import from data file.

Column D: Fund. Import from data file.

Column E: Global Dimension 1 Code. Import from data file.

Column F : Global Dimension 2 Code. Import from data file.

Column G: Shortcut Dimension 3 Code. Import from data file.

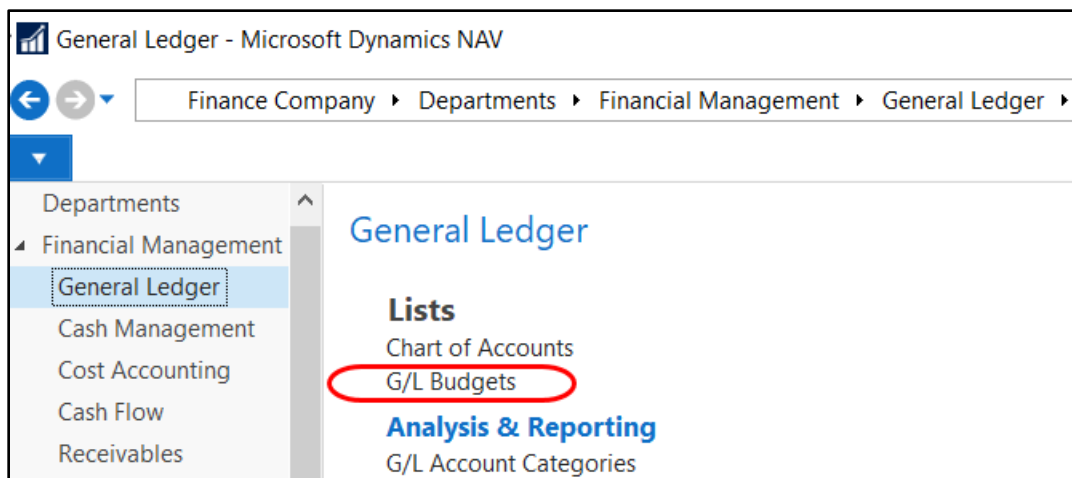
Column H: Shortcut Dimension 4 Codes. Import from data file.

Columns I – T: Amounts for each calendar month. Amounts will be imported with a date that is based on the value (date) that is inputted in Row A for each corresponding column.

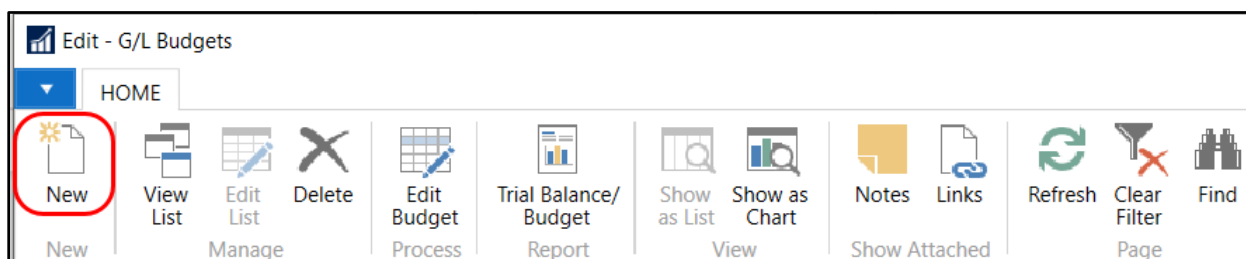
Column U: Budget Total for each line. Information only; does not import

Importing Budgets Using the G/L Budget Import

1. G/L Budgets are imported from Departments → Financial Management → General Ledger → Lists → G/L Budgets.



2. To create a new G/L Budget Name, select New from the Home Tab of the Ribbon.



3. In the Budget Name field, enter a unique identifier for this budget and a short description in the Description field. As defined in the General Ledger Setup, input your Global Dimension 1 and Global Dimension 2 Codes in the Global Dimension 1 Code and Global Dimension 2 Code fields, and your Shortcut Dimension 3 and Shortcut Dimension 4 Codes in the Budget Dimension 1 Code 1, and Budget Dimension 2 Code fields.

