Welcome to Budget Uploads and Allocations!

In this session we will be working in the Budget & Forecasting module building Upload and Allocation style workbooks. We will go over how to design them and how to get them to produce the budget data we need.

The initial setup of the workbooks may take time, but once they are built the setups will roll-over year over year as you advance the Budget. So all that is needed is updated data and then the workbooks take care of the rest. This would result in 5-10 hours saved year over year as you don't have to put work in generating the date or doing calculations. Just plug in your numbers and inspect the results!

To utilize these types budget and forecasting workbooks properly you would be expected to have an intermediate level of knowledge for the Multiview application. The intended audience would be people in analyst positions or overseers of the GL and Reporting as they would be the most knowledgeable of the ebbs and flows of the daily financials of the business.

At the end of this session you will be able to create your own upload and allocation workbooks to better help you leverage the data you have and utilize it year over year to create more accurate and useful budgets. As your budgets get more accurate and efficient you will be well on your way to make Month Ends End!

What is an Upload workbook?

An upload workbook is a type of workbook in the Budget and Forecasting Module that allows you to utilize an Excel style spreadsheet of information and configure the workbook to interpret that data into budget amounts.

Why an Upload workbook?

It can best be utilized when you have another area of Multiview or a 3rd party system that can export data in a spreadsheet style or have information easily presented that way. By far most common being Payroll as usually this is managed outside of Multiview and normally would be difficult to manually input the next year budget amounts.

What is an Allocation workbook?

An allocation workbook allows you to take budget data you define and spread it across multiple departments.

Why an Allocation workbook?

Can do functions like allocation expenses based on a statistic or other account drivers. In this way you can leverage the system's functionality to give you more accurate budget numbers than simply being based off of last year's actuals.

Upload Case #1: Using an upload workbook to utilize the depreciation projection Asset Management can produce.

Did you know that Multiview Asset Management can project future depreciation up to 10 years in advance based on the current Assets you have in the system? We can take that output and configure an upload work to turn that data into tangible budget amounts to accurately predict our depreciation expenses.

Get started by creating an upload workbook within your budget. Anywhere within a blank space in the Budget Designer right-click and select the Add Upload option.
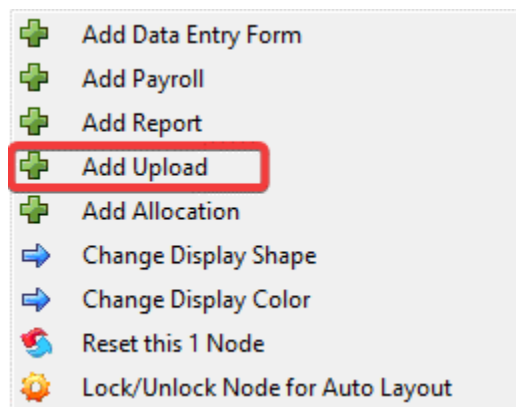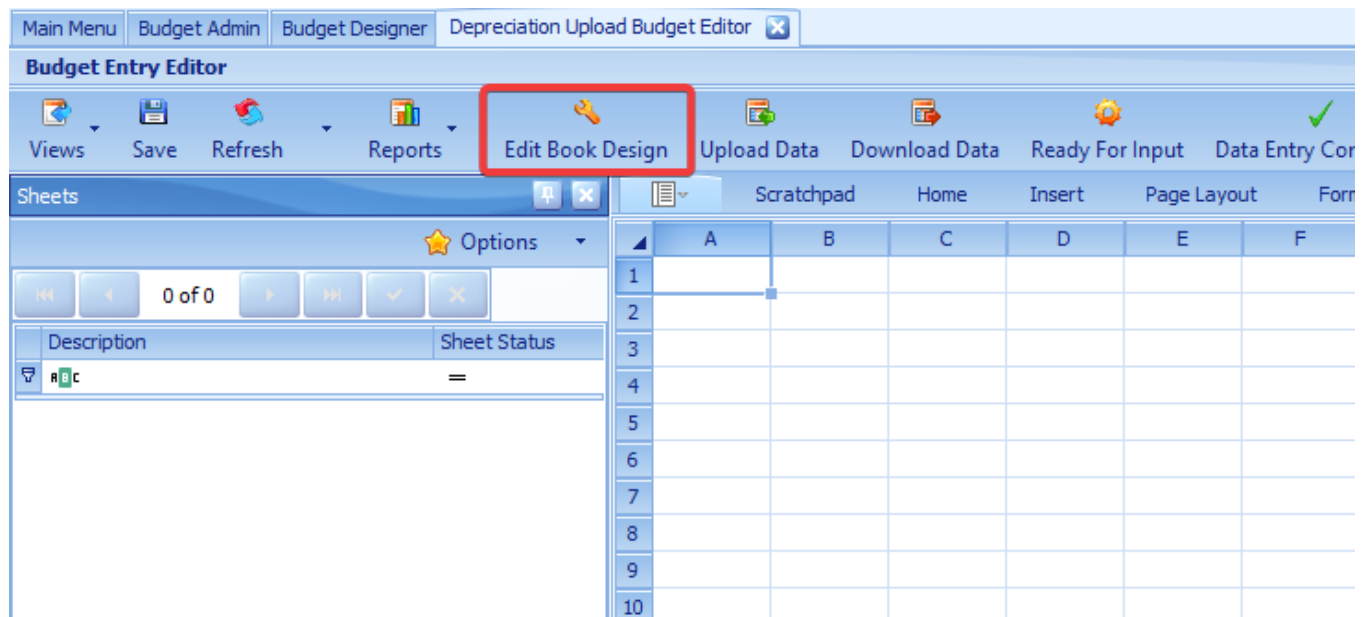

Then name the workbook Depreciation Upload.
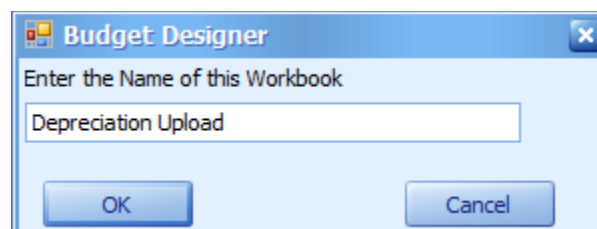
Double-click the newly created node to open it.
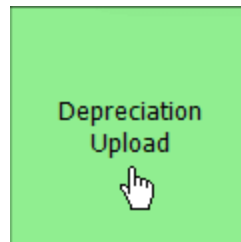
To begin setting up this workbook select the Edit Book Design button from the Depreciation Upload Budget Editor.


