

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 data 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.

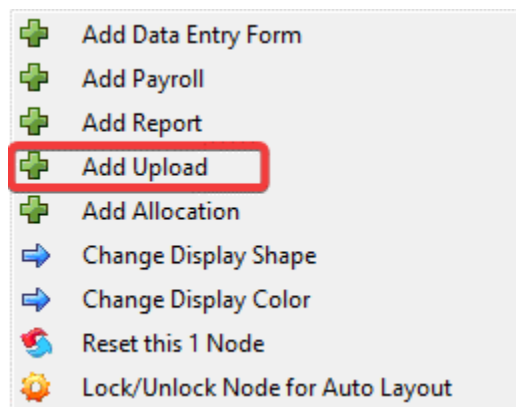
Why an Allocation workbook?

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.

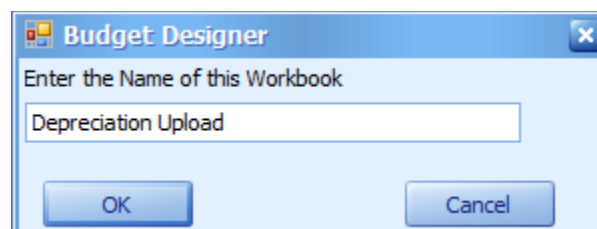
Upload Case #1: Using an upload workbook to utilize the depreciation projection Asset Management can produce.

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.

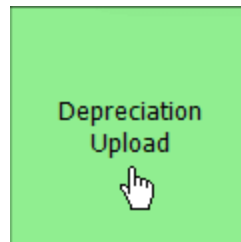
Get started by creating an upload workbook within your budget. Anywhere within a blank space in the Budget Designer right-click and select the Add Upload option.



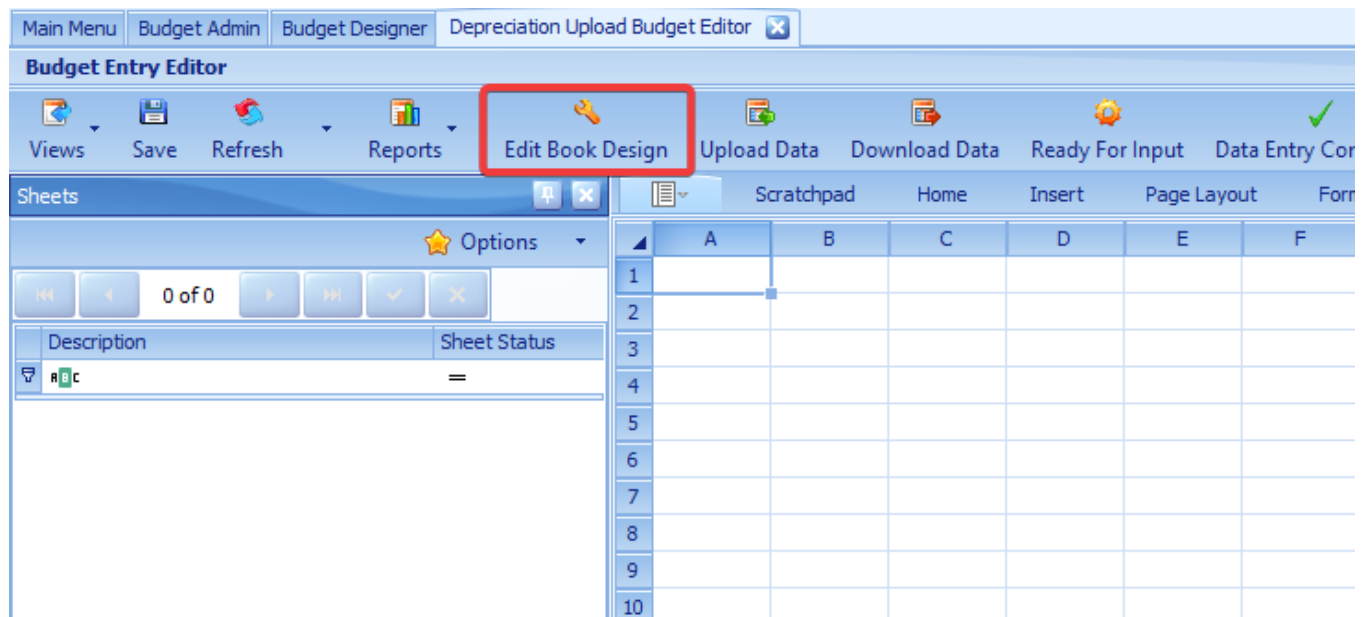
Then name the workbook Depreciation Upload.



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.

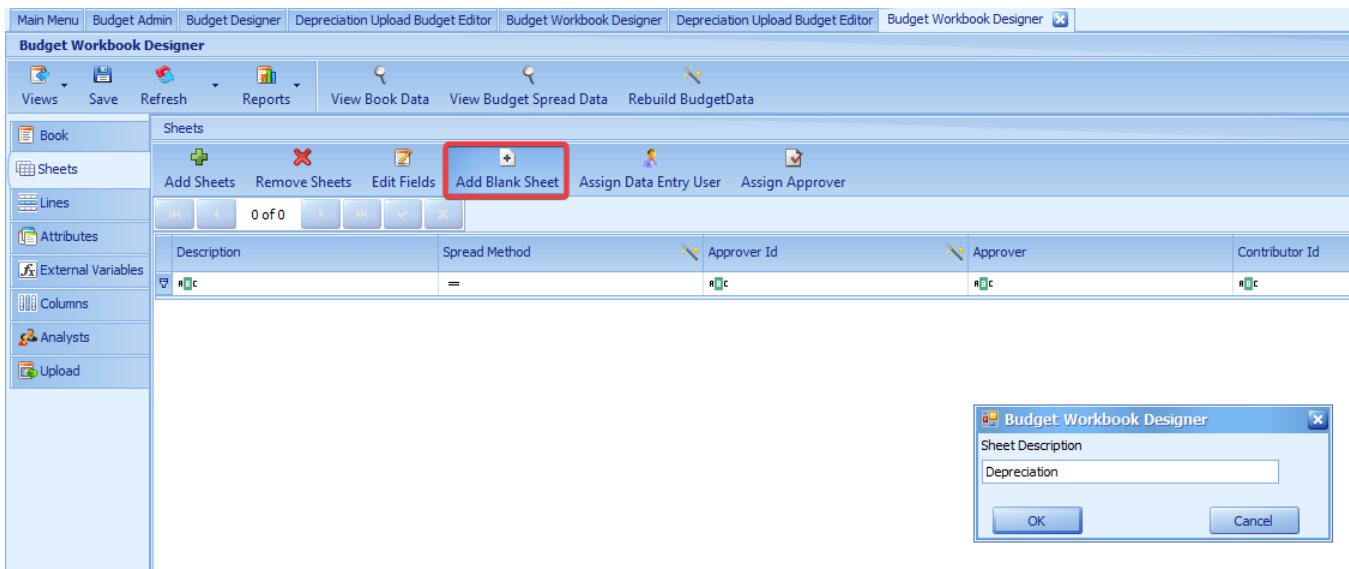


For this workbook to interpret our data correctly we need to adjust two settings on the Book tab. We want to change the Data entry mode to be By Periods (means that the workbook expects data entered to be a per period amount) and we want the spread method to be Average (whatever budget number we enter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

