

Efficient Configuration Imports

Options for importing and restructuring

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Goals

- Discover tips & techniques for making changes in bulk
- Discover imports you may not be aware of
- Review the most efficient way to import employee information
- Learn about 'import' options that restructure existing configuration



Topics



- Configuration data
- Importing account data
- Importing employee information
- Restructuring configuration with 'import' options

Configuration data

Step 1: Make your import selections | Step 2: Preview the import

Configuration data import selections:

Import into which company? ABC Organization: ABC Organization

Import what? **Unit event defaults**

Import file columns:

The import file must have the following columns:

Column header	Remarks
FiscalYear	(Optional)
UnitEventDefaultsSetCode	The unit event defaults set code.
UnitCode	
UnitDescription	(Optional)
ClassDescription	Employee class description.
EventType	Event type code.
EventDate	Default event date.
EventDateScope	Scope of the event date.
EventDateUsage	Usage of the event date.

(Other columns, if present, will be ignored.)

Not all characters may be imported.

Unit event defaults
Drivers defaults (annual)
Drivers defaults (monthly)
Employee allocations
Employee classes
Employee hourly data by wage type
Pay schedules
Pay periods
Salary grades
Subtotal definitions
Units
Unit changes
Unit event defaults
Users
User changes
Users/Units mapping
Account/Section unmapping
Account/Unit unmapping

employee class.
or 'bonus 4'
'same for all'
hire date, 'Default da
template
columns: **Create a**
allows

Most used imports/exports:

- Company accounts
- Units
- Users
- Account/unit mapping

Configuration data

Tips & tricks

- Create a pre-filled template by exporting current configuration to Excel
 - Helps you understand expected format for data
 - Delete unneeded rows before importing
- Consolidate templates to complete multiple imports (see all inclusive accounts template)
- BudgetPak will ignore any columns it isn't looking for

Import configuration data

Step 1: Make your import selections | Step 2: Preview the import

Configuration data import selections:

