

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:

	A	B	C
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

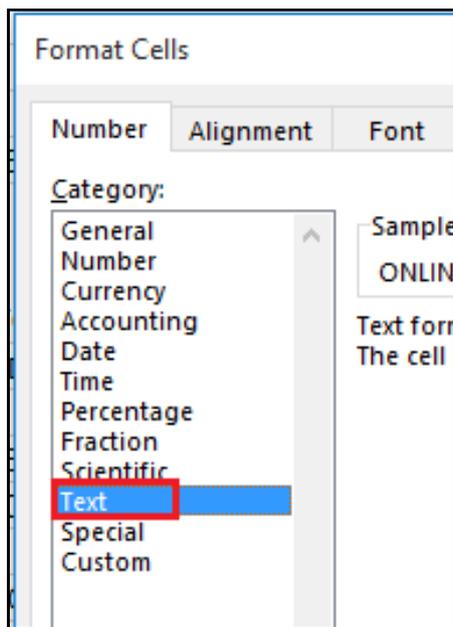
From the above, please note the following:

- 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

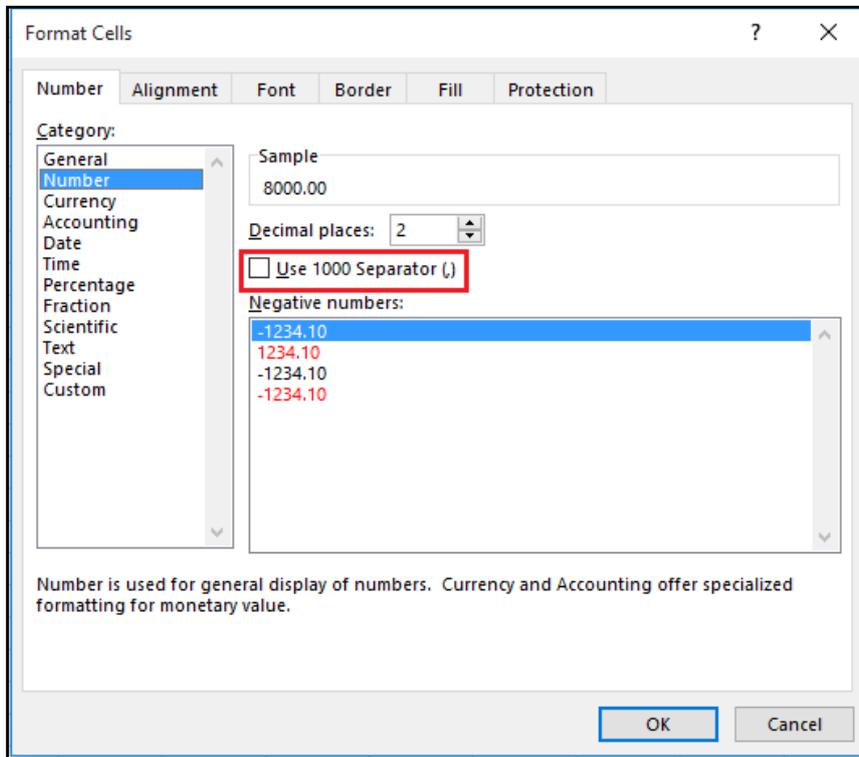
- Use different record lines for the same GL account if you want to import budgets for different periods.
- You can obviously add more columns which are also available in the DDS Publisher 2/2 mapping screen (refer to step 11 below). The above fields are only used as an example for now.

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

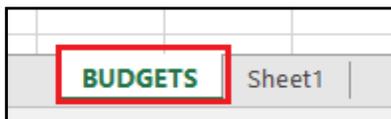
- There should be no ‘, “, , , /, \ % # * ! or any other kind of special characters on any cell in the spreadsheet. You can however use the – or _ symbols if needed.
- There should be no hidden rows or columns anywhere in the CSV spreadsheet.
- There should be no open rows or columns anywhere in the 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.



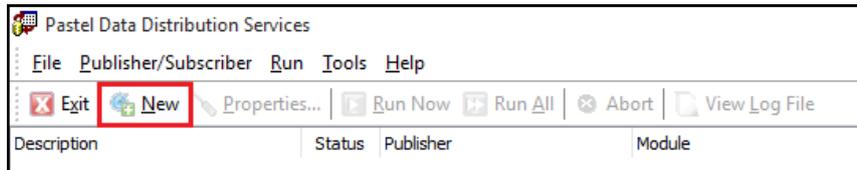
- Ensure there are no spaces after any values in any cells on the import file
- For ease of use, ensure all date related fields, use the same short date format as used within the Evolution company. This should also be in accordance with the local PC's (where the import is run from) Regional and Language 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.