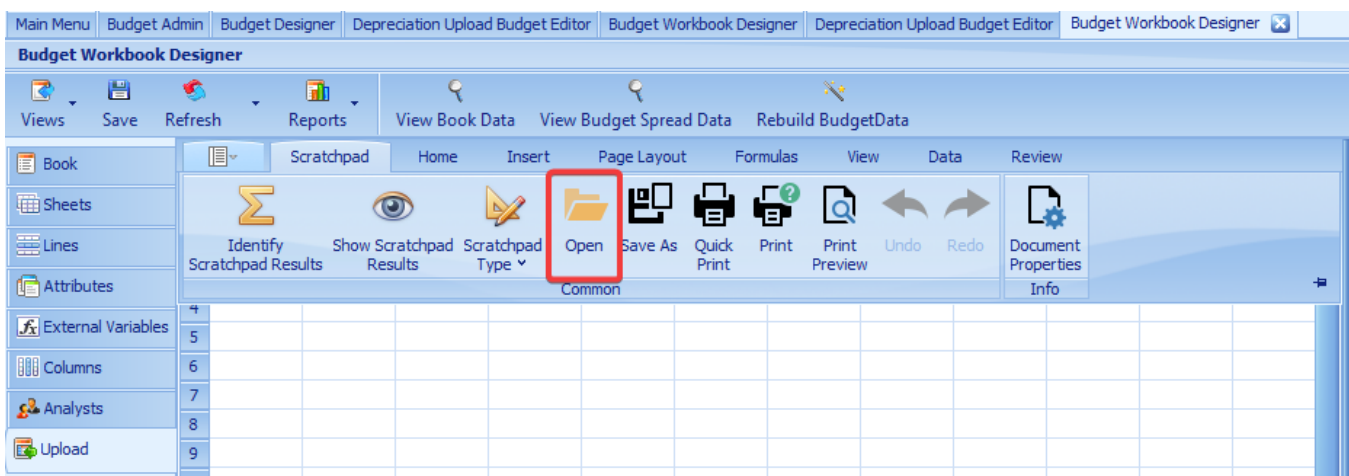
To do this simply select the Change Entry Type button to swap from By Totals to By Periods and then select Average from the spread method drop down menu.

Main Menu		Budget Admin		Budget Designer		Depreciation Upload Budget Editor		Budget Workbook Designer	
Budget Workbook Designer									
Views		Save		Refresh		Reports		View Book Data View Budget Spread Data Rebuild BudgetData	
Book		Workbook							
Sheets		Description		Depreciation Upload					
Lines		Book Type		Upload					
Attributes		Book Status		WIP					
External Variables		Process Flow Type		Bottom Up					
Columns		Data Entry Options							
Analysts		Data Entry Mode		By Periods					
Upload		Spread Method		Average					
		Allow Adjustments		No					
		Allow Itemizing		No					
		Allow Vlookups		No					
		Scratch Pad Type		None					
		Display Defaults							
		Show Periods		Yes					
		Show Attributes		Yes					
		Show Row Groups		Yes					
		Suppress Zeros		No					

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.

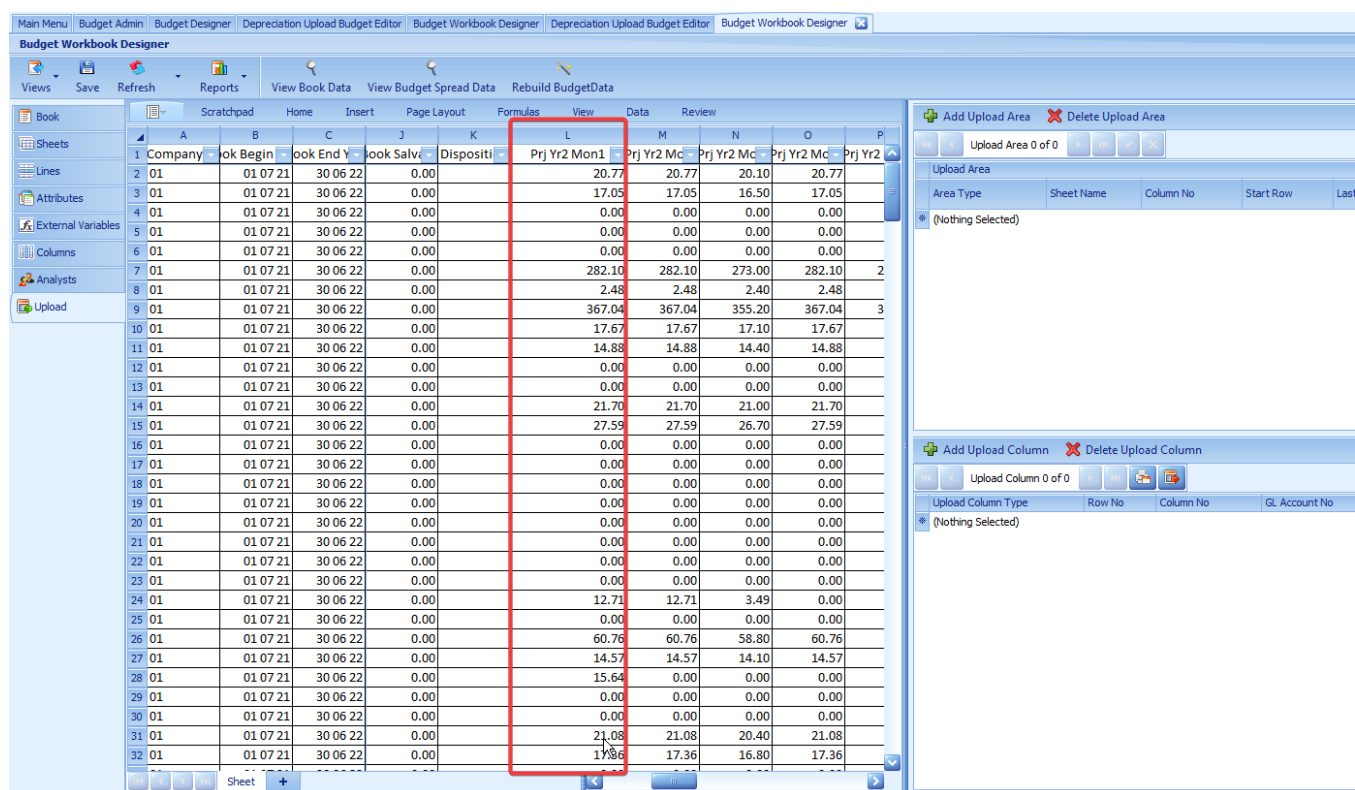


Finally we can do the bulk of the setup for the workbook on the Upload tab. This is where we define how the workbook will interpret the data from our spreadsheet. The first step is to upload a copy of your spreadsheet. To do so from the Scratchpad menu click Open and select your file from where you have 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.



The screenshot displays the 'Budget Workbook Designer' application. The main window shows a spreadsheet with columns A through P. Column L is highlighted with a red box and labeled 'Prj Yr2 Mon1'. The right sidebar contains two panels: 'Add Upload Area' and 'Add Upload Column'. Both panels are currently empty, showing 'Upload Area 0 of 0' and 'Upload Column 0 of 0' respectively.

