



DAYTA

# Preparing and Importing Budgets to Sage 200

Sage for Education

# Prepare your Budget Import Excel Spreadsheet

## Summary – Golden Rule – NEVER open a .csv file in Excel!!!!

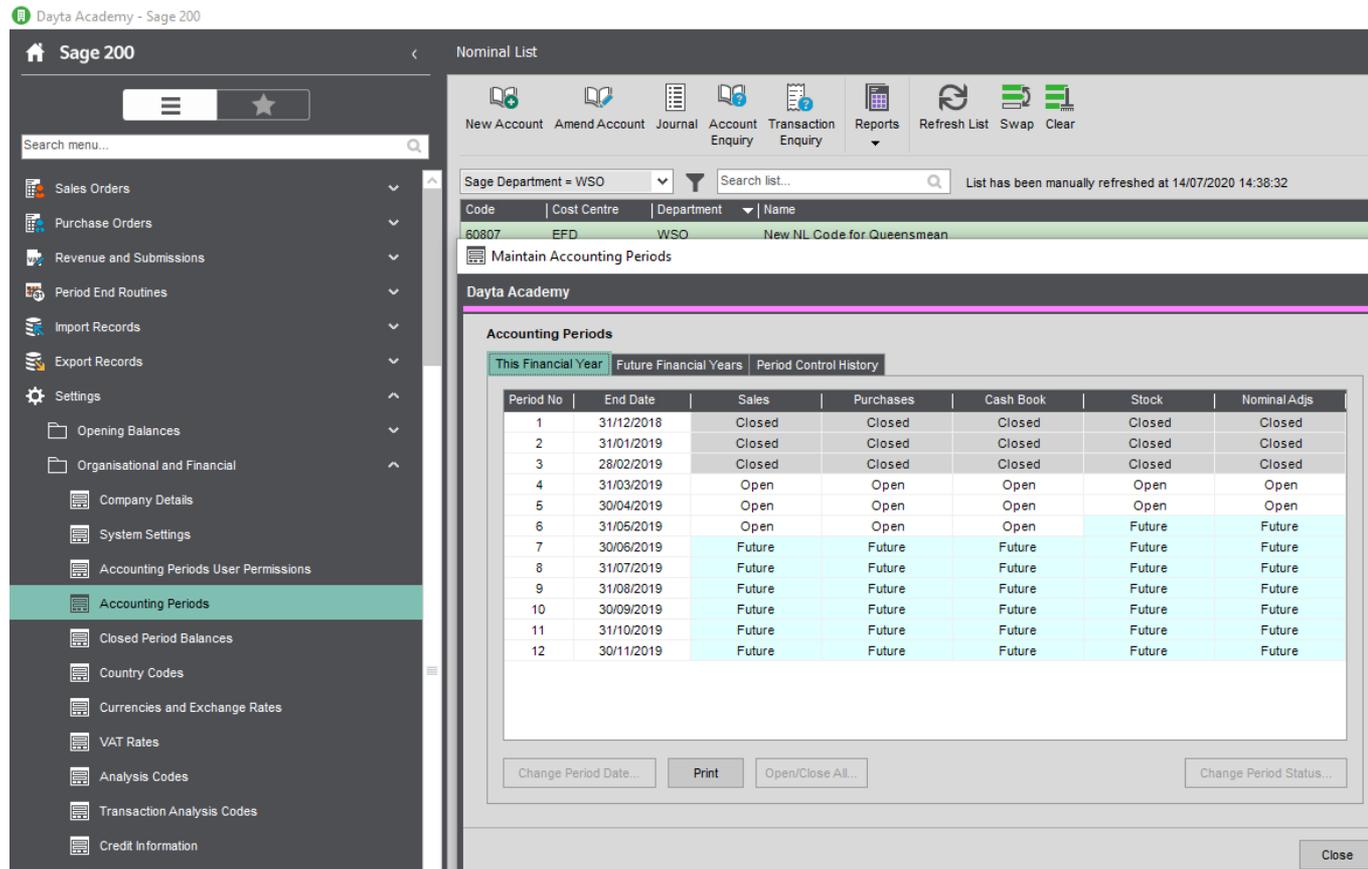
1. Budgets can be imported up to 5 years into the future.
2. Income budgets **MUST** be entered as a negative number.
3. Get a copy of the Import Template so you know what you are trying to achieve.
4. Make sure you know exactly which Financial Year Sage is currently in. If you don't know, check. If you don't have access, ask someone who does.
5. Go the Nominal Ledger List view. If you don't want to set a budget for all codes in the list you can set a filter to get a reduced list.
6. Send you selection to Excel by using the Right Click.
7. Ensure the nominal code, cost centre and department are formatted as **TEXT**.
8. Delete any columns that are not needed for the import (Everything except the Nominal Code, Cost Centre and Department).
9. Insert a Row above the data that has come out of Sage.
10. Being **VERY** careful, Copy the Column Headings from the Sage Template into the inserted row. **Ignore Column A in the Sage Template.**
11. Delete the column headings that are now in row 2 (Nominal Code, Cost Centre and Department).
12. Fill in all the columns that you need to. Use the Sage Template for information on what is needed in each column.
13. Save the spreadsheet as an .xls or .xlsx
14. Now save it again as a .csv
15. Go into Sage and find the Budget Import menu – Import Records, Import Nominal Account File.
- 16. Validate** your file first.
17. If you get a "Clean" report i.e. no invalid records. Move onto point 22 .
18. If you have any invalid records. **DO NOT OPEN THE CSV**. Reopen the .xls or .xlsx and fix the problem. Or fix it in Sage if that is where the problem lies.
19. Re-save the spreadsheet as an **.xls or .xlsx**. This is **VERY** important. You **MUST** always keep the pairs of files going.
20. Then save again as a .csv file.
21. Repeat steps 16 to 20. Until you get a Clean Report.
22. Now select the **Validate and Import** option.
23. Tick the box at the bottom if you want to update the **SAGE ORIGINAL BUDGET**
24. Import your file. You should not get any errors.

