

Ledger File Import Export User Guide



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Ledger File Import Export

A .csv file, based on your selection of current year actual figures, budget and/or projected budget figures can be exported into Excel in order to create your next year's budget.

To make it even easier, if you have budget codes set up against accounts within the Posting Accounts area you can also choose to export the field Budget Distribution Code, so as the full year budget can be fully distributed within PCSchool on importation of the file. This feature negates the necessity of distributing your annual budget to the various months within Excel before importing the file back into PCSchool.

Once the ledger is rolled into the New Year, the .csv file containing your budget can be imported back into PCSchool.

You can formulate your Budget while in the current year ready for the following year. After the Ledger is rolled you can Import the Budget directly into your General Ledger chart.

You have several options for exporting the chart; you can select one or all from;

- **Current Year**; Actuals, Budgets and Projected.
- **Prior Year**; Actuals and Budgets may be needed when creating the Budget but cannot be Imported back into PCSchool.
- **Total Yearly Movement**; Will export all options into the one .csv.
- **Total Annual Budget**; Allows you to Export out then Import an Annual Budget into Budget Creation.
- **Budget Distribution Code**; Will Export/Import any Budget Codes currently attached to ledger Codes.
- If you select multiple options they will be in the one csv.

Export the Budget

Path: General Ledger → Ledger File Import/Export

You will need to know what Available Field to base your Budget on you can export the file in various formats and you may need to export several formats to find the one that will suit your situation the best.

Select the filters using the information below:

1.	Export to File	Check the box.
2.	Entity	Will default; Can edit.
3.	From Account	Optional; leave it blank for all accounts or select Accounts From and To.
4.	Account Classification	Will default to All, can select a classification from: <ul style="list-style-type: none"> • Balance Sheet. • Expense. • Income.
5.	Available Fields	Double click to select Available Fields; <ul style="list-style-type: none"> • Current Year figures. • Prior Year figures. • All files with Total Yearly Movement. • Total Annual Budget if using Budget Codes. • Budget Distribution Codes if using Total Annual Budget.
6.	Selected Fields	Displays the files selected, if multiple files are selected all the information will be in the one CSV.
7.	File Name	Make sure you save the file where you can find it.
8.	File Type	Leave the Defaults if this is to be Imported back into PCSchool.
9.	Begin Export	Click to Begin the Export.

The exported file can then be converted to an excel format for creation of your budgets. Once the Excel worksheet is complete, ensure there are no formulas on any columns and resave as a .csv file ready to import the annual budget into PCSchool.

This file must not be imported until your ledger is sitting in the year relating to this budget otherwise it will overwrite your current Budget figures.

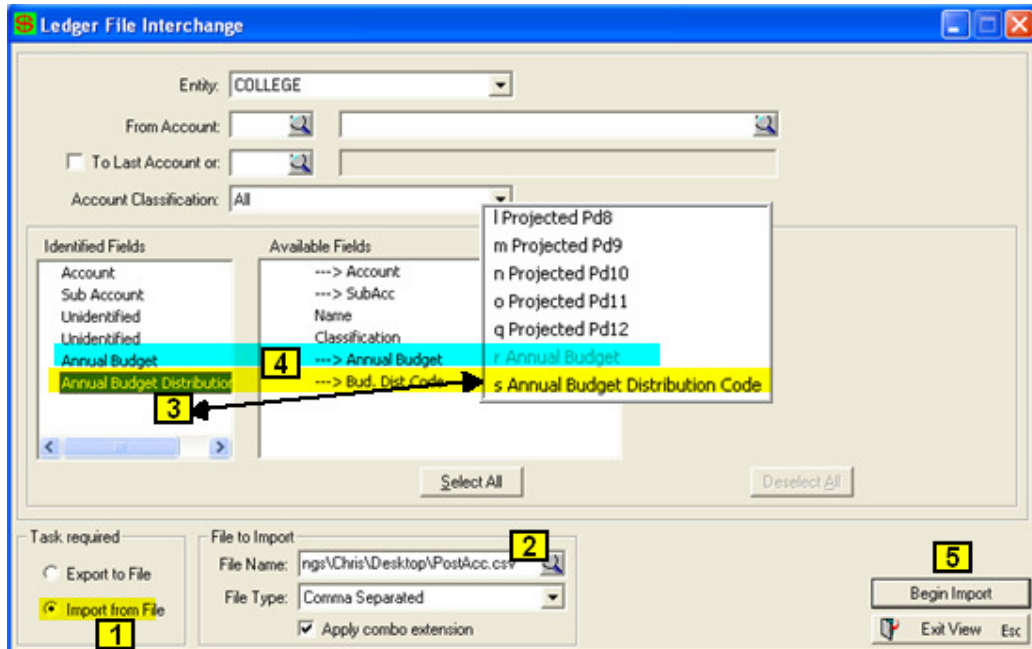
Create your new Budget in the Excel Worksheet and save it.

