



9/30/2021

# Budget Analysts Manual

Estimates Uploads

Information Systems Unit

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# Introduction

The Government of Barbados has upgraded from the SmartStream Financials system to the CloudSuite Financials & Supply Management (CSFSM) system. As such, Draft Estimates from Ministries and Departments will no longer be keyed within the BPA system but will be keyed using Excel Spreadsheet Designer and uploaded to CSFSM.

Draft Estimates will now be uploaded to Budget Scenarios. Ministries and Departments will upload their Draft Estimates to the Budget Scenario, assigned to them. The Budget Scenarios will be open to the Ministries and Departments for entries according to a provided Schedule. After Ministries and Departments meetings, they will be allowed in the system, briefly upon request, to make changes and will not be allowed in the system after the date provided by Budget.

After uploads and all changes have been entered, the final figures in the Budget Scenarios will be then checked by the Budget Analysts. After all final changes, the Budget Analysts will place all the individual Draft Estimates from the Heads to the singular Estimates Scenario.

Installation of 'Infor Spreadsheet Designer for Microsoft Excel' will facilitate uploads.

## Estimates Upload by Ministries and Departments

The Ministries and Departments will use the sample Template (see Figure 1), which will be provided to them and populate the columns using the Headings as their guide. This template alerts them of their assigned Budget Scenario.

[illegible]

Figure 1 - Example of Sample Template

Below are the guidelines for completion of the Excel sheets to be used for uploading Estimates using Spreadsheet Designer.

**NB: The first row must not be tampered with since it has the column headings.** The column headings are Finance Enterprise Group, Scenario, Budget Import, Currency, Budget Period, Accounting Entity, Finance Dimension 1, General Ledger Chart Account, Amount and Error Message.

Users are required to populate this Template and there can be:

- No hidden columns or rows
- No zero balances
- No merged fields
- No formulas
- No comments
- No additional columns or rows
- No blank lines
- No duplicates for Cost Centers and Accounts with the same period

Once population of the Excel sheet is complete, the Ministries and Departments will load their Draft Estimates and Forward Years to the Budget Scenarios. After their meetings, they will be allowed into the system to make necessary changes. They will not have access pass the cut-off date issued by Budget.

## How Users Can Extract Reports

Budget Analysts may extract Reports for their information and relevant processes by Exporting Information directly from the Budget Scenario, by using Account Analysis or Totals Report.

### Exporting Information Directly from Scenario

- Log into Cloudsuite
- Choose Budget Analyst as your role from landing page

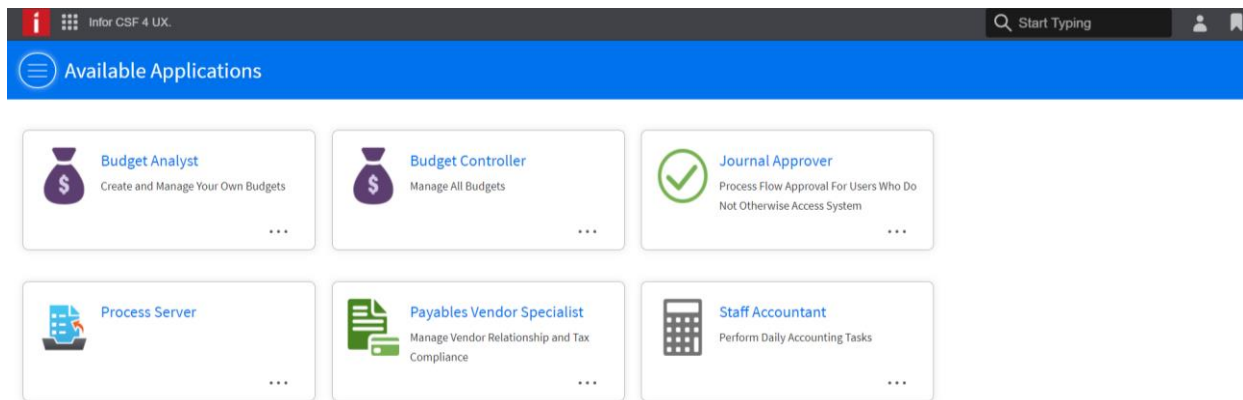


Figure 2 - Landing Page with Budget Analyst as a role

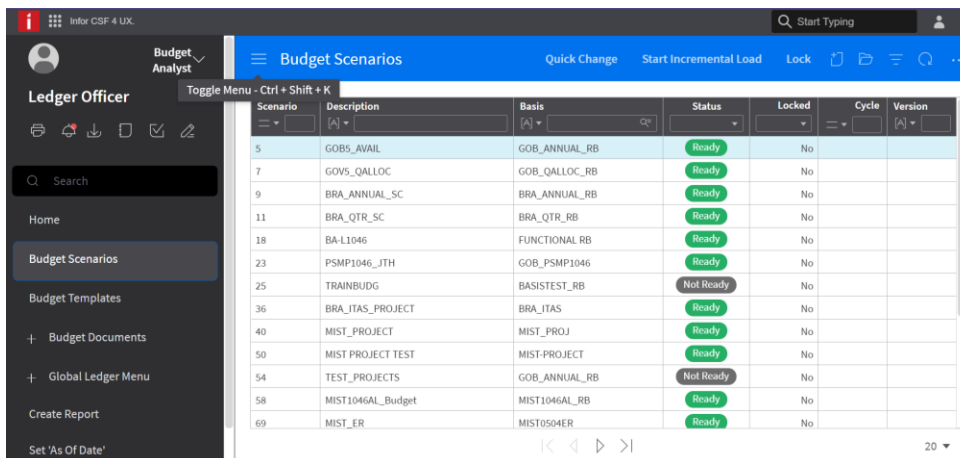


Figure 3 - Budget Analyst role showing Toggle Menu and path to Budget Scenarios

- Click the Toggle Menu (the 3 horizontal lines on the left)
- Choose Budget Scenarios from menu on left
- Select the Budget Scenario to view
- Open by either double clicking or selecting the Open icon (open folder)

Scenario 142 - HEAD15\_ESTIMATES

Quick Change Start Incremental Load Lock

Description: HEAD15\_ESTIMATES Commitment Type: Budget Status: Ready

Basis: ESTIMATES\_RB

Main Edit Templates Data Change Requests Incremental Loads Imports Import Results

Budget Data

	Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount		
<input type="checkbox"/>	143	9002	0020	6101101100	4/30/2022	3,315,097.00		
<input type="checkbox"/>	143	9002	0021	6101101100	4/30/2022	1,000,000.00		
<input type="checkbox"/>	143	9002	7020	6101101100	4/30/2022	5,032,073.00		
<input type="checkbox"/>	143	9002	0020	6101200104	4/30/2022	320,938.00		
<input type="checkbox"/>	143	9002	7020	6101200104	4/30/2022	626,426.00	BBD	0.00
<input type="checkbox"/>	143	9002	0020	6101200111	4/30/2022	551,166.00	BBD	0.00
<input type="checkbox"/>	143	9002	0020	6102100100	4/30/2022	323,072.00	BBD	0.00

Print To PDF  
Export To CSV  
Create Report  
Related Reports  
Personalize

Options

Figure 4 - Pop-up menu when ellipsis circled clicked

- Navigate to Data tab of the Budget Scenario
- Click the lower ellipsis to the right in line with Budget Data
- Click Options
- Here you can either select Print to PDF or Export to CSV
- Print to PDF:
  - Select Print to PDF
  - From pop-up, select Advanced Options
  - Click All Records
  - Click Print
- Export to CSV:
  - Select Export to CSV
  - From pop-up window change CSV to Excel in Format field
  - Click Advanced Options
  - Scroll down in window and select All Records
  - Click Export
- Use the Toggle Menu
- Click on 'My Print Files'
- Select the file (Ensure a tick is in the check box to the left)
- Click View
- This will open either the PDF or Excel document

