Preparing and Importing Budgets to Sage 200

Sage for Education

© Dayta Designs Ltd. 2020

Preparing and Importing Budgets to Sage 200

Sage for Education

© Dayta Designs Ltd. 2020

Prepare your Budget Import Excel Spreadsheet

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

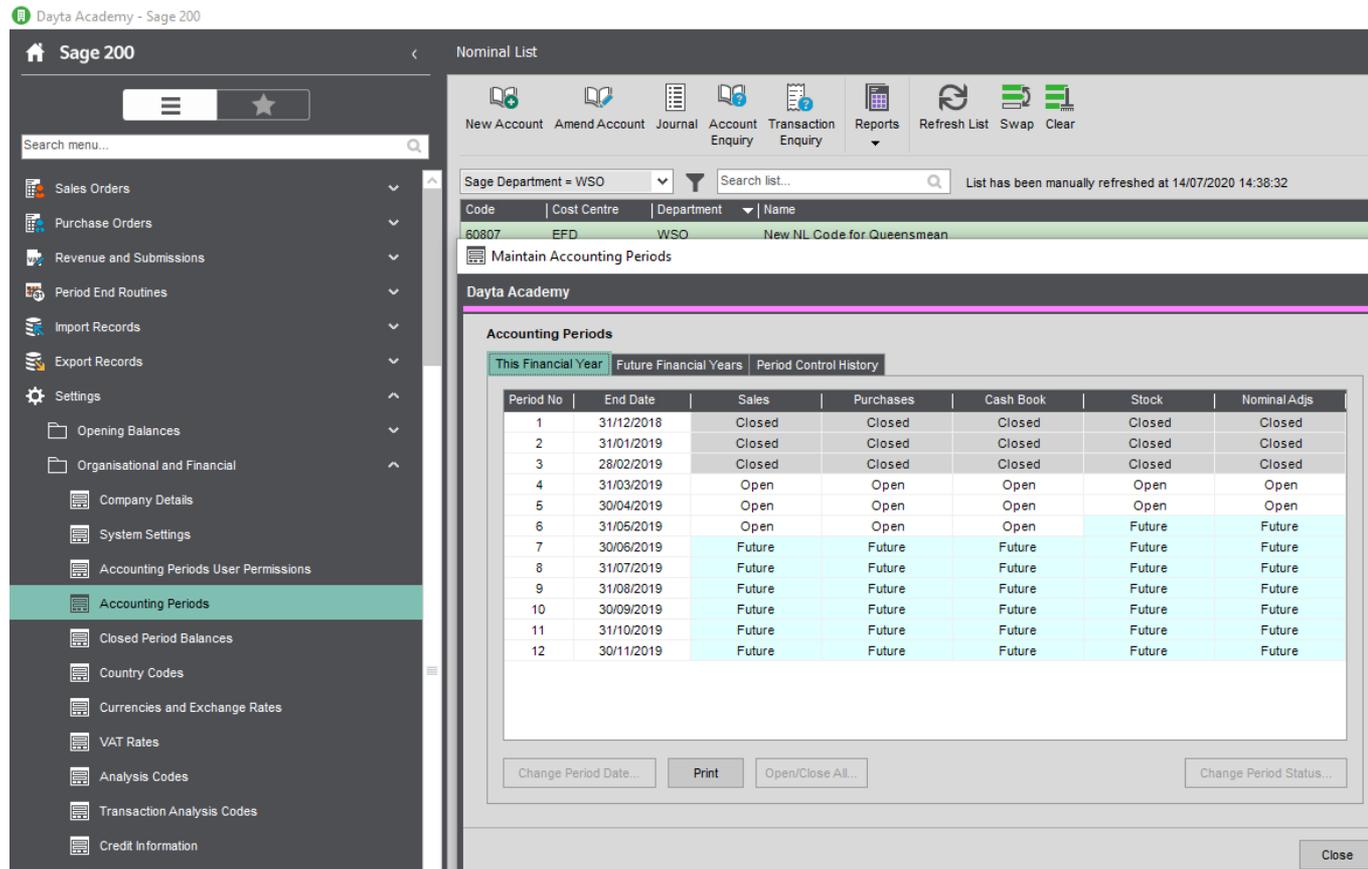1. Budgets can be imported up to 5 years into the future.
2. Income budgets MUST be entered as a negative number.
3. Get a copy of the Import Template so you know what you are trying to achieve.
4. Make sure you know exactly which Financial Year Sage is currently in. If you don't know, check. If you 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.

