

## Nominal Budget Import

The purpose of this utility is to allow for Nominal Ledger budgets to be imported from a Microsoft Excel spreadsheet. The utility allows for Original or Revised budgets to be imported for prior, current or next year(s). Debits will be entered into the Import Files as positive values, Credits as negative values.

A menu option titled 'Budgets Import' will be added to the Opera 3 Nominal – Utilities submenu. The process will present a form requesting entry of the full path and file name of the file to be imported. On selection of a file to import, a validation process will check the file contents prior to import.

The validation process will check the following conditions:

**Account Type** must contain one of the values 'BS' (Balance Sheet) or 'PL' (Profit & Loss)

**Account Code & Cost Centre** in combination must match an existing, active (i.e. not deleted) N/L Account in Opera 3

The type of the account (if the account exists in Opera) will be interrogated to determine the class. If column 1 = 'BS' then the class must be one of 'Asset', 'Cap & Res', 'Liability'. If column 1 = 'PL' then the class must be one of 'Expense', 'Income'.

**Year Indicator** must contain one of the following values:

P – Prior Year

C – Current Year

N – Next Year

**Type Indicator** must contain one of the following values:

O – Original Budget

R – Revised Budget

**Perion budget (1-12)** must contain an integer value between -999999999 and 9999999999. a zero value will be considered valid.

If the file passes the validation checks then the user will be presented with the option of committing or cancelling the import. If the user selects 'Commit' the budgets will be imported and the user notified when the import is complete, otherwise the routine will terminate without any import taking place.

The import process will update the Budgets for the currently selected company as follows:

Type indicator set to 'O':

If the year indicator is set to 'P' then the Prior Year budget values will be updated, overwriting any previously entered budget values.

If the year indicator is set to 'C' then the Current Year budget values will be updated, overwriting any previously entered budget values. The budget method for the current year will be set to Manual, regardless of any previously set value

If the year indicator is set to 'N' then the Next Year budget values will be updated, overwriting any previously entered budget values. The budget method for the next year will be set to Manual, regardless of any previously set value.

Type indicator set to 'R': As above except that Revised Budget values will be updated.

In all cases, if a budget record does not exist for the account to be updated, it will be created.

If the account has been identified as a Profit & Loss (PL) account then the values as presented in the import file will be imported as they appear in the file.

If the account has been identified as a Balance Sheet (BS) account then the values as presented in the import file will be imported according to the following rules:

Period 1 – Import as presented.

Period 2 – Import as Period 2 value minus Period 1 value.

Period 3 – Import as Period 3 value minus Period 2 value.....

...Period 12 – Import as Period 12 value minus Period 11 value.

In all cases the Period value to be used in the calculation is the value in the Import file, not the posted Period value.

Budget values not specifically affected by the import will remain unchanged. i.e., if only Current year Original budgets are imported then only the current year budgets will be updated and any existing current year revised budgets, prior or next year budgets will remain unchanged.

Any account that does not have an entry in the import file will remain unchanged.

**Nominal Budget Import Utility - £350.00**

**Annual Maintenance & Support - £95.00**