



**Instruction guide on
Budget Import/Export utility
14th September 2010**

Amend / Upload to an existing budget

In order to amend / upload to an existing budget, select the required budget and click on the Import/Export button.

The screenshot shows the 'Nominal Budget Input' window in the 'dataflow-32 Nominal Ledger' application. The window has a menu bar with 'Accounts', 'Transactions', 'Reports', 'Setup', 'Period Processing', 'Tools', and 'Window'. The main area is divided into three tabs: 'Budgets', 'Parameters', and 'Entry'. The 'Budgets' tab is active, displaying a table of budget entries.

Budget	Budget Periods	Nominal Periods	Start Date
MFORECAST 2010-11	12	1	30/04/2010
NBUDGET 2010-11	12	1	30/04/2010
QFORECAST 2009-10	12	1	30/04/2009
PBUDGET 2009-10	12	1	30/04/2009
QFORECAST 2008-09	12	1	30/04/2008
FBUDGET 2008-09	12	1	30/04/2008
SBUDGET 2007-08	12	1	30/04/2007
TBUDGET 2006-07	12	1	30/04/2006
UBUDGET 2005-06	12	1	30/04/2005
VBUDGET 2004-05	12	1	30/04/2004
WBUDGET 2003-04	12	1	30/04/2003
XBUDGET 2002-03	12	1	30/04/2002
YBUDGET 2001-02	12	1	30/04/2001
ZBUDGET 2000-01	12	1	30/04/2000

Below the table, the 'Parameters' tab is active, showing the following fields:

- Description: PBUDGET 2009-10
- No. of Periods: 12
- No. of Nominal Periods: 1
- Consolidated:
- P & L Accounts:
- Company or Group: BRITISH HEART FOUNDATION

On the right side of the 'Parameters' tab, there is a 'Start Date' list with the following entries:

- 31 March, 2009 (Y/e)
- 30 April, 2009
- 31 May, 2009
- 30 June, 2009
- 31 July, 2009
- 31 August, 2009
- 29 September, 2009

At the bottom of the window, there are several buttons: 'Import/Export', 'Add', 'Modify', 'Remove', 'Update', 'Discard', 'Help', and 'Close'.

Once you click on the Import/Export button, all values for the selected budget will be transferred to a holding area as shown below. It is from this holding area that the budgets are exported out to Excel, imported in from Excel and finally updated to Dataflow replacing the values currently held in the saved budget.

dataflow - 32 Nominal Ledger

Accounts Transactions Reports Setup Period Processing Tools Window

Cost Centre Budgets: PBUDGET 2009-10

Options
 by IB Groups by Cgst Centre

Nominal Code	Period Date	Period #	CC Level 1	CC Level 2	CC Level 3	CC Level 4	CC Level 5	Amount	TB Group 1	TB Group 2	TB Group 3
1199	30/04/2009	1	10000					250000	Income	Other	
1199	31/05/2009	2	10000					250000	Income	Other	
1199	30/06/2009	3	10000					250000	Income	Other	
1199	31/07/2009	4	10000					250000	Income	Other	
1199	31/08/2009	5	10000					250000	Income	Other	
1199	30/09/2009	6	10000					250000	Income	Other	
1199	31/10/2009	7	10000					250000	Income	Other	
1199	30/11/2009	8	10000					250000	Income	Other	
1199	31/12/2009	9	10000					250000	Income	Other	
1199	31/01/2010	10	10000					250000	Income	Other	
1199	28/02/2010	11	10000					250000	Income	Other	
1199	31/03/2010	12	10000					250000	Income	Other	
1107	30/04/2009	1	10000					-323933	Income	Investments	
1107	31/05/2009	2	10000					-647867	Income	Investments	
1107	30/06/2009	3	10000					-647867	Income	Investments	
1107	31/07/2009	4	10000					-261237	Income	Investments	
1107	31/08/2009	5	10000					-261237	Income	Investments	
1107	30/09/2009	6	10000					-783711	Income	Investments	
1107	31/10/2009	7	10000					-417979	Income	Investments	
1107	30/11/2009	8	10000					-208990	Income	Investments	
1107	31/12/2009	9	10000					-417979	Income	Investments	
1107	31/01/2010	10	10000					-417978	Income	Investments	
1107	28/02/2010	11	10000					-208989	Income	Investments	
1107	31/03/2010	12	10000					-626967	Income	Investments	
1105	30/04/2009	1	10000					-2562000	Income	Legacies	
1105	31/05/2009	2	10000					-3062000	Income	Legacies	
1105	30/06/2009	3	10000					-3544000	Income	Legacies	
1105	31/07/2009	4	10000					-3710000	Income	Legacies	
1105	31/08/2009	5	10000					-3226000	Income	Legacies	
1105	30/09/2009	6	10000					-3548000	Income	Legacies	
1105	31/10/2009	7	10000					-4596000	Income	Legacies	