Note: Even if you do not budget by dimension, the Global Dimension 1 Code, Global Dimension 2 Code, Budget Dimension 1 Code, and Budget Dimension 2 Code fields must be filled in for each Budget Name use when importing.

In the example below, the Dimensions as defined in the General Ledger Setup as.

- a. Global Dimension 1 Code = DEPARTMENT
- b. Global Dimension 2 Code – PROJECT
- c. Shortcut Dimension 3 Code = GL BRANCH
- d. Shortcut Dimension 4 Code = GRANT

Dimensions

Global Dimension 1 Code: DEPARTMENT

Global Dimension 2 Code: PROJECT

Shortcut Dimension 1 Code: DEPARTMENT

Shortcut Dimension 2 Code: PROJECT

Shortcut Dimension 3 Code: GL BRANCH

Shortcut Dimension 4 Code: GRANT

Shortcut Dimension 5 Code: SD5

Shortcut Dimension 6 Code: SD6

Shortcut Dimension 7 Code: SD7

Shortcut Dimension 8 Code: SD8

Edit - G/L Budgets

HOME

New

View List

Edit List

Delete

Edit Budget

Trial Balance/Budget

Show as List

Show as Chart

Notes

Links

Refresh

Clear Filter

Find

G/L Budgets

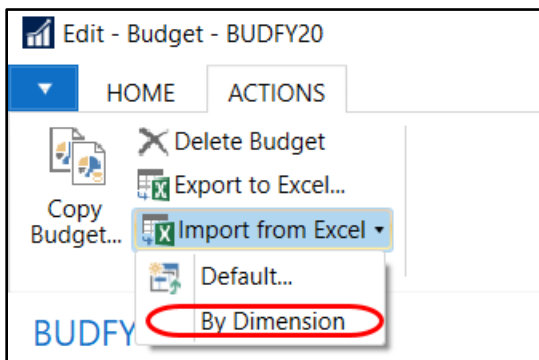
Type to filter (F3)

Name

Name	Description	Start Date	End Date	Global Dimension 1 Code	Global Dimension 2 Code	Budget Dimension 1 Code	Budget Dimension 2 Code
BUDFY19	Budget for Fiscal Year 19 (07/01/18 to 06/30/19)	7/1/2018	6/30/2019	DEPARTMENT	PROJECT	GL BRANCH	GRANT
BUDFY20	Budget for Fiscal Year 20 (07/01/19 to 06/30/20)	7/1/2019	6/30/2020	DEPARTMENT	PROJECT	GL BRANCH	GRANT

Note: Additional fields will display which are related to the Budget Enforcement functionality. See Budget Enforcement Overview for details on the purpose and use of the additional fields.

4. To import the budget file, highlight the budget you use. Click on Edit Budget on the Home Tab of the Ribbon. From Edit Budget Page, click on the Actions Tab on the Ribbon and the select Import from Excel → By Dimension.



5. From the Budget Import By Dimension Page, fill in the fields on the Import From FastTab.

Edit - Budget Import by Dimension

ACTIONS

Ceres 5.0 Testing

Clear Filter Page

Import From

Workbook File Name: C:\ProgramData\Microsoft\Microsoft Dynamics NAV\... ..

Worksheet Name: Budget Import ..

Budget Name: BUDFY20

Option: Replace entries

Description: Test Budget 1

OK Cancel

Workbook File Name: Click on the AssistButton to browse to where you saved your data file.

Worksheet Name: Click on AssistButton and select the Worksheet you want to import. If your data file has multiple Worksheets you want to import, you will need to run the import for each Worksheet

Worksheet Name: Click on AssistButton to select the worksheet from the file.

Budget Name: Select the Budget Name to want to use when importing your budget entries.

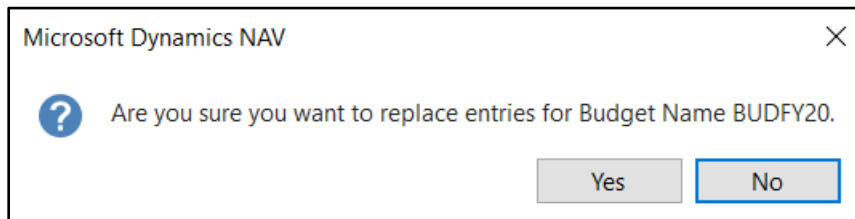
Option: Select how you would like to import your budget entries. The options are:

Replace entries - Your prior budget entries will be **deleted** and **replaced** by the entries you are importing.