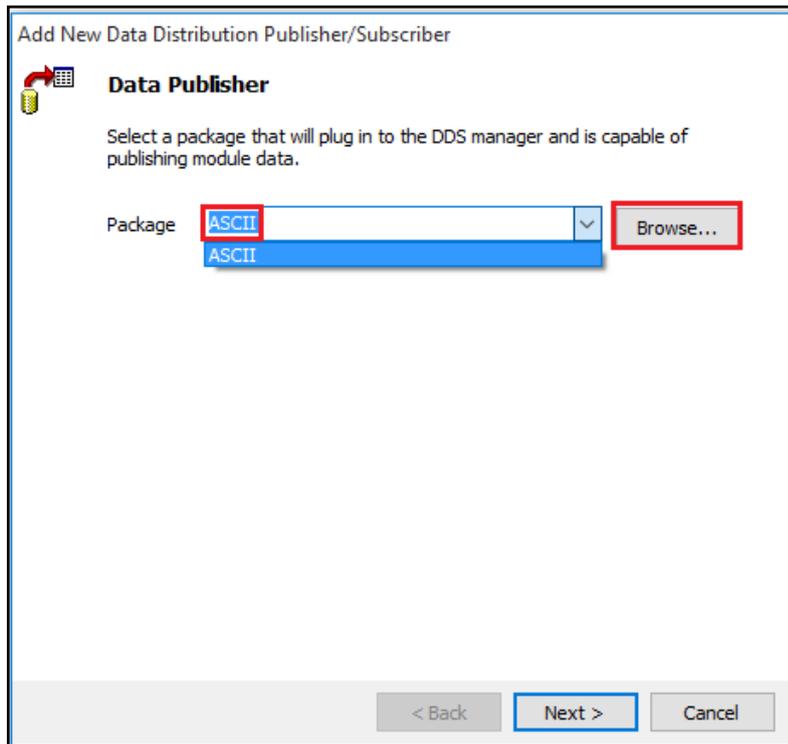
- When satisfied with the import sheet, save it first as a normal MS Excel file and then save it as a separate CSV file.
The normal Excel file can be kept opened as it's used as a reference when mapping the DDS import fields to the import file. However, the CSV file should be completely closed.

Phase 2: Accessing and setup the DDS import Utility

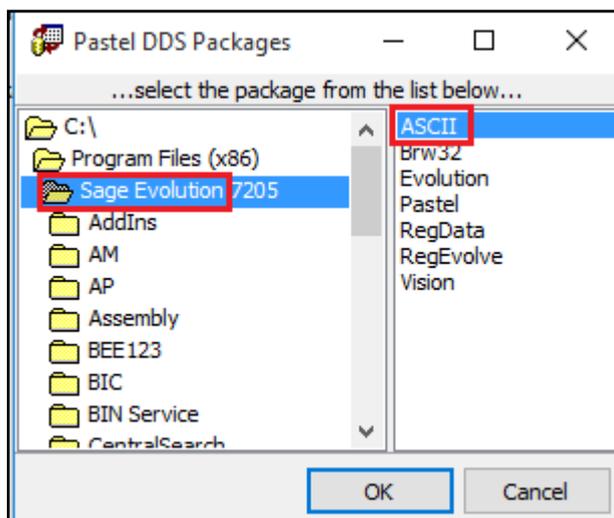
1. Go to **Start | All Programs | Sage Evolution | Sage Evolution Data Distribution Services**
2. Click the New button below