For this workbook to interpret our data correctly we need to adjust two settings on the Book tab. We want to change the Data entry mode to be By Periods (means that the workbook expects data entered to be a per period amount) and we want the spread method to be Average (whatever budget number we enter the workbook will take that as the average amount per period).

To do this simply select the Change Entry Type button to swap from By Totals to By Periods and then select Average from the spread method drop down menu.

An Upload workbook needs at least 1 sheet to work but unlike normal data entry workbooks we will just create a blank sheet for the data rather than have the Business Units on the sheets. From the Sheets tab select the Add Blank Sheet and call it Depreciation.
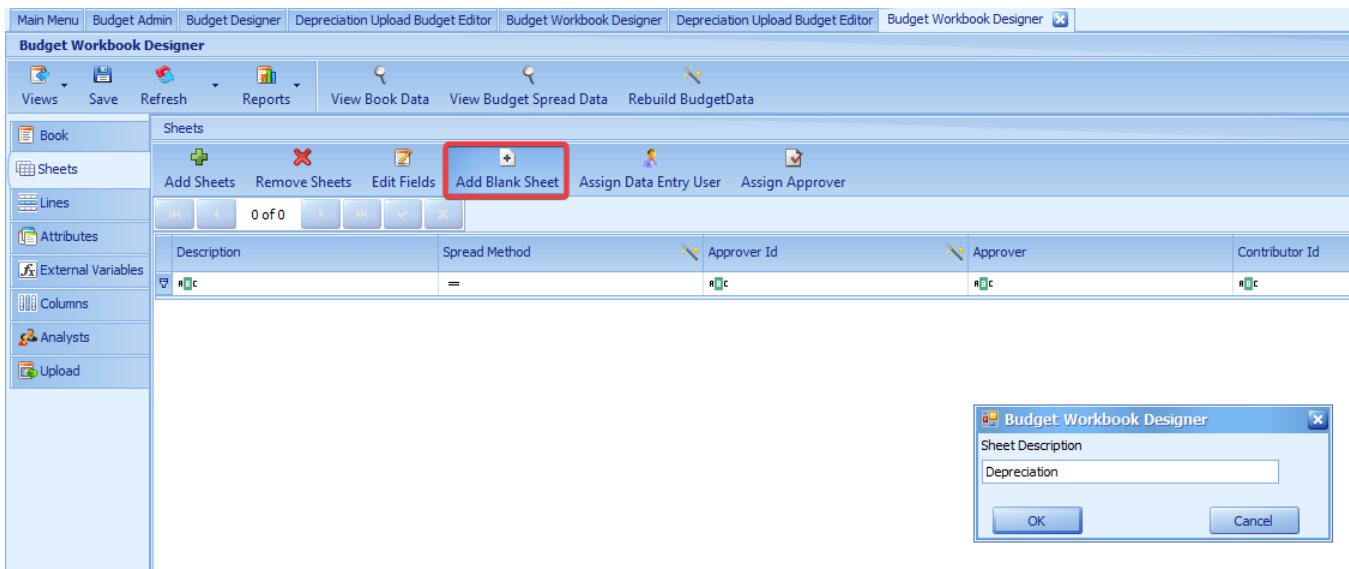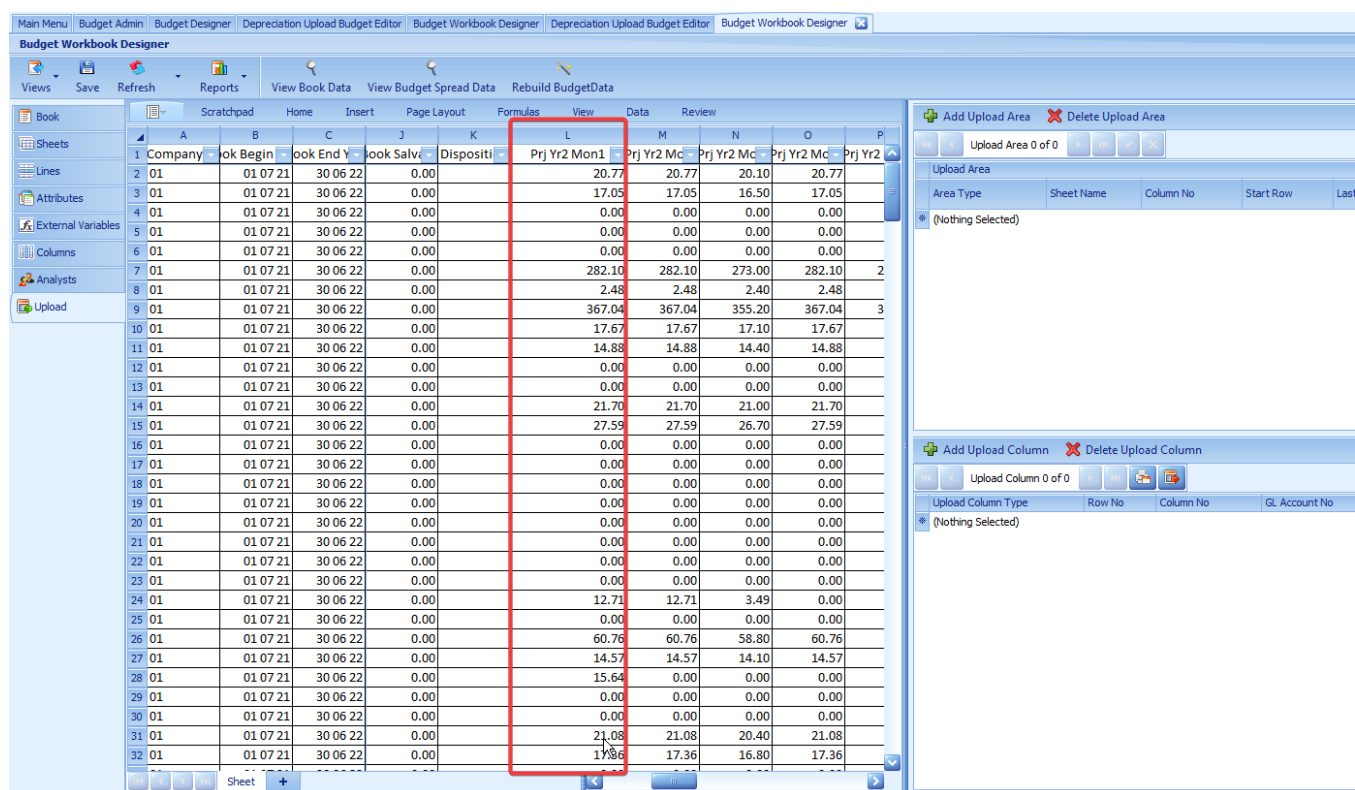

