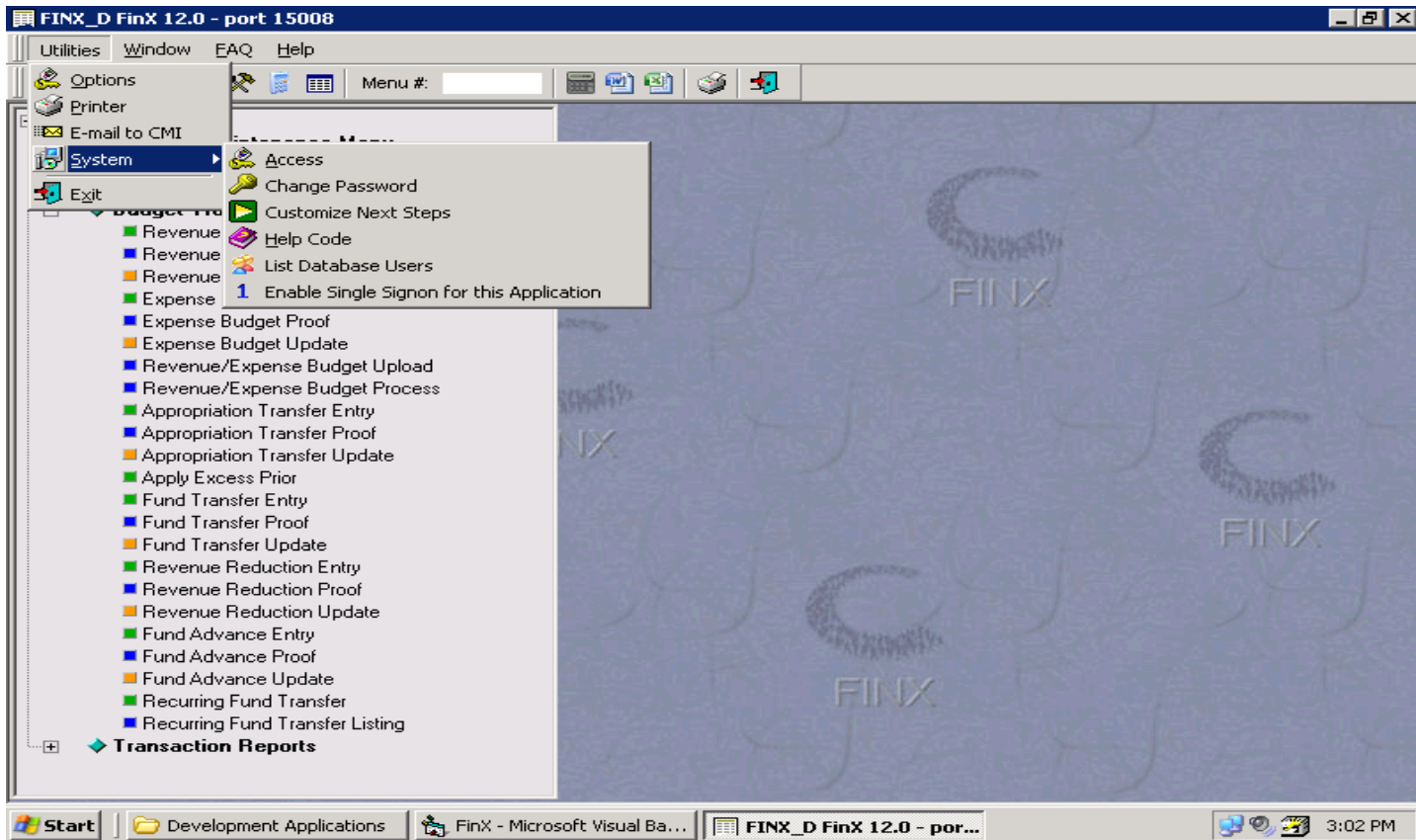


THE BUDGET UPLOAD FROM EXCEL FEATURE

Once your budget is ready to interface, you'll want to have a short pathway to your Excel spreadsheets. You need two separate spreadsheets which contain your budget s, one for revenues and a second for expenses in up to three columns each: the first column is the account number, the second is the budget amount and the third is optional such as a description. Also, you'll want to add any new accounts that have been incorporated into the spreadsheets through Account Maintenance before attempting the interface. The spreadsheet must be saved in a .csv format. You should also open and suspend a Revenue Budget Entry batch and/or an Expense Budget Entry batch and make note of the batch numbers.

- A. In Client Server, you must have access to two new menus: Revenue/Expense Budget Upload and Revenue/Expense Budget Process. These are currently fields 331 and 332 in Access Maintenance. To get to Access Maintenance, go to Utilities, System, Access as shown below.



Enter the ID of the person who's getting access to the menus then slide down to lines 331 and 332. The Value column will be blank; enter the number 1 as the Value in each field as shown below and update.