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



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



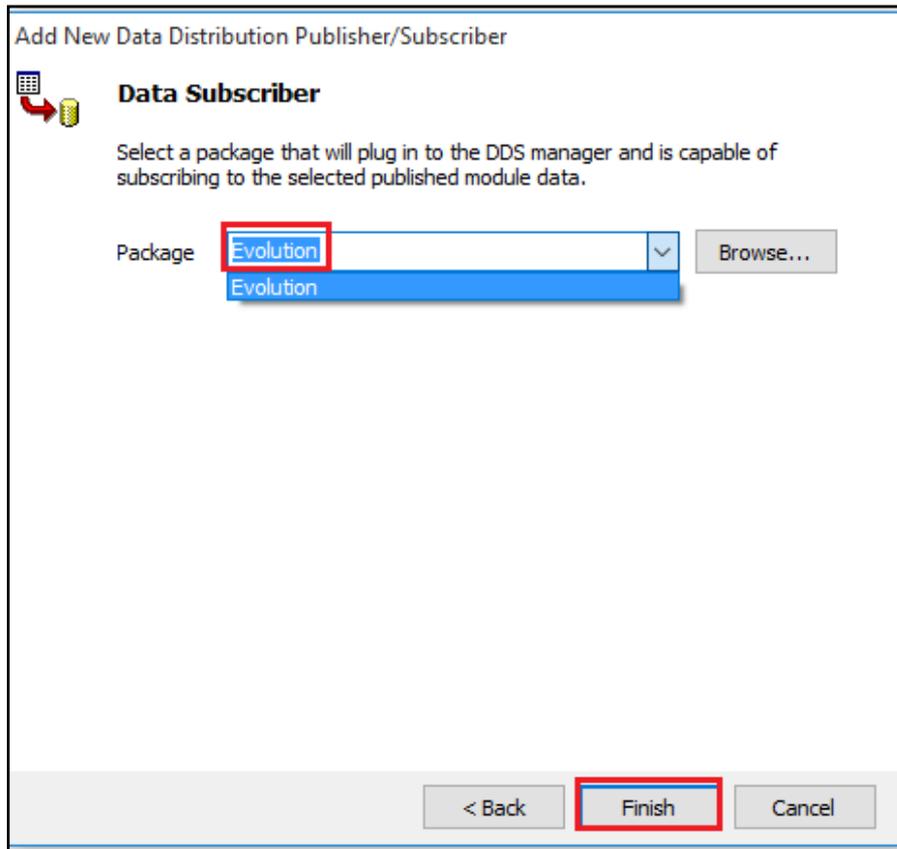
5. Click the **Next** button below when done.

The screenshot shows a dialog box titled "Add New Data Distribution Publisher/Subscriber". The main heading is "Data Publisher". Below the heading, there is a text instruction: "Select a package that will plug in to the DDS manager and is capable of publishing module data." There is a "Package" dropdown menu with "ASCII" selected and a "Browse..." button to its right. At the bottom of the dialog, there are three buttons: "< Back", "Next >" (highlighted with a red box), and "Cancel".

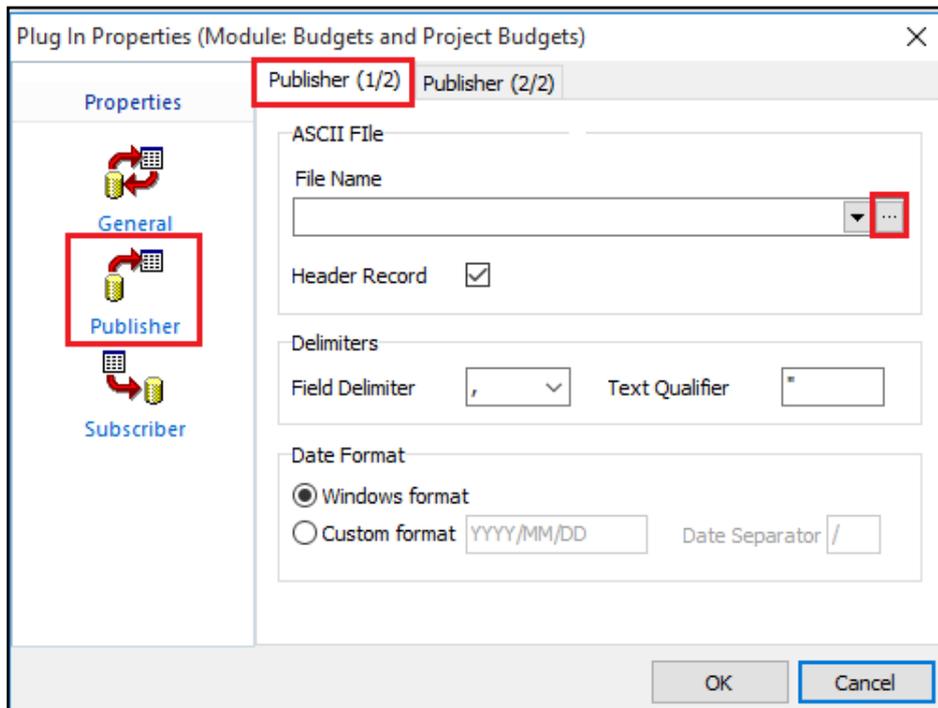
6. Select the **Budgets and Project Budgets** option and click the Next button below

