

BUDGET UTILITIES



There are some utilities to help with budgets:

- The Budget Import Template utility found in General Ledger > Utilities will save you time by generating a budget import template for a range of accounts. The file generated is already properly formatted, so all you need to do is enter your budget figures. Once you have inputted your figures in the spreadsheet, or text file, you may import your budget amounts using the Budget Import utility.
- The Budget Import utility which will import the spreadsheet created in the previous utility.
- The Budget Export utility which is a way to view and/or distribute various budgets.

Budget Import Template Utility

Go to GL > Utilities > Budgets > Create Budget Import Template

Upon selecting the utility, you will be met with the following screen:

Create Budget Import Template

This Utility enables a user to create a budget import template for a range of accounts.

Export Format:

Starting Account:

Ending Account:

Property:

Full Path of file:

File Name:

Export Format – You may export the file in CSV or TXT format. When importing the file using the Budget Import utility you must specify the same format.

Starting Account & Ending Account – Specify the range of account numbers you would like to include in the export. This system will include all of the accounts within that range in the export file.

BUDGET UTILITIES

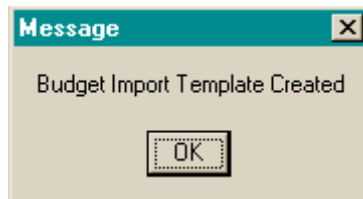


Property ID - In a multi-property database, to create a spreadsheet for a single property at a time enter the property ID here.

Drive _Path of File – Enter the path in which the export file should be created.

File Name – This field is not accessible. The system will automatically generate the file name as “bgtimprt.csv” or “bgtimprt.txt”, depending on the export format selected.

Once you have entered the information into the above fields, press F2. The system will prompt you to continue. Enter ‘Y’es to continue, otherwise enter ‘N’o. Once the utility has been run successfully, the following message will appear.



Once the utility is complete, browse to the file path you specified, open the bgtimprt file, and you are ready to enter your budget figures.

Sample Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	1000000	0	0	0	0	0	0	0	0	0	0	0	0	0
2	1050000	0	0	0	0	0	0	0	0	0	0	0	0	0
3	1100000	0	0	0	0	0	0	0	0	0	0	0	0	0
4	1150000	0	0	0	0	0	0	0	0	0	0	0	0	0
5	1200000	0	0	0	0	0	0	0	0	0	0	0	0	0
6	1250000	0	0	0	0	0	0	0	0	0	0	0	0	0
7	1300000	0	0	0	0	0	0	0	0	0	0	0	0	0
8	1350000	0	0	0	0	0	0	0	0	0	0	0	0	0
9	1400000	0	0	0	0	0	0	0	0	0	0	0	0	0
10	1450000	0	0	0	0	0	0	0	0	0	0	0	0	0
11	1500000	0	0	0	0	0	0	0	0	0	0	0	0	0
12	1550000	0	0	0	0	0	0	0	0	0	0	0	0	0
13	1600000	0	0	0	0	0	0	0	0	0	0	0	0	0
14	1650000	0	0	0	0	0	0	0	0	0	0	0	0	0
15	1700000	0	0	0	0	0	0	0	0	0	0	0	0	0
16	1950000	0	0	0	0	0	0	0	0	0	0	0	0	0

Your account numbers will appear in column A. The rest of the columns, representing each fiscal month (left to right), will be filled with zeros. For example Column B represents fiscal month 01, Column C represents fiscal month 02, and so on. You may enter your budget figures in these fields. Once finished, save the file & run the budget import utility to import your budget figures into Data Plus.

BUDGET UTILITIES



Budget Import Utility

From the General Ledger Utilities menu choose Budgets > Budget Import . The following screen will appear:

Budgets Conversion Utility

Import File Format: CSV

Path / File - Budgets: s:\budget.csv

Path / File - Errors: s:\ERROR.txt

Fiscal Year: 2009

Budget Type: budget

Amounts in Net or Cum?: Net

Property:

Insert Property into Account?:

“Import File Format” - Enter the format of the budget file to be imported – You have two options CSV or TXT.