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

+ Add Upload Area ✖ Delete Upload Area ★ Options

1 Upload Area 1 of 1 ✖

Upload Area								
Area Type	Sheet Name	Column No	Start Row	Last Row No	Last Row Text	Last Row Column	Description	Columns Per Period
Upload	Sheet	L	2	297		0		1

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)

Main Menu | Budget Admin | Budget Designer | Depreciation Upload Budget Editor | Budget Workbook Designer | Depreciation Upload Budget Editor | Budget Workbook Designer

Views Save Refresh Reports View Book Data View Budget Spread Data Rebuild BudgetData

Book Sheets Lines Attributes External Variables Columns Analysts Upload

Company	Book Begin	Book End	Yr1 Yr2 Mo	Yr1 Yr2 Mo	Yr2 Accoun	GL Segment1	GL Segment	GL Segment	GL Segment
85 01	01 07 21	30 06 22	0.00	0.00	818.00	102	195005	000000	195005
86 01	01 07 21	30 06 22	0.00	0.00	806.00	102	195005	000000	195005
87 01	01 07 21	30 06 22	0.00	0.00	842.00	102	195005	000000	195005
88 01	01 07 21	30 06 22	0.00	0.00	638.00	102	197005	000000	197005
89 01	01 07 21	30 06 22	0.00	0.00	701.00	102	197005	000000	197005
90 01	01 07 21	30 06 22	0.00	0.00	1977.00	102	197005	000000	197005
91 01	01 07 21	30 06 22	21.70	21.00	1070.30	103	177005	000000	177005
92 01	01 07 21	30 06 22	0.00	0.00	1046.00	103	177005	000000	177005
93 01	01 07 21	30 06 22	0.00	0.00	525.00	103	177005	000000	177005
94 01	01 07 21	30 06 22	364.87	353.10	30060.58	103	180005	000000	180005
95 01	01 07 21	30 06 22	3.10	3.00	229.40	103	180005	000000	180005
96 01	01 07 21	30 06 22	345.34	334.20	21321.96	103	180005	000000	180005
97 01	01 07 21	30 06 22	0.00	0.00	1530.00	103	185005	000000	185005
98 01	01 07 21	30 06 22	18.60	18.00	963.60	103	185005	000000	185005
99 01	01 07 21	30 06 22	0.00	0.00	914.00	103	185005	000000	185005
100 01	01 07 21	30 06 22	22.32	28.88	1322.00	103	188005	000000	188005
101 01	01 07 21	30 06 22	28.21	27.30	1244.88	103	188005	000000	188005
102 01	01 07 21	30 06 22	0.00	0.00	600.00	103	188005	000000	188005
103 01	01 07 21	30 06 22	0.00	0.00	378.00	103	190005	000000	190005
104 01	01 07 21	30 06 22	0.00	0.00	226.00	103	190005	000000	190005
105 01	01 07 21	30 06 22	0.00	0.00	254.00	103	190005	000000	190005
106 01	01 07 21	30 06 22	0.00	0.00	531.00	103	191001	000000	191001
107 01	01 07 21	30 06 22	0.00	0.00	518.00	103	191001	000000	191001
108 01	01 07 21	30 06 22	0.00	0.00	1100.00	103	191001	000000	191001
109 01	01 07 21	30 06 22	0.00	0.00	1483.00	103	192005	000000	192005
110 01	01 07 21	30 06 22	0.00	0.00	1190.00	103	192005	000000	192005
111 01	01 07 21	30 06 22	0.00	0.00	380.00	103	192005	000000	192005
112 01	01 07 21	30 06 22	15.50	15.00	841.50	103	195005	000000	195005
113 01	01 07 21	30 06 22	0.00	0.00	890.00	103	195005	000000	195005
114 01	01 07 21	30 06 22	0.00	0.00	782.00	103	195005	000000	195005
115 01	01 07 21	30 06 22	0.00	0.00	718.00	103	197005	000000	197005

+ Add Upload Column ✖ Delete Upload Column

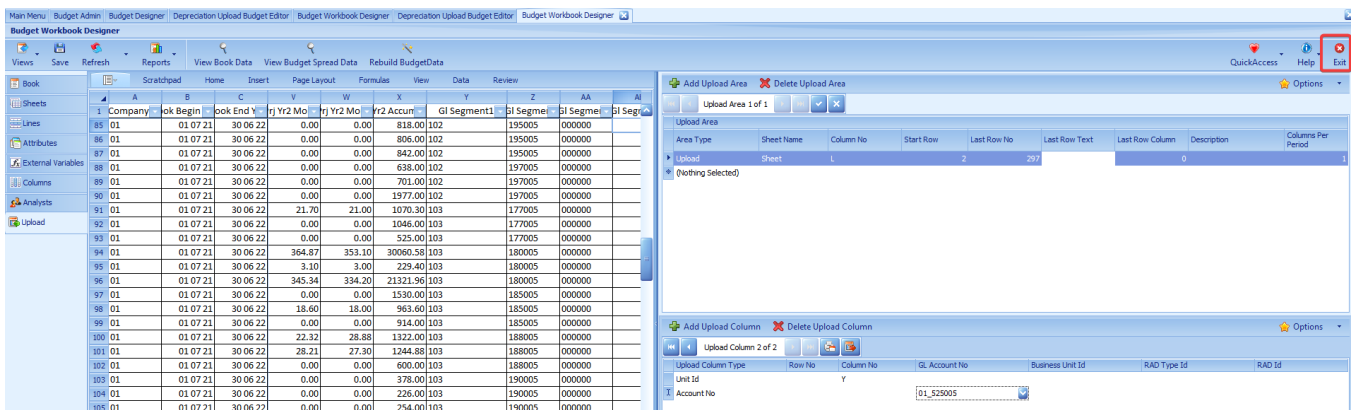
0 Upload Column 0 of 0 ✖

Upload Column Type	Row No	Column No	GL Account No	Business Unit Id
(Nothing Selected)				

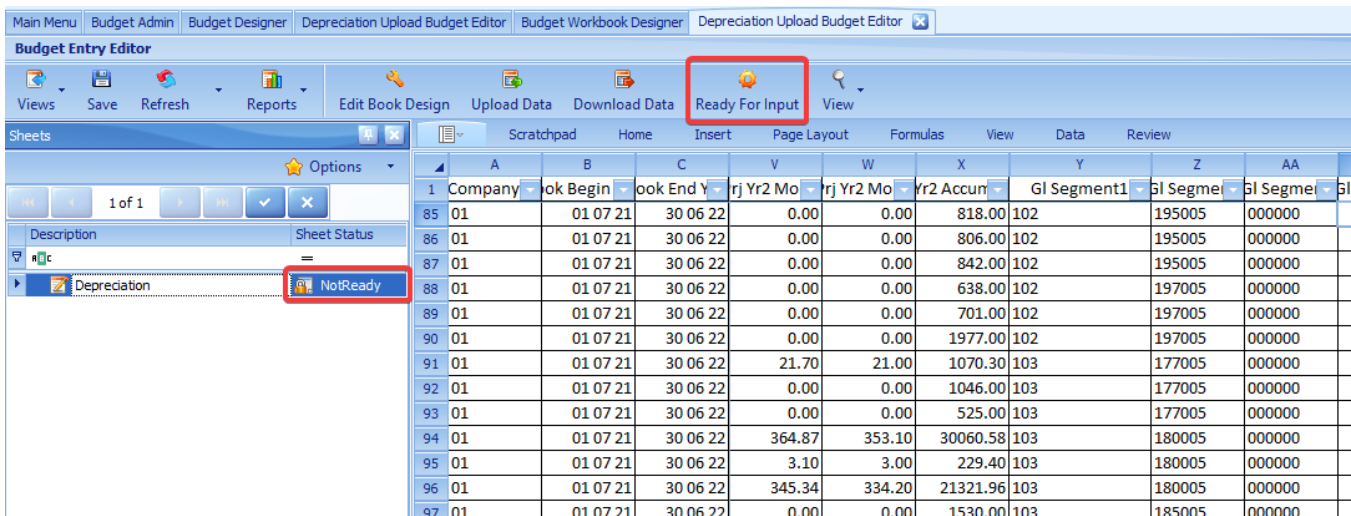
Click Add Upload Column and select Unit Id then indicate that it is in column Y. Next click the Add Upload Column again and select Account No then specifically assign the depreciation expense account number.