COST CENTRE 10000 BHF Central - - -

PROJECT CODE 1

PROJECT CODE 2

PROJECT CODE 3

PROJECT CODE 4

Nominal 1199 Unclaimed Client balances

Period Date 30 Apr 2009 *

Amount 250000

Export Import Clear Update Discard Close

1) By TB Group check box

If checked, the data in the holding area and the data exported to Excel will be sorted by TB Groups.

2) By Cost Centre check box

If checked, the data in the holding area and the data exported to Excel will be sorted by Cost Centre and Nominal Code. If not checked, the data will be sorted by Nominal Code and then Cost Centres.

If both are checked, the data will be sorted in TB Groups and then Cost Centres/Nominal Code.

3) Clear Button

Please use with care! Pressing this button will clear all the budget values from this holding area allowing you to import a budget from scratch. The current saved budget values will not yet be affected. HOWEVER, when you subsequently click on the update button, only the imported budget values displayed in the holding area will be updated and they will replace the existing values and the current saved budget will be lost.

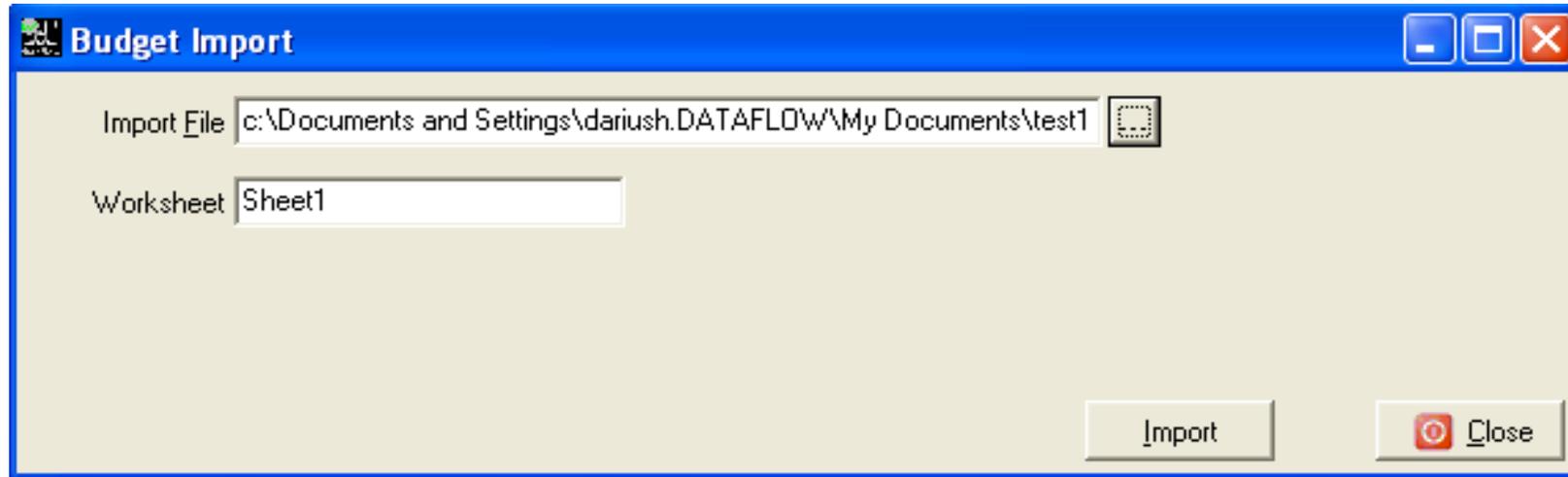
4) Export Button

This button will display the screen below from which you can export the selected budget in the holding area to Excel. This screen allows you to choose the cost centre/project code combination you want to export. Leaving all entries blank will export the entire budget.