“Path and File – Budgets”- Enter the full path and name of the CSV or TXT file containing budget data. This includes the drive, directory, any subdirectories, file name, and extensions. The program verifies that the file entered exists.

“Path and File – Errors” - Enter the full path and name of a file to be created which will contain all error messages generated from the “Budget Import” process. Print this file after the “Budget Import” process has completed. EXAMPLE: c:\temp\error.txt

“Fiscal Year”- Enter the fiscal year for which budgets are being imported. This year is inserted into the budget record in the database if it does not already exist.

“Budget Type” - Enter the budget type that is to be created or updated with the imported data. This can be an existing budget type or you can create a new one. No verification is performed on the budget type record. **Please note that specific budget types are used to tie the budget figures to the**

BUDGET UTILITIES



.....

financial statements. The budget types are referenced in Statement File Maintenance under Definitions. In order for the financial statements to show the imported budget figures, then the budget type entered during the import process must match the budget type in the statement definition.

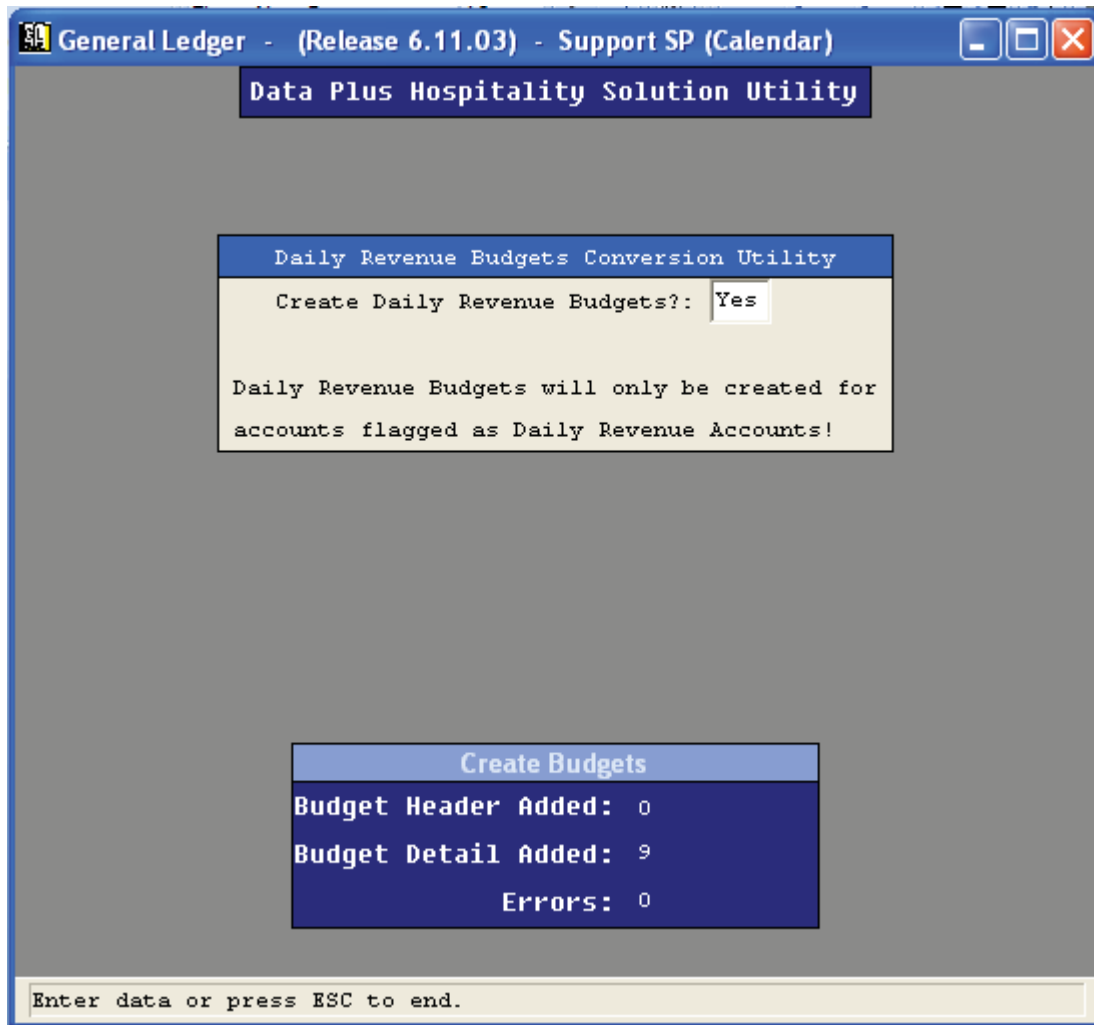
“Amounts in Net or Cum?” - If the import file containing budget data has net amounts (amounts for each individual month), enter “N”. If the import file containing budget data has cumulative amounts (amounts that are accumulated through the months), enter “C”.