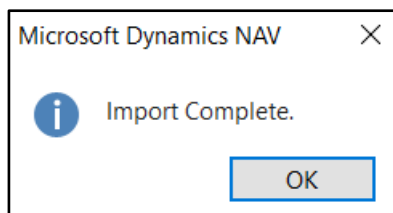
Add entries - The budget entries you are importing will be added to the existing budget entries. Generally you would use this option if you have different budget files or Worksheets for different Dimensions, such a department, or Use this option will insert new budget entries line that you are importing at different times.

Description: User-defined Description

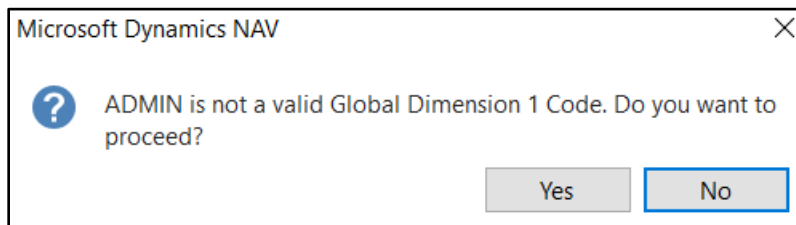
- Click OK to start the import process. A message will display asking you if you are sure you would like to add or replace the entries. If Yes is selected, the import will continue processing and the valid data will import. If No is selected, the import will stop processing and no data will be imported.



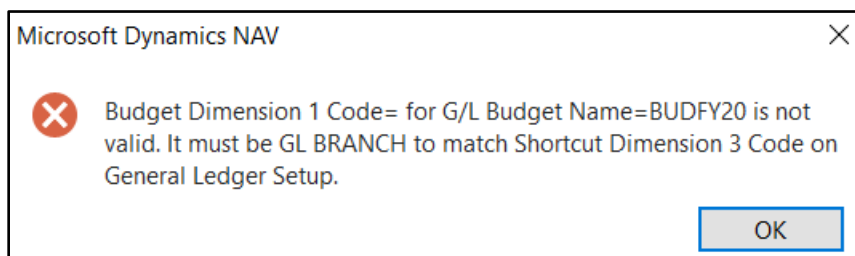
- A message will display indicating % complete. Once the data has been imported an Import Complete message will display.

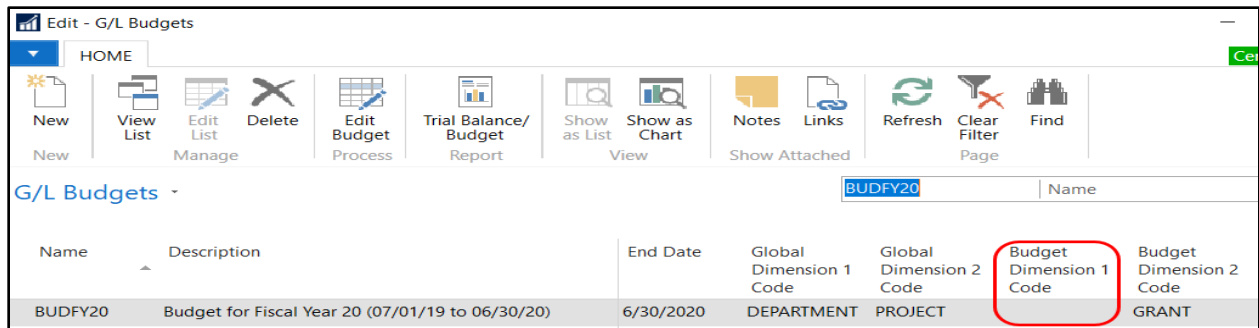


- If invalid data is encountered during import the below message will display. Click OK to abort the process. Update the data file to match the Budget Name setup or vice versa and then re-run the import.