	A	B	C	D	E	F	G
1	Account	SubAcc	Name	Classificat	Annual Bu	Bud. Dist Code	
2	110	0	Gross Tuition Fel		100000	4	
3	110	100	Secondary Tuition		12500	4	
4	115	0	ABSTUDY Allowan		50000	4	
5	120	0	Compulsory Chal		40000	4	
6	130	0	Discounts / Concl		-8368	4	
7	131	0	Discounts - Famil		-1900	4	

Import the Budget

Path: Ledger File Import/Export

Import the file back into PCSchool.



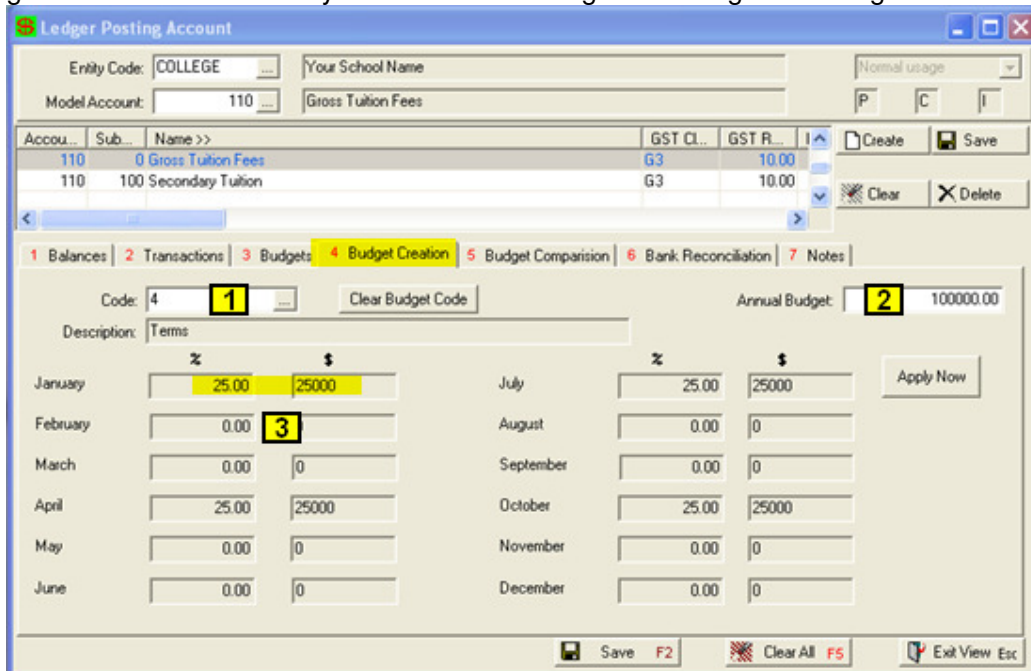
1. Select, Import from File.
2. Locate your saved .csv file.
3. In Identified Field right click an Unidentified and in the Created list select the Line that is directly opposite in the Available Field.
 - Continue until all the necessary fields have been Identified
 - You may not have Identified all the Available Fields as the may not be there for selection.
4. The same Identified Field and Available Field must be opposite each other.
5. When finished click on Begin Import.

View in Budget Creation

After importing the budget with the budget code distribution

Path: Gen Ledger – Posting Account Entry – Budget Creation

The budget has been automatically distributed according to the budget codes against the accounts.