“Property” - Enter the property ID for the budget. This field is accessible only if you are running a multi-property database. No verification is performed for valid property ID, so check your entry carefully.

“Insert Property into Account” - Enter “Y” or “N” as to whether or not the import process should insert the property ID into the G/L account number. This field is accessible only if you are running a multi-property database. If the ASCII file does not contain the property ID, enter “Y”. If the ASCII file does contain the property ID, enter “N”.

After supplying information in all accessible fields, press <F2> to continue. The following screen will appear. If you wish to create daily revenue budgets, enter Yes and press F2 to continue.

BUDGET UTILITIES



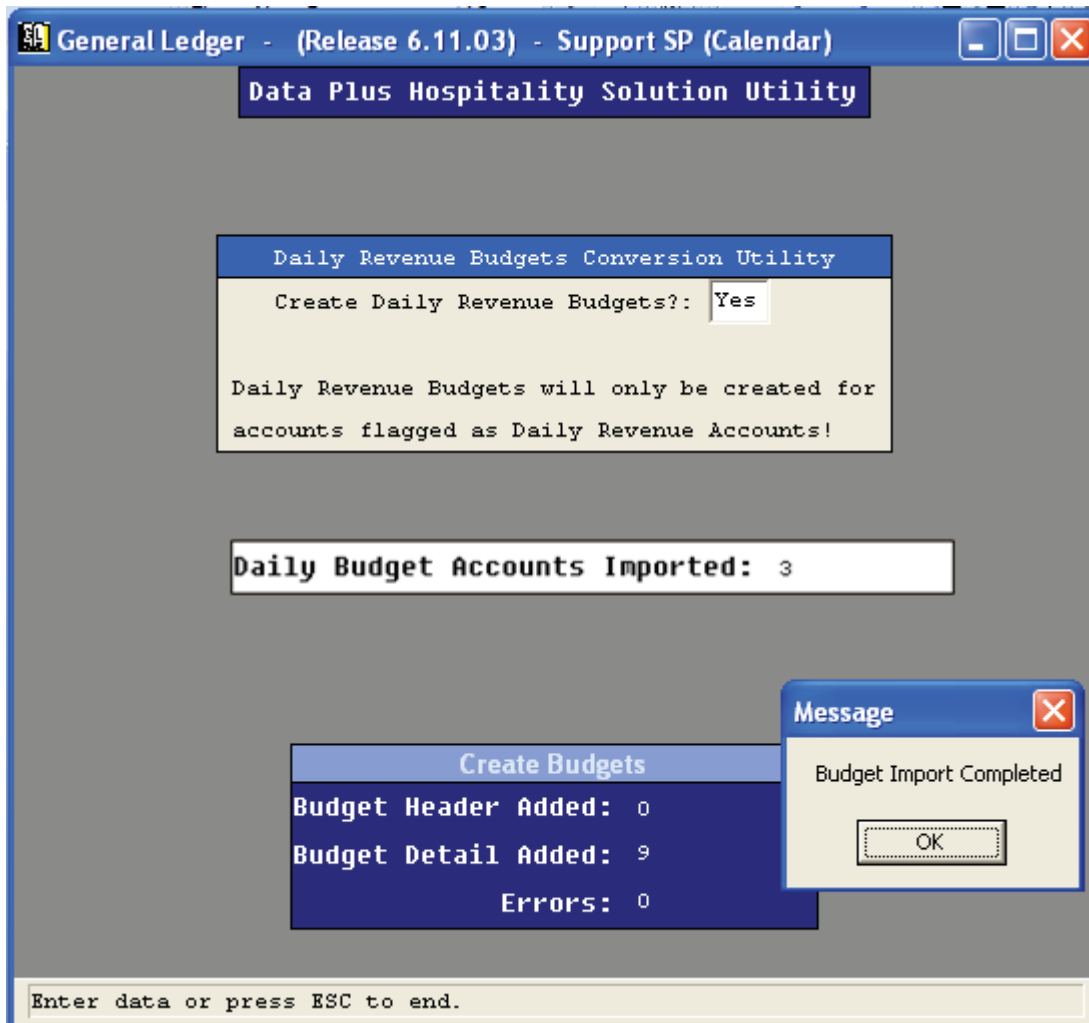
Please Note: Daily Revenue Budgets will only be created for accounts flagged as Daily Revenue Accounts.