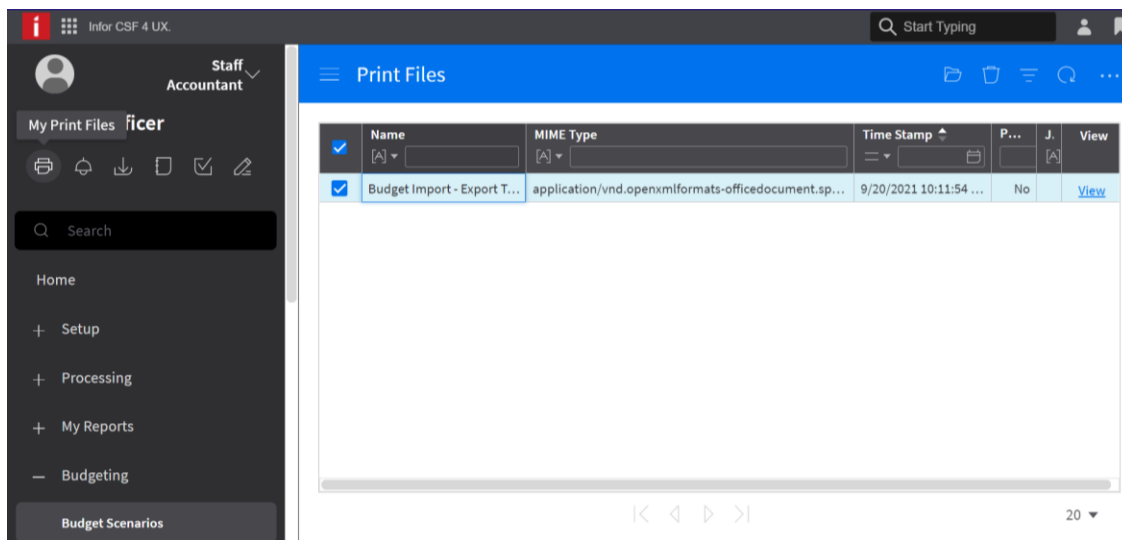


Figure 5 - My Print Files with File selected

Users will need to extract their reports so they can perform their Analysis, as well as to see Draft Estimates uploaded. This will only be possible, once Budget Templates have a status of Ready. If they do not, please see instructions under [Setting the Budget Scenario to Ready](#).

## Account Analysis

Users may navigate to Account Analysis, where they can see the uploaded Draft Estimates. Select

- Global Ledger Menu
- My Reports
- Account Analysis.

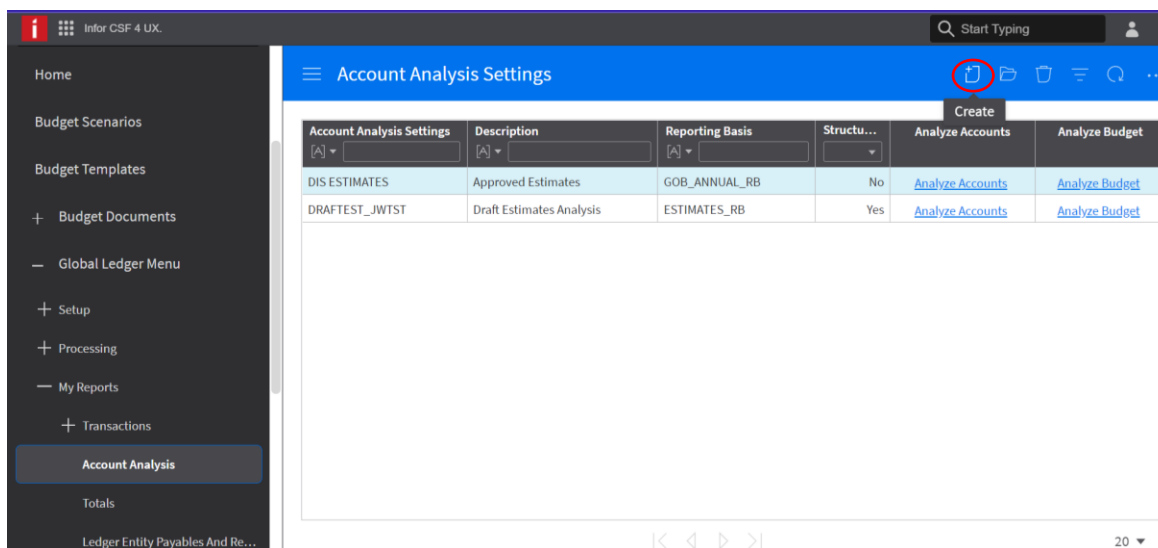


Figure 6 - Showing path to Account Analysis and Create icon highlighted

If they have not already done so, they can set up their Account Analysis.

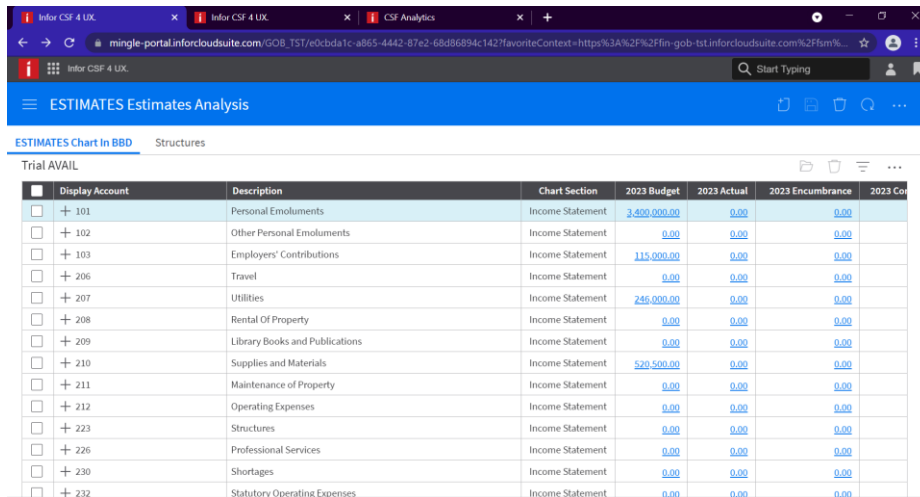
- Select the Create icon.
- Give the Account Analysis a unique name
- Give it a description
- Select the corresponding Reporting Basis (Estimates)
- Select the Scenario provided to you. **N.B.** Make sure you use the correct Scenario
- Select the Year
- Select the Period (see figure 7).
- Save

Figure 7 - Showing setup of Estimates Account Analysis

All Cost Centers under Ministries may be seen by leaving the Cost Center blank. Shown in Figure 8.

Figure 8 - Showing Cost Center left blank

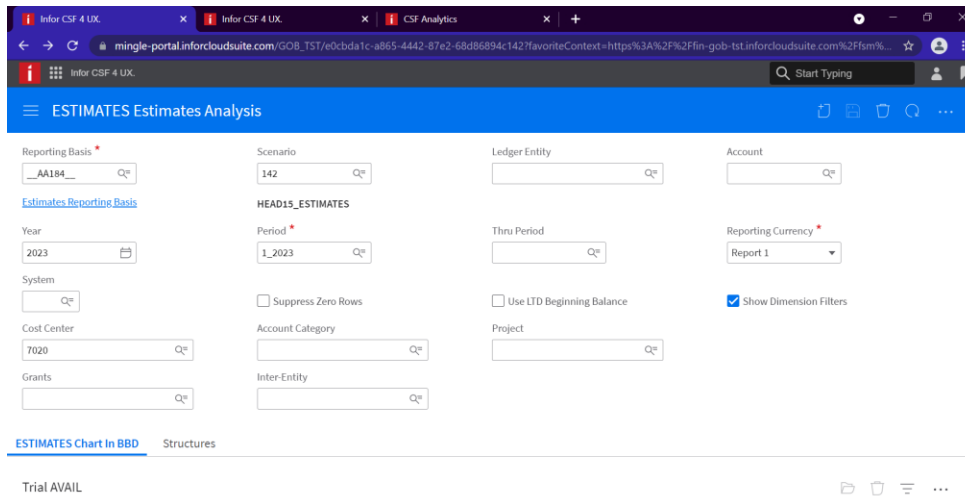
Leaving the Cost Center blank will show all Cost Centers under the Head with Draft Estimates entries. Figure 9 shows an example of the Account Analysis for Head 15 without any Cost Centers selected.