**Prepare your Budget Import Excel Spreadsheet**

# Preparing and Importing Budgets to Sage 200

Sage for Education

# Prepare your Budget Import Excel Spreadsheet



The screenshot shows the Sage 200 software interface. The left-hand navigation pane is open to 'Accounting Periods'. The main window displays the 'Accounting Periods' table for 'Dayta Academy' under the 'WSO' department. The table has columns for 'Period No', 'End Date', 'Sales', 'Purchases', 'Cash Book', 'Stock', and 'Nominal Adjs'. The current financial year is highlighted in green, showing periods 1 through 12. Periods 1-3 are 'Closed', periods 4-6 are 'Open', and periods 7-12 are 'Future'. Below the table are buttons for 'Change Period Date...', 'Print', 'Open/Close All...', and 'Change Period Status...'. A 'Close' button is at the bottom right.

Period No	End Date	Sales	Purchases	Cash Book	Stock	Nominal Adjs
1	31/12/2018	Closed	Closed	Closed	Closed	Closed
2	31/01/2019	Closed	Closed	Closed	Closed	Closed
3	28/02/2019	Closed	Closed	Closed	Closed	Closed
4	31/03/2019	Open	Open	Open	Open	Open
5	30/04/2019	Open	Open	Open	Open	Open
6	31/05/2019	Open	Open	Open	Future	Future
7	30/06/2019	Future	Future	Future	Future	Future
8	31/07/2019	Future	Future	Future	Future	Future
9	31/08/2019	Future	Future	Future	Future	Future
10	30/09/2019	Future	Future	Future	Future	Future
11	31/10/2019	Future	Future	Future	Future	Future
12	30/11/2019	Future	Future	Future	Future	Future

- What is the current Financial Year?
- To find out, go to Settings, Organisational and Financial, Accounting Periods.
- In the example above, the Financial Year goes from 1<sup>st</sup> December 2018 to the 30<sup>th</sup> November 2019. In Sage for Education, the Financial Year is mostly to go from the 1<sup>st</sup> September to 31 August.
- This information is VITAL to the successful import of Budgets.

# Prepare your Budget Import Excel Spreadsheet

The screenshot shows the Sage 200 software interface. On the left, the 'Import Records' menu item is circled in red. The main window displays the 'Nominal List' with a list of accounts. Overlaid on this is the 'Import Nominal Account File' dialog box. The dialog box has a right-hand panel with a red circle around the 'Nominal budgets' section. This section contains the following text:

**When to use this**

**Create an import file**

Nominal accounts ▾

Nominal transactions ▾

**Nominal budgets** ▲

You can import Nominal budgets using a CSV file.

