

CHECKLIST FOR EXTRACTING BUDGETS FOR RE-UPLOAD

Prerequisites

Spreadsheet Designer is the application used to extract and upload Budgets from/into Budget Scenarios in Cloud Suite Financials (CSF). This software is to be installed on the computer of the person responsible for the extraction and upload, as it is necessary.

1. Knowledge of which columns are needed
2. Budget Scenario number
3. Period

Below is an example of the Columns which will be necessary to facilitate the extraction.

FinanceEnterpriseGroup	Scenario	BudgetImport	Currency	BudgetPeriod	AccountingEntity	FinanceDimension1	FinanceDimension3	GeneralLedgerChartAccount	Amount
GOB	822		BBD	3 2023M01	7100	909030		6101101100	1,000,000

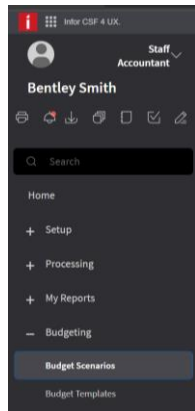
The necessary fields for extraction are:

- FinanceEnterpriseGroup
- Scenario
- BudgetImport
- Amount
- Currency
- BudgetPeriod
- AccountingEntity
- GeneralLedgerChartAccount
- FinanceDimension1
- FinanceDimension3 (if using Account Category)

Process

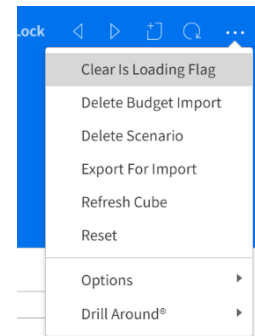
The following steps are a guide to extract and re-upload Budgets.

1. Log into CSF and navigate to the Scenario you wish to export.
 - Log into CSF
 - Select Staff Accountant from landing page
 - Click Budgeting
 - Click Budget Scenarios
 - Double click on the needed Scenario or Select and click the Open icon



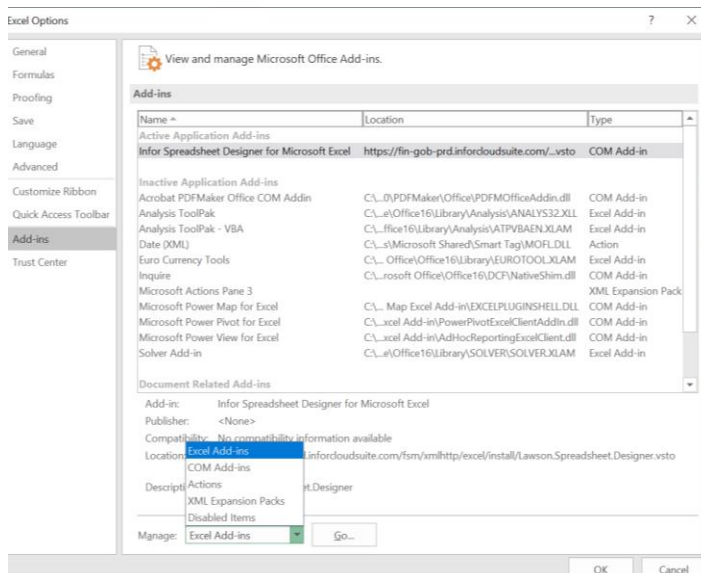
2. Place budgets on the Imports tab

- Click Imports tab, make sure it is empty
 - If it contains data, click the ellipsis
 - Select Delete Budget Import
- Click the Ellipsis
- Select Export for Import
- The Scenario number will default in, click Submit
- Refresh, the budget data will now appear on the Imports tab



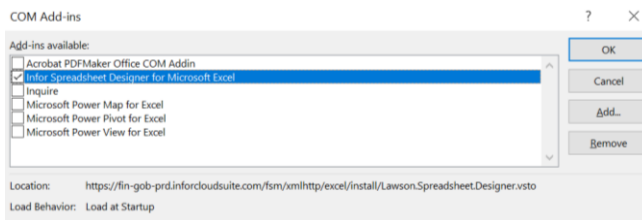
3. Navigate to Excel. To turn on Infor Spreadsheet Designer in Excel.