Display Account	Description	Chart Section	2023 Budget	2023 Actual	2023 Encumbrance	2023 Co
+ 101	Personal Emoluments	Income Statement	3,400,000.00	0.00	0.00	
+ 102	Other Personal Emoluments	Income Statement	0.00	0.00	0.00	
+ 103	Employers' Contributions	Income Statement	115,000.00	0.00	0.00	
+ 206	Travel	Income Statement	0.00	0.00	0.00	
+ 207	Utilities	Income Statement	246,000.00	0.00	0.00	
+ 208	Rental Of Property	Income Statement	0.00	0.00	0.00	
+ 209	Library Books and Publications	Income Statement	0.00	0.00	0.00	
+ 210	Supplies and Materials	Income Statement	520,500.00	0.00	0.00	
+ 211	Maintenance of Property	Income Statement	0.00	0.00	0.00	
+ 212	Operating Expenses	Income Statement	0.00	0.00	0.00	
+ 223	Structures	Income Statement	0.00	0.00	0.00	
+ 226	Professional Services	Income Statement	0.00	0.00	0.00	
+ 230	Shortages	Income Statement	0.00	0.00	0.00	
+ 232	Statutory Operating Expenses	Income Statement	0.00	0.00	0.00	

Figure 9 - Head 15 Account Analysis without any Cost Centers entered

Cost Centers for Departments can be entered as shown in Figure 10 and this will show the Draft Estimates entered for them.



Reporting Basis: AA184 Q<sup>e</sup>

Scenario: 142 Q<sup>e</sup>

Ledger Entity: Q<sup>e</sup>

Account: Q<sup>e</sup>

Year: 2023

Period: 1\_2023 Q<sup>e</sup>

Thru Period: Q<sup>e</sup>

Reporting Currency: Report 1

System: Q<sup>e</sup>

Cost Center: 7020 Q<sup>e</sup>

Account Category: Q<sup>e</sup>

Project: Q<sup>e</sup>

Grants: Q<sup>e</sup>

Inter-Entity: Q<sup>e</sup>

ESTIMATES Chart In BBD Structures

Trial AVAIL

Figure 10 - Account Analysis showing Cost Center entered

When the Budget is analyzed, only Draft Estimates associated with the entered Cost Center will be displayed from the Head. See example in Figure 11.

Display Account	Description	Chart Section	2023 Budget	2023 Actual	2023 Encumbrance	2023 Committed
+ 101	Personal Emoluments	Income Statement	1,500,000.00	0.00	0.00	
+ 102	Other Personal Emoluments	Income Statement	0.00	0.00	0.00	
+ 103	Employers' Contributions	Income Statement	39,000.00	0.00	0.00	
+ 206	Travel	Income Statement	0.00	0.00	0.00	
+ 207	Utilities	Income Statement	78,000.00	0.00	0.00	
+ 208	Rental Of Property	Income Statement	0.00	0.00	0.00	
+ 209	Library Books and Publications	Income Statement	0.00	0.00	0.00	
+ 210	Supplies and Materials	Income Statement	176,000.00	0.00	0.00	
+ 211	Maintenance of Property	Income Statement	0.00	0.00	0.00	
+ 212	Operating Expenses	Income Statement	0.00	0.00	0.00	
+ 223	Structures	Income Statement	0.00	0.00	0.00	
+ 226	Professional Services	Income Statement	0.00	0.00	0.00	
+ 230	Shortages	Income Statement	0.00	0.00	0.00	
+ 233	Statutory/Ordinance Expenses	Income Statement	0.00	0.00	0.00	

Figure 11 - Account Analysis for Cost Center 7020 under Head 15

## Viewing Account Analysis by Ministry

Users can also view their Account Analysis by Ministry.

- Click Structures tab on the Account Analysis (a window similar to that in Figure 12 should display).

ESTIMATES Chart In BBD Structures

Account: ESTIMATES   ☐ Is Overridden

Project: GOVS PROJECT   ☐ Is Overridden

Cost Center: GOB1\_OPERATIONS   ☐ Is Overridden

Grants: GRANTS   ☐ Is Overridden

Account Category: GOVS ACCT CATEG   ☐ Is Overridden

Inter-Entity:

Figure 12 - Structures tab on Account Analysis

- Select the Search icon from the box below Cost Center

Select 'Cost Center'

Cost Center Structures

	Structure	Description	Active
<input type="checkbox"/>	MIN		
<input type="checkbox"/>	MINISTRY_HEADS	Structure By Head	Yes

10

Cancel Ok

Figure 13 - Cost Center Structures selection pop-up box

- From the pop-up box shown in Figure 13, type Min in Structure field
- Press enter
- Select MINISTRY\_HEADS (It is selected when a tick appears in the box to the left)
- Click Ok
- Click tab Estimates Chart in BBD

This allows users to search by Heads in the Cost Center and see either at the Head or by the Departments within that head.

Select 'Cost Center'

Cost Center Structure MINISTRY\_HEADS

Cost Center	Description	Dimension Type	Parent Cost Center	Active	Level
<input checked="" type="checkbox"/> 11HEAD	Public Service	Summary	9002	Yes	2
<input type="checkbox"/> 0079	Policy and Staffing	Posting	11HEAD	Yes	
<input type="checkbox"/> 0081	Provision for Training Funds	Posting	11HEAD	Yes	
<input type="checkbox"/> 0084	Centralized Personnel Expenses	Posting	11HEAD	Yes	
<input type="checkbox"/> 0085	Learning and Development	Posting	11HEAD	Yes	
<input type="checkbox"/> 0086	Personnel Resource and Compliance	Posting	11HEAD	Yes	

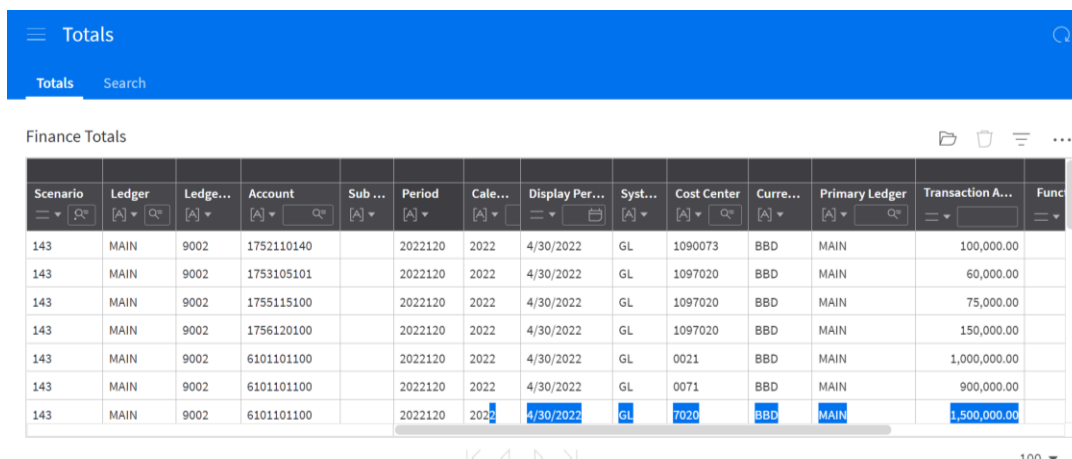
Cancel Ok

Figure 14 - Cost Centers shown by Head

- On your Account Analysis, choose the search icon beside Cost Center
- From the pop-up window (shown in Figure 14) enter your Head in Cost Center
- Press Enter
- Select the Head by making sure the check mark is in the box to the left
- Click Ok
- Save your changes
- Click Refresh icon

## Totals Report

Users may also view Draft Estimates by using Totals Report. To do this, navigate to Totals found in My Reports. Here users can enter criteria, which will allow them to narrow the data returned. If searching by Scenario, the child scenario is used. In the example in Figure 15, Scenario 143 is the child scenario of Scenario 142, which contains Head15.



