

Compeat Help

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Import Budgets

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A Budget is an estimate of income and expense for a defined period of time. You may define as many budgets as you need. Typically, each budget will include a figure for each P&L account, for each of the Periods. You can create the budget file in Excel and use the Import Budgets utility to import them into Compeat.

Budgets can be used in custom reporting using eXcellent Financial Functions and the BUD() function.

Navigate to Budgets on the Setup Menu then select Import Budgets.

[Access Import Spreadsheet](#)

Budgets

Q Search [Import Budgets](#)

Entity #	Budget Code	Description ↑	
301	YTD2019	301 2019	⋮
2	101Y2019	CUC 2019 Example	⋮
100	P12020	P12020	⋮
100	Y2020	Year 2020 Budget	⋮


1 - 4 of 4 items

Then select Download sample Excel Spreadsheet. Save the provided file somewhere easy to locate.

Import Budgets

- Select an Excel spreadsheet or CSV to load records into Budgets.

[Download sample Excel spreadsheet](#)



[Choose File\(s\)](#)

[View Log](#) [Next](#)

Prepare Import File

The data arrangement in the sample spreadsheet corresponds to the example cell references shown next to each field in Compeat.

- » Do not leave any blank lines between budget data; when Compeat encounters a blank line, it will stop importing.
- » Your data must be in the first worksheet of the Excel workbook; Compeat can only access budget information from the first sheet (named Sheet 1 by default). You can rename the sheet, as long as it remains the first worksheet

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Entity #		Budget Code		Budget Description						
3		500		Y2021		Year 2021 Budget						
4												
5												
6			6/1/2021	6/8/2021	6/15/2021	6/22/2021	6/29/2021	7/6/2021	7/13/2021	7/20/2021	7/27/2021	8/3/2021
7		4010-000	\$ 1,129.48	\$ 2,048.89	\$ 843.07	\$ 1,184.14	\$ 2,489.88	\$ 1,179.54	\$ 2,321.44	\$ 2,417.45	\$ 983.30	\$ 959.47
8		4020-000	\$ 826.47	\$ 1,507.27	\$ 1,433.72	\$ 622.58	\$ 1,396.94	\$ 1,807.05	\$ 1,233.74	\$ 853.28	\$ 1,576.16	\$ 908.35
9		4030-000	\$ 844.11	\$ 1,056.43	\$ 2,109.97	\$ 2,109.32	\$ 2,340.78	\$ 1,221.01	\$ 955.47	\$ 1,383.43	\$ 1,945.98	\$ 565.25
10		4040-000	\$ 2,437.22	\$ 1,517.85	\$ 703.65	\$ 2,308.71	\$ 1,779.70	\$ 780.50	\$ 1,931.01	\$ 1,727.94	\$ 1,448.75	\$ 2,433.58
11		4500-000	\$ 2,441.27	\$ 2,003.56	\$ 1,207.62	\$ 1,488.35	\$ 2,346.47	\$ 1,035.33	\$ 590.02	\$ 891.22	\$ 2,300.46	\$ 1,895.00
12		4500-001	\$ 1,072.80	\$ 2,473.53	\$ 2,368.36	\$ 868.22	\$ 2,355.37	\$ 2,170.97	\$ 1,432.24	\$ 961.83	\$ 860.07	\$ 550.76
13		4500-002	\$ 1,166.10	\$ 1,387.58	\$ 1,022.64	\$ 2,306.81	\$ 2,479.42	\$ 1,810.76	\$ 735.02	\$ 1,682.36	\$ 892.63	\$ 1,739.35
14		4500-003	\$ 1,770.68	\$ 1,871.66	\$ 2,472.89	\$ 1,993.86	\$ 1,244.93	\$ 714.08	\$ 1,970.30	\$ 623.88	\$ 1,810.99	\$ 2,124.16
15		4500-004	\$ 1,697.31	\$ 839.07	\$ 666.62	\$ 1,930.91	\$ 715.89	\$ 813.33	\$ 1,584.46	\$ 1,226.68	\$ 2,066.74	\$ 1,696.83
16		4500-005	\$ 1,402.40	\$ 931.46	\$ 646.04	\$ 1,231.02	\$ 1,099.51	\$ 1,379.15	\$ 1,418.40	\$ 2,220.28	\$ 1,136.15	\$ 1,107.43

- » **Entity #:** The entity to which the budget is applied.
- » **Budget Code:** The code for the budget; a maximum of six alphanumeric characters.
- » **Budget Description:** The description of the budget. This description is for informational purposes only.
- » **GL Account Codes:** GL Account Number; should be in a single column.
- » **Period Ending Dates:** End date for each period in the budget; should be in a single row.
- » **Budget Values:** Amount budgeted for each account for the period.


Import File

Save the Budget workbook and close it. Return to the Import Budgets screen and select Choose File. Locate your file and select Next.

Import Budgets

- Select an Excel spreadsheet or CSV to load records into Budgets.

[Download sample Excel spreadsheet](#)


[Choose File\(s\)](#)

[View Log](#) [Next](#)

On the next screen select Use default values from sample spreadsheet to fill in the correct cell locations for the import.

Cell Mappings

Map spreadsheet cells to the expected values.

[Use default values from sample spreadsheet](#) [Clear All](#)

Header Information		Detail Information	
Entity #	B3 in sample	Starting GL account codes	B7 in sample
Budget Code	D3 in sample	Starting period ending dates	C6 in sample
Budget Description	F3 in sample		

Import Options

- Modify Existing
- Add New Periods
- Overwrite All

[Cancel](#) [Import Selected File\(s\)](#)

There are three Import Options as well to control what your imported budget will affect.

- » **Modify Existing:** Updates any existing amounts in Compeat with the corresponding amounts from your spreadsheet. New accounts or periods in the spreadsheet that are not found in the Compeat budget will be ignored.
- » **Add New Periods:** Use this function to add new accounts or periods to your existing budget. This will only add new budget information. Any amounts relating to existing budget information will be ignored, even if modified.
- » **Overwrite All:** This option will delete your entire budget and replace it with the data in your spreadsheet.

Note: Modify Existing and Add New Periods can be performed at the same time. This has a similar effect to Overwrite All except for one difference: Existing accounts and periods in the Compeat budget that are not listed in the spreadsheet will not be deleted. Overwrite All will delete everything in the Compeat budget and replace with the data in the spreadsheet.

Updated on June 3, 2021