**Note:** This will update the budget this year value, and you can choose if you also want to update the original budget value (to make the amounts the same).

1. Download the import information and example file:

- [Nominal Budgets import format \(XLS\)](#) [🔗](#): Details of the information you need to include in the file.
- [Nominal Budgets example CSV](#)

- Get a copy of the Import Template so you know what you are trying to achieve. You can get this by going to the Import Records, Nominal, Import Account file then in the HELP to the right of the screen click on Nominal budgets, and then the Nominal Budget Import Format .xls.

# The List View - Filtering records – E.g. Just one Department

The screenshot shows the Sage 200 software interface. On the left is a navigation menu with options like Summaries, Customers, Suppliers, Nominal (selected), Cash Book, Stock Control, Price Book, Invoicing, Sales Orders, Purchase Orders, Revenue and Submissions, Period End Routines, Import Records, Export Records, Settings, Workspaces, and Excel Reporting. The main area displays a 'Nominal List' with columns for Code, Cost Centre, Department, and Name. A 'Maintain Filters' dialog box is open, showing a filter named 'Sage Department = WSO'. The filter is set to be public and uses the 'Where' join type on the 'Department' column with the condition 'Is Equal To' and the value 'WSO'. The 'Save' button at the bottom of the dialog is circled in red. Another red circle highlights the funnel icon above the list view.

- To reduce the number of records in the list view based upon some criteria, it is possible to create filters. Filters can be used again and again, unlike a Find, which is for a single use.
- To create a new filter, or maintain an existing one, click on the Funnel shape above the list view. Click on New (or select an existing filter from the top field drop down). Give your filter a name, chose a column and then the criteria. Lastly save your filter. You can have multiple lines in a query (see next page).
- Apply your filter and then send the result to Excel.

# Prepare your Budget Import Excel Spreadsheet

	A	B	C	D	E	F	G	H	I
1	AccountNumber	AccountCostCentre	AccountDepartment	BudgetYear	BudgetType	BudgetProfile	AnnualBudget	Budget/1	Budget/2
2	Code	Cost Centre	Department						
3	60807	EFD	WSO						
4	99999	UNR	WSO						
5	80300	RES	WSO						
6	80200	RES	WSO						
7	80111	UNR	WSO						
8	80110	UNR	WSO						
9	80080	FAF	WSO						
10	80070	FAF	WSO						
11	80060	FAF	WSO						
12	80050	FAF	WSO						
13	80040	FAF	WSO						
14	80030	FAF	WSO						

