Global 3000 Service Pack Note

Improve GL Budget Import and Export

Author	DCP	
Project	ZG60_000175	
Version	1.0	1 of 10

INTRODUCTION

This service pack modernises the import and export of budgets within General Ledger.

Prior to this service pack there were two options on the General Ledger End of Period Menu named 'Data Export to Host' and 'Data Import from Host'. These handled the export of budgets and actuals and the import of budgets and forecasts. However, the export relied on the user configuring the export driver and setting up an export scenario and the import relied on the user setting up a special interface record or having the Global Integrator configured.

The changes are as follows.

The GL menu has been updated to rename 'Data Export to Host' as 'Export Budgets and Actuals' and to rename 'Data Import from Host' as 'Import Budgets and Forecasts'.

The dialogue for 'Export Budgets and Actuals' has been moved to a single window and the export is now uses the standard export routines rather than via the export driver. In addition, a new option has been added to allow a 'Template' file to be created which can then be used to build a set of budgets/forecasts to be imported.

The dialogue for 'Import Budgets and Forecasts' has been moved to a single window (which appears once the file to be imported has been selected). The import no longer requires the use of Global Integrator or a special interface definition. The format of the incoming csv file is specified in the same manner as the import of Journals within GL transaction entry.

Budget and Forecast maintenance has been updated to include new options which invoke the import and export options.

The following limitations apply when importing budgets/forecasts.

   The following items are mandatory and must be present for each imported line of budgets/forecasts.

- Company id
- Profit centre

At least one of the following two items must be present for each line in the import file.

- Account group
- Account code

At least one budget/forecast period value must be present, the budget/forecast period values must be sequential in the file. There is no limit on the number of budget/forecast values in the file however the number of periods that can be imported is limited to the number of periods in a single financial year. Each line in the import file/spreadsheet must contain the same number of period values.

DOCUMENTATION CHANGES

Export Budgets and Actuals Window

This window appears when you select 'Export Budgets and Actuals' from the 'Period and Year End' menu.

Purpose This window allows you to specify the details you wish to export in a CSV format file. You can export actual or budget figures or both actuals and budgets for a range of periods. The information exported can be restricted by company, profit centre, account or account group.

Note The layout of the exported CSV format file are fixed and consist of detail lines preceded by a single line of column headings. The detail lines contain the company, profit centre, account or account group followed by the actual/budget figures. You are prompted to name the CSV format file once the export completes.

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The prompts are:

Figures to export This allows you to specify which type of figures are exported

- **Actuals.** Select this if you only wish to export actual figures.

- **Budgets.** Select this if you only wish to export budget figures.

- **Actuals and Budgets.** Select this to export both actuals and budgets.

- **Template.** Select this to create a template file that can be updated and used to import budgets and forecasts.

Note When both actuals and budgets are exported the actuals are exported first followed by the budget figures. The figures exported are for the currently selected financial year.

Accounts or groups This allows you to specify whether figures are exported for individual accounts or for account groups.

- **Individual Accounts.** Select this to export figures for individual accounts. If budgets are exported alone, only those budgets belonging to groups for which budgets are maintained at account level are exported. If both actuals and budgets are exported, budgets are zero for accounts in groups whose budgets are **not** maintained at account level.

- **Account Groups.** Select this if you wish to export figures for account groups.

Company *(Multi-company ledgers only.)* Select the company whose data you wish to export. A search is available.

Actuals from... to *(Only if actuals are being exported)* Select the range of periods (within the currently selected financial year) for which actual figures are to be export. A search is available.

Budgets from... to *(Only if budgets are being exported)* Select the range of periods (within the currently selected financial year) for which budget figures are to be export. A search is available.

Profit centres from… to Select the first and last profit centres whose data you wish to export. A search is available.

Accounts/Groups from... to Select the first and last accounts or groups whose data you wish to export. A search is available.

Include account values *(Only available if exporting figures for account groups. Not available for templates)* Set this to export both group and account figures for the selected groups. If you include account values and only budget figures are being exported, account values are only exported for those groups where budgets are being maintained at account level.

Change sign during export *(Not available for templates)* Set this if you wish to reverse the sign of all the figures as they are exported.

