

How to load Budgets

Go Setup

Data Interchange

Import Designer

Load

Select the file That has been written for us to upload budget

Click on the three dots where it says "default input file" and select the file you want to upload.

View the file to make sure that is what to load. Make sure the department has '0000 otherwise it will not load.

Run

How to transfer Budgets and Actuals to "Reforecast"

First Transfer all budgets for the periods 1 to 12

Then Transfer Actuals to the periods we want e.g transfer from Oct 15 to Feb 16

Go To Tasks, General Ledger, Budget Copy , enter as below hit run.

Account - From	1010.000	▼	☰	💡	🔍
Account - To	5889.000	▼	☰	💡	
Branch		▼	☰	🔍	💡
Department		▼	☰	🔍	💡
Copy From	Budgets	▼			
Budget From	BUDGET	▼		💡	
Budget To	FORECAST	▼		💡	
Year From	Year Ending Sep 2016	▼			
Year From - Last Period		▼			
Year To	Year Ending Sep 2016	▼			
Update Method	Amount	▼			
Update By			📄		
Include Inactive	<input type="checkbox"/>				

To transfer actuals up to a certain month say February change the requirements as below and hit run.

Account - From	1010.000	▼	☰	💡	🔍
Account - To	5889.000	▼	☰	💡	
Branch		▼	☰	🔍	💡
Department		▼	☰	🔍	💡
Copy From	Actuals	▼			
Budget From		▼		💡	
Budget To	FORECAST	▼		💡	
Year From	Year Ending Sep 2016	▼			
Year From - Last Period	Feb 2016	▼			
Year To	Year Ending Sep 2016	▼			
Update Method	Amount	▼			
Update By			📅		
Include Inactive	<input type="checkbox"/>				