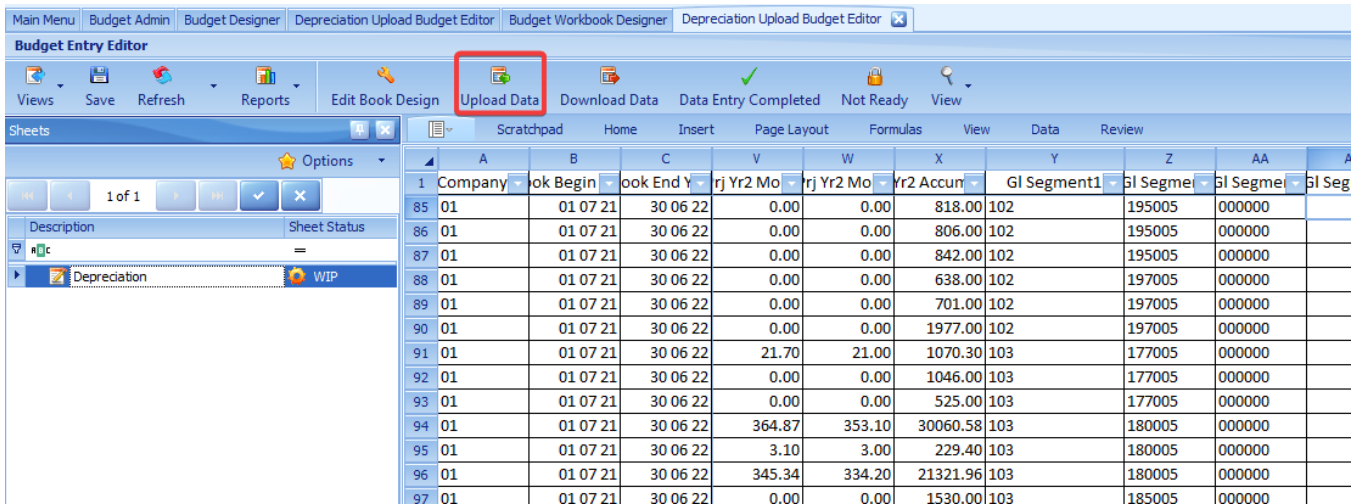
This completes the setup and now we want to actually upload our data and verify it uploads the numbers we are looking for. Hit Exit in the upper right corner to close the Budget Workbook Designer window.



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.



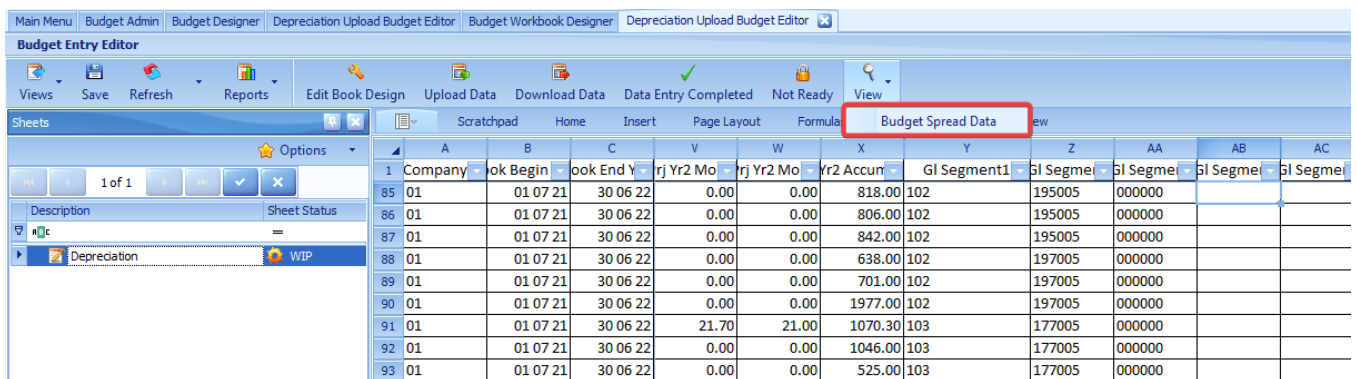
Now we can click the Upload Data button above the grid. This is an important step as that is what triggers the setup we just did to interpret the data in the spreadsheet and create budget transactions we're after. If you do not receive an error message then it was successful. If you receive any kind of pop-up error then the upload is cancelled and you will have to correct the error before you can attempt to upload again.



The screenshot shows the 'Budget Entry Editor' window. The 'Upload Data' button in the top toolbar is highlighted with a red box. Below the toolbar is a grid of data with columns: Company, Book Begin, Book End, Yr1 Yr2 Mo, Yr2 Yr2 Mo, Yr2 Accr, GL Segment1, GL Segme, GL Segme, and GL Seg. The grid contains data for various budget items, including depreciation.

	Company	Book Begin	Book End	Yr1 Yr2 Mo	Yr2 Yr2 Mo	Yr2 Accr	GL Segment1	GL Segme	GL Segme	GL Seg
85	01	01 07 21	30 06 22	0.00	0.00	818.00	102	195005	000000	
86	01	01 07 21	30 06 22	0.00	0.00	806.00	102	195005	000000	
87	01	01 07 21	30 06 22	0.00	0.00	842.00	102	195005	000000	
88	01	01 07 21	30 06 22	0.00	0.00	638.00	102	197005	000000	
89	01	01 07 21	30 06 22	0.00	0.00	701.00	102	197005	000000	
90	01	01 07 21	30 06 22	0.00	0.00	1977.00	102	197005	000000	
91	01	01 07 21	30 06 22	21.70	21.00	1070.30	103	177005	000000	
92	01	01 07 21	30 06 22	0.00	0.00	1046.00	103	177005	000000	
93	01	01 07 21	30 06 22	0.00	0.00	525.00	103	177005	000000	
94	01	01 07 21	30 06 22	364.87	353.10	30060.58	103	180005	000000	
95	01	01 07 21	30 06 22	3.10	3.00	229.40	103	180005	000000	
96	01	01 07 21	30 06 22	345.34	334.20	21321.96	103	180005	000000	
97	01	01 07 21	30 06 22	0.00	0.00	1530.00	103	185005	000000	

To verify that it created the transactions we're looking for select View>Budget Spread Data. Whatever transactions appear here 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.



