Sage Evolution Knowledgebase Article



Description of Enquiry

This article explains how to import budgets using the Database Distribution Services (DDS) import/export utility.

Solution / Details

Apply the following steps to resolve the above query:

Phase 1: Import File Preparation

The import file containing your budget values should have at least the following **minimum required** fields:

	А	В	С
1	GL ACCOUNT	BUDGET DATE	BUDGET VALUE
2	Buildings>Cost	2017/04/01	70000
3	Buildings>Cost	2017/05/01	8000
4	Buildings>Cost	2017/06/01	95000
5	Contributions	2017/04/01	12000
6	Contributions	2017/05/01	14800
7	Contributions	2017/06/01	67800

From the above, please note the following:

- GL Account:
 - use the specific GL account code. For sub-accounts use the full code e.g. Buildings>Cost
 - It is not allowed to import budget values for main accounts who have their own sub-accounts.
 - For example, GL account **Buildings** have a couple of sub-accounts, including Buildings>Cost, and you can therefore only import budget values for the sub-accounts and not for the main account as well.
- Budget Date:
 - Use the same short date format that corresponds with the usual way that you capture short dates within the Evolution company on the local PC where the import is executed, e.g. **yyyy/mm/dd.**
 - Ensure there is only one date per period per GL account. For example, you cannot have a budget value record for 2017/09/01 and another record for 2017/09/03

- Use different record lines for the same GL account if you want to import budgets for different periods.
- You can obviously add more columns which are also available in the DDS Publisher 2/2 mapping screen (refer to step 11 below). The above fields are only used as an example for now.

The following general formatting rules apply to all CSV files used for importing purposes:

- There should be no ', ", , , /, \ % # * ! or any other kind of special characters on any cell in the spreadsheet. You can however use the or _ symbols if needed.
- There should be no hidden rows or columns anywhere in the CSV spreadsheet.
- There should be no open rows or columns anywhere in the CSV spreadsheet.
- There should be no formulae on any cells. Make use of the MS Excel Copy and Paste Special feature to get rid of any formulae in the final columns to be imported where relevant.
- Use the Format Cells feature to set all cells to the **Text** property option, except for the date and number related columns.



• Refrain from using the **Use 1000 Separator** option in all cases for all number fields.

Format Cel	Format Cells ? X					×		
Number	Alignment	Font	Border	Fill	Protection			
<u>Categony:</u> General Number Currency Accountin Date Time Percentag Fraction Scientific Text Special Custom	ng je	Sample 8000.00 Decimal Use 1 Negative -1234.11 1234.10 -1234.11	0 places: 2 000 Separa numbers: 0	tor (,)				<
Number is formatting	used for gen g for monetary	eral displa value.	y of numbe	rs. Currer	icy and Acco	unting offe	r specialized	✓

- Ensure there are no spaces after any values in any cells on the import file
- For ease of use, ensure all date related fields, use the same short date format as used within the Evolution company. This should also be in accordance with the local PC's (where the import is run from) Regional and Language Short Date format, being either **dd/mm/yyyy** or **yyyy/mm/dd**, with no other short date format allowed.
- Only include field columns in the import sheet that will eventually be mapped with the DDS's Publisher (2/2) screen (refer to **Phase 2: Step 11** below). Therefore, remove any other field columns from the final import sheet by **deleting** those columns and **not hiding** them.
- The records to be imported should be on the first sub-sheet (worksheet) of the import file and all other sub-sheets should be completely empty.



• When satisfied with the import sheet, save it first as a normal MS Excel file and then save it as a separate CSV file.

The normal Excel file can be kept opened as it's used as a reference when mapping the DDS import fields to the import file. However, the CSV file should be completely closed.

Phase 2: Accessing and setup the DDS import Utility

- 1. Go to Start | All Programs | Sage Evolution | Sage Evolution Data Distribution Services
- 2. Click the New button below

🗊 Pastel	💯 Pastel Data Distribution Services					
<u>F</u> ile <u>P</u> u	<u>F</u> ile <u>P</u> ublisher/Subscriber <u>R</u> un <u>T</u> ools <u>H</u> elp					
🔀 Exit 🏽 🍕 New 💊 Properties 📴 Run Now 📴 Run All 🕲 Abort 🗋 View Log File			🔝 Run <u>A</u> ll 🛛 🕲 Abort 📄 View <u>L</u> og File			
Description			Status	Publisher	Module	

3. Select ASCII on the dropdown. Else if no options available, click the Browse button

Add Nev	Add New Data Distribution Publisher/Subscriber			
7	Data Publisher			
-	Select a package that will plug in to the DDS manager and is capable of publishing module data.			
	Package ASCII Browse			
	< Back Next > Cancel			

4. If going through the Browse button, browse (if needed) to the Sage Evolution folder on the local PC and select the **ASCII** option.