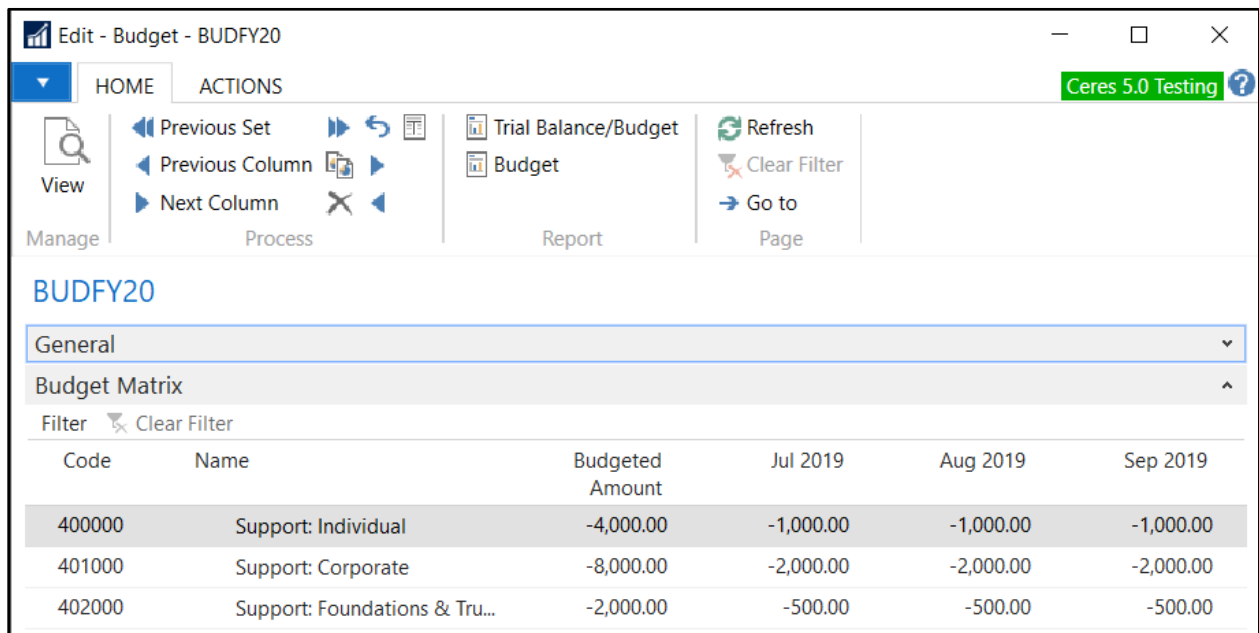


- Alternatively, if the one the Dimension Code fields associated with the Budget Name is blank the below message will display. In this example the Shortcut Dimension 3 Code field is blank for BUDFY20. Update the blank Dimension Code field and then re-run the import.



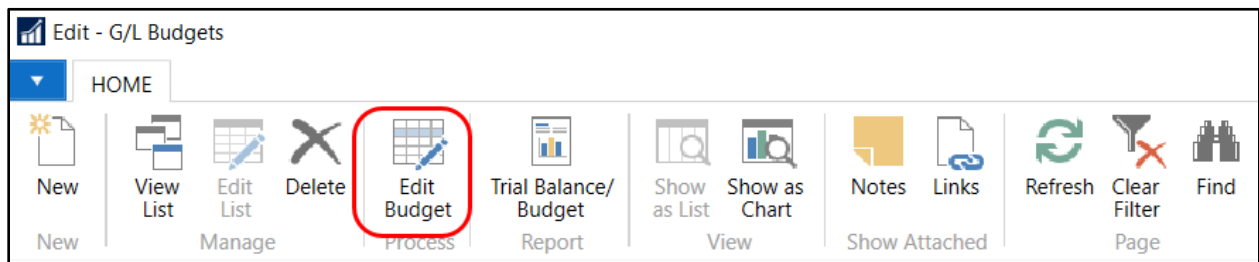


- Once the import is complete, the Budget will be updated with the data that was imported. Open the Budget Card to review and update the entries.



