Budget Import

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Purpose of this document

This document illustrates how to operate the Budget Journal Import in Ceres based on standard budget files, without modification, regardless of how their Chart of Accounts, Branches, Funds, and Dimensions are defined.

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Purpose

Some food banks use external budget tools, such as Power Plan or Planning Maestro, to create and maintain their budget and want to export Chart data to the tool, as well as importing the approved budget data into Ceres for budget to actual tracking and reporting purposes.

The Chart export can be addressed with no changes to Ceres, but the import required new capabilities. To meet this need, a generic Budget Journal Import was created in Ceres that can be used to import budget entries based on a standard file format. The Budget Journal 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.

Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Overview
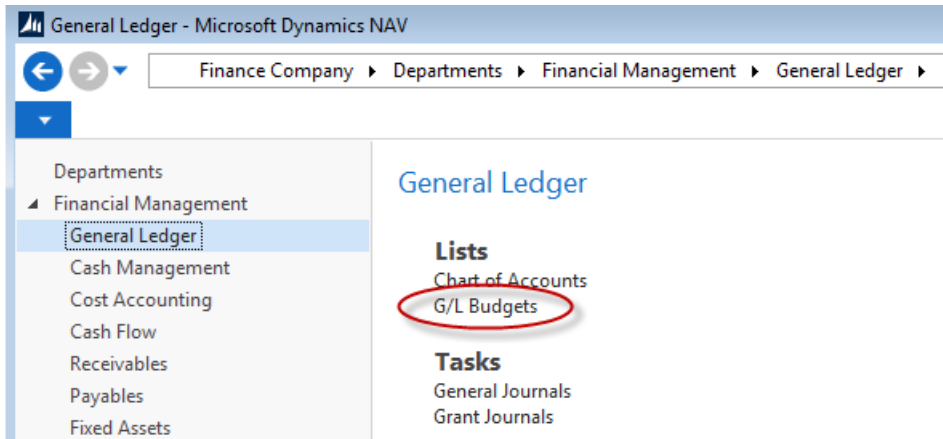
The Budget Journal Import is designed for:

1. Each food bank will create a file (xls) in Excel based on the standard Budget Journal Import Template outlined below. A sample is also available in the procedure document area on Hungernet.

2. Since 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, etc. **when running it with the replace entries option**.

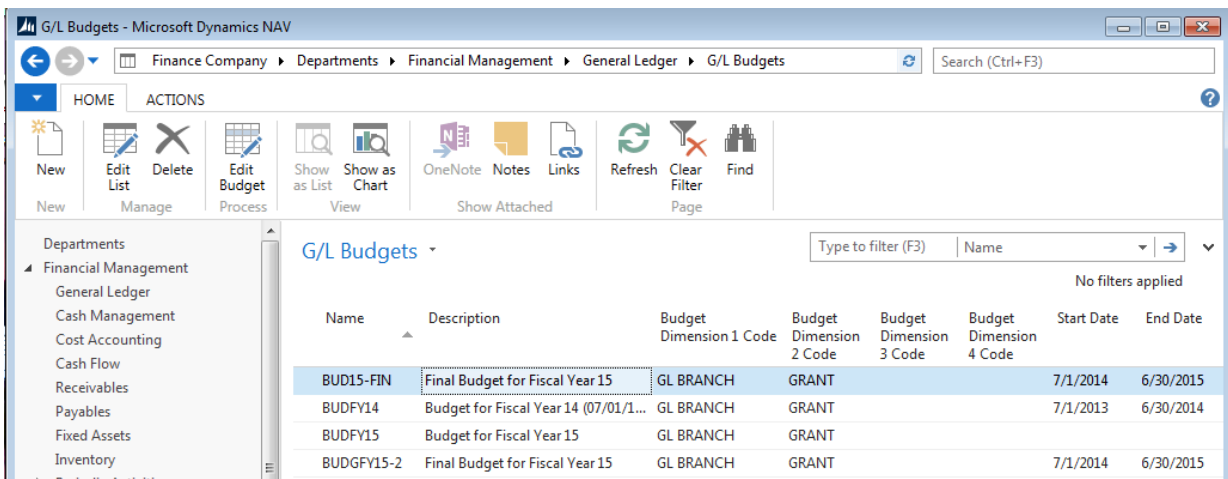## Standard Budget Import File Layout:

- 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.
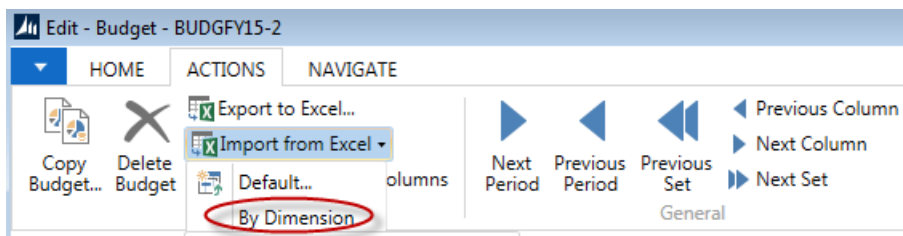

2. To create a new G/L Budget Name, select Home → New. In the Budget Name field, enter a unique identifier for this budget and a short description in the Description field. As defined in the General Ledger Setup, Input your Shortcut Dimensions in the Dimension Code 1 – Dimension Code 4 fields. In the example below, GL Branch is defined as Shortcut Dimension 3 and Grant as Shortcut Dimension 4 in the General Ledger Setup.

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.

3. To import the budget file, you first need to open the Budget Page (Actions → Edit Budget). From the Edit – Budget Page, click on Actions → Import from Excel → By Dimension.

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

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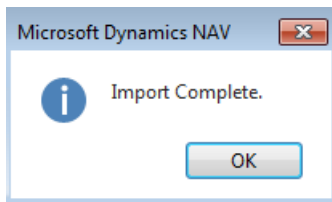
> **Add entries** - The budget entries you are importing will be added to the existing budget entires. Generally you would use this option if you have different budget files or Worksheets for different Dimensions, such a department, or Use this option will insert new budget entries line that you are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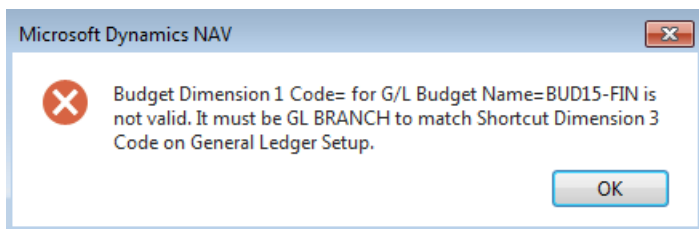
Description: User-defined Description

5. 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.

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

7. If invalid data is encountered during import a warning message will display. Click OK to abort the process.

8. Update the data file to match the Budget Name setup or vice versa and then re-run the import.

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

Editing a Budget

1. To edit a budet, click on the G/L Budgets and then select Home → Edit Budget 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.

3. Open the Budget Matrix FastTab to view the entries.

Code	Name	Budgeted Amount	July	August	September	October
514000	Kids Cafe Start Up Costs					
519800	**SERVICE CONTRACTS & LEASES**					
519900	**FEES & INTEREST**					
520000	Fees, Dues & Publications	8,900.00	950.00	250.00	250.00	1,050.00
520500	Bank Fees	1,800.00	150.00	150.00	150.00	150.00
521000	Interest Expense	12,300.00	1,025.00	1,025.00	1,025.00	1,025.00
521500	Feeding America Dues					
529800	**FEES & INTEREST**	**23,000.00**	**2,125.00**	**1,425.00**	**1,425.00**	**2,225.00**
529900	**SUPPLIES, PRINTING & POSTAGE**					
530000	Supplies: Program					

4. 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.

5. Select Home → 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 Home → New. Once you have made your updates, click OK to save the changes. In the below example, G/L Account 52000, Department 1000 for July 2014 was changed from 1500 to $750 and a new line for G/L Account 52000, Department 1008 was added.

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