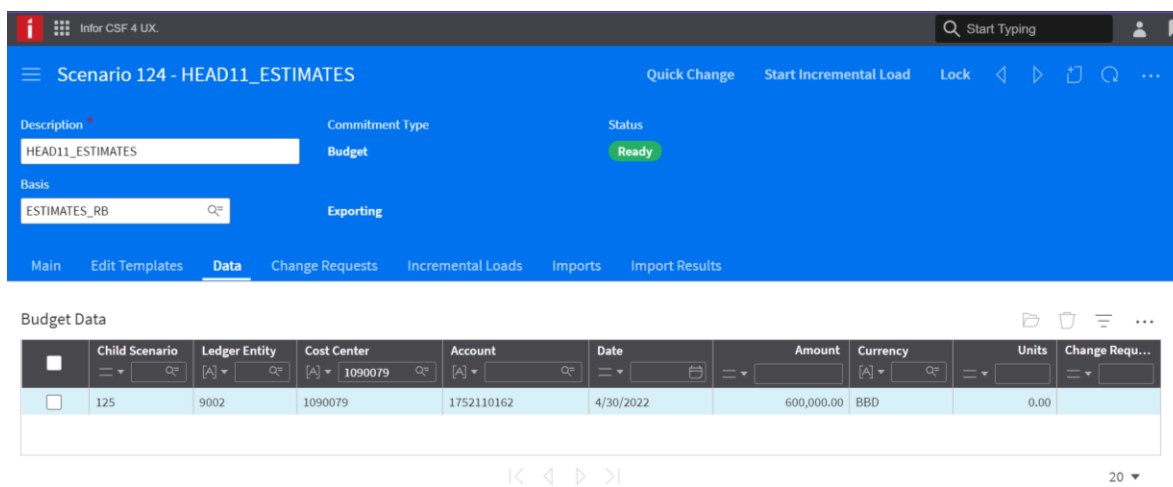
Scenario	Ledger	Ledge...	Account	Sub...	Period	Cale...	Display Per...	Syst...	Cost Center	Curre...	Primary Ledger	Transaction A...	Func
143	MAIN	9002	1752110140		2022120	2022	4/30/2022	GL	1090073	BBD	MAIN	100,000.00	
143	MAIN	9002	1753105101		2022120	2022	4/30/2022	GL	1097020	BBD	MAIN	60,000.00	
143	MAIN	9002	1755115100		2022120	2022	4/30/2022	GL	1097020	BBD	MAIN	75,000.00	
143	MAIN	9002	1756120100		2022120	2022	4/30/2022	GL	1097020	BBD	MAIN	150,000.00	
143	MAIN	9002	6101101100		2022120	2022	4/30/2022	GL	0021	BBD	MAIN	1,000,000.00	
143	MAIN	9002	6101101100		2022120	2022	4/30/2022	GL	0071	BBD	MAIN	900,000.00	
143	MAIN	9002	6101101100		2022120	2022	4/30/2022	GL	7020	BBD	MAIN	1,500,000.00	

Figure 15 - Totals report filtered by Scenario 143

All headings can be used as search criteria to narrow the returned data, individually or as combinations.

## Searching the data tab for an entry/entries

- Navigate to the Data tab of the relevant Budget Scenario
- Search can be done here by any of the headings individually or combined
- After entering search criteria, press Enter key
- If any data matching the search criteria exists, it will be displayed



Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount	Currency	Units	Change Requ...
125	9002	1090079	1752110162	4/30/2022	600,000.00	BBD	0.00	

Figure 16 - Search on Cost Center 1090079 on Data tab

- Search Criteria must be cleared for all data to display

## Exporting to the Imports tab

Changes cannot be made on the Data tab, therefore the information will have to be moved to facilitate amendments.

- Navigate to and open the Scenario
- Select Data tab
- Click the Ellipsis (top right)
- Select Export for Import from pop-up menu

The screenshot shows the Infor CSF 4 UX interface for 'Scenario 124 - HEAD11\_ESTIMATES'. The 'Data' tab is active. A pop-up menu is open from the ellipsis icon in the top right corner. The menu options are: 'Clear Is Loading Flag', 'Delete Budget Import', 'Delete Scenario', 'Export For Import' (highlighted), 'Refresh Cube', 'Reset', 'Options', and 'Drill Around®'. Below the menu, the 'Budget Data' table is visible, showing columns for Child Scenario, Ledger Entity, Cost Center, Account, Date, Amount, Currency, and Units.

Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount	Currency	Units
125	9002	1090079	1752110162	4/30/2022	600,000.00	BBD	0.00
125	9002	1090085	1752110162	4/30/2022	680,000.00	BBD	0.00
125	9002	1090086	1752110162	4/30/2022	1,240,000.00	BBD	0.00
125	9002	1097025	1752110162	4/30/2022	1,240,000.00	BBD	0.00
125	9002	1090085	1753105101	4/30/2022	820,000.00	BBD	0.00
125	9002	1090086	1753105101	4/30/2022	1,100,000.00	BBD	0.00
125	9002	1097025	1753105101	4/30/2022	960,000.00	BBD	0.00

Figure 17 - Budget Scenario showing pop-up menu when Ellipsis selected

- Select Submit on Export for Import pop-up box

The screenshot shows the 'Export For Import' pop-up box. The 'Target Scenario' field is set to '124'. The 'Submit' button is highlighted. The background shows the same 'Budget Data' table as in Figure 17.

Figure 18 - Export for Import confirmation pop-up box

- Click Imports tab
- Estimates Details will be on this tab

Budget Import	Ledger Entity	Cost Center	Account	Budget Period	Amount	Currency	Units Amount	Error Message
1	9002	1090079	1752110162	1_2023M01	600,000.00	BBD	0.00	
2	9002	1090085	1752110162	1_2023M01	680,000.00	BBD	0.00	
3	9002	1090086	1752110162	1_2023M01	1,240,000.00	BBD	0.00	
4	9002	1097025	1752110162	1_2023M01	1,240,000.00	BBD	0.00	
5	9002	1090085	1753105101	1_2023M01	820,000.00	BBD	0.00	
6	9002	1090086	1753105101	1_2023M01	1,100,000.00	BBD	0.00	

Figure 19 - Estimates Details on Imports tab after Export for Import

The Estimates are now on the Imports tab of the Budget Scenario as seen in Figure 19.

## Making Changes on the Imports tab

Changes can be made directly on the Imports tab.

**N.B.** Neither Quick Change nor Change Request should be used for making changes for the purpose of the Estimates process.

For example, Cost Center 1090079 Account 1752110162 is on the Data tab as 600,000 and is being reduced to 550,000.

Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount	Currency	Units	Change Requ...
125	9002	1090079	1752110162	4/30/2022	600,000.00	BBD	0.00	

Figure 20 - Line on Data tab before change

- Click the Imports tab
- Click the line containing the data to be changed
- You may search by criteria to narrow data

- Make the necessary change
- Click Save

The save icon on the blue band, will become available after the change is made as seen in Figure 21.

Budget Import	Ledger Entity	Cost Center	Account	Budget Period	Amount	Currency	Units Amount	Error Message
<input checked="" type="checkbox"/> 1	9002	1090079	1752110162	1_2023M01	550,000.00	BBD	0.00	
<input type="checkbox"/> 2	9002	1090085	1752110162	1_2023M01	680,000.00	BBD	0.00	
<input type="checkbox"/> 3	9002	1090086	1752110162	1_2023M01	1,240,000.00	BBD	0.00	
<input type="checkbox"/> 4	9002	1097025	1752110162	1_2023M01	1,240,000.00	BBD	0.00	
<input type="checkbox"/> 5	9002	1090085	1753105101	1_2023M01	820,000.00	BBD	0.00	
<input type="checkbox"/> 6	9002	1090086	1753105101	1_2023M01	1,100,000.00	BBD	0.00	
<input type="checkbox"/> 7	9002	1097025	1753105101	1_2023M01	960,000.00	BBD	0.00	

Figure 21 - Making a change on Imports tab

- Once all changes made, click Start Incremental Load.

### Start Incremental Load

From Period \*

1\_2023M01

To Period

☐ Clear Data In Period Range

Number Of Clusters In Parallel

Cancel Submit

Figure 22 - Populated Start Incremental pop-up box

- Click the Search icon in the From Period box

Select 'From Period'

Global Ledger Calendar Period List

	Finance Enterprise Group	Global Ledger Calendar Period	Display Period	Period Type	Calendar
<input checked="" type="checkbox"/>	GOV5	1_2023M01	2023M01	Month	FISCAL
<input type="checkbox"/>	GOV5	1_2023M02	2023M02	Month	FISCAL
<input type="checkbox"/>	GOV5	1_2023M03	2023M03	Month	FISCAL
<input type="checkbox"/>	GOV5	1_2023M04	2023M04	Month	FISCAL
<input type="checkbox"/>	GOV5	1_2023M05	2023M05	Month	FISCAL
<input type="checkbox"/>	GOV5	1_2023M06	2023M06	Month	FISCAL

Cancel Ok

Figure 23 - Select 'From Period' pop-up box

- Enter the Fiscal Year in Global Ledger Calendar Period
- Press Enter
- Select first period in year
- Click Ok
- Click Submit on Start Incremental Load Pop-up box
- Click Ok on Confirmation box, which pops up

Scenario 124 - HEAD11\_ESTIMATES

Quick Change Upload Incremental Budget Complete Incremental Load

Description: HEAD11\_ESTIMATES

Commitment Type: Budget

Status: Ready

Basis: ESTIMATES\_RB

Main Edit Templates Data Change Requests Incremental Loads Imports Import Results

Budget Data

	Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount	Currency	Units	Change Requ...
<input type="checkbox"/>	125	9002	1090079	1752110162	4/30/2022	550,000.00	BBD	0.00	

20

Figure 24 - Data tab showing changed line

- Click Refresh
- Estimates on Data tab are now modified
- Click Refresh until you see Complete Incremental Load
- Click Complete Incremental Load
- Click Ok from confirmation box

## Entering Estimates on the Import tab

Lines can be keyed directly on the Imports tab.