Preparing and Importing Budgets to Sage 200

Sage for Education

Prepare your Budget Import Excel Spreadsheet

- 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 1st December 2018 to the 30th November 2019. In Sage for Education, the Financial Year is mostly to go from the 1st September to 31 August.
- This information is VITAL to the successful import of Budgets.

Prepare your Budget Import Excel Spreadsheet

- 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

- 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

- 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	AccountCostCentre	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
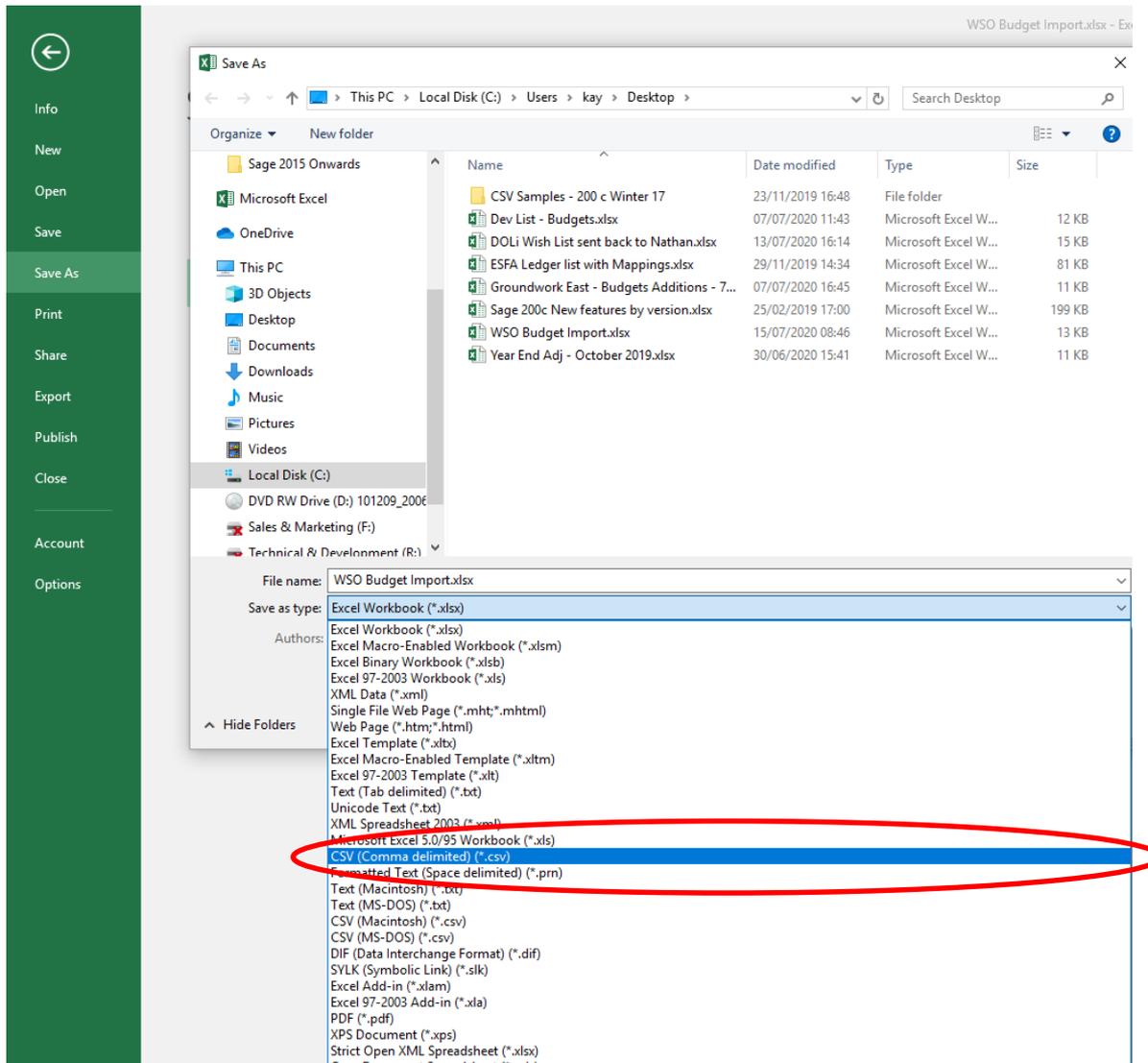
- When you have finished entering your budgets into Excel, save your spreadsheet as a .xls or an .xlsx. Call it something meaningful AND put a version number in. E.g. WSO Budgets 19-20 v1.xlsx.