Import into which company? ABC Organization: ABC Organization

Import what? Unit changes

Export from which fiscal year (if applicable)? 2017

Export to Excel | Export entire configuration to Excel

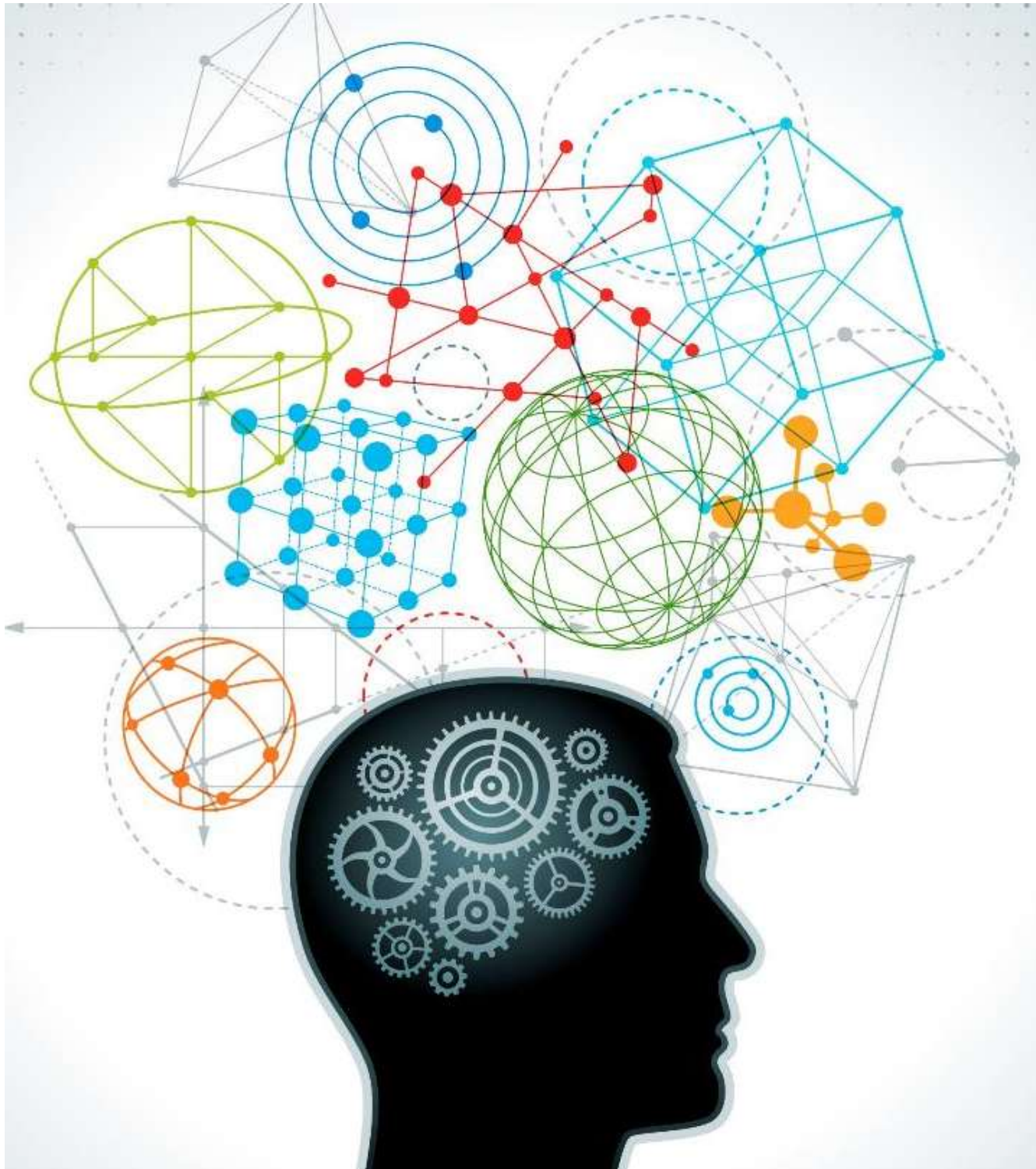
Export to CSV

Changes can only be made to existing units. New units should be imported separately. Only changes within a given unit are allowed; you cannot change the unit hierarchy via import.

kill two birds with one stone



Configuration data



Did you know you could also import/export:

- User/unit mapping
- Unit event defaults
- Driver defaults
- Calculation constants
- Unit or account **deletions**
- Unit or account **changes**
- Account/section or account/unit **un-mapping**

Importing account data: What needs to be done beforehand?

- Use data import template to map accounts to units
 - Any errors in the data template will appear during this import
- Correct errors as needed
- Validate & initialize
 - **Recommendation:** when importing data into more than 1 version at a time, you don't need to initialize in between each import



What is imported?

- **Reference versions:**
 - All data is imported
- **Budget versions:**
 - Only data for user-entered accounts will be imported
Spreading method will be set to 'none'
 - Account notes
- **Forecast versions:**
 - Only data for user-entered accounts will be imported
Only the active periods (actuals periods ignored)
Spreading method will be set to 'none'
 - Account notes



Importing employee information

- Employee data
- Employee allocations
- Employee hourly data by wage type
- Benefit selections
- Benefit/account mapping

Tips & tricks

- The order of the imports is very important
- Use employee allocations import to update account mappings
- One template can be used for **both** benefit selections & benefit/account mapping imports



Setting up headcount for the first time? Follow these steps.

Restructuring

Some imports actually help you restructure the existing configuration

- Examples:
 - Unit changes
 - Company account changes
 - User changes
 - Account/section un-mapping
 - Account/unit un-mapping
 - Unit deletion
 - Company account deletion

Step 1: Make your import selections | Step 2: Preview the import

Configuration data import selections:

Import into which company? ABC Organization: ABC Organization

Import what? (Select an import option)

- Employee allocations
- Employee classes
- Employee hourly data by wage type
- Pay schedules
- Pay periods
- Salary grades
- Subtotal definitions
- Units
- Unit changes
- Unit event defaults
- Users
- User changes
- Users/Units mapping
-
- Account/Section unmapping
- Account/Unit unmapping
- Company account deletion
- Unit deletion