- Navigate to and open the relevant Scenario
- Click on the Imports tab.
- To key an entry, click Create, found to the right of Budget Import, circled in Figure 25. This opens a new line for you to key a Draft Estimates entry on.

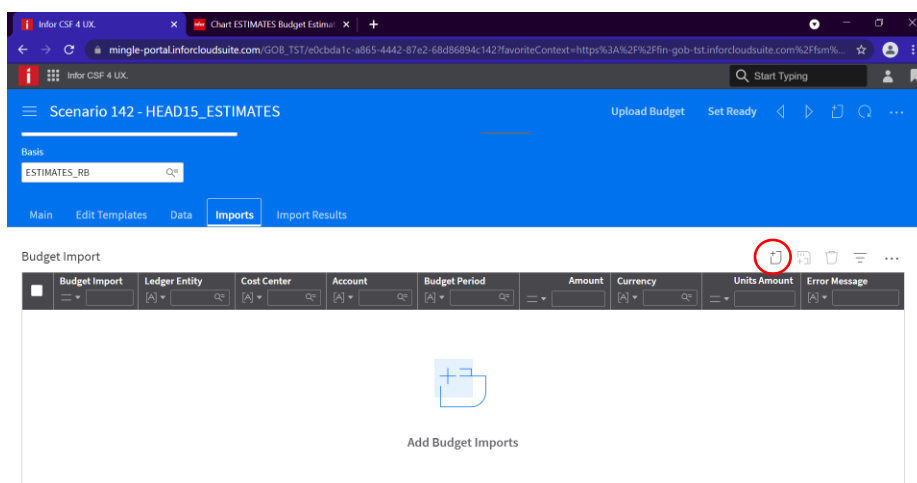


Figure 25 - Blank Imports Tab showing Create Icon circled

The user can then key Estimates entry or entries. The user will have to enter all relevant information leaving the **Budget Import field empty** as with the Spreadsheet Designer. The system automatically generates this number, see Figure 26. If there are any errors, make corrections on this tab as with the Infor Spreadsheet Designer upload.

- When entering multiple entries, click Save and New (found beside Create icon).
- When finished click Save
- Estimates are now ready for upload to Data tab

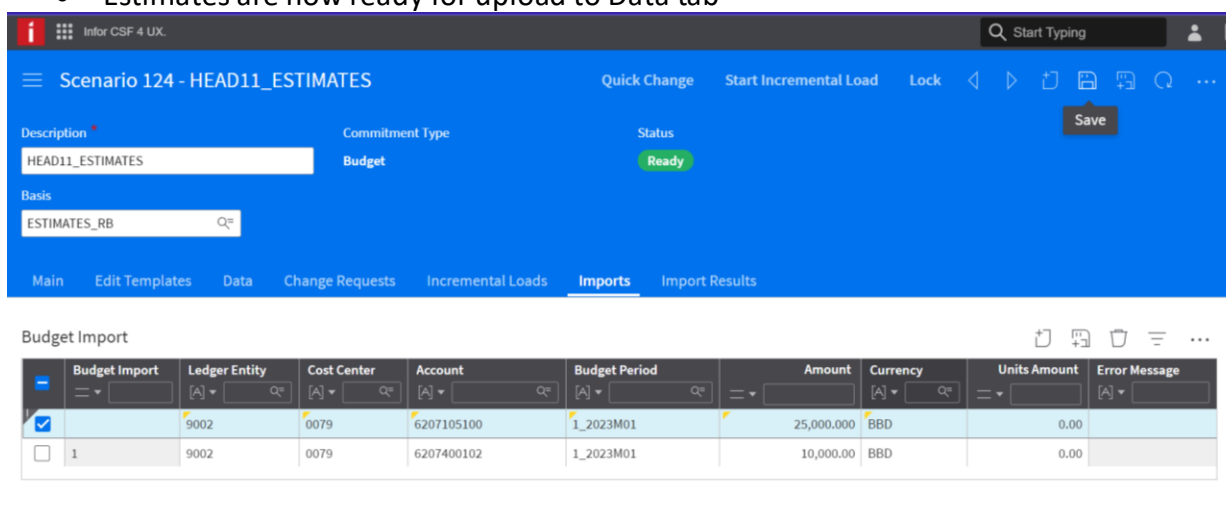


Figure 26 - Import Tab lines keyed directly on Imports tab

Once satisfied that the Estimates information is correct and there are no adjustments, select Start Incremental Load. Enter the Period, click submit and ok from confirmation box. The Estimates will then move to the Data tab. Refresh and click Complete Incremental Load.

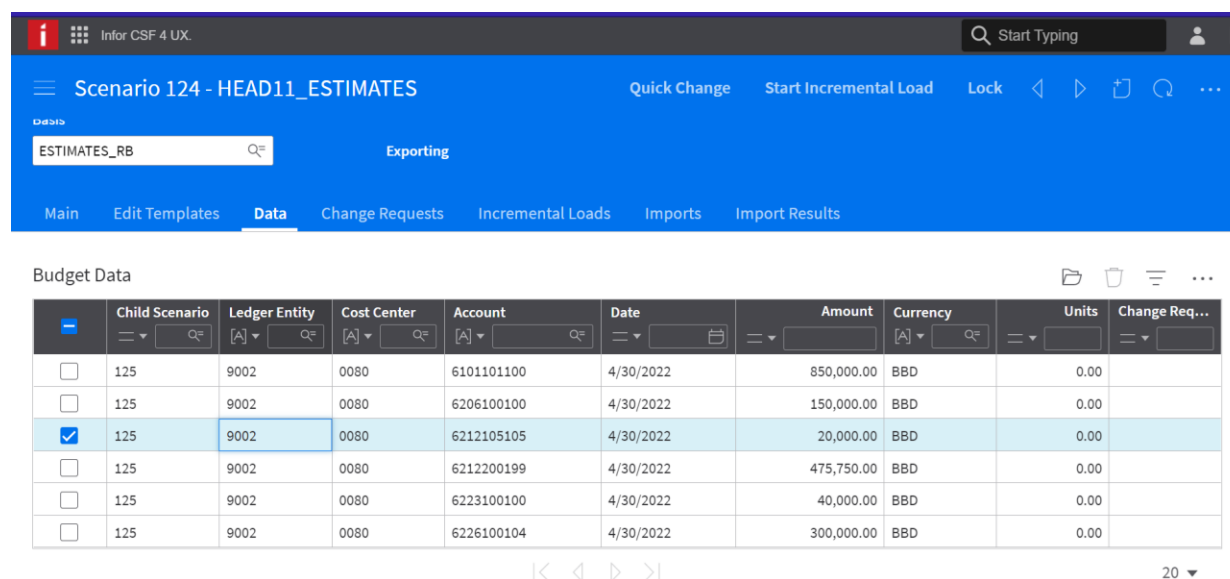
## Deleting a line from Estimates

If a line has been uploaded to the Data tab, which is not to be included in the Draft Estimates, you will need to use the **RESET** process. Reset will remove the entire data for the Scenario.

## Resetting Budget Scenario

When performing a Reset, it is very **IMPORTANT** to do an Export for Import first so data will not be lost.

**N.B.** It is recommended that you also export to Excel and save as a back up copy.



The screenshot shows the Infor CSF 4 UX interface. At the top, there's a search bar with 'Start Typing' and a user icon. Below that, the header for 'Scenario 124 - HEAD11\_ESTIMATES' is displayed, along with buttons for 'Quick Change', 'Start Incremental Load', 'Lock', and navigation icons. The 'Data' tab is selected, showing a search bar with 'ESTIMATES\_RB' and an 'Exporting' button. Below the tabs, the 'Budget Data' table is visible. The table has columns: Child Scenario, Ledger Entity, Cost Center, Account, Date, Amount, Currency, Units, and Change Req... The third row is highlighted in blue.