Import File Details Window
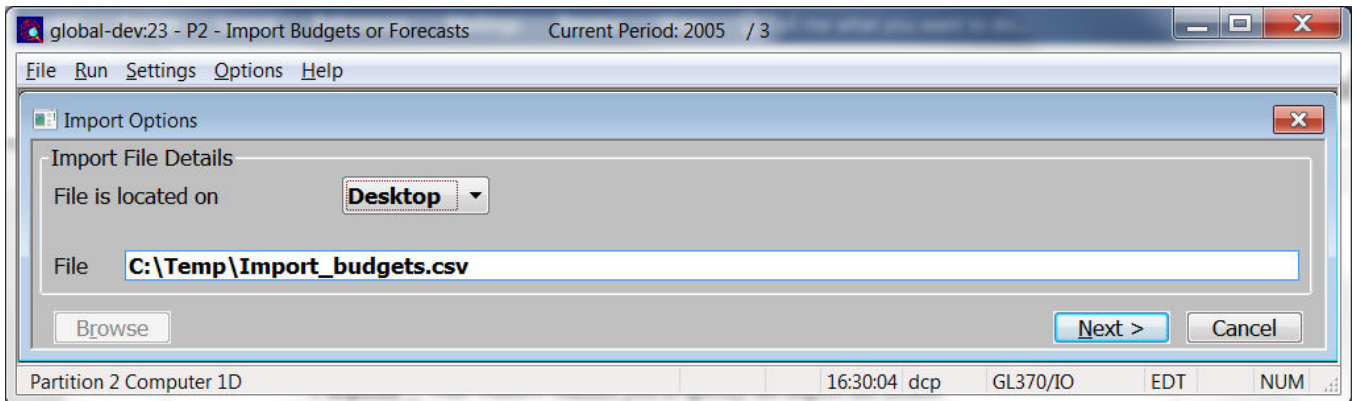
Purpose	This window enables you to specify the import file details.
Please Note	The settings in this window default to those used last time this option was selected.

The prompts are:

|	
File is located on	Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' to indicate that the import file is located on the main server.
Example	Assuming that the path is C:\My Documents, if the import file is located in the 'My Documents' folder on the operator's PC the above option should be set to 'Desktop' alternatively if the import file is located in the 'My Documents' folder on the server the above option should be set to 'Server'.
File	Enter the file name (including path and extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.
Please note	If the import file is located on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.
Back	Where available this returns to the preceding window.

Import Budgets and Forecasts Window
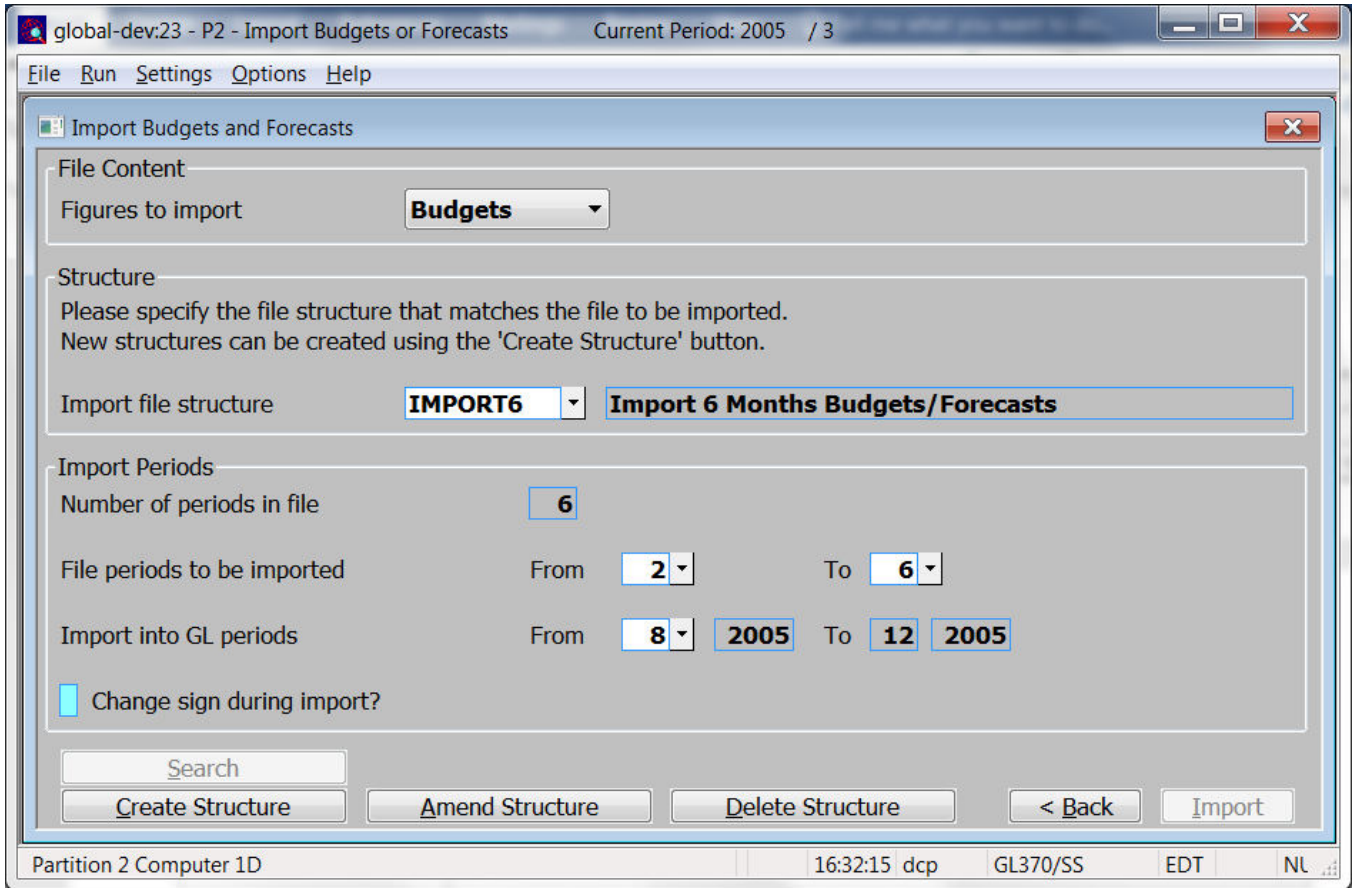
This window appears when you select 'Import Budgets and Forecasts' from the 'Period and Year End' menu and have specified the name and location of the CSV format file you wish to import.