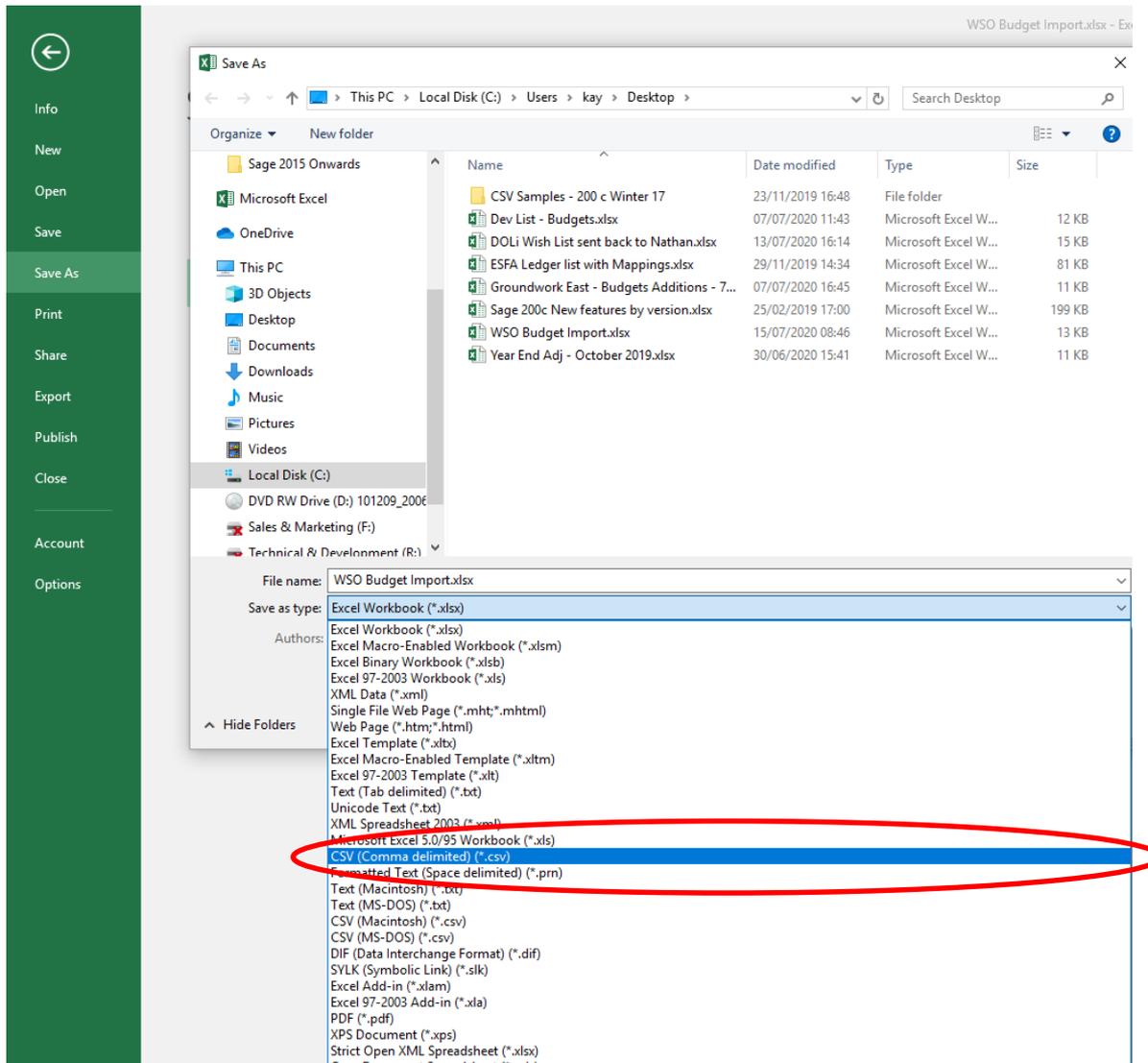
- Above image shows all but the NL Code, Cost Centre and Department removed.
- A row has been inserted at the top above the data that came to Excel from Sage. The Sage Template column headings have been copied onto Row 1. On Row 2 Code, Cost Centre and Department now need to be deleted. CAREFULLY.
- The Sage template describes what needs to go into the remaining columns ready for import.
- If you are unsure, PLEASE call the Dayta Support Desk for assistance.
- Budgets for **INCOME** accounts must be entered as a **NEGATIVE** number.
- If the Budget Type is Annual, you only need a figure for the whole year in Column G. On import, Sage will divide it equally over the 12 months. Columns I to T can be left blank.
- If you want different amounts of Budget each month, you will need to fill in columns I to T.
- The monthly columns can be left blank if you only want a budget on some months but not all.

# Prepare your Budget Import Excel Spreadsheet

AccountNumber	AccountCost Centre	AccountDepartment	BudgetYear	BudgetType	BudgetProfile	AnnualBudget	Budget/1	Budget/2	Budget/3	Budget/4	Budget/5	Budget/6	Budget/7	Budget/8	Budget/9	Budget/10	Budget/11	Budget/12
60807	EFD	WSO		0 Monthly			-2000	-1000	-3000	-1500	-1200	-800	-3000		-1000	-500		-1000
99999	UNR	WSO		0 Annual		12000												
80300	RES	WSO		0 Monthly		6000	500	500	500	500	500	500	500	500	500	500	500	500
80200	RES	WSO		0 Monthly														
80111	UNR	WSO		0 Monthly														
80110	UNR	WSO		0 Monthly														
80080	FAF	WSO		0 Monthly														