- Click File
- Select Options
- From the pop-up window choose Add-ins from the left side
- Click the arrow on the right side of the Manage window
- Select COM Add-ins



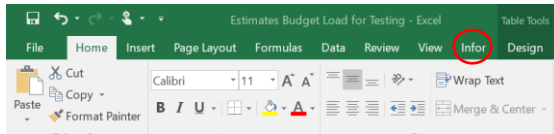
- Click Go
- Select Infor Spreadsheet Designer for Microsoft Excel

- Click Ok



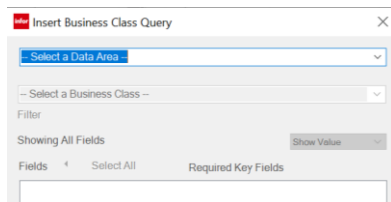
4. Log into PRD environment

- Select the Infor tab on the Excel Menu bar



- Click Insert Query and sign into the Production environment.
➤ <https://gen-gob-prd.inforcloudsuite.com/>
- Click connect
- Choose Cloud Identities from the pop-up window
- Enter the correct credentials

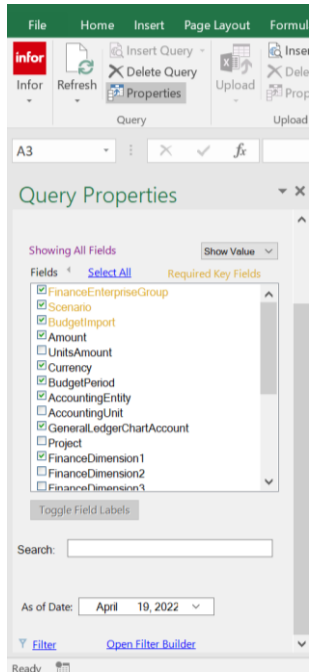
5. On the Insert Business Class Query pop-up window, needed is a Data Area and a Business Class.



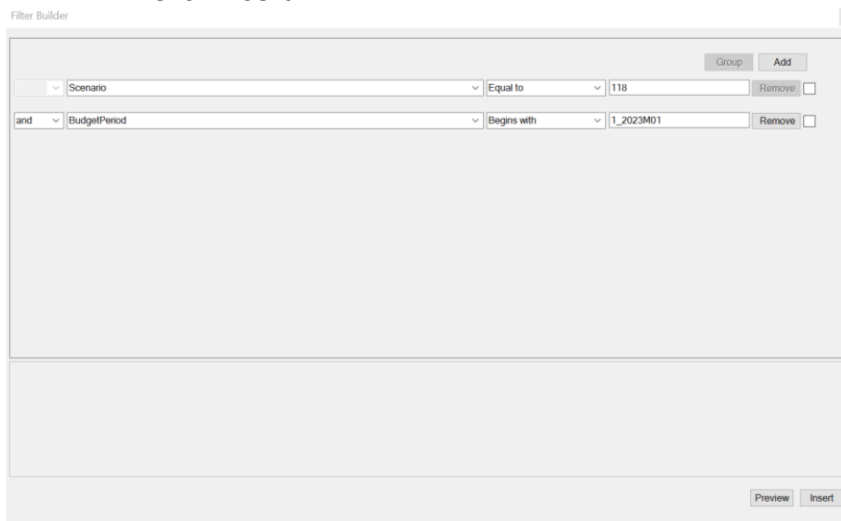
- Select the relevant data area, **gob_prd_fsm** (PRD)
- Business Class is ***BudgetImport***
- Select the fields listed on page 1

6. Place a filter on the Query Properties window to ensure you extract the correct data

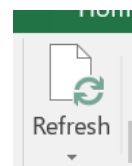
- Scroll to the bottom of the Query Properties window
- Click Open Filter Builder



