



# BUDGET IMPORT TOOL

Simplify importing budgets from Excel into Dynamics AX.



[ enable your business ]

## What does the Budget Import Tool do?

- This tool can be used to import budgets into Dynamics AX R3 from Excel spreadsheets.
- In AX the new entries are displayed under Budgeting > Common > Budget register entries > All budget register entries.
- Data will be imported into the company you are logged into in AX when you run the tool.
- Data can be imported from either .xlsx or .xls files.
- Use the Excel spreadsheet included in this download as a template. Fill it with data applicable to your environment.

## How do you run the Budget Import Tool?

- The download for this tool is an xpo containing a class called SSImportBudget.
- In the AOT import the xpo by going to the Command menu > Import.
- A dialog will open asking you where the xpo file is located. Point it to the xpo for this tool.
- Once the class has been imported, in the AOT go to Classes > SSImportBudget right-click on the class and choose Open.
- A dialog box will open asking you where the Excel spreadsheet containing budget data is located. Once you have supplied the location, click Ok on the dialog box and the import will run.

## Important notes:

- In the Excel spreadsheet the first 7 columns, A - G, need to retain the same columns they currently have in the provided template.
- The ImportedExampleBudget.PNG file included in this download is a screenshot of what the data in the BudgetTemplate.xlsx looks like once it has been imported into AX. Use this screenshot to understand which fields are populated from the data provided in the spreadsheet.
- In the Excel spreadsheet, the account segments can change to align with your account segments. To keep the import operational, add columns for the account segments to import, in the order they are listed in AX.
  - For example, if your account segments in AX are Business Unit, Department, CostCenter and ItemGroup, add columns to the spreadsheet for the segments in that order. The segment names in first row should not contain spaces. Then add your values to the columns.
- If your segment values have leading zeroes, like 002 or 024, Excel will remove the leading zeroes which causes a problem during the import. To keep the zeroes in the spreadsheet, in Excel right-click on the column and choose Format Cells. In the form that opens under the Number tab choose the Category of Text. Choosing Text will for the column to be formatted as text and will keep the leading zeroes.

## What is in the Budget Import Tool download?

- An xpo containing the SSImportBudget class
- An Excel spreadsheet called BudgetTemplate.xlsx
- A screenshot of the AX form containing the data from the BudgetTemplate.xlsx once it has been imported