The screenshot shows the 'Budget Entry Editor' window. The 'Budget Spread Data' button in the top toolbar is highlighted with a red box. Below the toolbar is a grid of data with columns: Company, Book Begin, Book End, Yr1 Yr2 Mo, Yr2 Yr2 Mo, Yr2 Accr, GL Segment1, GL Segme, GL Segme, and GL Seg. The grid contains data for various budget items, including depreciation.

	Company	Book Begin	Book End	Yr1 Yr2 Mo	Yr2 Yr2 Mo	Yr2 Accr	GL Segment1	GL Segme	GL Segme	GL Seg
85	01	01 07 21	30 06 22	0.00	0.00	818.00	102	195005	000000	
86	01	01 07 21	30 06 22	0.00	0.00	806.00	102	195005	000000	
87	01	01 07 21	30 06 22	0.00	0.00	842.00	102	195005	000000	
88	01	01 07 21	30 06 22	0.00	0.00	638.00	102	197005	000000	
89	01	01 07 21	30 06 22	0.00	0.00	701.00	102	197005	000000	
90	01	01 07 21	30 06 22	0.00	0.00	1977.00	102	197005	000000	
91	01	01 07 21	30 06 22	21.70	21.00	1070.30	103	177005	000000	
92	01	01 07 21	30 06 22	0.00	0.00	1046.00	103	177005	000000	
93	01	01 07 21	30 06 22	0.00	0.00	525.00	103	177005	000000	

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

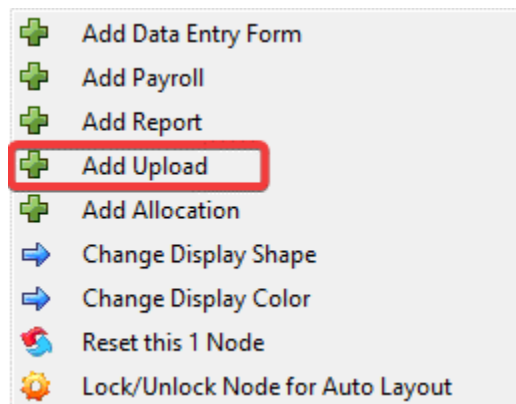
Print Pivot Graph Wizard Print Graph Layout

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		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
	Advertising	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
	Budgeting and Planning	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
	Compliance	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
	Facility Maintenance	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
	Finance	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
	Information Systems	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
	Insurance Billing	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
	Management Operations	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
	Paediatrics General	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
	Regulatory	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 Haematology	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
	Urgent Care Trauma	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
Depreciation Expense Total														

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.



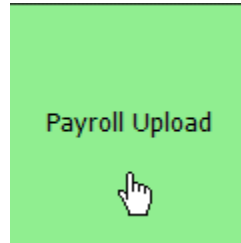
Budget Designer

Enter the Name of this Workbook

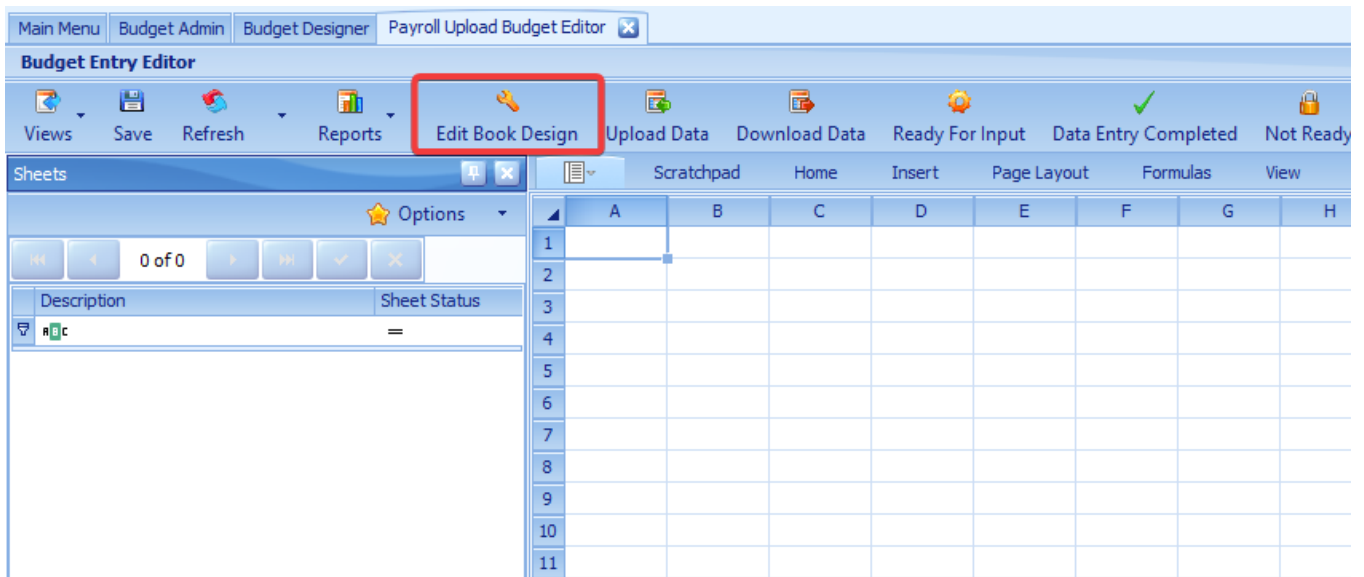
Payroll Upload

OK Cancel

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 our 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.

Book	Workbook
Sheets	Description: Payroll Upload
Lines	Book Type: Upload
Attributes	Book Status: Not Ready to start
External Variables	Process Flow Type: Bottom Up
Columns	Data Entry Options
Analysts	Data Entry Mode: By Totals
Upload	Spread Method: Even
	Allow Adjustments: No
	Allow Itemizing: No
	Allow Vlookups: No
	Scratch Pad Type: None
	Display Defaults
	Show Periods: Yes
	Show Attributes: Yes
	Show Row Groups: Yes
	Suppress Zeros: No

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

Main Menu | Budget Admin | Budget Designer | Payroll Upload Budget Editor | Budget Workbook Designer

Budget Workbook Designer

Views | Save | Refresh | Reports | View Book Data | View Budget Spread Data | Rebuild BudgetData

Book

Sheets

Add Sheets | Remove Sheets | Edit Fields | **Add Blank Sheet** | Assign Data Entry User | Assign Approver