Finally we can do the bulk of the setup for the workbook on the Upload tab. This is where we define how the workbook will interpret the data from our spreadsheet. The first step is to upload a copy of your spreadsheet. To do so from the Scratchpad menu click Open and select your file from where you have it saved.
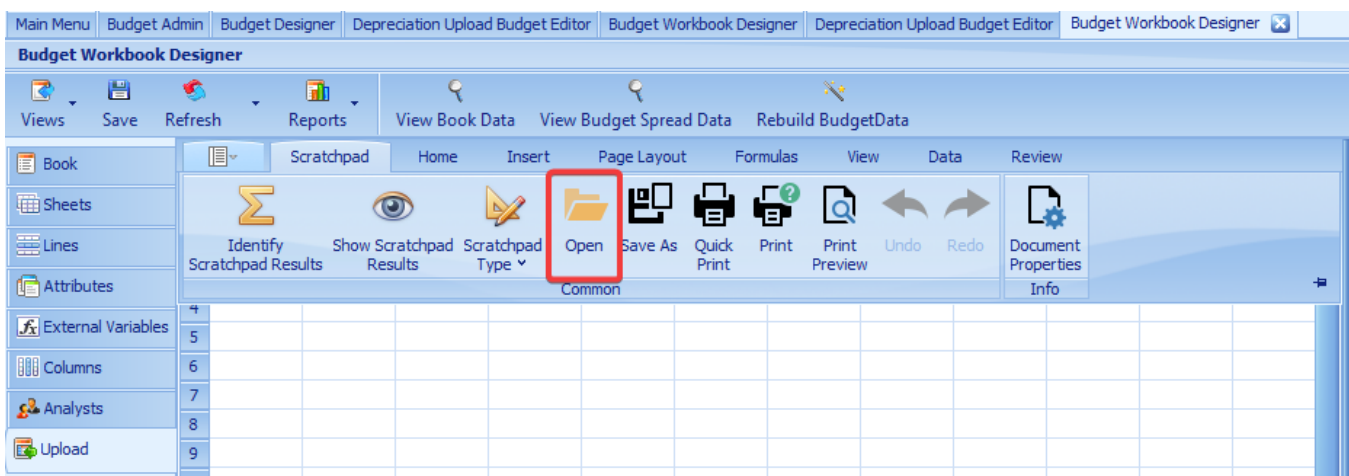
Our example is from the Book Monthly Projections screen in the Asset Management module of Multiview. That screen creates a future projection of depreciation for your assets currently in the system so we are going to use it as our base for the Budget amount.

In our spreadsheet we are going to use the amount in Column L called Prj Yr2 Mon1 as it represents the 1st month of the next year's depreciation expense. Based on what we selected in the Book tab when we upload the data it will take this column and multiply it by 12 to create our entire year's budget for depreciation expense.

Now that we've identified our data column we need to define what in the column contains the data we need. This is done in the upper right of the screen called the Upload area. Select Add Upload Area and define it like so:

Area Type: Upload
Sheet Name: Sheet
Column No: L
Start Row: 2
Last Row: 297

The reason for the choices above is that we want it to Upload data, the name of the Excel sheet is 'Sheet' (does not have to be this way, whatever the name of your Excel sheet is needs to be in the sheet name), our Budget amount is in Column L, the first row is column headings so we being reading data in row 2 and the final row of data in the spreadsheet is row 297.

Now that we have defined where the data is we have to tell the workbook how this data is applied to the correct Units and Accounts. This is done in the Upload Column area in the bottom right. Due to how our Fixed Asset accounts are setup our Business Unit for each asset is located in Column Y (GL Segment 1)

Click Add Upload Column and select Unit Id then indicate that it is in column Y. Next click the Add Upload Column again and select Account No then specifically assign the depreciation expense account number.
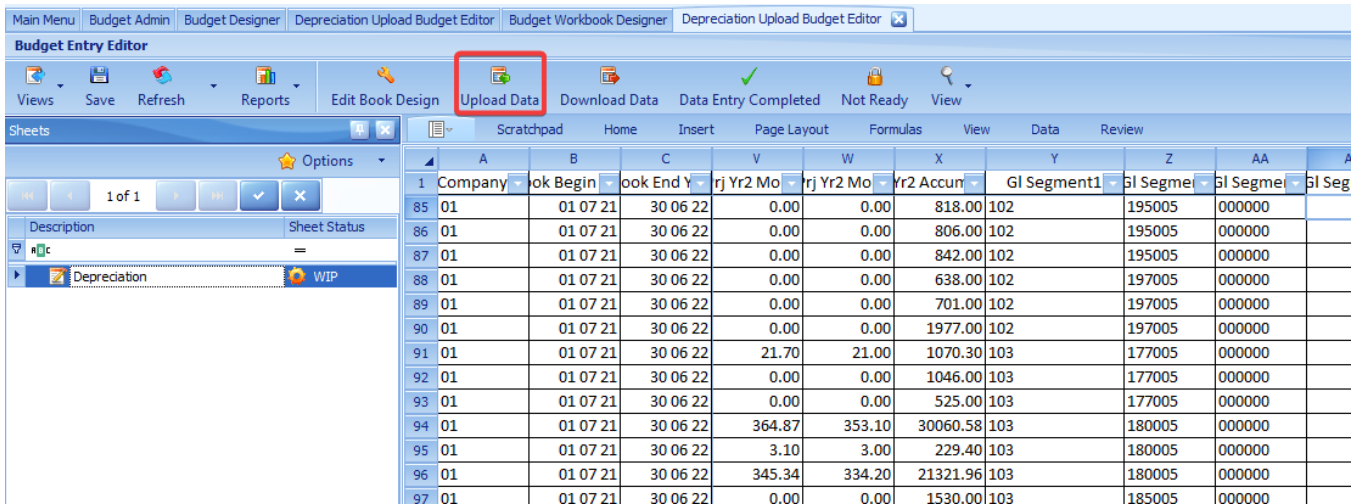
This completes the setup and now we want to actually upload our data and verify it uploads the numbers we are looking for. Hit Exit in the upper right corner to close the Budget Workbook Designer window.