The screenshot shows the same dialog box, now at the "Publisher Type" step. The heading is "Publisher Type". Below the heading, there is a text instruction: "The selected package is capable of publishing data from the following modules: Please select which module's data you wish to publish." There is a list box containing the following items: "Publishable Modules", "Cashbook Batch", "Customer Delivery Addresses", "Customer Groups", "Customers", "Workers", "Fixed Assets", "GL Accounts", "GL Branches", "Budgets and Project Budgets" (highlighted with a blue bar and a red box), "GL Departments", "Inventory (Evolution)", "Inventory Price List Names", "Inventory Price List Prices", and "Warehouses". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (highlighted with a red box), and "Cancel".

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



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

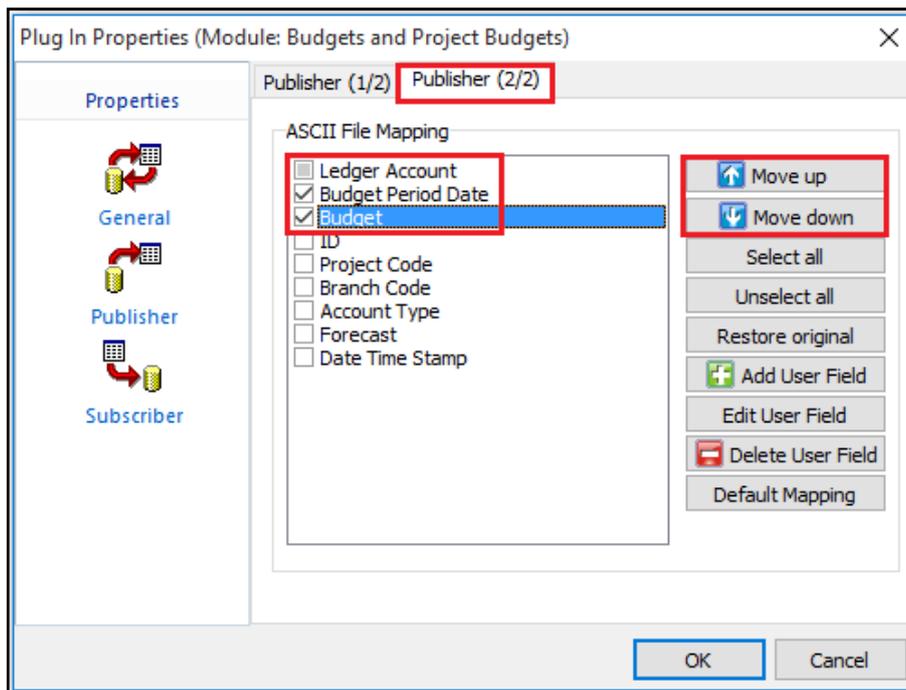


10. Browse to the import file so that it is then populated in the above File Name field
11. Click on the **Publisher (2/2)** tab. In here ensure the same column order as found on the import file from left to right,

A	B	C	D
GL ACCOUNT	BUDGET DATE	BUDGET VALUE	
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	

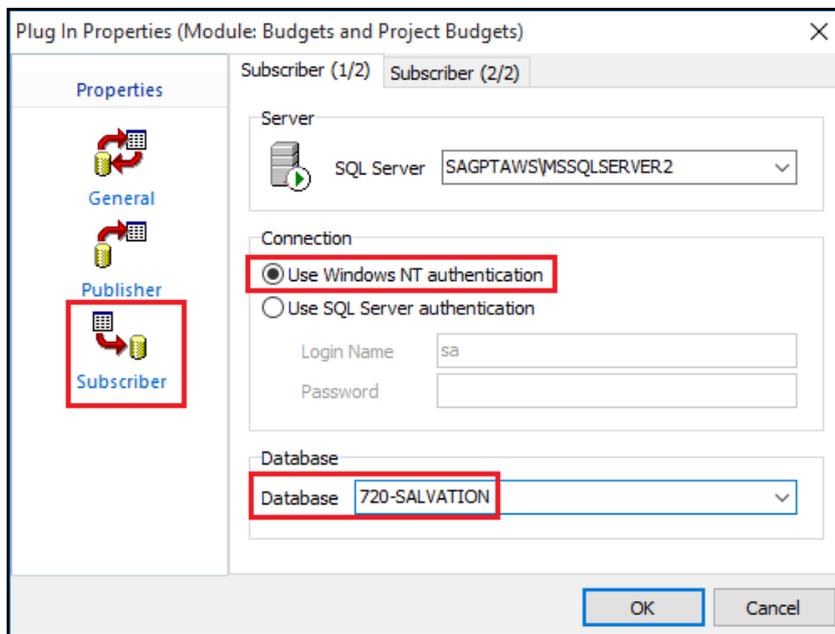
is simulated on the screen below in a **top to bottom** order. For instance, **Ledger Account** is the first column above and should therefore be listed on the top of the list below.