5. Click the **Next** button below when done.

Add New	/ Data Distri	bution Publisher/Su	ubscriber		
	Data Publisher				
	Select a pa publishing r	ckage that will plug in nodule data.	to the DDS man	ager and is ca	pable of
	Package	ASCII		~	Browse
			< Back	Next >	Cancel

6. Select the Budgets and Project Budgets option and click the Next button below

Add New	Add New Data Distribution Publisher/Subscriber			
6?	Publisher Type			
	The selected package is capable of publishing data from the following modules			
	Please select which module's data you wish to publish.			
	Publishable Modules	^		
	Cashbook Batch			
	Customer Delivery Addresses			
	Customer Groups			
	Customers			
	Workers			
	Fixed Assets			
	GL Accounts			
	GL Branches			
	Budgets and Project Budgets			
	GL Departments			
	Inventory (Evolution)			
	Inventory Price List Names			
	Inventory Price List Prices	5		
	Warebouses			
	< Back Next > Cancel			

7. On the **Data Subscriber** screen, select the Evolution option on the dropdown and click the Next button below.

Add New	Add New Data Distribution Publisher/Subscriber			
≣ _∎	Data Subscriber			
_	Select a package that will plug in to the DDS manager and is capable of subscribing to the selected published module data.			
	Package Evolution Browse			
	< Back Finish Cancel			

- 8. Note that if there are no options on the dropdown above, click the Browse button above and repeat step 4 above but this time click on the **Evolution** option
- 9. On the main DDS Properties screen that opens, click the **Publisher** button on the left, and then the browse button on the right of the File Name field to browse for the CSV import file

Plug In Properties (Module: Budgets and Project Budgets) X				
Properties	Publisher (1/2) Publisher (2/2)			
General Publisher	ASCII FIle File Name Header Record			
Subscriber	Field Delimiter , V Text Qualifier "			
	Date Format Windows format Custom format YYYY/MM/DD Date Separator /			
	OK Cancel			

- 10. Browse to the import file so that it is then populated in the above File Name field
- 11. Click on the **Publisher (2/2)** tab. In here ensure the same column order as found on the import file from left to right,

	A	B	с	D
_	GLACCOUNT	BUDGET DATE	BUDGET V	ALUE
	Buildings>Cost	2017/04/01	70000	
	Buildings>Cost	2017/05/01	8000	
	Buildings>Cost	2017/06/01	95000	
	Contributions	2017/04/01	12000	
	Contributions	2017/05/01	14800	
_	Contributions	2017/06/01	67800	

is simulated on the screen below in a **top to bottom** order. For instance, **Ledger Account** is the first column above and should therefore be listed on the top of the list below.

Make use of the **Move Up** and **Move down** button on the right of the screen to rearrange the fields.

Plug In Properties (Mod	lule: Budgets and Project Budgets)	×	
Properties General Publisher Subscriber	Publisher (1/2) Publisher (2/2) ASCII File Mapping Image: Construction of the second seco	Jp down all : all :r Field Field ser Field pping	
OK Cancel			

Always ensure to **only** select those fields that are found on the import file. Thus, ensure an exact **one-to-one** relationship exists between the import file and above mapping screen.

12. Click on the Subscriber button. Go to the Subscriber (1/2) tab. In here

- select the relevant SQL server
- Select the Use Windows NT Authentication option below
- Select the relevant Database below

Plug In Properties (Mod	ule: Budgets and Project Budgets)	×
Properties	Subscriber (1/2) Subscriber (2/2)	
General	SQL Server SAGPTAWSMSSQLSERVER2 ~	
Publisher Subscriber	Connection Use Windows NT authentication Use SQL Server authentication Login Name Password	
	Database 720-SALVATION ~	
	OK Cancel	

13. Click on the **Subscriber (1/2)** tab. In here select the **Update all records** option marked below. When done, click the **OK** button below.

Plug In Properties (Mode	ule: Budgets and Project Budgets) ×
Properties	Subscriber (1/2) Subscriber (2/2)
General Publisher Subscriber	Records O Append new records Edit existing records
	OK Cancel

Phase 3: Importing the new budget values

1. Back on the main DDS scree, highlight the **Budget and Project Budgets** import session (if more than one listed below) and click the **Run Now** button.



- 2. Wait until the import is completed (by noting an active record import counter at the bottom left of the screen), and then open the Evolution company.
- 3. Within the company, go to **General Ledger | Maintenance | Budgets and Project Budgets.** In here inspect a couple of GL accounts to verify if the expected budget values have been imported for the specific periods.

General Ledger Budgets and Project Budgets				
Budgets and Project Budgets Utilities				
🔀 Close 🛛 🔄 Save 🛛 🔍 View 🛛 🤤 Cancel 🛛 🔄 Edit 🕑 Copy 🕅 Sa			oy 🛛 💾 Save Gr	rid
Currency		Show Currency Budge	t <u>P</u> rojects (None) Years < All >	
From Account	Buildings>Cost (Build	ings>Cost) ~		
<u>T</u> o Account	Buildings>Cost (Build	ings>Cost) ~	·	
Master Sub Account Year Number				
Account	Year Name	Period Period Date	Budget	Forecast
■ Master Sub Account : Buildings>Cost (60)				
⊞ Year Number : 1 (12)				
			0.00	0.00
⊞ Year Number : 2 (12)				
			0.00	0.00
⊕ Year Number : 3 (12)				
			0.00	0.00
□ Year Number : 4 (12)				
>Cost	Year4	1 2017/04/30	R70,000.00	R0.00
>Cost	Year4	2 2017/05/31	R8,000.00	R0.00
>Cost	Year4	3 2017/06/30	R95,000.00	R0.00
>Cost	Year4	4 2017/07/31	R0.00	R0.00
>Cost	Year4	5 2017/08/31	R0.00	R0.00