FINX_D FinX 12.0 - port 15008

Utilities Window FAQ Help

Menu #:

Budget Control

- Account Maintenance Menu
- Standard Budget Reporting
- Receipt/Expense Processing
- Budget Transa**
 - Revenue Bud
 - Revenue Bud
 - Revenue Bud
 - Expense Budg
 - Expense Budg
 - Expense Budg
 - Revenue/Exp
 - Revenue/Exp
 - Appropriation
 - Appropriation
 - Appropriation
 - Apply Excess
 - Fund Transfer
 - Fund Transfer
 - Fund Transfer
 - Revenue Red
 - Revenue Red
 - Revenue Red
 - Fund Advance
 - Fund Advance
 - Fund Advance Update
 - Recurring Fund Transfer
 - Recurring Fund Transfer Listing
- Transaction Reports

Access Maintenance

Key: My favorite TEST acct

Line	Description	Highest	Value
329	Expense Budget Proof	0	0
330	Expense Budget Update	0	0
331	Revenue/Expense Budget Upload	1	1
332	Revenue/Expense Budget Process	1	1
333	Appropriation Transfer Entry	1	1
334	Appropriation Transfer Proof	0	0
335	Appropriation Transfer Update	0	0
336	Fund Transfer Entry	1	1
337	Fund Transfer Proof	0	0
338	Fund Transfer Update	0	0

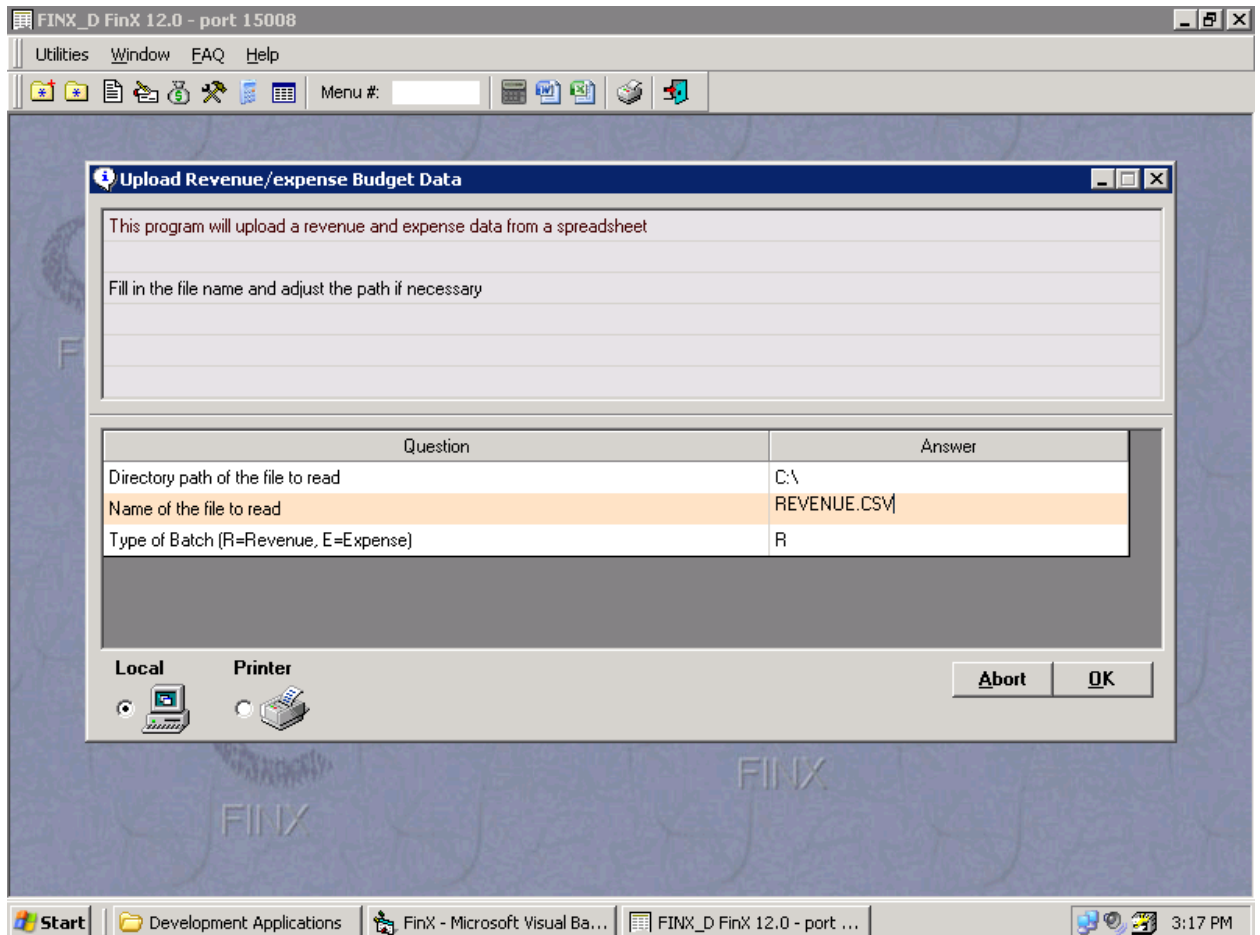
Page Cancel Update Delete

Start | Development Applications | FinX - Microsoft Visual Ba... | FINX_D FinX 12.0 - port ... | 3:04 PM