0 of 0

Description	Spread Method	Approver Id	Approver	Contributor Id
	=			

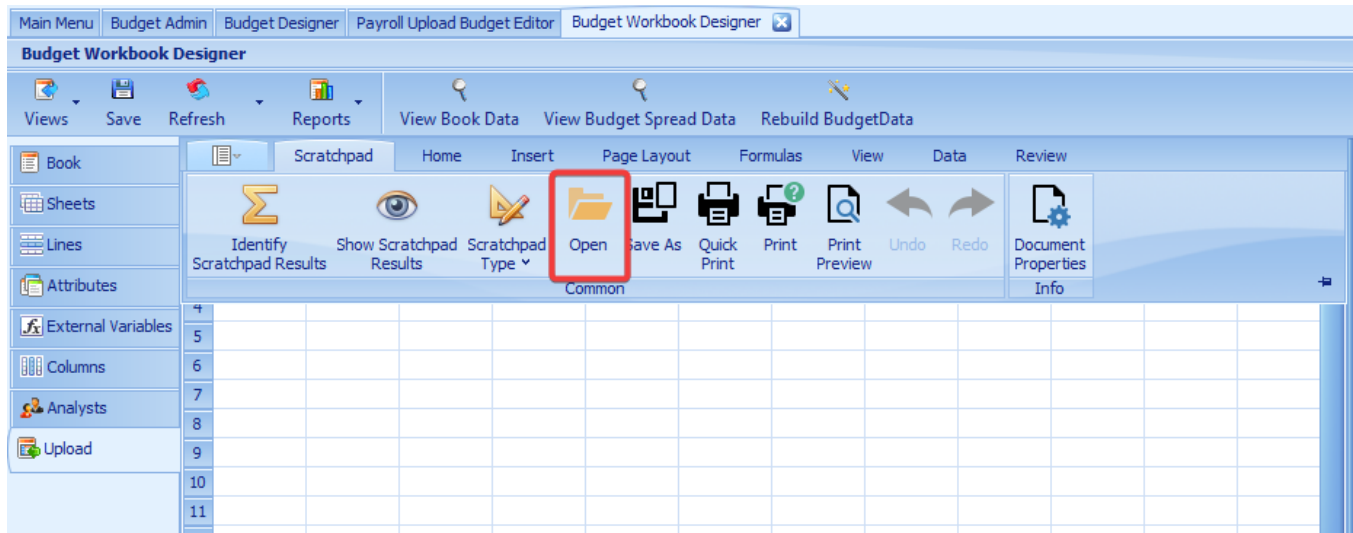
Budget Workbook Designer

Sheet Description

Payroll

OK Cancel

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)

Main Menu		Budget Admin		Budget Designer		Payroll Upload Budget Editor		Budget Workbook Designer		Budget Workbook Designer	
Budget Workbook Designer											
Views		Save		Refresh		Reports		View Book Data		View Budget Spread Data	
Rebuild BudgetData											
Book		Scratchpad Home Insert Page Layout Formulas View Data Review									
Sheets											
Lines											
Attributes											
External Variables											
Columns											
Analysts											
Upload											

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.

Add Upload Area

Delete Upload Area

Options

Upload Area 4 of 4

Upload Area								
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

Budget Uploads and Allocations

Time: 4:00pm - 4:45pm

Date: Monday, October 16, 2023

Time: 11:00am - 11:45am

Date: Tuesday, October 17, 2023

Add Upload Column
 Delete Upload Column

Options

Upload Column 3 of 3

Upload Column Type	Row No	Column No	GL Account No	Business Unit Id	RAD Type Id	RAD Id
Unit Id		A				
Account No			01_650005			

Add Upload Column
 Delete Upload Column

Options

Upload Column 3 of 3

Upload Column Type	Row No	Column No	GL Account No	Business Unit Id	RAD Type Id	RAD Id
Unit Id		A				
Account No			01_650035			

Add Upload Column
 Delete Upload Column

Options

Upload Column 3 of 3

Upload Column Type	Row No	Column No	GL Account No	Business Unit Id	RAD Type Id	RAD Id
Unit Id		A				
Account No			01_650045			

Add Upload Column
 Delete Upload Column

Options

Upload Column 3 of 3

Upload Column Type	Row No	Column No	GL Account No	Business Unit Id	RAD Type Id	RAD Id
Unit Id		A				
Account No			01_650020			

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

Main Menu | Budget Admin | Budget Designer | Payroll Upload Budget Editor | Budget Workbook Designer

Views | Save | Refresh | Reports | View Book Data | View Budget Spread Data | Rebuild Budget Data

Book | Sheets | Lines | Attributes | External Variables | Columns | Analysts | Upload

1 Multiview Medical, Inc.
 2 PAYROLL & BENEFITS BUDGET 2023
 3
 4
 5 Account #
 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
 15 111 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

Add Upload Area Delete Upload Area
 Upload Area 4 of 4

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

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

Budget Uploads and Allocations

Time: 4:00pm - 4:45pm

Date: Monday, October 16, 2023

Time: 11:00am - 11:45am

Date: Tuesday, October 17, 2023

Main Menu | Budget Admin | Budget Designer | Payroll Upload Budget Editor

Budget Entry Editor

Views | Save | Refresh | Reports | Edit Book Design | Upload Data | Download Data | **Ready For Input** | View

Sheets: 1 of 1 | Options | Description | Sheet Status | Payroll | NotReady

Account #	DEPT (BUS UNIT)	NAME	HOURLY RATE	HOURS	ANNUAL WAGE	HEALTH INS	FICA	STATE UNEMPLOYMENT	PROFIT SHARING
650005									
650035									
650045									
650020									
	130	Jerry Jones	40.75	2,080	84,760.00	Y	6,484.14	339.60	5,085.60
	131	Emmitt Smith	20.80	2,080	43,264.00	Y	3,309.70	339.60	2,595.84
	132	Mike Modano	20.34	1,040	21,153.60	N	1,618.25	253.84	1,269.22
	168	Ed Belfour	15.00	1,040	15,600.00	Y	1,193.40	187.20	936.00
	134	Dirk Nowitzki	16.50	1,560	25,740.00	Y	1,969.11	308.88	1,544.40
	134	Michael Irvin	16.75	2,080	34,840.00	N	2,665.26	339.60	2,090.40
	130	Troy Aikman	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
	134	Jason Witten	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
	131	Tony Romo	18.50	1,040	19,240.00	N	1,471.86	230.88	1,154.40
	131	Roger Staubach	18.50	1,040	19,240.00	N	1,471.86	230.88	1,154.40

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

Main Menu | Budget Admin | Budget Designer | Payroll Upload Budget Editor

Budget Entry Editor

Views | Save | Refresh | Reports | Edit Book Design | **Upload Data** | Download Data | Data Entry Completed | Not Ready | View

Sheets: 1 of 1 | Options | Description | Sheet Status | Payroll | WIP

Account #	DEPT (BUS UNIT)	NAME	HOURLY RATE	HOURS	ANNUAL WAGE	HEALTH INS	FICA	STATE UNEMPLOYMENT	PROFIT SHARING
650005									
650035									
650045									
650020									
	130	Jerry Jones	40.75	2,080	84,760.00	Y	6,484.14	339.60	5,085.60
	131	Emmitt Smith	20.80	2,080	43,264.00	Y	3,309.70	339.60	2,595.84
	132	Mike Modano	20.34	1,040	21,153.60	N	1,618.25	253.84	1,269.22
	168	Ed Belfour	15.00	1,040	15,600.00	Y	1,193.40	187.20	936.00
	134	Dirk Nowitzki	16.50	1,560	25,740.00	Y	1,969.11	308.88	1,544.40
	134	Michael Irvin	16.75	2,080	34,840.00	N	2,665.26	339.60	2,090.40
	130	Troy Aikman	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
	134	Jason Witten	20.25	2,080	42,120.00	Y	3,222.18	339.60	2,527.20
	131	Tony Romo	18.50	1,040	19,240.00	N	1,471.86	230.88	1,154.40
	131	Roger Staubach	18.50	1,040	19,240.00	N	1,471.86	230.88	1,154.40