Editing a Budget

- To edit a budget, select the budget you want to edit and then click on the Home Tab in the Ribbon and then select Edit Budget. An Edit – Budget Page will display.



2. On the General FastTab and Filter FastTab, select or input values in the various fields based on how you want to view your budget.

Note: If your Work Date is after the starting date of your fiscal year, you will need to set a date filter for the entire fiscal year before all dates (accounting periods) will display.

The screenshot shows a software window titled "Edit - Budget - BUDFY20". The window has a ribbon interface with tabs for "HOME" and "ACTIONS". The "HOME" tab is active, showing a "View" icon and a "Manage" label. The "ACTIONS" tab shows several groups of icons: "Process" (Previous Set, Previous Column, Next Column), "Report" (Trial Balance/Budget, Budget), and "Page" (Refresh, Clear Filter, Go to). A "Ceres 5.0 Testing" badge is visible in the top right corner.

Below the ribbon, the main content area is titled "BUDFY20". It contains two main sections: "General" and "Filters".

General Section:

Budget Name:	BUDFY20	View by:	Month
Show as Lines:	G/L Account	Rounding Factor:	None
Show as Columns:	Period	Show Column Name:	<input type="checkbox"/>

Budget Matrix Section:

Filters Section:

Date Filter:	07/01/19..06/30/20	Project Filter:	
G/L Account Filter:	400000..402000	Budget Dimension 1 Filter:	
Fund Filter:		Grant Filter:	
G/L Account Category Filter:		Budget Dimension 3 Filter:	
Income/Balance G/L Account Filter:	Income Statement	Budget Dimension 4 Filter:	
Department Filter:			

- Open the Budget Matrix FastTab to view the entries.

Edit - Budget - BUDFY20

HOME ACTIONS Ceres 5.0 Testing ?

View Manage Process Report Page

Previous Set Previous Column Next Column Trial Balance/Budget Budget Refresh Clear Filter Go to Page

BUDFY20

General

Budget Matrix

Filter Clear Filter

Code	Name	Budgeted Amount	Jul 2019	Aug 2019	Sep 2019
400000	Support: Individual	-4,000.00	-1,000.00	-1,000.00	-1,000.00
401000	Support: Corporate	-8,000.00	-2,000.00	-2,000.00	-2,000.00
402000	Support: Foundations & Tru...	-2,000.00	-500.00	-500.00	-500.00

- Find the G/L Account you want to update, and click on the elypssis button to the right of the amount field of any amount. You can also right click on the amount field and then select Drilldown. The View – G/L Budget Entries Page with display.

G/L Budget Entries

Type to filter (F3) Budget Name

Show results:

Where Budget Name is BUDFY20

And G/L Account No. is 401000

And Date is 07/01/19..07/31/19

Add Filter

Budget Name	Date	G/L Account...	Description	Fund No.	Department Code	Project Code	Grant Code	Amount	Entry No.
BUDFY20	7/1/2019	401000	Test Budget 1	UR	1000			-2,000.00	985

5. Click on the Home Tab of the Ribbon and select Edit List. You are now in edit mode and will be able to update the Dimension and Amount fields. You can also insert new lines by selecting New from the Home Tab of the Ribbon. Once you have made your updates, click OK to save the changes. In the below example, G/L Account 401000, Department 1000 for July was changed from \$1,000 to \$1,500 and the Description was changed on the original entry to designate it was imported.

G/L Budget Entries

Type to filter (F3) Budget Name

Show results:

Where Budget Name is BUDFY20

And G/L Account No. is 400000

And Department Code is 1000

And Fund No. is UR

And Date is 07/01/19..07/31/19

+ Add Filter

Budget Name	Date	G/L Account...	Description	Fund No.	Departm... Code	Project Code	Grant Code	Amount	Entry No.
BUDFY20	7/1/2019	400000	Test Budget 1 - Imported	UR	1000			-1,000.00	973
BUDFY20	7/1/2019	400000	Manual update of budget	UR	1000			-500.00	1001

Related Topics

1. Chart of Accounts Overview
2. Budget Overview
3. Budget Import Template
4. Budget Enforcement Overview
5. Fund Overview
6. GL Dimensions and Dimension Values