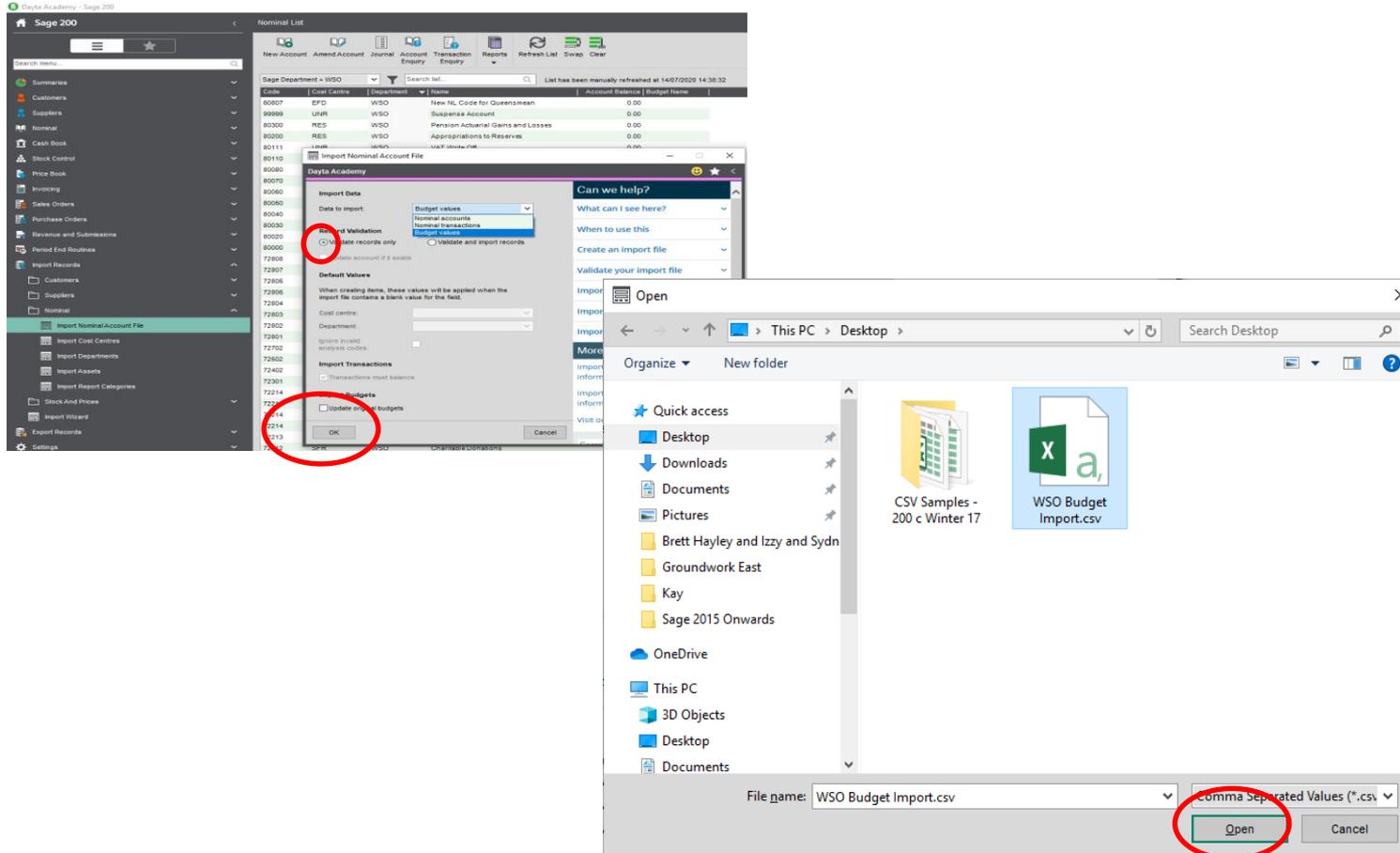
- Above is a small sample of 2 variations on how you might set up a monthly budget and also one example of an annual budget.
- Please note that the first row is an **INCOME** code and so the budget figures are entered as a **NEGATIVE** number.
- You will note that if the Budget Type is monthly, it does not matter whether you enter a number in the Annual Budget column or not. The Sage Import will ignore it. It is not a control figure.
- Beware Typos on the budget type, although the Sage Validate run will pick this up.

# Prepare your Budget Import Excel Spreadsheet



- When you have finished entering your budgets into Excel, save your spreadsheet as a .xls or an .xlsx. Call it something meaningful AND put a version number in. E.g. WSO Budgets 19-20 v1.xlsx.
- Then immediately save it as a .csv file. Use the same filename as the .xlsx, including the version number. There are a number of .csv options on the Excel Save-as-type drop-down. You want to use the one half way down the list as per the example on the left.