You should then be presented with the Depreciation Budget Editor screen with your spreadsheet populated in the grid. First thing is we have to mark the sheet as WIP by clicking Ready for Input at the top of the grid. If not it would not allow is to upload the data in this current state.
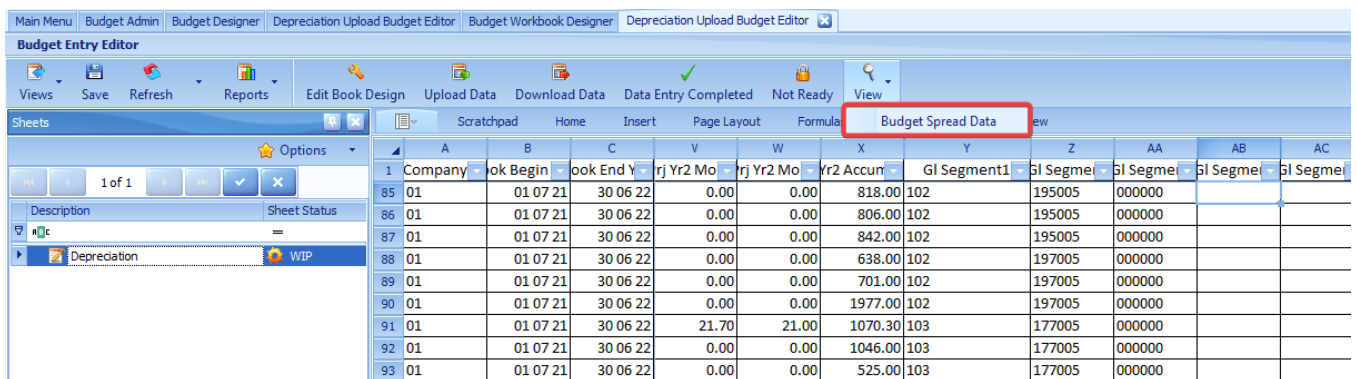
Now we can click the Upload Data button above the grid. This is an important step as that is what triggers the setup we just did to interpret the data in the spreadsheet and create budget transactions we're after. If you do not receive an error message then it was successful. If you receive any kind of pop-up error then the upload is cancelled and you will have to correct the error before you can attempt to upload again.

To verify that it created the transactions we're looking for select View>Budget Spread Data. Whatever transactions appear hear is what will go to the GL when you Post the entire budget. Looks like we were successful as I see the transactions and amounts I expect. If I didn't then I would need to review my setups or data within my spreadsheet.

| Main Menu | Budget Admin | Budget Designer | Depreciation Upload Budget Editor | Depreciation Upload Budget Editor | Budget Spread Summary Inquiry |

Budget Spread Summary Inquiry

Views Save Refresh Search Reports

Print Pivot   Graph Wizard   Print Graph   Layout

Drop Filter Fields Here

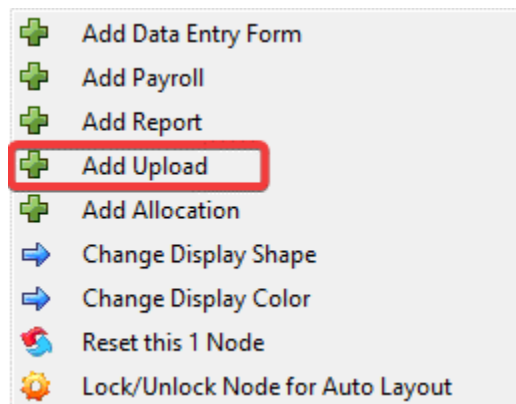Amount   Period Id ▲

Account ▲	Business Unit ▲	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	Grand Total
Depreciation Expense	Adverstising	906.33	885.40	836.31	852.81	830.30	837.31	849.33	740.32	819.64	793.20	819.64	800.48	9,971.07
	Budgeting and Planning	1,012.15	997.14	941.00	950.77	920.10	960.70	934.34	844.60	915.43	885.90	915.43	885.90	11,163.46
	Compliance	920.31	900.32	859.29	861.49	835.58	845.68	845.68	756.96	831.25	773.70	799.49	779.10	10,008.85
	Facility Maintenance	1,805.75	1,795.75	1,704.00	1,753.78	1,673.10	1,735.85	1,712.13	1,546.44	1,709.56	1,638.60	1,693.22	1,638.60	20,406.78
	Finance	875.48	829.56	803.57	813.75	787.50	814.88	797.94	711.02	779.65	754.50	779.65	758.14	9,505.64
	Information Systems	668.17	611.01	589.44	600.77	561.60	575.07	563.89	512.52	545.29	527.70	545.29	527.70	6,828.45
	Insurance Billing	862.36	810.96	776.82	794.53	768.90	792.41	778.41	708.92	760.12	735.60	760.12	735.60	9,284.75
	Management Operations	874.96	859.32	822.79	846.61	816.02	831.73	834.13	735.84	814.68	788.40	830.88	767.40	9,822.76
	Paediatrics General	43.40	43.40	42.00	43.40	42.00	43.40	43.40	39.20	35.65	23.10	23.87	23.10	445.92
	Regulatory	924.11	922.39	881.72	886.49	835.04	839.17	835.77	742.00	821.50	795.00	821.50	785.96	10,090.65
	Urgent Care Haematology	987.04	979.67	946.75	959.76	922.10	944.57	944.01	837.48	927.21	897.30	927.21	890.32	11,163.42
	Urgent Care Trauma	1,405.54	1,411.76	1,316.40	1,374.31	1,285.20	1,328.04	1,315.14	1,184.12	1,305.77	1,250.10	1,291.77	1,250.10	15,718.25
Depreciation Expense Total		11,285.60	11,046.68	10,520.09	10,738.47	10,277.44	10,548.81	10,454.17	9,359.42	10,265.75	9,863.10	10,208.07	9,842.40	124,410.00

For our next example we're going to do an Upload workbook for our Payroll. Just like before from our Budget Designer right-click in a blank area and select Add Upload. This time call it Payroll Upload.

➕ Add Data Entry Form
➕ Add Payroll
➕ Add Report
➕ **Add Upload**
➕ Add Allocation
➡ Change Display Shape
➡ Change Display Color
🔄 Reset this 1 Node
⚙ Lock/Unlock Node for Auto Layout