Restructuring

UnitCode	UnitDescription	AccountNumber	AccountDescription	1	2	3	4
10-100	Planning & Analysis	1000	Salaries - Exec	43,737	40,915	43,737	44,160
10-900	Accounting	1000	Salaries - Exec	85,326	79,821	85,326	86,564
10-100	Planning & Analysis	1001	Salaries - Non Exec PT	0	0	0	0
10-900	Accounting	1001	Salaries - Non Exec PT	0	0	0	0
10-100	Planning & Analysis	1002	Salaries - Non Exec FT	70,506	75,695	80,915	81,914
10-900	Accounting	1002	Salaries - Non Exec FT	96,113	100,667	107,610	107,158
10-100	Planning & Analysis	1003	Executive Compensation	0	0	0	0
10-900	Accounting	1003	Executive Compensation	0	0	0	0
10-100	Planning & Analysis	1100	Bonus	0	0	0	19,600
10-900	Accounting	1100	Bonus	0	0	0	39,200
10-100	Planning & Analysis	1200	401K	1,371	1,399	1,496	1,748
10-900	Accounting	1200	401K	2,177	2,166	2,315	2,795
10-100	Planning & Analysis	1300	Medical Benefits - Exec	8,747	8,183	8,747	8,832
10-900	Accounting	1300	Medical Benefits - Exec	17,065	15,964	17,065	17,313
10-100	Planning & Analysis	1301	Medical Benefits - Non Exec FT	10,576	11,354	12,137	12,287
10-900	Accounting	1301	Medical Benefits - Non Exec FT	14,417	15,100	16,141	16,074
10-100	Planning & Analysis	1302	Dental	110	110	110	110
10-900	Accounting	1302	Dental	165	165	165	165

Example: Merging 2 or more units

1. Export all data for both units via 'export account data' page
2. Consolidate account totals for the new unit via Excel template
3. Upload adjusted template via 'import account data' page
4. Delete old unit(s)

UnitCode	UnitDescription	AccountNumber	AccountDescription	1	2	3	4
10-100	Planning & Analysis	1000	Salaries - Exec	0	0	0	0
10-900	Accounting	1000	Salaries - Exec	129,062	120,736	129,062	130,724
10-100	Planning & Analysis	1001	Salaries - Non Exec PT	0	0	0	0
10-900	Accounting	1001	Salaries - Non Exec PT	0	0	0	0
10-100	Planning & Analysis	1002	Salaries - Non Exec FT	0	0	0	0
10-900	Accounting	1002	Salaries - Non Exec FT	166,618	176,362	188,525	189,072
10-100	Planning & Analysis	1003	Executive Compensation	0	0	0	0
10-900	Accounting	1003	Executive Compensation	0	0	0	0
10-100	Planning & Analysis	1100	Bonus	0	0	0	0
10-900	Accounting	1100	Bonus	0	0	0	58,800

Restructuring

UnitCode	NewUnitCode	UnitDescription
Fin	Fin	Total Finance
10-900	01-10-900	Accounting
10-100	01-10-100	Planning & Analysis
SS	SS	Shared Services
40-300	01-40-300	Legal
40-600	01-40-600	Human Resources
20-800	01-40-800	Admin Services
IT	IT	IT
10-500	01-50-500	IT Development
40-400	01-50-400	IT Support

Example: Updating GL

- Unit code changes
 1. Export 'unit changes' template
 2. Edit 'NewUnitCode' column
 3. Import updated template

AccountNumber	NewAccountNumber	AccountDescription
1000	1000-01	Salaries - FT
1001	1000-02	Salaries - PT
1004	1000-03	Standard Wages - Hourly
1005	1005-03	Overtime & Holiday Wages - Hourly
1100	1100-00	Bonus
1200	1200-00	401K
1300	1300-01	Medical Benefits - FT
1301	1300-02	Medical Benefits - PT
1302	1300-03	Medical Benefits - Hourly
1400	1400-00	Federal Payroll Tax
1500	1500-00	State Payroll Tax
1600	1600-00	Other Benefits

- Account number changes
 1. Export 'company account changes' template
 2. Edit 'NewAccountNumber' column
 3. Import updated template

Q&A

Thank you!