# Import your Budget into Sage



- To do your validate run, Select Import Records, Nominal, Import Nominal Account file.
- At the top of the dialog box, select Budget Values from the drop-down box.
- Make sure the Validate Records Only is selected. Then Click on OK.
- The next box will enable you to navigate to the location you saved your .csv file in.
- Once selected click on Open.

# Import your Budget into Sage

**Nominal Ledger Account Update Report (Invalid)** Date 15/07/2020  
Time 12:05:49

**Import** Report only - records not adjusted

A/C Ref	Account Name	CC	Dp	Import Type	Error
1 61101		UNR Unrestricted	WSO Main School		The account does not exist.

Number of Records : 1

Validate Complete

Dayta Academy

**Results**

89 of 90 records were successfully validated.  
1 record failed validation and cannot be imported.  
Please view the reports for more details.

Close

Can we help?  
What can I see here?  
View the import report  
More from our help centre  
Import, export and update

Dayta Academy  
Nominal Ledger Account Update Report (Invalid) Page 1

- At the end of the Validate run you will get 1 or 2 reports and a message. If you are using the Print Spooler, your reports will be on the spooler, otherwise they will pop-up.
- If you have any errors, the Invalid report – as seen above – will be on top of the report with Valid records.
- **DO NOT CONTINUE IF YOU HAVE ANY INVALID RECORDS !!!**
- You must now open the .xlsx file **NOT the .csv** and fix the reported problem. In the example above the account does not exist in Sage, so remove the line from your budget spreadsheet (or create the account in Sage if it is needed).
- Then resave the spreadsheet as a .xlsx and then again as a .csv.
- Then repeat your Validate run. Keep doing this until you just get 1 report of Valid entries.

# Import your Budget into Sage

Import Nominal Account File

Dayta Academy

**Import Data**

Data to import: Budget values

**Record Validation**

Validate records only  Validate and import records

Update account if it exists

**Default Values**

When creating items, these values will be applied when the import file contains a blank value for the field.

Cost centre: [dropdown]

Department: [dropdown]

Ignore invalid analysis codes:

**Import Transactions**

Transactions must balance

**Import Budgets**

Update original budgets

OK Cancel

**Can we help?**

What can I see here? [dropdown]

When to use this [dropdown]

Create an import file [dropdown]

Validate your import file [dropdown]

Import nominal accounts [dropdown]

Import nominal transactions [dropdown]

Import nominal budgets [dropdown]

**More from our help centre**

[Import and export nominal account information](#)

[Import, export and update information](#)

[Visit our help site](#)

- Once you have a “Clean” validate run, you can repeat the process but this time select the Validate and Import Records radio button.
- Sage carries an “Original Budget” for each financial year. If you want to Update the Original Budget for the financial year you are importing then tick this box.
- This will also Create an Original Budget if you have not yet set one for the current financial year.
- Click OK, select your file and repeat the previous process.

# Check your Budget Import Results

Maintain Nominal Account for New NL Code for Queensmean

Dayta Academy

Account Analysis **Budget This Year** Budget Future Years Attachments Memos

Period Values

Budget type: Annual budget

Annual budget: 15000.00

Year to date budget: 6250.00

Year to date actual: 0.00

Budget Details This Year

PN	Original Budget	Budget This Year	Balance This Year
1	0.00	1250.00	0.00
2	0.00	1250.00	0.00
3	0.00	1250.00	0.00
4	0.00	1250.00	0.00
5	0.00	1250.00	0.00
6	0.00	1250.00	0.00
7	0.00	1250.00	0.00
8	0.00	1250.00	0.00
9	0.00	1250.00	0.00
10	0.00	1250.00	0.00
11	0.00	1250.00	0.00
12	0.00	1250.00	0.00

Budget Details Last Year

PN	Original Budget	Budget Last Year	Balance Last Year
1	0.00	0.00	0.00
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00
6	0.00	0.00	0.00
7	0.00	0.00	0.00
8	0.00	0.00	0.00
9	0.00	0.00	0.00
10	0.00	0.00	0.00
11	0.00	0.00	0.00
12	0.00	0.00	0.00

Display previous year adjustments

Save Delete Close

Can we help?

- What can I see here?
- What are budget types?
- Set a monthly budget
- Set an annual budget
- Set a budget from a profile
- Why is the actual balance a negative value?
- Why can't I enter a budget value for each period?
- Can I set an overall budget for multiple nominal accounts?

