



SAGE ACCPAC ERP 500

General Ledger Budget Macro Import / Export Tool

Integrated Solutions for Business Success

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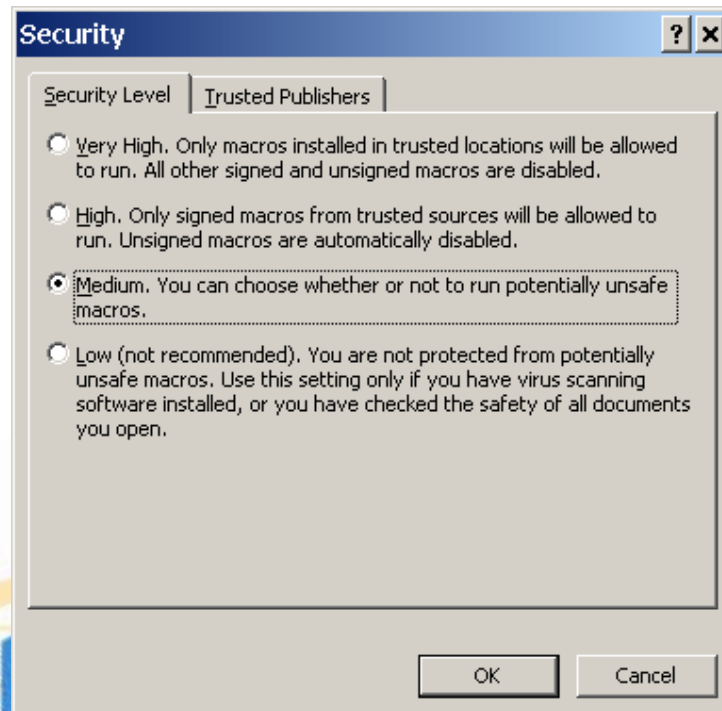
Miami Metro

10530 NW 26th Street
Suite F106
Doral, FL 33172
305-218-0930

St. Louis Metro

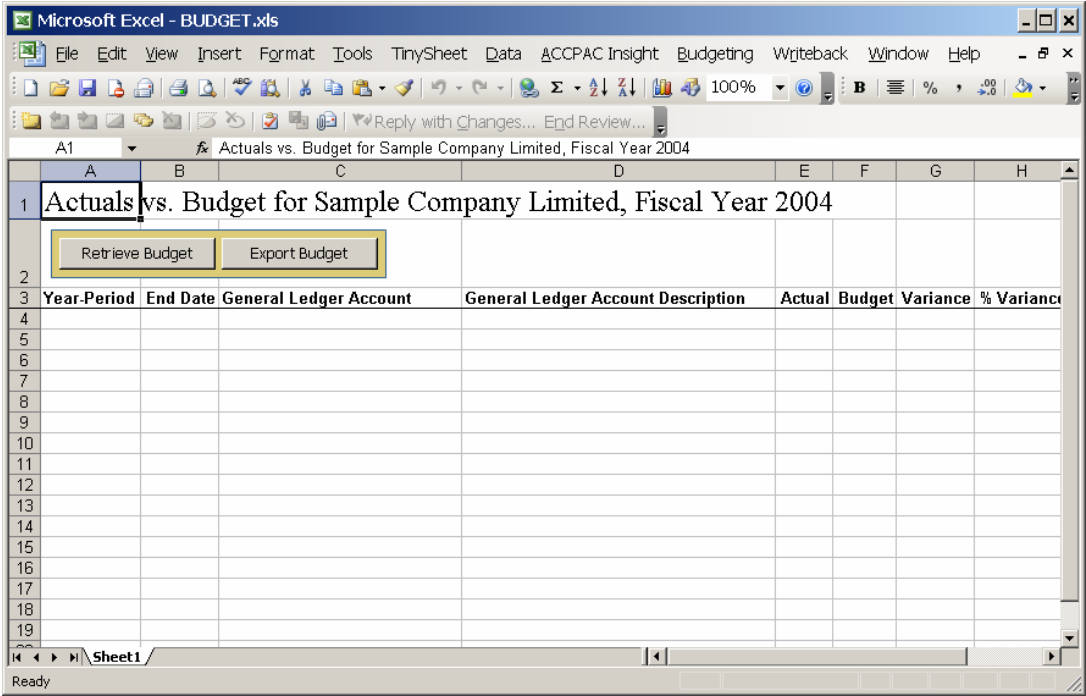
5988 Mid Rivers Mall Drive
Suite 133
St. Charles, MO 63304
636-928-5000

Be sure that your Excel settings for macro security are set to medium. Check within Excel by navigating to Tools | Macro | Security to see an image similar to the one below.

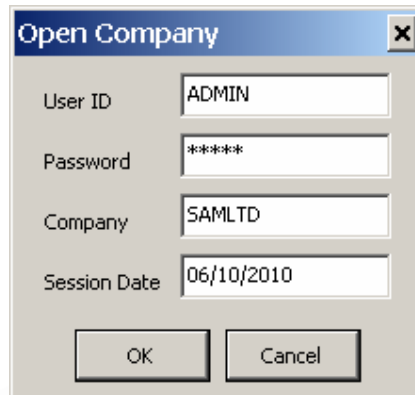


Alternatively, you may add the publisher to the Trusted Publishers on the second tab.

Open BUDGET.XLS in your shared Accpac\MACROS directory.