BUDGET UTILITIES



The following screen will appear where you can select whether the Daily Revenue Budgets are Dollar (D) or Unit (U) Budgets, as well as the Fiscal Year to which these Daily Budgets should be imported.

Press F2 to continue to begin the Import process.



The import process verifies your entries and starts the import, or displays error messages if problems were detected with your entries.

While the import process is running, two status windows are displayed. The Create Budgets window displays the record counts for Budget Header Added, Budget Detail Added, and Errors. The other

BUDGET UTILITIES



shows the total amount of Daily Budget Accounts that have been imported.

When the process is complete, the following message appears: "Budgets import completed." Click OK and you will be returned to the Main DPHS screen.

Budget Export Utility

Go to GL > Utilities > Budgets > Budget Export. The following screen will appear:

Enter the Property ID (or leave blank for all), Fiscal Year, Budget Type, 'Net' or 'Cum', and directory where the file is to be generated. This export generates a formatted spreadsheets with budget information that can be viewed or sent to a party for verification.

	A	B	C	D	E	F	G	H	I	J	K
1	Prop	Type	Method	Year	Account	Account Description	Annual Amount	Period 1	Period 2	Period 3	Period 4
2	01	budget	E	2009	000100000001	Cash - Operating	00,000.00	01,000.00	00,000.00	00,000.00	00,000.00
3	01	budget	E	2009	000105000001	Cash - Accounts Receivable	00,000.00	00,000.00	00,000.00	00,000.00	00,000.00
4	01	budget	m	2009	010100000001	Rack	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
5	01	budget	E	2009	010115000001	Local Corporate	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
6	01	budget	E	2009	010125000001	Discount - AAA	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
7	01	budget	E	2009	010130000001	Discount - Miscellaneous	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
8	01	budget	E	2009	010135000001	Government	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
9	01	budget	E	2009	010140000001	Contract	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
10	01	budget	E	2009	010145000001	Packages	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
11	01	budget	E	2009	010180000001	Group - Corporate	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00
12	01	budget	E	2009	010185000001	Group - SMERFES	-18,000.00	-01,500.00	-01,500.00	-01,500.00	-01,500.00

If you have further questions, please visit our website www.dphs.com OR contact Data Plus Support.