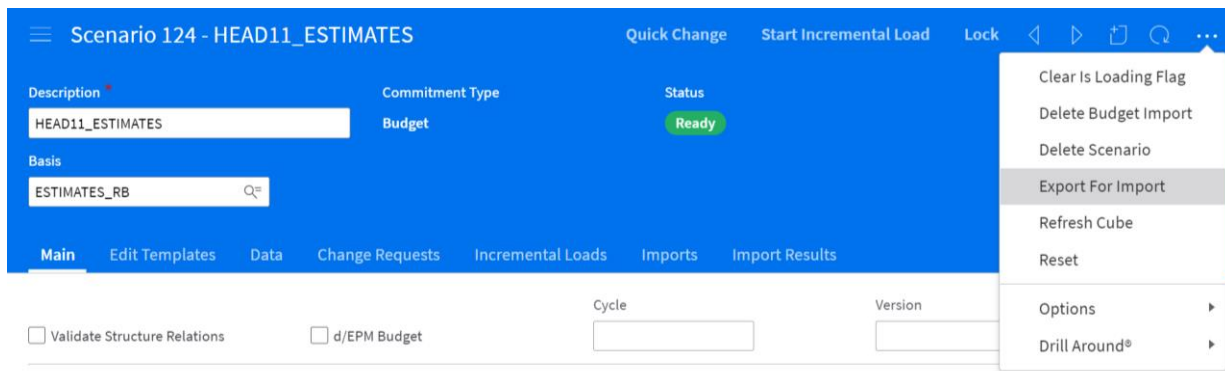
	Child Scenario	Ledger Entity	Cost Center	Account	Date	Amount	Currency	Units	Change Req...
<input type="checkbox"/>	125	9002	0080	6101101100	4/30/2022	850,000.00	BBD	0.00	
<input type="checkbox"/>	125	9002	0080	6206100100	4/30/2022	150,000.00	BBD	0.00	
<input checked="" type="checkbox"/>	125	9002	0080	6212105105	4/30/2022	20,000.00	BBD	0.00	
<input type="checkbox"/>	125	9002	0080	6212200199	4/30/2022	475,750.00	BBD	0.00	
<input type="checkbox"/>	125	9002	0080	6223100100	4/30/2022	40,000.00	BBD	0.00	
<input type="checkbox"/>	125	9002	0080	6226100104	4/30/2022	300,000.00	BBD	0.00	

Figure 27 - Line which was not to be included in Draft Estimates highlighted

These are the steps for the Reset process.

- Navigate to and open the Budget Scenario
- Click the Ellipsis
- Select Export For Import (shown in Figure 28)
- Click Submit from pop-up window

**N.B.** This copies the information on the Data tab to the Imports tab.

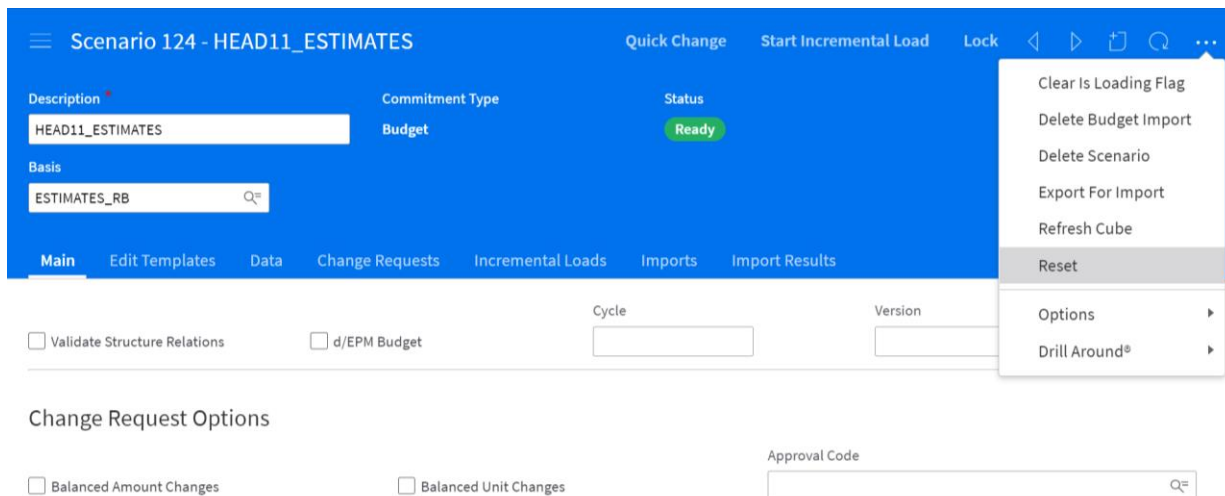


#### Change Request Options

Figure 28 - Pop-up menu with Export for Import highlighted

Check Imports tab to ensure there is a copy of the information.

- Click the Ellipsis
- From the pop-up menu shown in Figure 29, select Reset
- Click Ok from the confirmation tab



#### Change Request Options

Figure 29 - Pop-up menu when ellipsis pressed

- Status will now show 'Clearing'
- Refresh
- When complete the Status will be 'Not Ready', shown in Figure 30

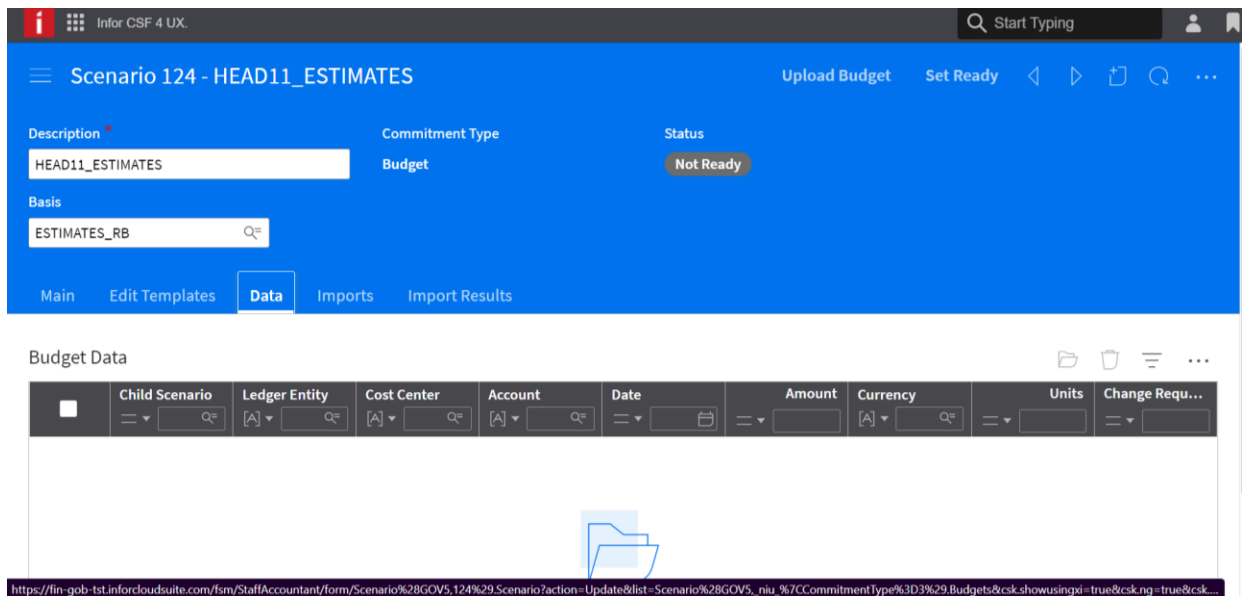


Figure 30 - Scenario after Reset showing Data tab now clear

- Click Imports tab
- Select the line to be omitted
- Click the Delete icon (see Figure 31)
- Click Ok from the Confirmation pop-up window