Budget Uploads and Allocations

Time: 4:00pm - 4:45pm

Date: Monday, October 16, 2023

Time: 11:00am - 11:45am

Date: Tuesday, October 17, 2023

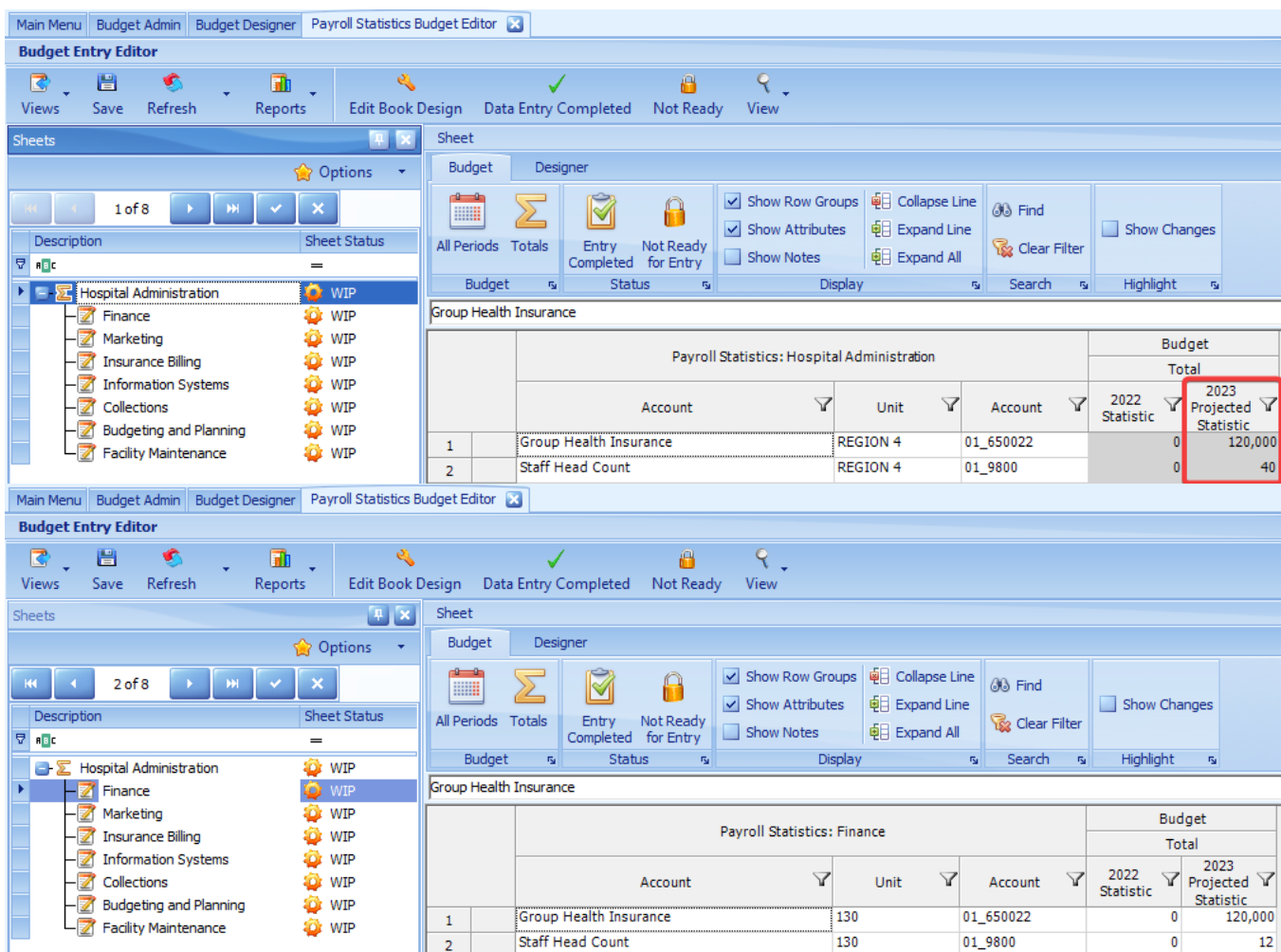
We want to verify the data by clicking View>Budget Spread Data. Then we can inspect the budget transactions and if they're acceptable they will push to the GL when we post and if not we can make adjustments to the spreadsheet or the setup to correct.

Main Menu Budget Admin Budget Designer Payroll Upload Budget Editor									
Budget Entry Editor									
Views Save Refresh Reports Edit Book Design Upload Data Download Data Data Entry Completed Not Ready View									
Sheets Options Budget Spread Data									
1 of 1									
Description Sheet Status									
Payroll WIP									
Multiview Medical, Inc.									
PAYROLL & BENEFITS BUDGET 2023									
\$28,300 wage base									
1 = Y 0 = N									
7.65% 1.20% 6.00%									
Account # 650005 650035 650045 650020									
DEPT (BUS UNIT) NAME HOURLY RATE HOURS ANNUAL WAGE HEALTH INS FICA STATE UNEMPLOYMENT PROFIT SHARING									
130 Jerry Jones 40.75 2,080 84,760.00 Y 6,484.14 339.60 5,085.60									
131 Emmitt Smith 20.80 2,080 43,264.00 Y 3,309.70 339.60 2,595.84									
132 Mike Modano 20.34 1,040 21,153.60 N 1,618.25 253.84 1,269.22									
168 Ed Belfour 15.00 1,040 15,600.00 Y 1,193.40 187.20 936.00									
134 Dirk Nowitzki 16.50 1,560 25,740.00 Y 1,969.11 308.88 1,544.40									
134 Michael Irvin 16.75 2,080 34,840.00 N 2,665.26 339.60 2,090.40									
130 Troy Aikman 20.25 2,080 42,120.00 Y 3,222.18 339.60 2,527.20									
134 Jason Witten 20.25 2,080 42,120.00 Y 3,222.18 339.60 2,527.20									
131 Tony Romo 18.50 1,040 19,240.00 N 1,471.86 230.88 1,154.40									
131 Roger Staubach 18.50 1,040 19,240.00 N 1,471.86 230.88 1,154.40									

Main Menu Budget Admin Budget Designer Payroll 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		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	654.72	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	8,558.33	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	1,740.37	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.