Budget Designer

Enter the Name of this Workbook

Payroll Upload

OK   Cancel

multiview FINANCIAL SOFTWARE

Double-click to open it.
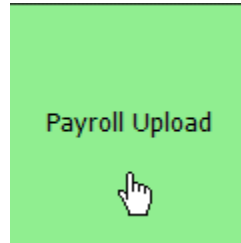
To begin setting up this workbook select the Edit Book Design button from the Payroll Upload Budget Editor.
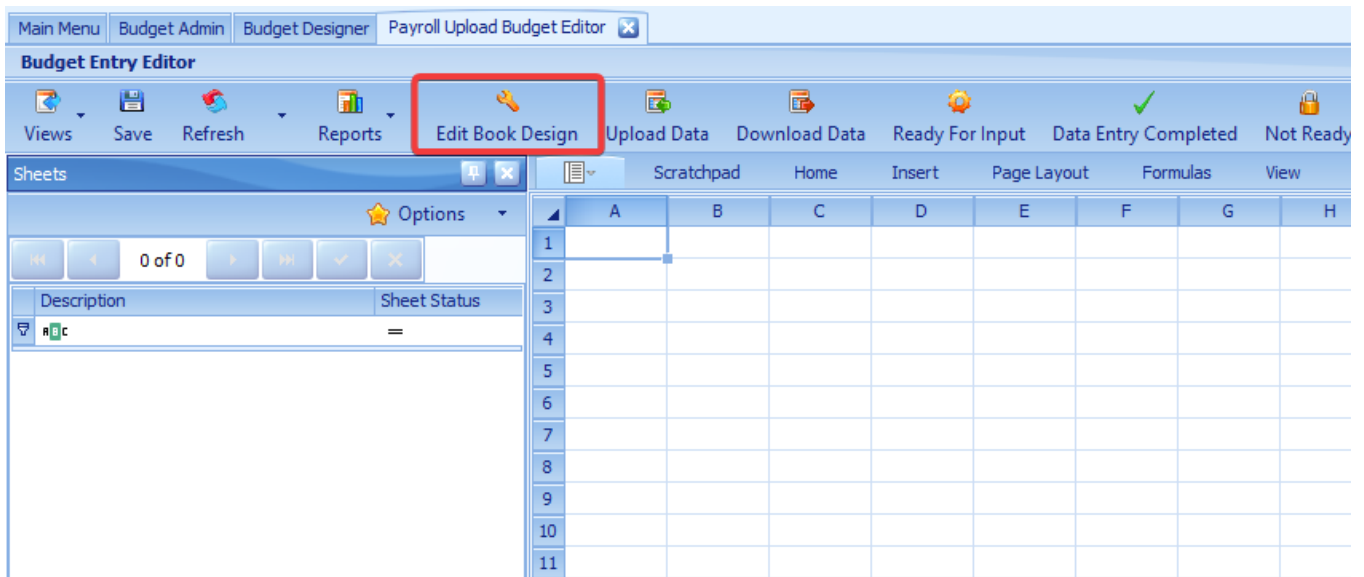
This time we are not going to adjust the settings in the Book tab. The reason for this is the spreadsheet for Payroll we will be uploading is going to have totals for the entire year so we want out data entry mode as By Totals and we want the Upload workbook to take that total and divide by 12 for every period so the spread method of Even will do that for us.

From the Sheets tab we need to click the Add Blank Sheet button and we are going to call it Payroll.

Next from our Upload tab we need to input our spreadsheet so click Scratchpad and select Open to find your spreadsheet.
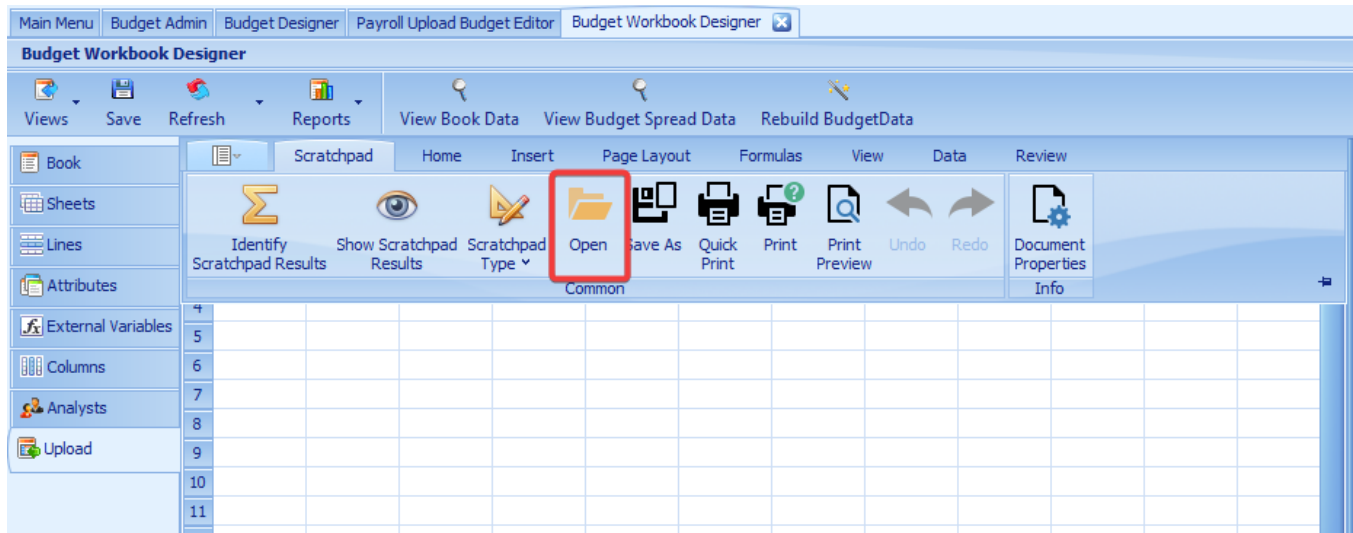
This spreadsheet is different than before as we now have multiple data columns we need to interpret rather than just 1 like before. Now we have identified columns E (Annual Wage), G (FICA), H (State Unemployment) and I (Profit Sharing)

	A	B	C	D	E	F	G	H	I
1	Multiview Medical, Inc.								
2	PAYROLL & BENEFITS BUDGET 2023								
3								$28,300 wage base	
4						1 = Y 0 = N	7.65%	1.20%	6.00%
5	Account #				650005		650035	650045	650020
6	DEPT (BUS UNIT)	NAME	HOURLY RATE	HOURS	ANNUAL WAGE	HEALTH INS	FICA	STATE UNEMPLOYMENT	PROFIT SHARING
7	130	Jerry Jones	40.75	2,080	84,760.00	Y	6,484.14	339.60	5,085.60
8	131	Emmitt Smith	20.80	2,080	43,264.00	Y	3,309.70	339.60	2,595.84
9	132	Mike Modano	20.34	1,040	21,153.60	N	1,618.25	253.84	1,269.22
10	168	Ed Belfour	15.00	1,040	15,600.00	Y	1,193.40	187.20	936.00
11	134	Dirk Nowitzki	16.50	1,560	25,740.00	Y	1,969.11	308.88	1,544.40
12	134	Michael Irvin	16.75	2,080	34,840.00	N	2,665.26	339.60	2,090.40
13	130	Troy Aikman	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
14	134	Jason Witten	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
15	131	Tony Romo	18.50	1,040	19,240.00	N	1,471.86	230.88	1,154.40
16	131	Roger Staubach	18.50	1,040	19,240.00	N	1,471.86	230.88	1,154.40
17									

Now we take those columns and input them into our Upload Area like so:

- Area Type – Upload
- Sheet Name – UPLOAD (The Name of the Sheet where the Budget Data is found)
- Start Row – 7 (The 1st Row where MV needs to start gathering the information)
- Last Row No – 16 (Optional, useful if you have none Budget Data information at the bottom of the sheet)
- Last Row Text – (Optional) Can be used to indicate a keyword to stop the uploading from reading any further
- Last Row Column – (Optional) Indicates which column to find the last row of text
- Columns per Period – (Optional) Used when uploading by periods rather than by totals to indicate if there are any extra columns between periods 1-12.