To get access to the menus, **log off and log back on**. You'll see the following new menus:



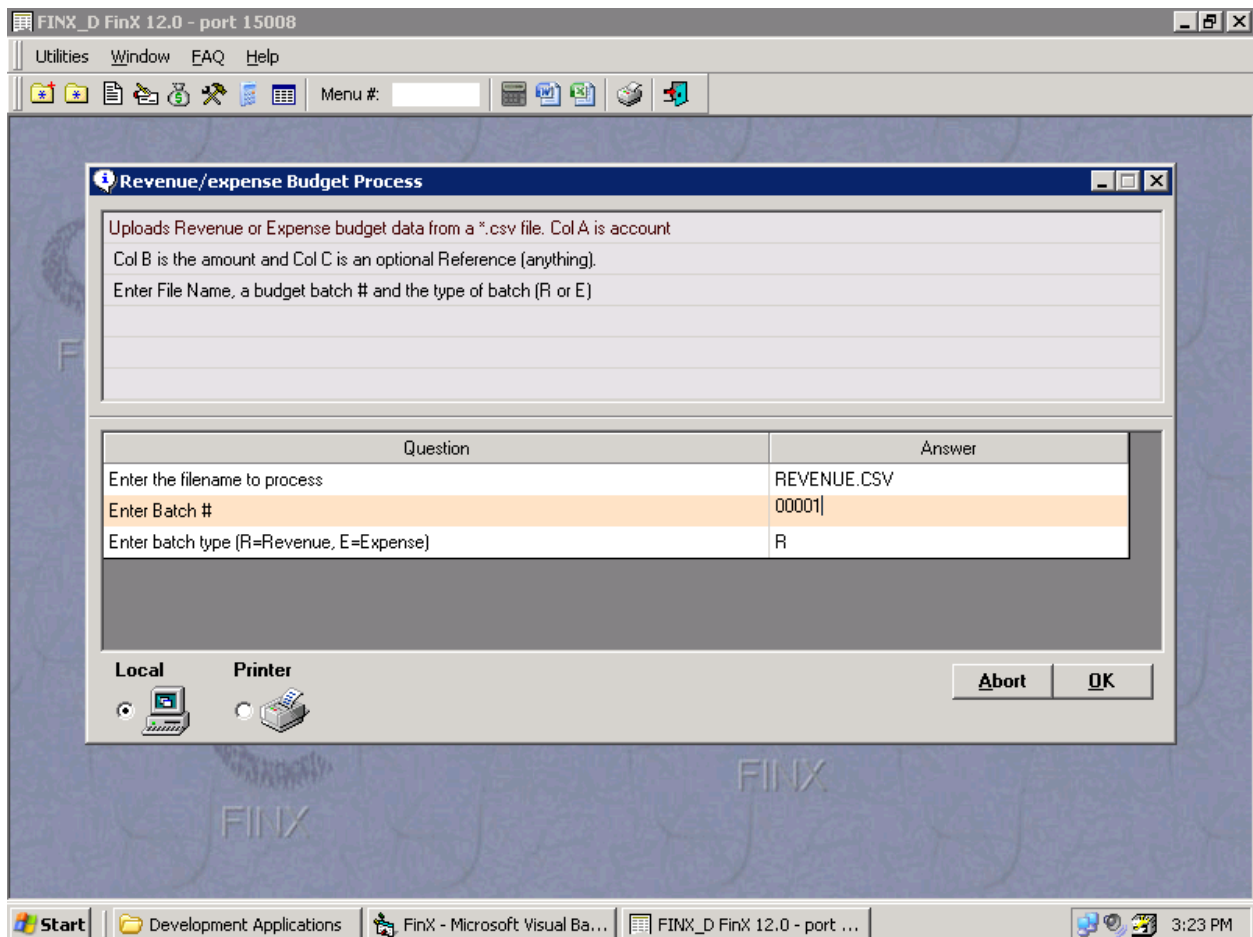
- B. Go into Revenue/Expense Budget Upload; this first step finds your spreadsheet data and checks it to ensure that the accounts exist, that it's in the correct format, etc. Shown below is a sample completed window for import of revenue data. It describes the pathway: the data can be found on the C drive, the name of the file with the .csv extension, and that it contains revenue data.



When you click OK, you will receive a message that indicates that your data has been successfully vetted.

If you are interfacing your expense budget, follow these same procedures but note that the Type of Batch will be E for Expense.

- C. Use the next menu to move the budget data into a batch. In our example, that means you should open and suspend a batch in Revenue Budget Entry and have that batch number ready for our use as shown below:



- D. Once the data is successfully interfaced into the batch, don't forget to proof, close and update the batch!