COST CENTRE	PROJECT CODE
10000	10000 BHF Central
	20001 Directorate Divisional Charge
	20010 Chief Executive's Office
	20020 Legal
	20030 Legacies
	20040 HR
	20041 Internal Communications

5) Import Button

This button will display the screen below from which you can select the Excel file that you wish to import in to the holding area. You must also specify the worksheet in the selected Excel file which you want to import. The {...} button allows you to browse for the file and sheet.



Please note that you can repeat this exercise as many times as you wish and can combine multiple Excel files in to the holding area before the update is finally performed.

Certain assumptions have been made in order for us to import the data from an Excel Spreadsheet and the following structure is required for the import to be successful.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2																		
3	Nominal Code	COST CENTRE	PROJECT CODE 1	PROJECT CODE 2	PROJECT CODE 3	PROJECT CODE 4	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
4																		
5	1199	10000					250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	250000	250000
6	1107	10000					-323933	-647867	-647867	-261237	-261237	-783711	-417979	-208990	-417979	-417978	-208989	-626967
7	1105	10000					-2562000	-3062000	-3544000	-3710000	-3226000	-3548000	-4596000	-4388000	-3970000	-3717000	-3717000	-4960000
8	1109	10000							-1250				-1250		-1250			-1250
9	1106	10000					-479755	-793768	-2304236	-625219	-928479	-2480764	-1205042	-884925	-2259363	46120	-814038	-2790986
10	2310	10000					6150	3650	3650	6150	3650	3650	6150	3650	3650	6150	3650	3975
11	2311	10000					1745	1225	1725	1745	1725	1225	2235	6225	1725	1745	4225	1225
12	2312	10000					4110	160	160	1860	160	200	160	560	160	160	200	9160
13	2315	10000					7280	9755	930	930	930	930	930	930	930	930	930	420
14	2316	10000						1500	600	600	600	600	600	600	600	600	600	600
15	2317	10000					130	335	130	130	130	130	130	335	130	130	130	160
16	2320	10000					715	715	715	715	715	715	715	715	715	715	715	755

a) The columns of the spreadsheet must be in the following order:

- Nominal Code
- Cost Centre
- Project Code 1,2,3 and 4
- Period 1,2,3,... and 12

b) The data will be imported from row 5 to the first row found where the Nominal Code is blank.

6) Update Button

Budget values will be updated from this holding area and will replace the existing selected budget. **Please Note: All the current saved values of the existing selected budget will be lost and replaced with the new values in the holding area.**

Creating a new set of budgets

In order to create a new set of budget from scratch, simply use the Add Button and define the parameters of the new budget and save as before. Next, upload values to the new budget following the instruction above.

The screenshot displays the 'Nominal Budget Input' window in the 'dataflow-32 Accounting : SUPERVISOR' application. The window is divided into three main sections: a table of existing budgets, a detailed input form for the selected budget, and a date selection list.

Budget	Budget Periods	Nominal Periods	Start Date
MFORECAST 2010-11	12	1	30/04/2010
MY NEW BUDGET	12	12	31/07/2010
NBUDGET 2010-11	12	1	30/04/2010
OFORECAST 2009-10	12	1	30/04/2009
PBUDGET 2009-10	12	1	30/04/2009
QFORECAST 2008-09	12	1	30/04/2008
RBUDGET 2008-09	12	1	30/04/2008
SBUDGET 2007-08	12	1	30/04/2007
TBUDGET 2006-07	12	1	30/04/2006
UBUDGET 2005-06	12	1	30/04/2005
VBUDGET 2004-05	12	1	30/04/2004
WBUDGET 2003-04	12	1	30/04/2003
XBUDGET 2002-03	12	1	30/04/2002
YBUDGET 2001-02	12	1	30/04/2001
ZBUDGET 2000-01	12	1	30/04/2000

Budget Input Details:

- Description: MY NEW BUDGET
- No. of Periods: 12
- No. of Nominal Periods: 12
- Consolidated:
- P & L Accounts:
- Company or Group: BRITISH HEART FOUNDATION

Date Selection List:

- 30 June, 2010
- 31 July, 2010
- 31 August, 2010
- 30 September, 2010
- 31 October, 2010
- 30 November, 2010

The interface includes standard window controls (minimize, maximize, close) and a toolbar with buttons for 'Import/Export', 'Add', 'Modify', 'Remove', 'Update', and 'Discard'. A 'Help' button is located at the bottom right.