

Access Dimensions Nominal Budget Import

TEMPLACMS



COMMERCIAL STATEMENT

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Please Note: This document is intended as a guide only to assist with importing nominal budgets into Access Dimensions. It is the sole responsibility of the customer to ensure that backups are taken before attempting to import nominal budgets.

It is highly recommended to do the import on a copy of your live database first to ensure the results is as required before attempting on your live database.

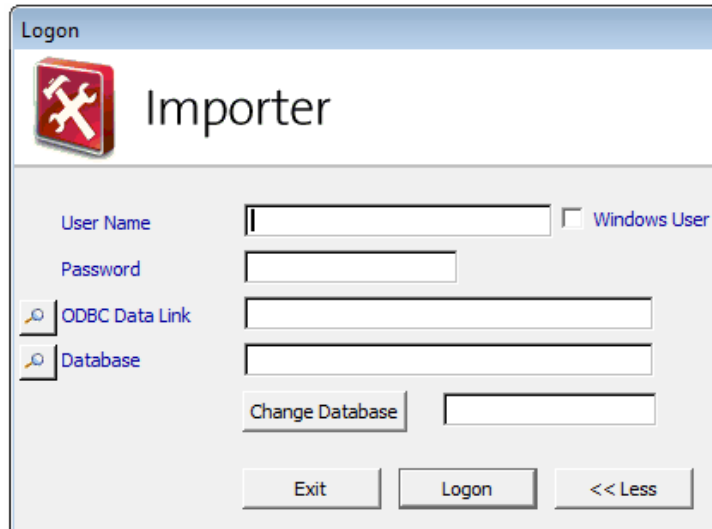
Each step in this document is indicated by a step number and with an ‘A’, ‘I’ or ‘D’ ‘in the first column where:

- A = Access Dimensions Administrator
- I = Access Dimensions Importer
- D = Access Dimensions

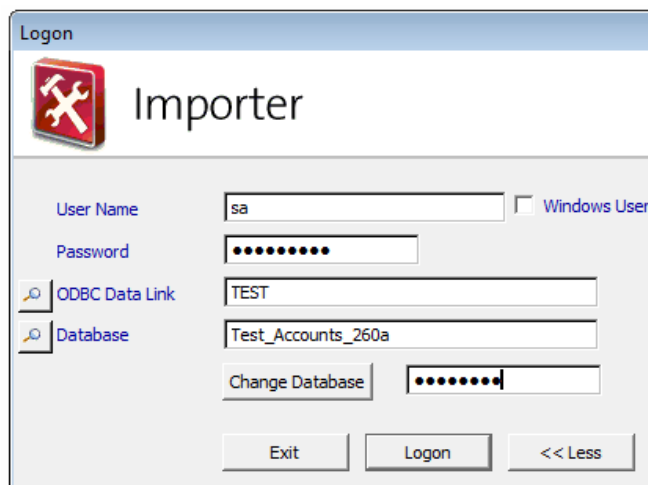
All points where backups should be taken are marked in ‘Red’. The user is welcome to take any additional back-ups if needed.

	Step	Templa CMS / Access Dimensions Cash Register Process
A	1	<p>Take a back-up</p> <p>Log on to the Access Dimensions Administrator. Take a backup of the relevant accounts database before attempting to import any nominal budgets for that database.</p> <p>Within the name of the backup, It is good practice to specify what the import relates to and the backup date.</p>
I	2	<p>Log on to the Access Dimensions Import utility</p> <p>Users should be able to log on with their standard Access Dimensions User Name and Password. The following procedure should be followed exactly to log on:</p> <ul style="list-style-type: none"> • Launch the Import utility. Do not enter any log on details or passwords. <div data-bbox="587 1077 1129 1473" data-label="Image"> </div> <ul style="list-style-type: none"> • Click on Change Database. This will display the following screen: <div data-bbox="587 1565 1136 2056" data-label="Image"> </div>

- Now, press the **Control (Ctrl)** key on the keyboard whilst simultaneously selecting **Other** as shown on the previous screen. The following screen loads with a **Change Database** field at the bottom:

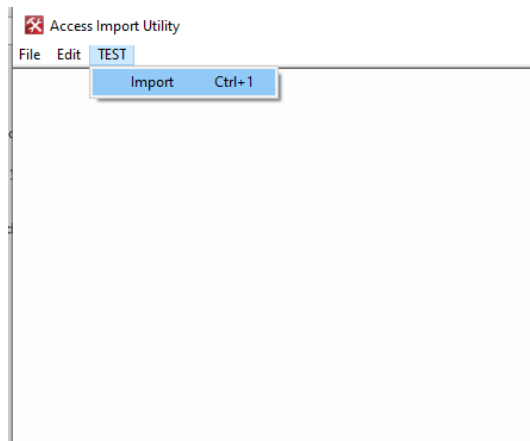


- Enter your **User Name**, **Password**, **ODBC Data Link** and **Database** as you would for logging on to Access Dimensions.
- In the field next to **Change Database** enter the word **'sunshine'**.

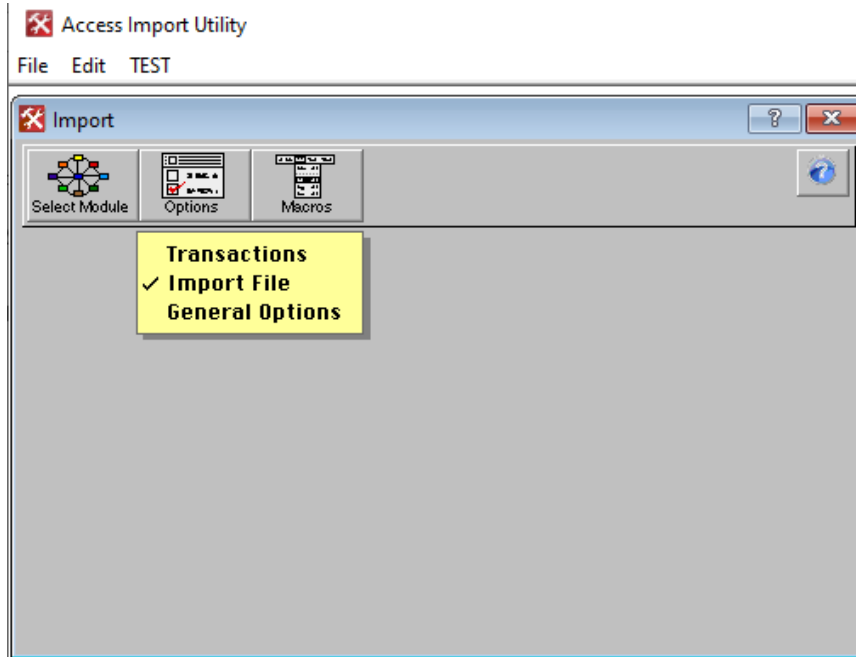


I 3 Set the import file rules

From the below screen, select the company name (**TEST** in this example) and then select **Import**.

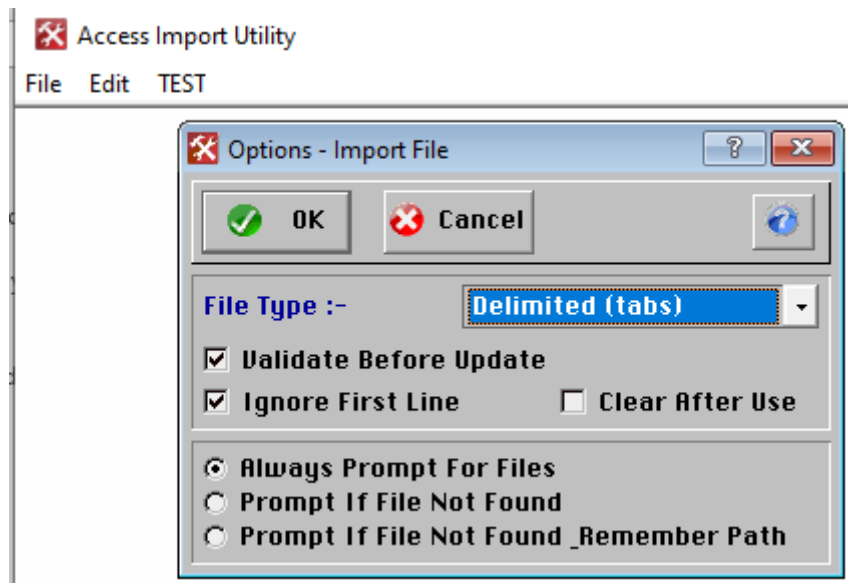


Click on **Options** and then on **Import File**.