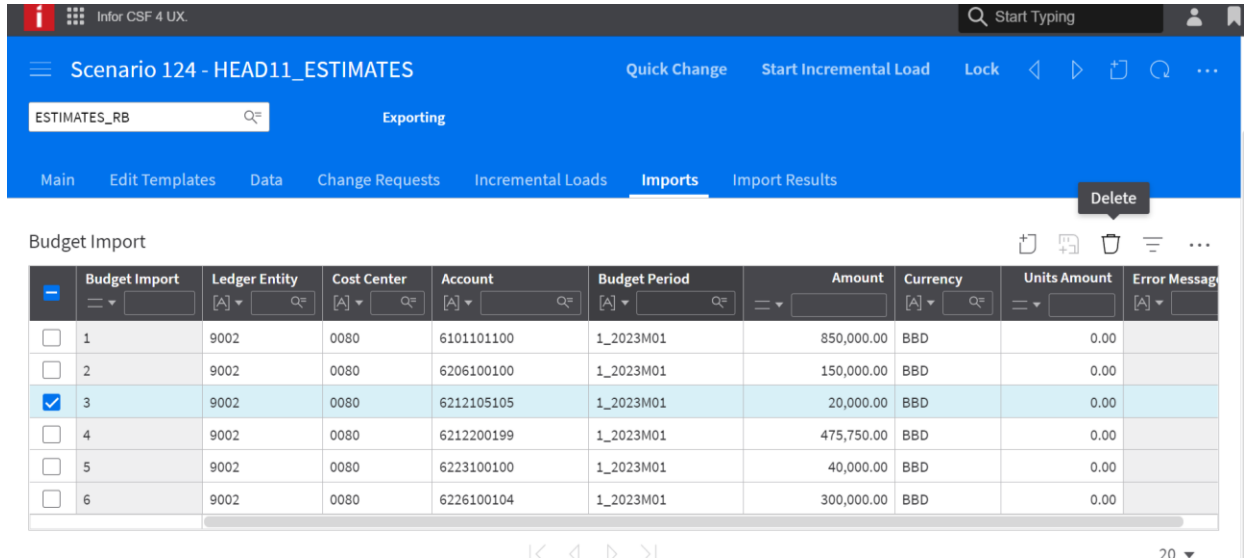


Figure 31 – Line highlighted with the Delete icon

This deletes the line, as shown in Figure 32.

Budget Import	Ledger Entity	Cost Center	Account	Budget Period	Amount	Currency	Units Amount	Error Message
1	9002	0080	6101101100	1_2023M01	850,000.00	BBD	0.00	
2	9002	0080	6206100100	1_2023M01	150,000.00	BBD	0.00	
4	9002	0080	6212200199	1_2023M01	475,750.00	BBD	0.00	
5	9002	0080	6223100100	1_2023M01	40,000.00	BBD	0.00	
6	9002	0080	6226100104	1_2023M01	300,000.00	BBD	0.00	

Figure 32 - Draft Estimates information on the Imports tab after line deleted

Budget Import	Ledger Entity	Cost Center	Account	Budget Period	Amount	Currency	Units Amount	Error Message
1	9002	0080	6101101100	1_2023M01	850,000.00	BBD	0.00	
2	9002	0080	6206100100	1_2023M01	150,000.00	BBD	0.00	
4	9002	0080	6212200199	1_2023M01	475,750.00	BBD	0.00	
5	9002	0080	6223100100	1_2023M01	40,000.00	BBD	0.00	

Figure 33 - Re-upload Budget after Reset and modifications

- Click Upload Budget as shown in Figure 33
- Click Submit on the Upload Budget pop-up box as shown in Figure 34

**Upload Budget**

Number Of Clusters In Parallel

Cancel Submit

Figure 34 - Upload Budget pop-up box

- Estimates will now be on Data tab

## Setting the Budget Scenario to Ready

Once the Budget Scenario contains Draft Estimates on the Data tab, the Scenario can be set to a status of ready.

- To set the status to ready on the Budget Scenario you click Set Ready (circled in Figure 35).
- The status will change from Not Ready to Preparing.
- Click the Refresh icon
- Once the process is complete, the status will change to Ready.

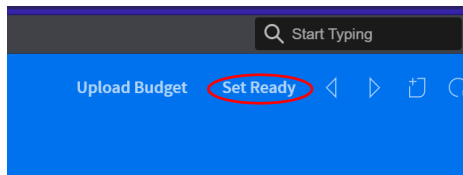


Figure 35 - Set Ready icon

## Extracting to Excel to make Changes

In the event that multiple lines have to be changed, the data can be extracted to Excel, manipulated and re-uploaded. The Spreadsheet Designer Add-on has to be installed on the system for this to occur.

### Export to Import Window

- Navigate to and open the Budget Scenario
- Click the Ellipsis (upper right hand corner)
- Select Export For Import
- Click Submit from pop-up window

### Insert Query from Excel

- Open a new Excel Sheet
- Turn on the Spreadsheet Designer in Excel
  - Click File
  - Select Options
  - From the pop-up window choose Add-ins from the left side (see Figure 36)
  - Click the arrow on the right side of the Manage window
  - Select COM Add-ins
  - Click Go

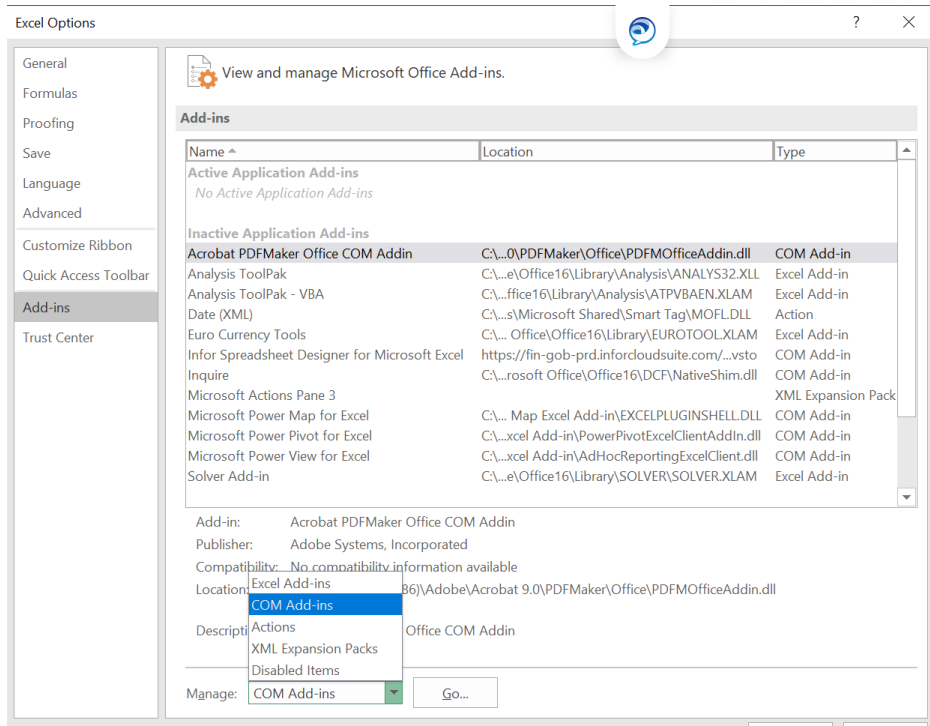


Figure 36 - Options Window from Excel

- Select Infor Spreadsheet Designer for Microsoft Excel (see Figure 37)
- Click Ok

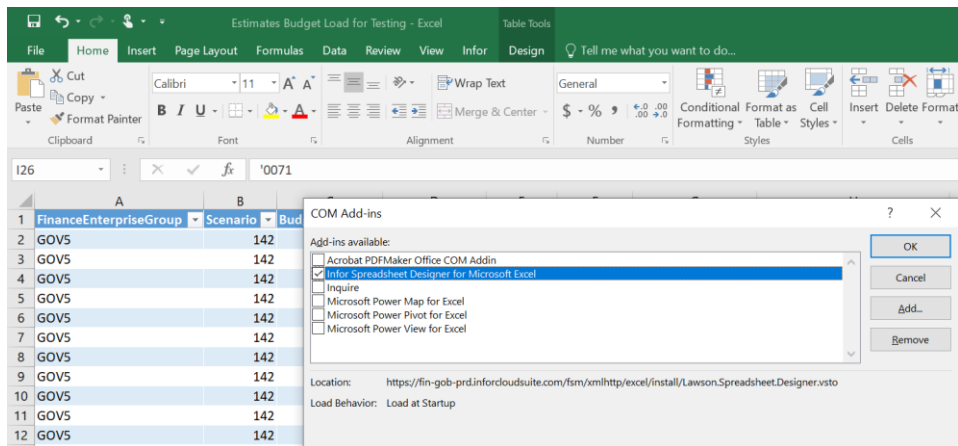


Figure 37 - Showing Infor Spreadsheet Designer Selection and Infor Tab

Once the Infor Spreadsheet Designer successfully activated, Infor tab will display at the top of your Excel Sheet similar to that in Figure 38.