Purpose This window allows you to specify the structure of the CSV format file to be imported and enables you to identify the financial periods to be imported.

The file may contain up to 26 budget/forecast values, however the number of periods that can actually be imported is limited to the number of periods in a single financial year. You can specify a range of periods from within the file to be imported if required.

The prompts are:

Figures to import This allows you to specify which type of figures are being imported

- **Budgets.** Select this if you are importing budgets.

- **Forecasts.** Select this if you are importing forecasts.

Import file structure Select the name of the import file structure that matches the file/spreadsheet to be imported. A look-up is available. The import file structure specifies the layout and content of the file/spreadsheet being imported, if one does not you must use the 'Create Structure' button to add one.

Note Each line in the CSV import file represents a set of budgets or forecasts for a particular company, profit centre and account/account group combination.

Number of periods in import file (Display only) The number of periods of data in the CSV import file (taken from the selected file structure).

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Periods to be imported from… to	Specify the range of periods from the CSV file that you wish to import.
Import into period… to	Specify the first period into which the imported data is to be placed. The 'to' period is automatically calculated and displayed.
Example	If there are six periods of budget data in the import file and you wish to import the last three of them into the budgets for the last periods in the financial year (assuming a twelve period financial year) you would set the 'Periods to be imported' to '4' to '6' and the 'Import into period' to 9.
Change sign during import	Set this if you wish to reverse the sign of all the figures as they are imported.

The buttons are:

Search	This provides a look-up of existing file structures.
Create structure	This allows you to create a new import file structure.
Amend structure	This allows you to amend an existing import file structure.
Delete structure	This allows you to delete an existing import file structure.
Back	This returns to the Import File Details window.
Import	This imports the selected file using the selected file structure.
Note	The import takes place in two phases.

The first phase validates the incoming csv file, if any problems are detected a window is displayed listing the invalid items (where possible) and the import is abandoned. It should be noted that lines are skipped for group values where the group itself is configured to hold budgets/forecasts at individual account level.

The second phase applies the budgets/forecasts in the csv file overwriting any existing budgets/forecasts within General Ledger. If this phase fails, the import is terminated and the user must correct the budgets/forecasts manually. |

Import File Structure Window

global-dev:23 - P2 - Import Budgets or Forecasts   Current Period: 2005 / 3

File   Run   Settings   Options   Help

File Structure

Details

Please specify the file structure. The file/spreadsheet must contain at least one budget/forecast period value and all budget/forecast values must be sequential in the file. The file may contain up to 26 budget/forecast period values, however the number of periods that can actually be imported is limited to the number of periods in a single year.

File Structure

Structure name	**IMPORT6**
Description	**Import 6 Months Budgets/Forecasts**

☑ Import file/spreadsheet contains header rows?

Number of header rows   **1**

Field position/column numbers for:

Company Id	
Profit centre	**2** ▼
Account group	**3** ▼
Account code	**4** ▼
Position of 1st period value	**6** ▼

Number of budget/forecast period values in the file/spreadsheet   **6**

Column Reference   OK   Cancel

Partition 2 Computer 1D   16:33:16 dcp   GL370/FS

Purpose   This window enables you to specify the structure of the file to be imported.

The prompts are:

Name   Enter a name for the structure being created.

Description   Enter a description for the structure being created.

