Microsoft Dynamics GP Tip:
Using Excel Budget Templates in GP (Exporting and Importing)

EXPORTING A BLANK BUDGET

Go to Financial>>Cards>>Budget
Choose New
Then Using Budget Wizard for Excel
Welcome to the Budget Wizard for Excel

You have chosen to create a new Microsoft Dynamics GP budget using the Budget Wizard for Excel. You will be guided through a series of windows where you will enter data to create a new budget in Excel.

If you do not want to create a new budget using the Budget Wizard for Excel, choose Cancel; otherwise, choose Next to continue.

Fill in an ID for this budget
For Frx budgets make sure that the budget name if it has a space use and underline 2010_Budget
Name the Fiscal Year you are creating this for.
For a Blank Budget: Use Blank Budget
NEXT

For blank budget just choose next
Choose which accounts you want

Next

You can tell it which segments you want here.

Next
You can uncheck accounts you don’t want or if you want to add accounts that you took out.

A New Workbook
One Last chance to review and FINISH

Will ask you for an excel name for your Budget and where you want to place it.
SAVE

Will open your budget
If you already have a budget just make sure that it has the following and you can import it.

2 Blank rows on top

Then Column Descriptions have to be there for:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Description</td>
<td>1/12/2014</td>
<td>12/31/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2013</td>
<td>12/31/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2012</td>
<td>12/31/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2011</td>
<td>12/31/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2010</td>
<td>12/31/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2009</td>
<td>12/31/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2008</td>
<td>12/31/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2007</td>
<td>12/31/2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2006</td>
<td>12/31/2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2005</td>
<td>12/31/2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2004</td>
<td>12/31/2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2003</td>
<td>12/31/2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2002</td>
<td>12/31/2002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/12/2001</td>
<td>12/31/2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

They just have to exist, they don’t even have to be named the same.

Please be advised: if you have renamed the Fiscal Periods in GP from “Period 1”, “Period 2”, etc. to a date, like 1/1/2011, when it exports to Excel, Excel reformats it to a date from a text format. When re-importing, an error is received about having the incorrect number of columns. However, it is really that GP cannot interpret the period title any longer.

Option 1: Rename the period titles back to “Period1” etc... export and re-import, then rename them again.

Option 2: After exporting the budget to Excel - change the cell formatting for the row containing the period dates from a date format to a text format. You can re-enter the names of the periods as needed – then you can import the budget back in.
IMPORTING A BUDGET

Go to Financial>>Cards>>Budgets
Excel
Import from Excel
Here is where you can bring in the blank EXCEL budget you created in step 1. Or if you just did the layout, you can do a NEW Microsoft Dynamics GP Budget. If you say new then you will have to name it same as we had to name in the first budget. And you will have to tell what year (Fiscal Year) and show it where it is.

Existing:
Choose your budget that you saved and filled in
Select the Worksheet that the budget is in.

Verify and choose FINISH
It will begin importing (see below)

And the last step it will open your budget in GP.