Area Type	Sheet Name	Column No	Start Row	Last Row No	Last Row Text	Last Row Column	Description	Columns Per Period
Upload	UPLOAD	E	7	16		0		1
Upload	UPLOAD	G	7	16		0		1
Upload	UPLOAD	H	7	16		0		1
Upload	UPLOAD	I	7	16		0		1

Column	Upload Column Type	Field	Value
E	Unit ID:	Column No	A
E	Account No	GL Account No	01_650005
G	Unit ID:	Column No	A
G	Account No	GL Account No	01_650035
H	Unit ID:	Column No	A
H	Account No	GL Account No	01_650045
I	Unit ID:	Column No	A
I	Account No	GL Account No	01_650020

That completes the setup for this Upload now we can click Exit to begin the Upload of data.

Before we can Upload we have to click Ready for Input so the sheet accepts the data.

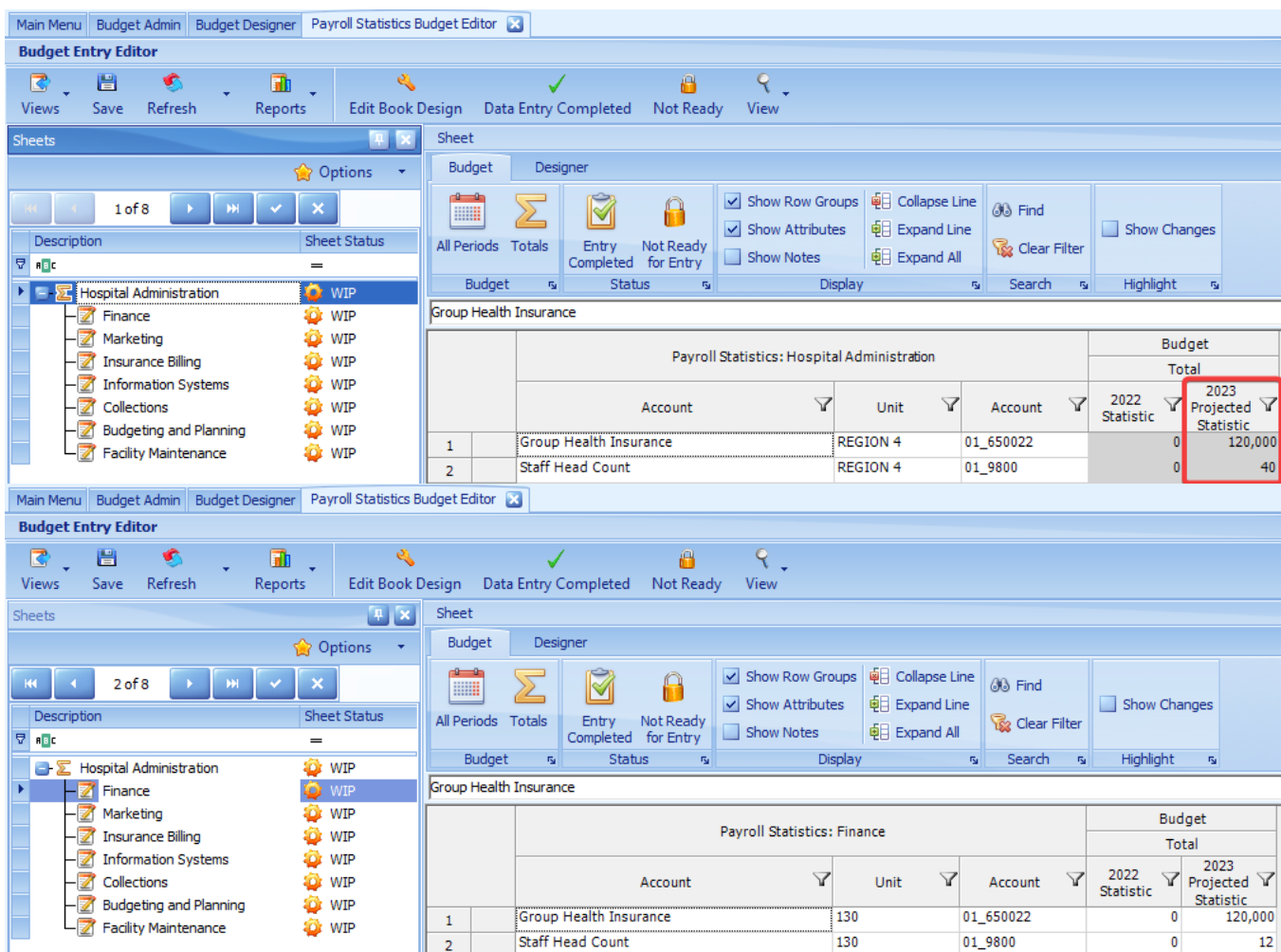Now we click Upload and if there is no error pop-up it was successful.

We want to verify the data by clicking View>Budget Spread Data. Then we can inspect the budget transactions and if they're acceptable they will push to the GL when we post and if not we can make adjustments to the spreadsheet or the setup to correct.