On the **Options – Import File** screen below ensure the following options are ticked before selecting **OK**:

- **Validate Before Update**
- **Ignore First Line**
- **Always Prompt for files**



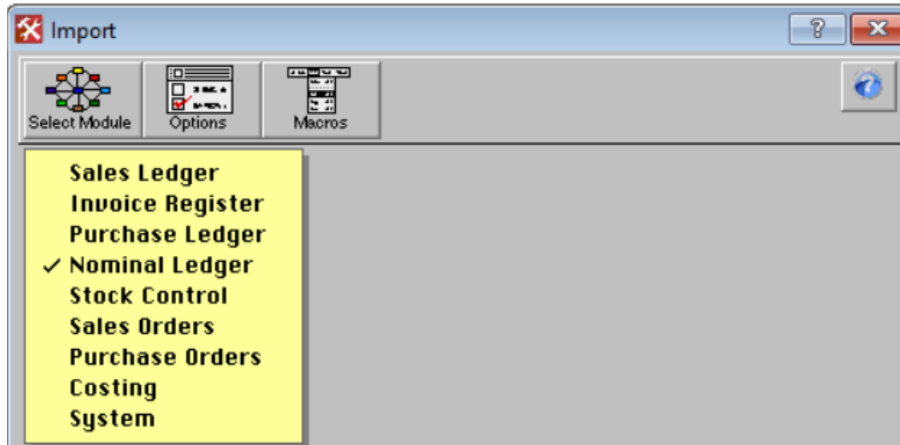
I 4 Nominal budget import template

Ensure the provided template is populated correctly. Please note the following:

- The file to be imported must be saved as '**Delimited tabs**' and the file name must end in **.TXT**
- All values should be to 2 decimal places.
- If the code of the import record does not match any existing Nominal Accounts, the imported record will be rejected.

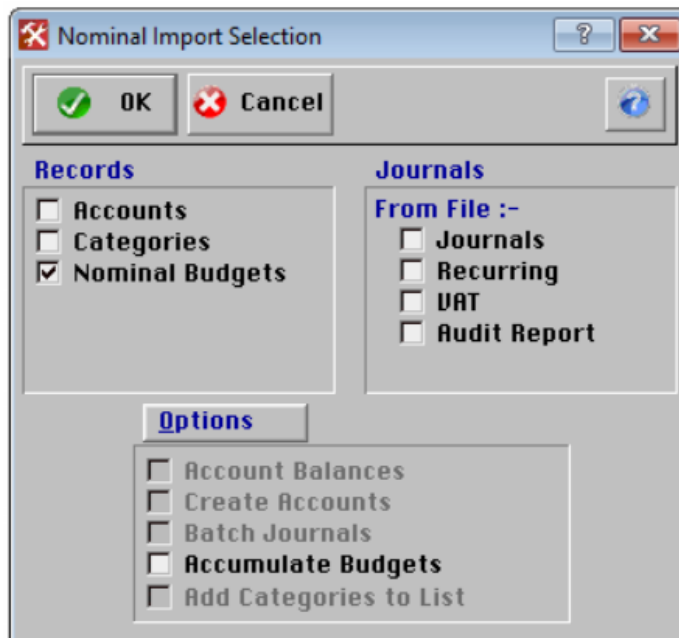
I 5 Import nominal budget

On the follower screen select the **Nominal Ledger**.

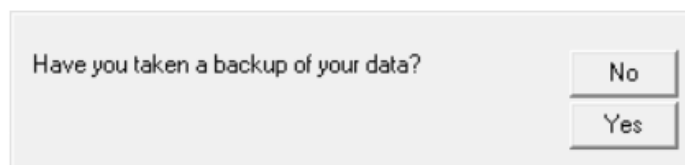


On the **Nominal Import Selection** screen ensure the Nominal Budgets option is ticked. Tick the **Accumulate Budgets** option if required.

The **Accumulate Budgets** option will, if selected, add the imported values to the existing budget values, else the budget values will be set to the imported values.