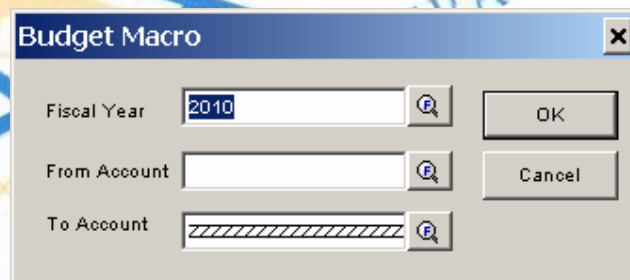
When you click on the "Retrieve Budget" button, you'll see the following sign-on screen:



The "Open Company" dialog box contains four input fields: "User ID" with the value "ADMIN", "Password" with masked characters "*****", "Company" with the value "SAMLTD", and "Session Date" with the value "06/10/2010". At the bottom are "OK" and "Cancel" buttons.

Complete with the appropriate information. In our example, user ADMIN is connecting to SAMLTD with a 6/10/2010 session date.

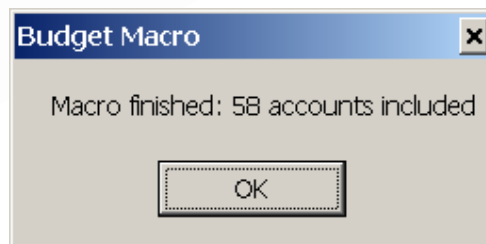
Once the database connection is established, you will be presented with the following screen:



The "Budget Macro" dialog box has three input fields: "Fiscal Year" with the value "2010", "From Account" which is empty, and "To Account" which contains a hatched pattern. Each field has a magnifying glass icon to its right. "OK" and "Cancel" buttons are on the right side.

Change the Fiscal Year as appropriate, and modify the "From Account" and "To Account" information if necessary. Click on "OK" when finished.

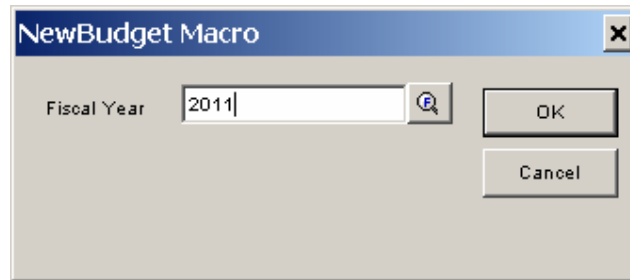
Data will be brought into the spreadsheet, and when the process is completed you will see the following message:



The "Budget Macro" dialog box now displays the message "Macro finished: 58 accounts included" and has a single "OK" button at the bottom.

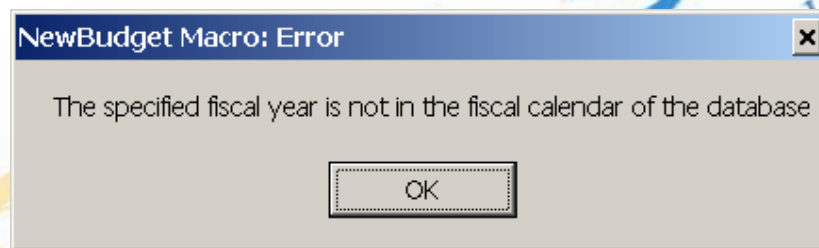
Your spreadsheet will now have data, similar to the screen shot below.

Now, click on the "Export Budget" button and the following screen will appear:



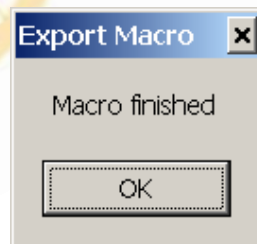
Change the Fiscal Year as appropriate. Click "OK" when finished.

Note that if you choose a fiscal year which has not been generated within Fiscal Calendar, you will see an error message like the following message.



Add the fiscal year to Fiscal Calendar in Common Services if you see this message, then retry the Export process. You can add the fiscal year and immediately retry this operation without closing the Excel windows.

When the process is completed, the following message will appear:



Now, when you open Budget Maintenance in G/L Accounts and navigate to an account updated with the budget macro, you'll see information in the budget column as shown below.

SAMLTD - G/L Budget Maintenance

File Help

Account: 4000 Sales

Budget Set: 1 Year: 2011

Currency: CAD Currency Type: Functional

Period	End Date	Budget Amount (CAD)	Inquiry Amount (CAD)
1	1/31/2011	-345,000.00	0.00
2	2/28/2011	-345,000.00	0.00
3	3/31/2011	-345,000.00	0.00
4	4/30/2011	-460,000.00	0.00
5	5/31/2011	-460,000.00	0.00
6	6/30/2011	-460,000.00	0.00
7	7/31/2011	-460,000.00	0.00
8	8/31/2011	-460,000.00	0.00
9	9/30/2011	-575,000.00	0.00
10	10/31/2011	-575,000.00	0.00
11	11/30/2011	-690,000.00	0.00
12	12/31/2011	-805,000.00	0.00
Totals		-5,980,000.00	0.00

Budget Method:

- ☒ Fixed Amount
- ☐ Spread Amount
- ☐ Base, Percent Increase
- ☐ Base, Amount Increase
- ☐ Copy, As Is
- ☐ Copy, Percent Increase
- ☐ Copy, Amount Increase
- ☐ Copy, Prorated Spread

Fixed Amount: 0.00

Fiscal Set Lookup:

Account: Fiscal Set: Actuals Year: 2006

Currency: CAD Currency Type: Functional

Save Delete Add to Replace Clear Close

Note that this macro updates Budget Set 1.