Budget Entry Editor

	A	B	C	D	E	F	G	H	I
1	Multiview Medical, Inc.								
2	PAYROLL & BENEFITS BUDGET 2023								
3								$28,300 wage base	
4						1 = Y 0 = N	7.65%	1.20%	6.00%
5	Account #				650005		650035	650045	650020
6	DEPT (BUS UNIT)	NAME	HOURLY RATE	HOURS	ANNUAL WAGE	HEALTH INS	FICA	STATE UNEMPLOYMENT	PROFIT SHARING
7	130	Jerry Jones	40.75	2,080	84,760.00	Y	6,484.14	339.60	5,085.60
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13	130	Troy Aikman	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
14	134	Jason Witten	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
15	131	Tony Romo	18.50	1,040	19,240.00	Y	1,471.86	230.88	1,154.40
16	131	Roger Staubach	18.50	1,040	19,240.00	N	1,471.86	230.88	1,154.40

Budget Spread Summary Inquiry

Account	Business Unit	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	Grand Total
Employer Social Security Taxes	Collections	99.45	99.45	99.45	99.45	99.45	99.45	99.45	99.45	99.45	99.45	99.45	99.45	1,193.40
	Facility Maintenance	654.72	654.72	654.72	654.72	654.72	654.72	654.72	654.72	654.72	654.72	654.72	654.63	7,856.55
	Finance	808.87	808.87	808.87	808.87	808.87	808.87	808.87	808.87	808.87	808.87	808.87	808.75	9,706.32
	Information Systems	134.85	134.85	134.85	134.85	134.85	134.85	134.85	134.85	134.85	134.85	134.85	134.90	1,618.25
	Insurance Billing	521.13	521.13	521.13	521.13	521.13	521.13	521.13	521.13	521.13	521.13	521.13	520.99	6,253.42
Employer Social Security Taxes Total		2,219.02	2,219.02	2,219.02	2,219.02	2,219.02	2,219.02	2,219.02	2,219.02	2,219.02	2,219.02	2,219.02	2,218.72	26,627.94
Office Salaries	Collections	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	15,600.00
	Facility Maintenance	8,558.33	8,558.33	8,558.33	8,558.33	8,558.33	8,558.33	8,558.33	8,558.33	8,558.33	8,558.33	8,558.33	8,558.37	102,700.00
	Finance	10,573.33	10,573.33	10,573.33	10,573.33	10,573.33	10,573.33	10,573.33	10,573.33	10,573.33	10,573.33	10,573.33	10,573.37	126,880.00
	Information Systems	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	1,762.80	21,153.60
	Insurance Billing	6,811.99	6,811.99	6,811.99	6,811.99	6,811.99	6,811.99	6,811.99	6,811.99	6,811.99	6,811.99	6,811.99	6,812.11	81,744.00
Office Salaries Total		29,006.45	29,006.45	29,006.45	29,006.45	29,006.45	29,006.45	29,006.45	29,006.45	29,006.45	29,006.45	29,006.45	29,006.65	348,077.60
Profit Sharing	Collections	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	78.00	936.00
	Facility Maintenance	513.50	513.50	513.50	513.50	513.50	513.50	513.50	513.50	513.50	513.50	513.50	513.50	6,162.00
	Finance	634.40	634.40	634.40	634.40	634.40	634.40	634.40	634.40	634.40	634.40	634.40	634.40	7,612.80
	Information Systems	105.77	105.77	105.77	105.77	105.77	105.77	105.77	105.77	105.77	105.77	105.77	105.75	1,269.22
	Insurance Billing	408.72	408.72	408.72	408.72	408.72	408.72	408.72	408.72	408.72	408.72	408.72	408.72	4,904.64
Profit Sharing Total		1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	1,740.39	20,884.66
State Unemployment Tax	Collections	15.60	15.60	15.60	15.60	15.60	15.60	15.60	15.60	15.60	15.60	15.60	15.60	187.20
	Facility Maintenance	82.34	82.34	82.34	82.34	82.34	82.34	82.34	82.34	82.34	82.34	82.34	82.34	988.08
	Finance	56.60	56.60	56.60	56.60	56.60	56.60	56.60	56.60	56.60	56.60	56.60	56.60	679.20
	Information Systems	21.15	21.15	21.15	21.15	21.15	21.15	21.15	21.15	21.15	21.15	21.15	21.19	253.84
	Insurance Billing	66.78	66.78	66.78	66.78	66.78	66.78	66.78	66.78	66.78	66.78	66.78	66.78	801.36
State Unemployment Tax Total		242.47	242.47	242.47	242.47	242.47	242.47	242.47	242.47	242.47	242.47	242.47	242.51	2,909.68
Grand Total		33,208.33	33,208.33	33,208.33	33,208.33	33,208.33	33,208.33	33,208.33	33,208.33	33,208.33	33,208.33	33,208.33	33,208.25	398,499.88

The Final example will be the creation of an Allocation workbook to allocate Health Insurance that is currently just under our Finance Department as a large lump sum and we will allocate that amount to different departments based on head count.

To start we will view our starting data in the Payroll Statistics Budget workbook. This information could be pulled from multiple workbooks but to make showing the functionality more simple just included all of our data in a single workbook. You can see we have a total of $120,000 to allocate to all over our listed departments. Each department has a different staff headcount so at the end we should see the larger headcounts receive a larger amount of the Group Health Insurance.

The head counts from this workbook are as follows:

Finance	12
Marketing	7
Insurance Billing	6
Information Systems	5
Collections	1
Budgeting and Planning	7
Facility Maintenance	2

Now that we have our data lets begin by creating an Allocation workbook by right-clicking in a blank area and selecting Add Allocation. Give it the name of Group Health Insurance Allocation.
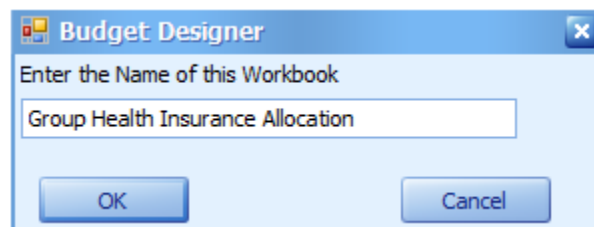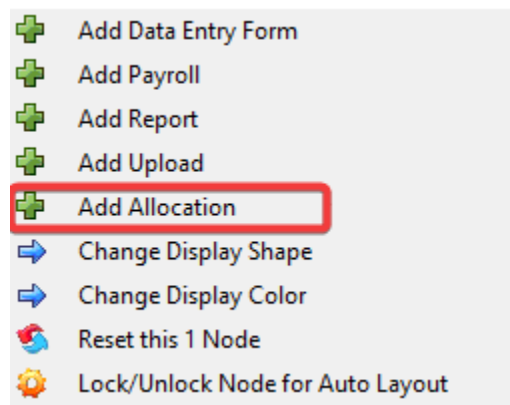
Once created double-click the Group Health Insurance Allocation workbook to open it. Once it is open click on the Add Allocation button in the upper left of the screen and then give it a name of Health Insurance Allocation.