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

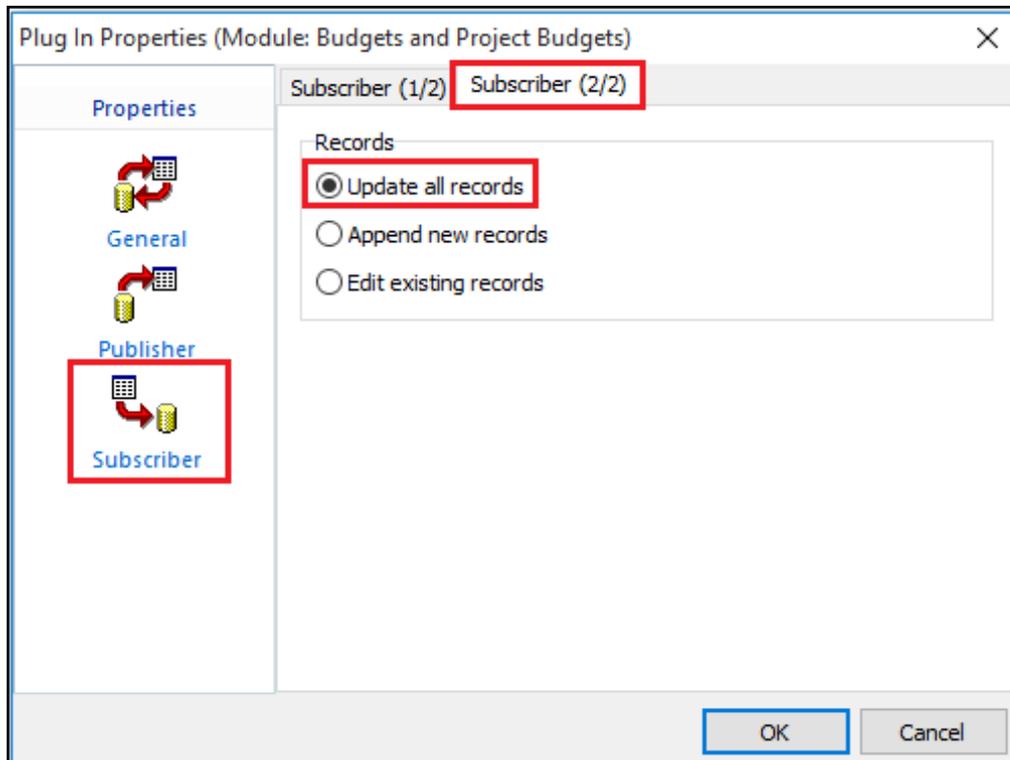


Always ensure to **only** select those fields that are found on the import file. Thus, ensure an exact **one-to-one** relationship exists between the import file and above mapping screen.

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

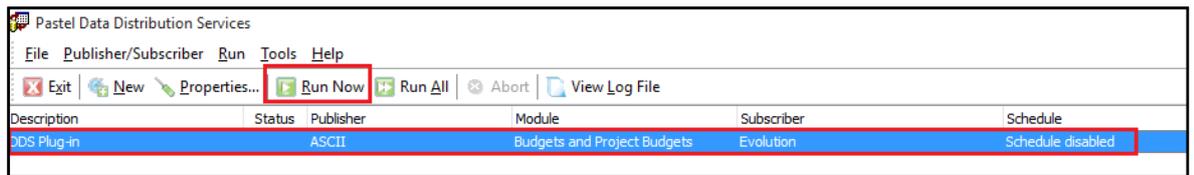


13. Click on the **Subscriber (1/2)** tab. In here select the **Update all records** option marked below. When done, click the **OK** button below.



Phase 3: Importing the new budget values

1. Back on the main DDS screen, 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.