- Then immediately save it as a .csv file. Use the same filename as the .xlsx, including the version number. 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
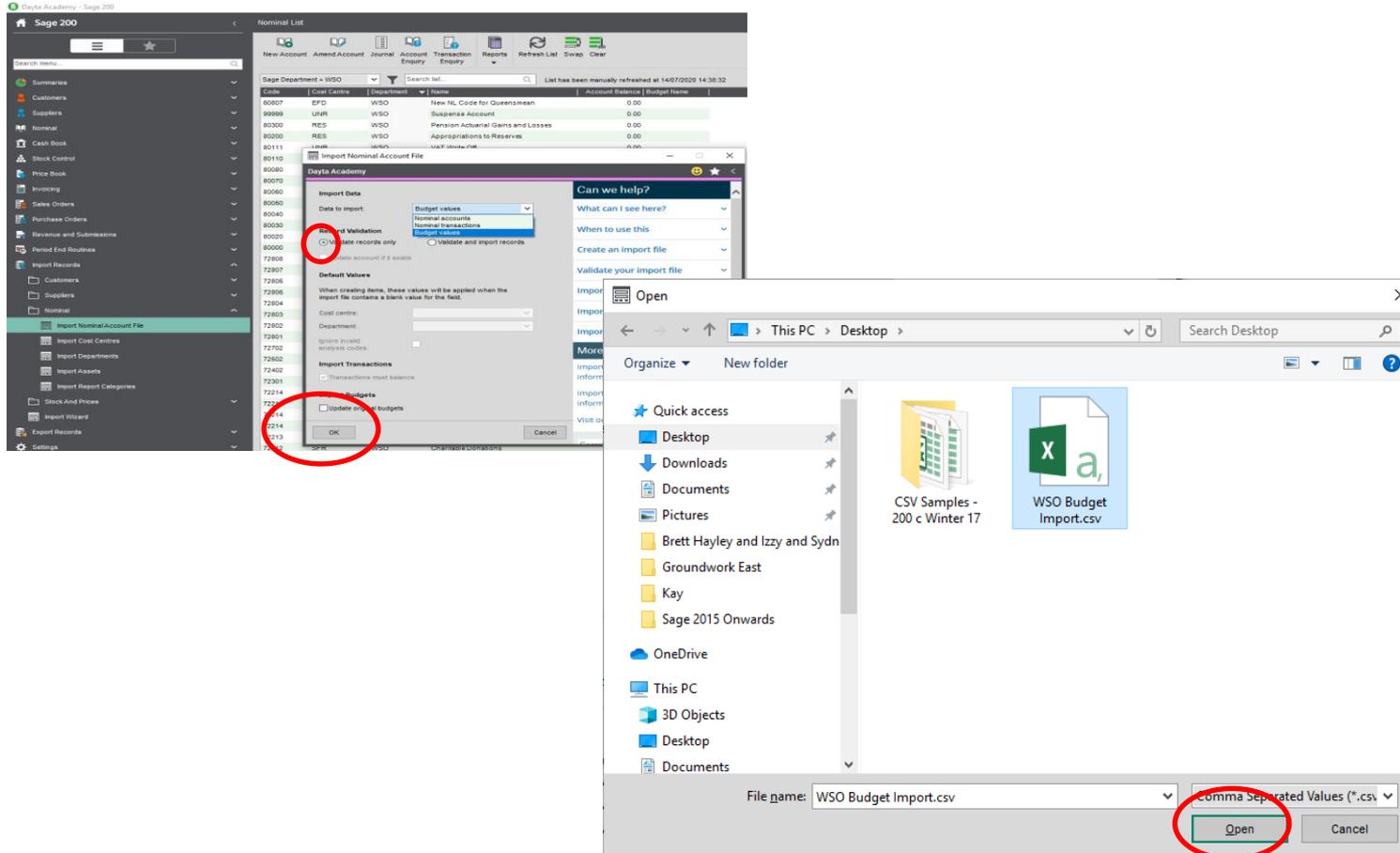
- To do your validate run, Select Import Records, Nominal, Import Nominal Account file.
- At the top of the dialog box, select Budget Values from the drop-down box.
- Make sure the Validate Records Only is selected. Then Click on OK.
- The next box will enable you to navigate to the location you saved your .csv file in.
- Once selected click on Open.

Import your Budget into Sage

- 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

- 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

- 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

- 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

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