Budget Entry Editor

Views Save Refresh Reports Edit Book Design Data Entry Completed Not Ready View

Sheets 1 of 8

Description Sheet Status

Hospital Administration WIP

Finance WIP

Marketing WIP

Insurance Billing WIP

Information Systems WIP

Collections WIP

Budgeting and Planning WIP

Facility Maintenance WIP

Budget **Designer**

All Periods Totals Entry Completed Not Ready for Entry Show Row Groups Collapse Line Find Show Changes Show Attributes Expand Line Show Notes Expand All Clear Filter

Budget Status Display Search Highlight

Group Health Insurance

Payroll Statistics: Hospital Administration				Budget	
				Total	
	Account	Unit	Account	2022 Statistic	2023 Projected Statistic
1	Group Health Insurance	REGION 4	01_650022	0	120,000
2	Staff Head Count	REGION 4	01_9800	0	40

Budget Entry Editor

Views Save Refresh Reports Edit Book Design Data Entry Completed Not Ready View

Sheets 2 of 8

Description Sheet Status

Hospital Administration WIP

Finance WIP

Marketing WIP

Insurance Billing WIP

Information Systems WIP

Collections WIP

Budgeting and Planning WIP

Facility Maintenance WIP

Budget **Designer**

All Periods Totals Entry Completed Not Ready for Entry Show Row Groups Collapse Line Find Show Changes Show Attributes Expand Line Show Notes Expand All Clear Filter

Budget Status Display Search Highlight

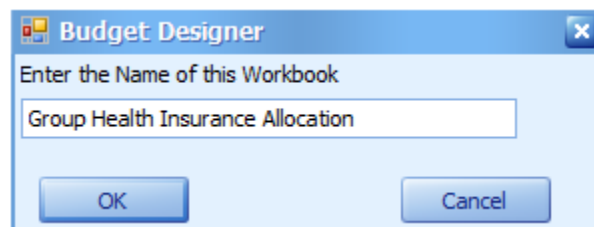
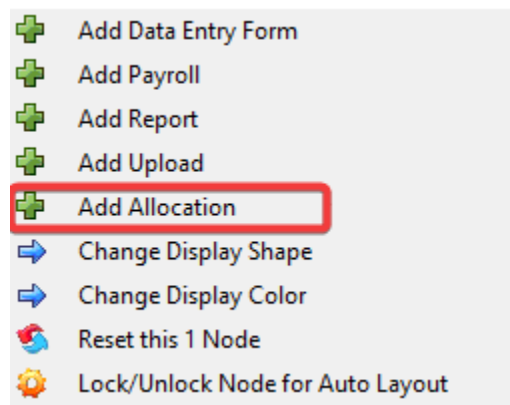
Group Health Insurance

Payroll Statistics: Finance				Budget	
				Total	
	Account	Unit	Account	2022 Statistic	2023 Projected Statistic
1	Group Health Insurance	130	01_650022	0	120,000
2	Staff Head Count	130	01_9800	0	12

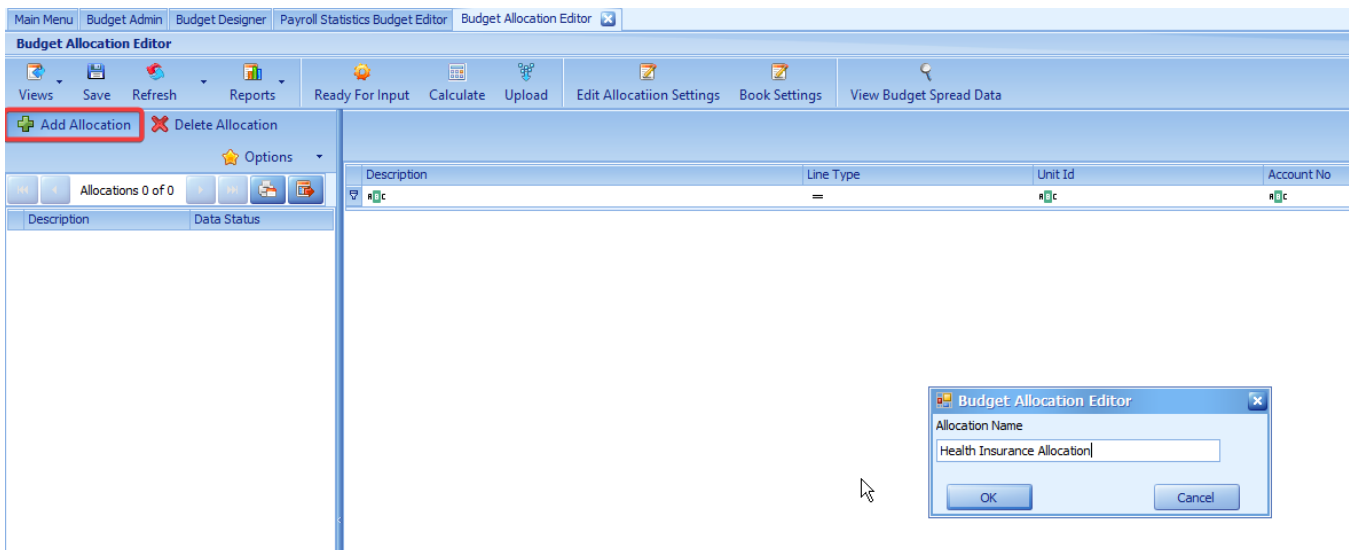
The head counts from this workbook are as follows:

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

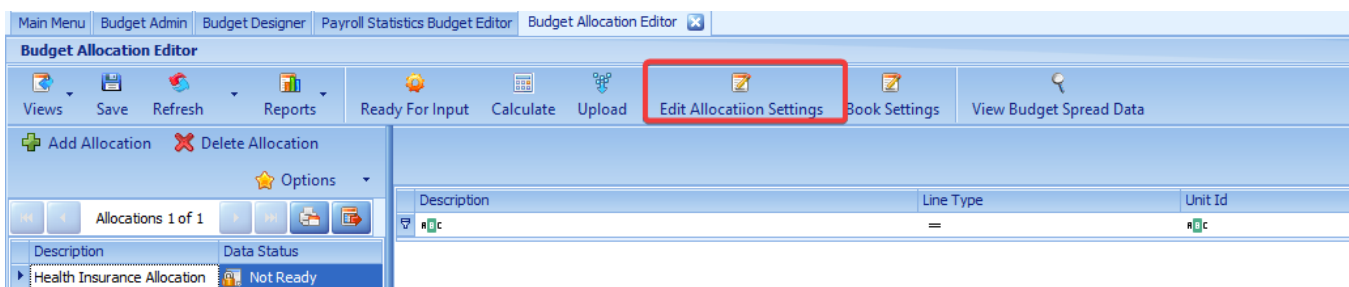
Now that we have our data lets begin by creating an Allocation workbook by right-clicking in a blank area and selecting Add Allocation. Give it the name of Group Health Insurance Allocation.



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.



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

Allocation Settings

Description: Health Insurance Allocation

Ownerships

Unit Ownership: RB Regional Budgeting

Account Ownership: B1 Budgeting

Source

Source Unit Id: 130 Finance

Source Account No: 01_650022 Group Health Insurance

Summarize Source: ☐

Target

Target Unit Id: REGION 4 Hospital Administration

Target Account No: 01_650022 Group Health Insurance

Allocate By Account No: 01_9800 Staff Head Count

Contra

Contra Unit Id:

Contra Account No:

Close

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.

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 Allocation Settings | Book Settings | View Budget Spread Data

+ Add Allocation | - Delete Allocation

★ Options

Allocations 1 of 1

Description	Line Type	Unit Id
Health Insurance Allocation	=	

Description	Data Status
Health Insurance Allocation	Not Ready

Budget Uploads and Allocations

Time: 4:00pm - 4:45pm

Date: Monday, October 16, 2023

Time: 11:00am - 11:45am

Date: Tuesday, October 17, 2023

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
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
Advertising 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 Allocation Settings | Book Settings | View Budget Spread Data

+ Add Allocation | - Delete Allocation | Options

Allocations 1 of 1

Description	Data Status
Health Insurance Allocation	WIP

Description
 Finance Group Health Insurance