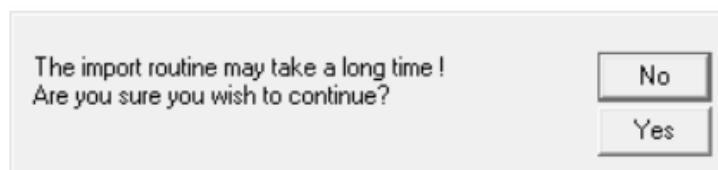


Click on **OK** to continue, the following question should appear.



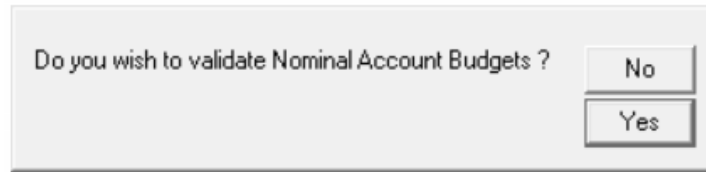
If a backup has already been taken click on **Yes** to continue.

The following warning message will appear, click on **Yes** to continue.

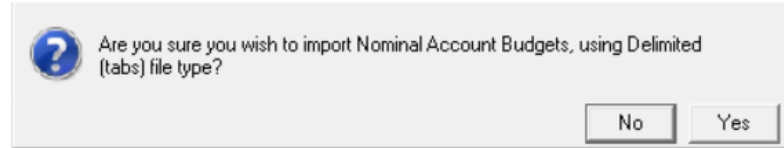


If you want the system to check whether or not the Account Codes in the Import file exist within the database before attempting the import answer, select **Yes** to the below.

If you want to go straight to the import and skip the validation answer **No** to the below.

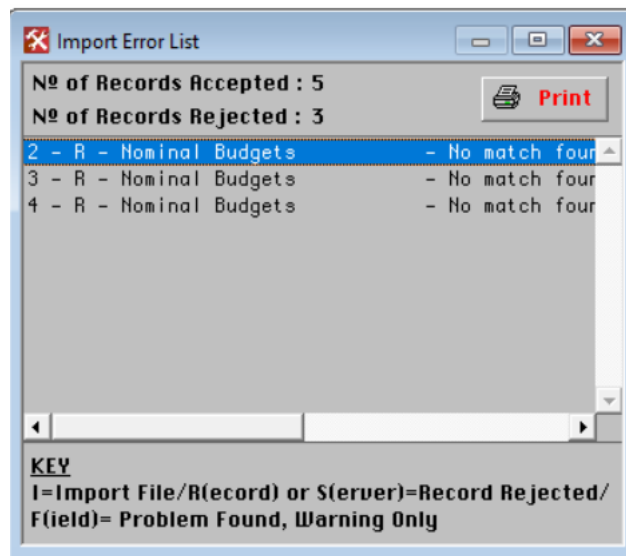


On the following screen click on **Yes** to continue.



Browse to the .txt file that you wish to import.

The routine will run and any import errors will be displayed on the screen.



It is the responsibility of the user to look at and resolve any rejected records.

D 6 Check the results

Log on to Access Dimensions and check the results.

Turnover									
	Current Year			Next Year			Last Year		
	Balance	Budget		Balance	Budget		Balance	Budget	
1	0.00	0.00		0.00	0.00		0.00	0.00	0.00 1
2	0.00	0.00		0.00	0.00		0.00	0.00	0.00 2
3	0.00	0.00		0.00	0.00		0.00	0.00	0.00 3
4	0.00	0.00		0.00	0.00		0.00	0.00	0.00 4
5	0.00	0.00		0.00	0.00		0.00	0.00	0.00 5
6	0.00	0.00		0.00	0.00		0.00	0.00	0.00 6
7	0.00	0.00		0.00	0.00		0.00	0.00	0.00 7
8	0.00	0.00		0.00	0.00		0.00	0.00	0.00 8
9	0.00	0.00		0.00	0.00		0.00	0.00	0.00 9
10	0.00	0.00		0.00	0.00		0.00	0.00	0.00 10
11	0.00	0.00		0.00	0.00		0.00	0.00	0.00 11
12	0.00	0.00		0.00	0.00		0.00	0.00	0.00 12
13	0.00	0.00		0.00	0.00		0.00	0.00	0.00 13
	0.00	6500.00		0.00	6500.00		0.00	0.00	0.00
Current Balance	0.00								



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