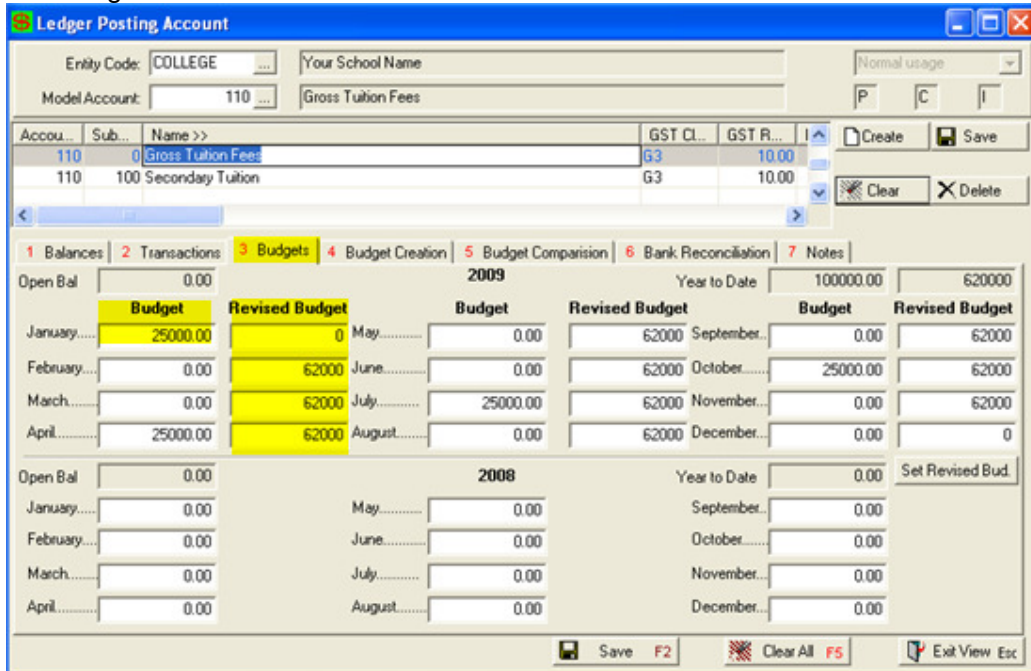


- | | |
|----|--|
| 1. | The New Code is imported in. |
| 2. | The Annual Budget is imported. |
| 3. | View the percentage and dollar amount of the Budget. |

View in Budgets

Path: Gen Ledger – Posting Account Entry – Budgets

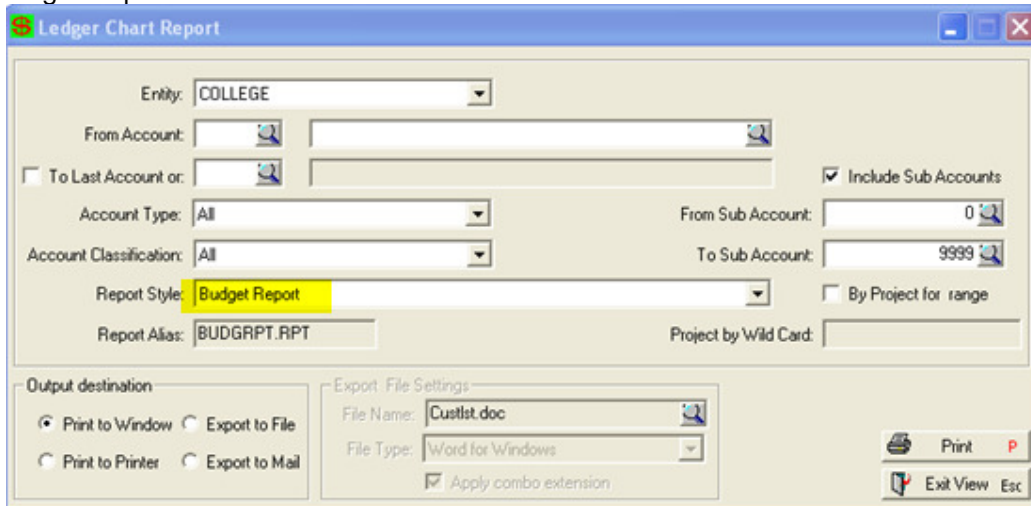
If there was a previous Budget entered this will now be the Revised Budget and the new figures become the Budget.



Budget Report

Path: General Ledger → Ledger Chart Reports → Budget Report

Print a Budget Report to view the details.



		Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Total
Acc 110	Budget	25,000.00			25,000.00			25,000.00			25,000.00			100,000.00
Sub 0	Actual	150,320.00		361,640.00	185,160.00	182,930.00		20.00			200.00			790,770.00
Class Transfer Fees	Variance	(125,320.00)		(361,640.00)	(160,160.00)	(157,930.00)		(19,980.00)			(200.00)			(690,770.00)
Acc 110	Budget	25,000.00			25,000.00			25,000.00			25,000.00			100,000.00
Sub 100	Actual	25,000.00			25,000.00			25,000.00			25,000.00			100,000.00
Secondary Tuition	Variance	0.00			0.00			0.00			0.00			0.00
Account 110	Budget	60,000.00			60,000.00			60,000.00			60,000.00			240,000.00
Sub 0	Actual	160,830.00		301,640.00	186,160.00	182,830.00		20.00			200.00			791,780.00
Class Transfer Fees	Variance	(100,830.00)		(301,640.00)	(126,160.00)	(182,830.00)		(19,980.00)			(200.00)			(691,780.00)
Acc 115	Budget	12,500.00			12,500.00			12,500.00			12,500.00			50,000.00
Sub 0	Actual	12,500.00			12,500.00			12,500.00			12,500.00			50,000.00
ADULTERY Allowance	Variance	0.00			0.00			0.00			0.00			0.00
Account 115	Budget	12,500.00			12,500.00			12,500.00			12,500.00			50,000.00
Sub 0	Actual	12,500.00			12,500.00			12,500.00			12,500.00			50,000.00
ADULTERY Allowance	Variance	0.00			0.00			0.00			0.00			0.00

The printed report will show

•	Budget	The Budget You have Created.
•	Actual	The Actual amount for this account to date.
•	Variance	The difference between the proposed budget and the actual figures.