

## MYOB EXO tip of the week

### Importing and exporting GL Budgets

MYOB Exo enables you to enter any number of budgets to compare against your Profit & Loss.

You can key your budget figures directly into MYOB Exo but it's much easier to prepare them on a spreadsheet first and then use the Import Budget feature.

To import a budget, firstly set up your spreadsheet.  
The easiest way to do that is to export an existing budget:

#### Exporting a GL Budget

Utilities  
GL Budgets  
Select 'Export Budget'



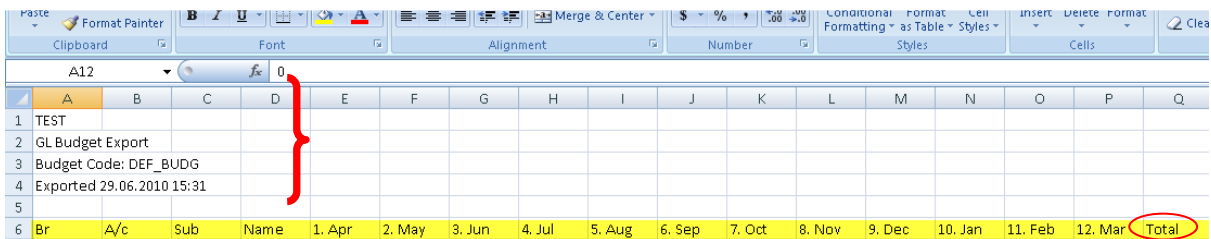
#### Window Functions

Item	Description
Budget Code	The code of the budget to be modified/exported. Select the relevant code from the list.
Branches, Accounts and Sub Accounts	Allows you to reduce the number of records to be exported.
Totals option	Totals on the report, both down and across

Exclude Zeroes	Allows you to reduce the size of the database and speed up the running of reports by excluding all records in a budget that have a value of zero when exporting the budget.
Period Range Selection	Is the same as Period range selection in the create a new budget window.
OK Button	Exports the budget to a CSV file, launches Excel and populates the spreadsheet with the budget data.
Cancel Button	Ends the session without putting data into the budget table and takes you back to the main budget window.

## Importing a GL Budget

- 1) Delete the first 5 rows of your Spreadsheet so that the first row is the one with the column headers

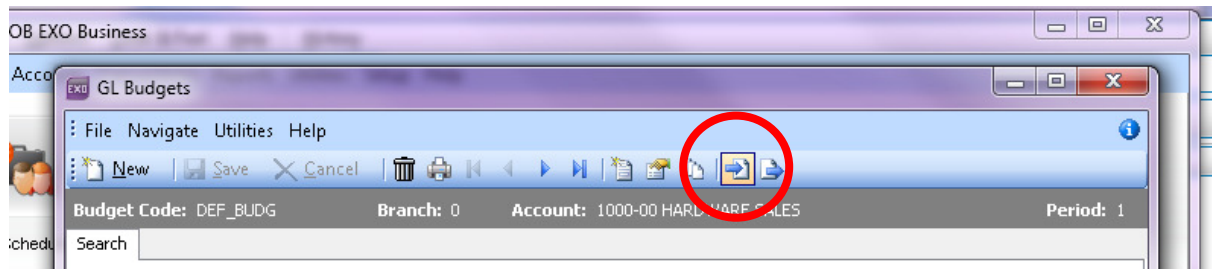


- 2) Delete the **Total** column and **Total** row if you have them
- 3) Save the file. It is now ready to import

## Utilities

### GL Budgets

Select 'Import Budget'



#### Window Functions

Item	Description
New Budget Code	The code for this budget. When running a GL Report, (Reports > General Ledger Reports > Run GL Reports) this code appears in the Budget list.
Import Budget File	The location and name of the CSV file to be imported into the budget table.
Import Columns	Defines the format of the CSV file to be imported. The specifications are based on the format of the existing file.
Period Range Selection	Is the same as Period range selection in the <a href="#">Create a New Budget window</a> .
Sub No option	This option needs to be selected if sub accounts are required in the budget.
Select Button	Allows the user to search for the CSV file that needs to be imported.
Overwrite records option	Is the same as Overwrite records option in the <a href="#">Create a New Budget window</a> .
Load Button	Loads the CSV file into the <a href="#">grid</a> . This is an intermediate stage prior to importing the records into the budget table. You can edit the data prior to clicking the OK button.
OK Button	Loads the data from the grid into the budget table. The program performs an error check at this time to ensure that each record has a unique combination of Branch, Account and Sub Account.
Cancel Button	Ends the session without putting data into the budget table and takes you directly back to the main budget window.