More from our help centre

- Create and amend an individual nominal account
- Create a nominal account (video)

- To look at the budgets of an individual account, from the top of the Nominal List, select amend Account, and then the Budget This Year (or Budget Future Years) tab.
- This will show you the type of Budget and the Annual amount at the top of the screen, and the Original and Budget figures for this year and last year.
- **You can edit the figures on this screen if you wish to make any changes.**

# Check your Budget Import Results

The screenshot shows the Sage 200 interface. On the left is a navigation menu with options like Customers, Suppliers, Nominal, and Summary Budgets. The main window displays a 'Nominal List' with columns for Code, Cost Centre, Department, and Name. A dialog box titled 'Criteria for Nominal Ledger Budgets Report (Summary)' is open, showing 'Criteria Values' for the report. The 'Current accounting period' is set to 'Is' with a date of '5 30/04/2019'. A dropdown menu is open, showing a list of dates from 31/12/2018 to 30/11/2019. The 'Balance' field is set to 'All'. The dialog box has 'OK' and 'Cancel' buttons.

Code	Cost Centre	Department	Name
60703	RES	WSO	Other Project or Grant Income
60751	TES	WSO	Teaching School Grant- Core
60780	SLP	WSO	SLP Grant Income General
60781	SLP	WSO	SLP Grant Income Triple Science

Criteria for Nominal Ledger Budgets Report (Summary)

Criteria Values

Enter the values to use for the criteria in this report

Current accounting period: Is 5 30/04/2019

Account number: All

Account name: All

Cost centre: All

Department: All

Category: All

Balance: All

Preview a sample report for a specified number of records

1 31/12/2018  
2 31/01/2019  
3 28/02/2019  
4 31/03/2019  
5 30/04/2019  
6 31/05/2019  
7 30/06/2019  
8 31/07/2019  
9 31/08/2019  
10 30/09/2019  
11 31/10/2019  
12 30/11/2019

0

Help Save... Load... OK Cancel

- To produce a report to show all the budgets you have entered, then go to the Nominal Ledger, Nominal Reports, Budget Comparisons, Summary Budget.
- Select Period 12 from the first drop down. Then press OK.
- You could make a more selective choice from the other criteria if you wish to.

# Check your Budget Import Results

Nominal Ledger Budgets Report (Summary)													Date	15/07/2020
													Time	12:29:20
<i>Posting Account</i>													<i>CC</i>	<i>Dp</i>
03000														
<i>Office Equipment</i>														
	Month													
	1	2	3	4	5	6	7	8	9	10	11	12	13	Remaining Budget
Budget	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.37		0.00
Actual														
Diff.	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.37		
% Age	%	%	%	%	%	%	%	%	%	%	%	%	%	%
<i>Posting Account</i>													<i>CC</i>	<i>Dp</i>
60807														
<i>New NL Code for Queensmean</i>														
	Month													
	1	2	3	4	5	6	7	8	9	10	11	12	13	Remaining Budget
Budget	2000.00	1000.00	3000.00	1500.00	1200.00	800.00	3000.00		1000.00	500.00		10000.00		0.00
Actual														
Diff.	2000.00	1000.00	3000.00	1500.00	1200.00	800.00	3000.00		1000.00	500.00		10000.00		
% Age	%	%	%	%	%	%	%	%	%	%	%	%	%	%
<i>Posting Account</i>													<i>CC</i>	<i>Dp</i>
60103														
<i>GAG - Start up Grants</i>														
	Month													
	1	2	3	4	5	6	7	8	9	10	11	12	13	Remaining Budget
Budget	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00		0.00
Actual	-46200.00													
Diff.	36200.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00	-10000.00		
% Age	462%**	%**	%**	%**	%**	%**	%**	%**	%**	%**	%**	%**	%	%
<i>Posting Account</i>													<i>CC</i>	<i>Dp</i>
71904														
<i>Curriculum Development</i>														
	Month													
	1	2	3	4	5	6	7	8	9	10	11	12	13	Remaining Budget
Budget	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00		0.00
Actual		4600.00		500.00	1256.00									
Diff.	1875.00	-2725.00	1875.00	1375.00	619.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00	1875.00		
% Age	%**	245%	%	27%	67%	%	%	%	%	%	%	%	%	%

- This report will show you the budget for each month.
- If you have any, it will also show you actuals as well.