Note	The following items are mandatory and must be present for each imported line of budgets/forecasts. • Company id • Profit centre At least one of the following two items must be present for each line in the import file. • Account group • Account code At least one budget/forecast period value must be present and the budget/forecast period values must be sequential in the file. The file may contain up to 26 budget/forecast values, however the number of periods that can actually be imported is limited to the number of periods in a single financial year.
Import file/spreadsheet contains column headings	Set this if the first line of the import file/spreadsheet contains column headings.
Number of header rows	*(Only if the file contains header rows)* Enter the number of header rows within the import file.
Note	The number of header rows corresponds to the number of initial rows within the file which will be skipped when it is imported.
Number of periods of budgets/forecasts per line in the file/spreadsheet	Set this to the number of periods of budget/forecast values on each line in the import file/spreadsheet.
Note	Each line in the import file/spreadsheet must contain the same number of period values.
Field position/column number for company id	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the company id is located.
Example	Assuming the import file is a spreadsheet, if the company id is the third column in the spreadsheet the above field should be set to 3.
Field position/column number for profit centre	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the profit centre is located.
Field position/column number for account group	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the account group is located. This is not mandatory if the file only contains details for account level budgets/forecasts.
Field position/column number for account	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the account is located. This is not mandatory if the file only contains details for account group level budgets/forecasts.

| Note	Budgets/forecasts can be imported for accounts, groups or a combination of both. If the line in the import file/spreadsheet contains an account code then the period values are deemed to be at individual account level (regardless of whether or not an account group is present), if not they are deemed to be at account group level. Whether the incoming budgets/forecasts are for an account or a group must be compatible with the level at which budgets and forecasts are maintained for the relevant account group.
Field position/column number for the first budget/forecast period value	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the first budget/forecast period value is located.
Note	The budget/forecast period values must be sequential in the file.

The buttons are:

Column reference	This button is available at all field position/column number prompts. It allows you to enter a spreadsheet column reference (e.g. 'A', 'B' etc.) which will then be automatically converted to a numeric column number.

Budgets and Forecasts – Budgeting/Forecasting Options
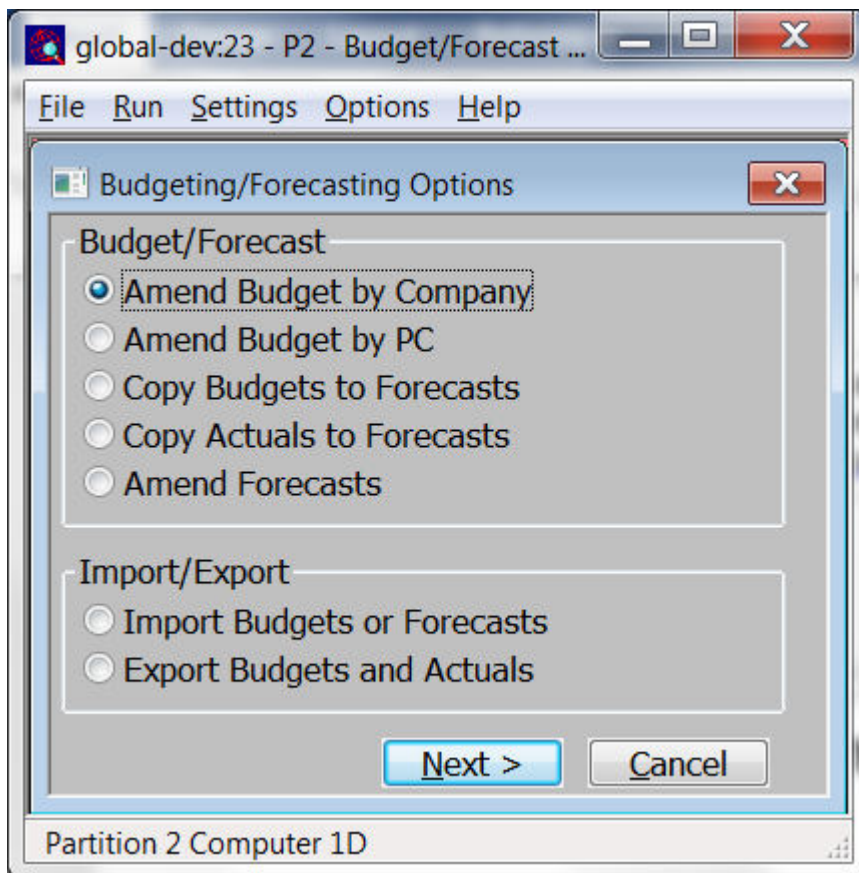
Import Budgets or Forecasts	Select this to import budget or forecasts from a spreadsheet/csv format file.
Export Budgets and Actuals	Select this to export budget and actual figures to a spreadsheet/csv format file.

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