![IMUG2023 OCTOBER 16-18, DALLAS, TX]

Budget Uploads and Allocations
Time: 4:00pm - 4:45pm   Date: Monday, October 16, 2023
Time: 11:00am - 11:45am   Date: Tuesday, October 17, 2023
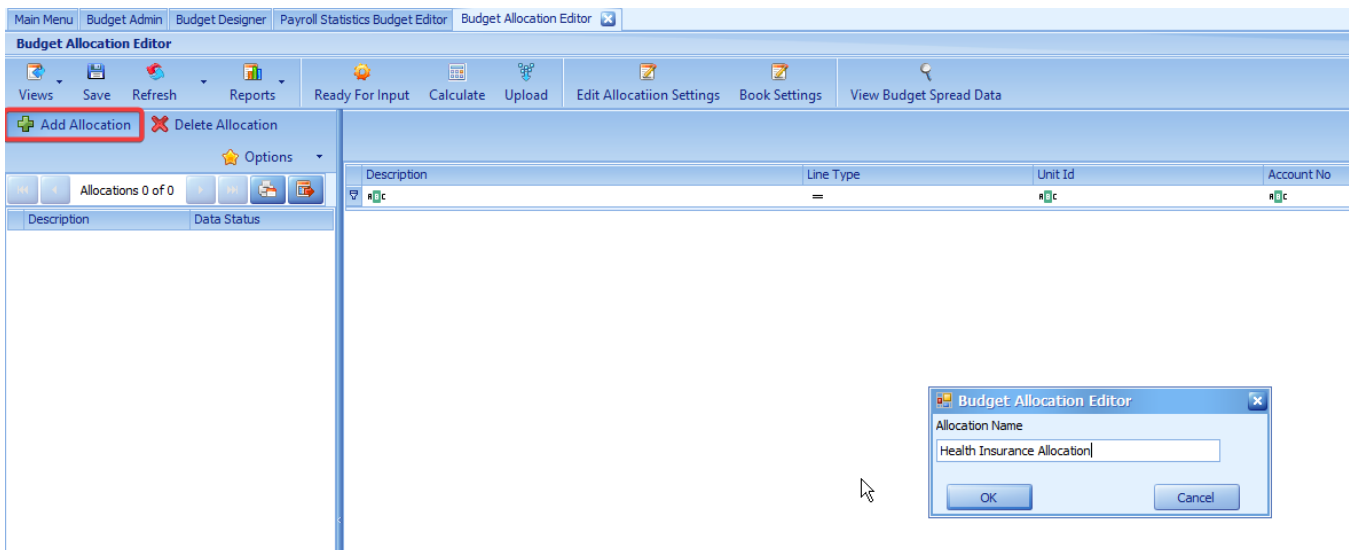
The next step is to go specify the details of this allocation. To do so, click on the Edit Allocation Settings.

The source Unit Id will be our Finance BU – 130.

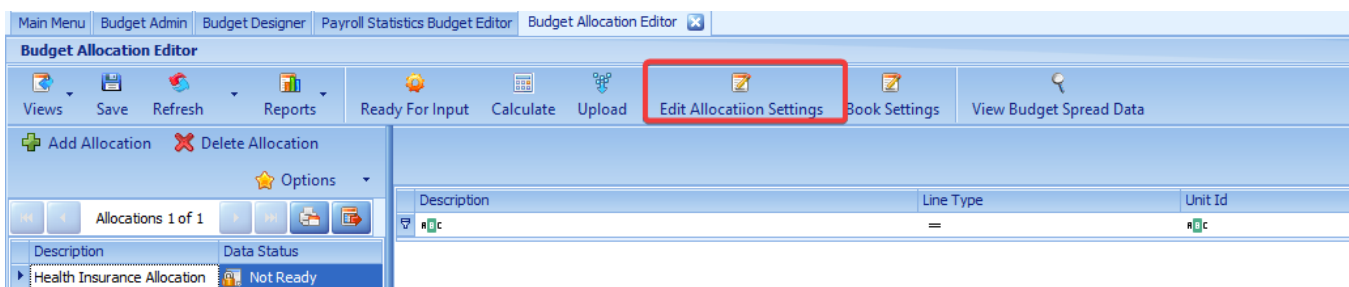The source Account No will be the Group Health Insurance account - 01_650022

Target Unit Id - Here you want to specify the root Business Unit that we will be allocating to. This is to capture all Business Units that will be involved in the allocation. – Region 4 (Hospital Administration)

Target Account No – For the Account we want the totals to remain in the Group Health Insurance account, therefore we will assign it to 01_650022.

Allocate by Account No – Here you want to specify which Stat Account to use to determine the percentage that goes to each department. This should be our Staff Head Count stat account- 01_9800

Uh Oh we have a blank screen! In order to get our data we need to click calculate. In order to do that our Allocation must be in a WIP status so we need to click Ready for Input.

Now we can see that it used the headcount to create a percentage of what each department should receive. If we like our allocations, then we can click Upload and it will create the transactions that will post along with the rest of the budget when it is posted to the GL.

Description	Line Type	Unit Id	Account No	Spread Amount	Spread Percent	Alloc Amount
▽ ▪□c	=	▪□c	▪□c	=	=	=
Finance Group Health Insurance	Source	130	01_650022	0.0000	100.0000	141467.73
Hospital Administration Group Health Insurance	Allocation Total	REGION 4	01_650022	40.0000	100.0000	141467.73
Collections Group Health Insurance	Allocation	168	01_650022	1.0000	2.5000	3536.69
Budgeting and Planning Group Health Insurance	Allocation	133	01_650022	7.0000	17.5000	24756.85
Compliance Group Health Insurance	Allocation	104	01_650022	0.0000	0.0000	0.00
Insurance Billing Group Health Insurance	Allocation	131	01_650022	6.0000	15.0000	21220.16
Marketing Group Health Insurance	Allocation	137	01_650022	7.0000	17.5000	24756.85
Finance Group Health Insurance	Allocation	130	01_650022	12.0000	30.0000	42440.32
Adverstising Group Health Insurance	Allocation	103	01_650022	0.0000	0.0000	0.00
Information Systems Group Health Insurance	Allocation	132	01_650022	5.0000	12.5000	17683.47
Facility Maintenance Group Health Insurance	Allocation	134	01_650022	2.0000	5.0000	7073.39
Finance Group Health Insurance	Contra	130	01_650022	0.0000	100.0000	-141467.73

| Main Menu | Budget Admin | Budget Designer | Payroll Statistics Budget Editor | Budget Allocation Editor ✖ |

Budget Allocation Editor

| Views | Save | Refresh | Reports | Ready For Input | Calculate | Upload | Edit Allocatiion Settings | Book Settings | View Budget Spread Data |

➕ Add Allocation   ✖ Delete Allocation   ⭐ Options ▾

|◀◀ ◀   Allocations 1 of 1   ▶ ▶▶

Description	Data Status
Health Insurance Allocation	⚙ WIP

Description
▽ ▪□c
▶ ⊞ Finance Group Health Insurance