Import Excel File for Budget

Instructions for uploading a budget created in Excel to CenterPoint

1) Create master budget in CenterPoint
   a. Reporting Tools > Budgets
   b. Create New budget
      i. Name budget – ex) 2016 Master Budget
      ii. Set date range for fiscal year – ex) 1/1/2016 to 12/31/2016.
      iii. Check the "Include Account Numbers" box.
   c. Navigate to the Entry Mode tab.
      i. Set "Default Entry Mode" to Open Entry.
   d. Click OK.
2) Once the blank budget is created, select File > Import Data > Prepare Excel Spreadsheet
   a. Select "Next" on Create a new budget import screen
   b. If necessary, a different file path can be selected in the Budget Import Folder field. Check box next to "Create a new spreadsheet", enter a name, and select "Next"
   c. Verify correct months are selected and select "Next"
   d. Verify <All> is selected for all account segments and select "Next"
   e. Select "Finish"
   f. At the "You have successfully completed the design…" message, click OK.
3) The file created in Step 2 can now be opened in Excel. The file will be located in your Documents or My Documents folder or in the file path specified in 2b.
   a. With the file open in Excel, go to the CenterPoint Import Data tab at the bottom of the file. Starting with Row 2, delete all data from spreadsheet
   b. Open the budget created separately in Excel and copy all data. *Only the following columns can be included: Account Number, Account Name, 12 months of budget figures. No calculated rows or columns can be included*
   c. Return to the CenterPoint Import Data tab and paste data. Tip: it is usually best to paste as data as values only. Verify that the data matches the column headers and no additional columns are included

      d. Save and close the file
4) From within CenterPoint, select Reporting Tools > Budgets. On the "Open a budget screen", select the budget that was created in Step 1 and click OK
      a. Click OK at the Budget Properties screen
      b. Go to File > Import Data > Import Data from Spreadsheet
      c. Select the spreadsheet to import. Only the spreadsheets created from CenterPoint will be displayed in the list. If a different file path was specified in 2b, then that file path will have to be selected in the Budget Import Folder to see the spreadsheet. Select "Next"
      d. Select "Import"
      e. Select Ok at the Import Complete message
      f. The imported budget numbers will be displayed in the Budget screen. Once the data is imported, it can be modified within CenterPoint on the Flow of Funds tab. If you prefer, you can modify the numbers in the original Excel spreadsheet and re-import the data using the same import process. This will overwrite any changes had been completed in CenterPoint.