- Select Scenario in the first box, using the down arrow
- In the 3rd box, enter the needed Scenario's number
- Filters can also be applied on the period (if necessary)
- Click Add
- Select BudgetPeriod in the first box
- Enter the period in the 3rd box. PRD periods begin with 3_
- Click Insert

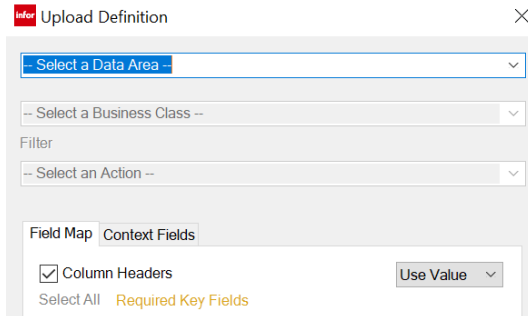


- Click Refresh on the Infor tab
- The budget from that Scenario should now populate the Excel sheet

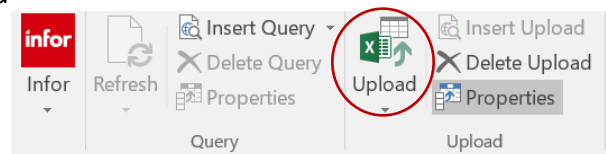


To Re-upload Extracted Budgets

7. Clear the BudgetImport Column of the numbers, which were populated during the extraction.
8. Make necessary changes
 - If amounts to be corrected, can be done here
 - If uploading to a difference scenario, change the scenario number
9. Make sure the budget imports tab of the destination Scenario is empty, if not perform the Delete Budget Import.
10. Select Insert Upload from the Infor tab.
11. On the Upload Definition pop-up window, needed is a Data Area, a Business Class and an action for the Filter field.



- Select the relevant data area, **gob_prd_fsm (PRD)**
- Business Class is **BudgetImport**
- Action for the Filter field is **Create**
- Click Insert, this places the Upload Properties window to the left of the Excel sheet
- Press upload



12. Navigate to the Budget Scenarios window
13. The Budgets are now on the Import tab of the Scenario.

Scenario 142 - HEAD15_ESTIMATES

Upload Budget Set Ready

Description: HEAD15_ESTIMATES Commitment Type: Budget Status: Not Ready

Basis: ESTIMATES_RB

Main Edit Templates Data Imports Import Results

Budget Import

	Budget Import	Ledger Entity	Cost Center	Account	Budget Period	Amount	Currency	Units Amount	Error Message
<input type="checkbox"/>	1	9002	0021	6101101100	1_2023M01	1,000,000.00	BBD	0.00	
<input type="checkbox"/>	2	9002	0021	6103100100	1_2023M01	37,000.00	BBD	0.00	

14. At this stage, review the Budget and if there are any errors, change on this tab before clicking Incremental Upload.

15. To make changes on Imports tab

- Click on the line and make the change
- Click save.

16. Upload Budget from Imports tab

- Once all changes made, click Start Incremental Load.
- Enter the relevant period
- Click Submit on the Upload Budget window, which opens.
- Budgets are now on Data tab

Main Edit Templates Data Imports Import Results

Budget Data

	Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount	Currency	Units	Change Requ...
<input type="checkbox"/>	143	9002	1097020	1753105101	4/30/2022	60,000.00	BBD	0.00	
<input type="checkbox"/>	143	9002	1097020	1755115100	4/30/2022	75,000.00	BBD	0.00	
<input type="checkbox"/>	143	9002	1097020	1756120100	4/30/2022	150,000.00	BBD	0.00	
<input type="checkbox"/>	143	9002	0021	6101101100	4/30/2022	1,000,000.00	BBD	0.00	
<input type="checkbox"/>	143	9002	0071	6101101100	4/30/2022	900,000.00	BBD	0.00	

- Click Complete Incremental Load
- Your Budgets should now be on the Data tab of the Budget Scenario

Notes:

When doing initial Budget Load use period 1 (M01) and other adjustment entries can be entered at different periods.

If an entry already exists, any subsequent entry using the same Cost Center, Account and period overwrites it.