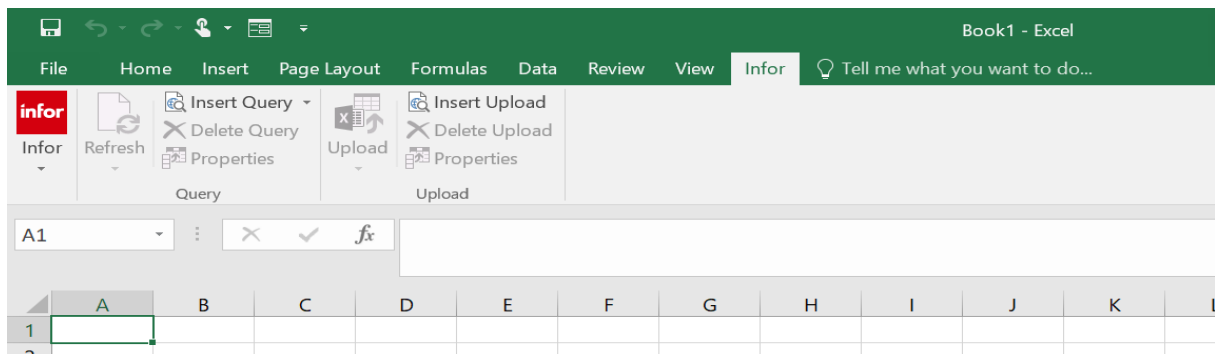


Figure 38 – Infor tab on Excel sheet after successful activation of Infor Spreadsheet Designer

- Click the Infor tab
- Click **Insert Query**, a dialog box appears in order to select the URL for the environment you are currently working in. For the example, we will be using the TST environment.
  - <https://gen-gob-tst.inforcloudsuite.com/> (for Testing environment)
  - <https://gen-gob-trn.inforcloudsuite.com/> (for Training environment)
  - <https://gen-gob-prd.inforcloudsuite.com/> (for Production environment)
- Click connect
- Choose Cloud Identities from the pop-up window
- Enter the correct credentials – Username and Password

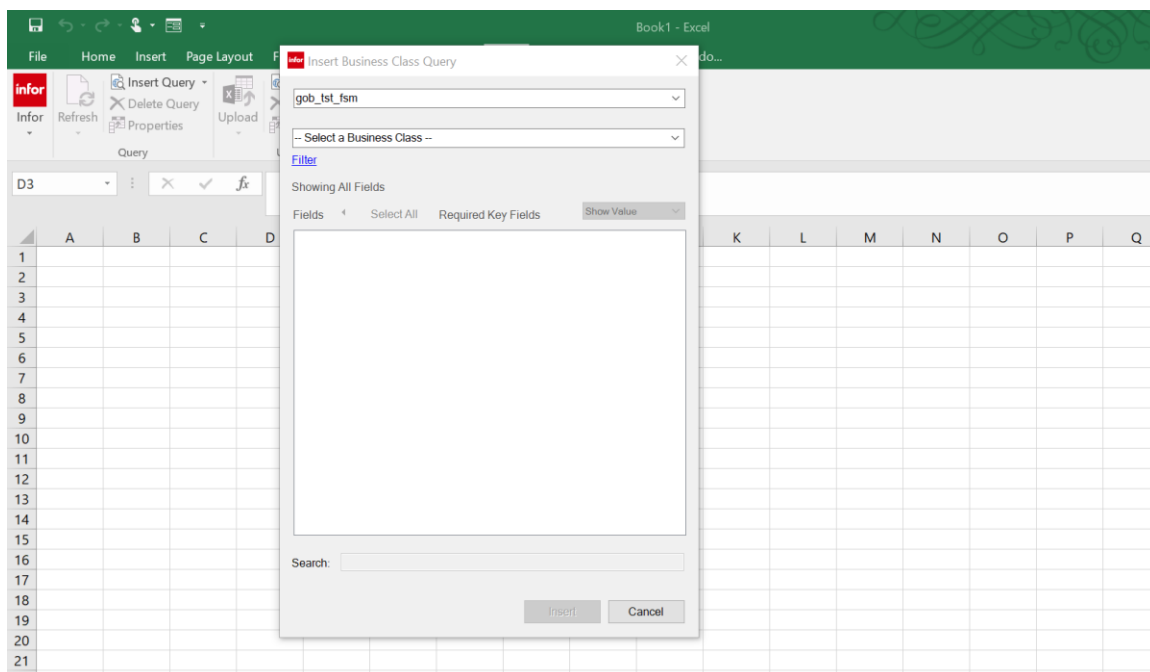


Figure 39 - Insert Business Class Query Pop-up box

Once the sign-in is successful, a Business Class Query pop-up box will display. Needed are the Data area and Business Class.

- Data area is:

- **gob\_tst\_fsm** (for training environment)
- **gob\_trn\_fsm** (for testing environment)
- **gob\_prd\_fsm** (for production environment)
- Business Class is **BudgetImport**

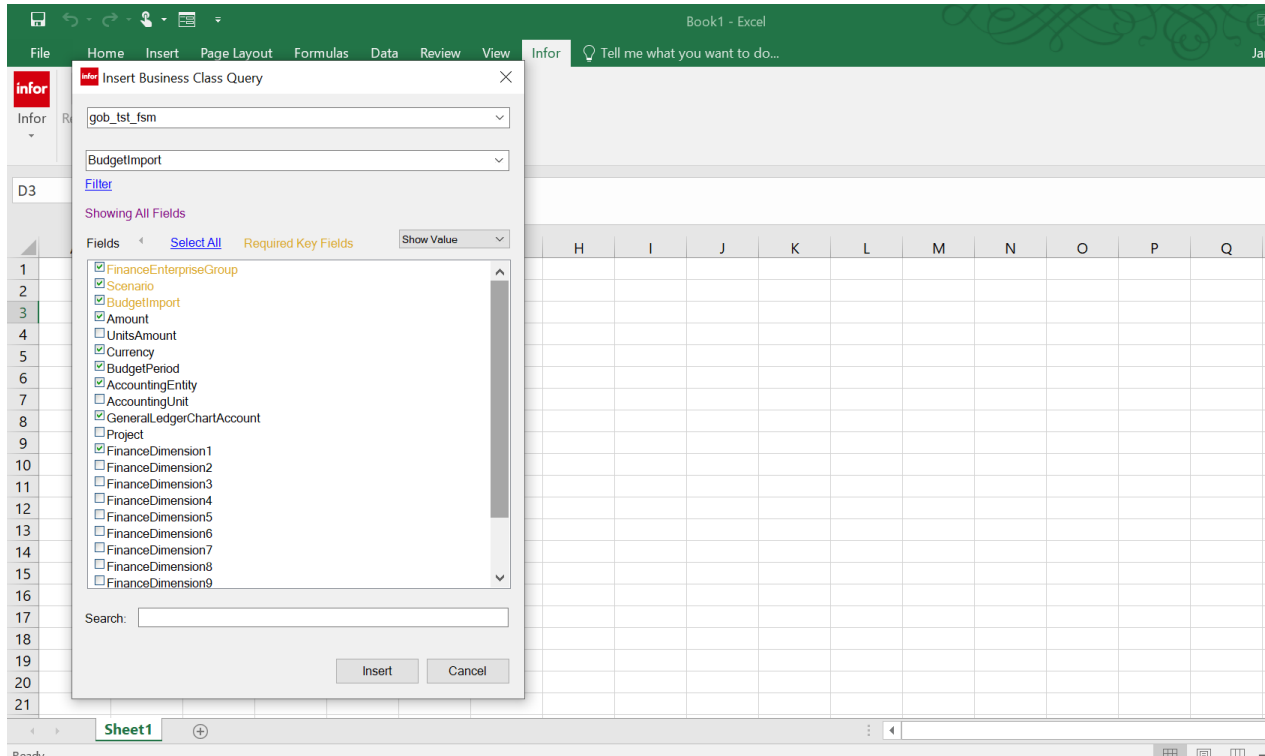


Figure 40 - Populated Insert Business Class Query pop-up box

- Needed fields are:
  - Finance Enterprise Group
  - Scenario
  - Budget Import
  - Amount
  - Currency
  - Accounting Entity
  - General Ledger Chart Account
  - Finance Dimension 1
  - Error Message
- Click Insert (This moves the Query Properties window to the left of the Excel Sheet, shown in Figure 41).

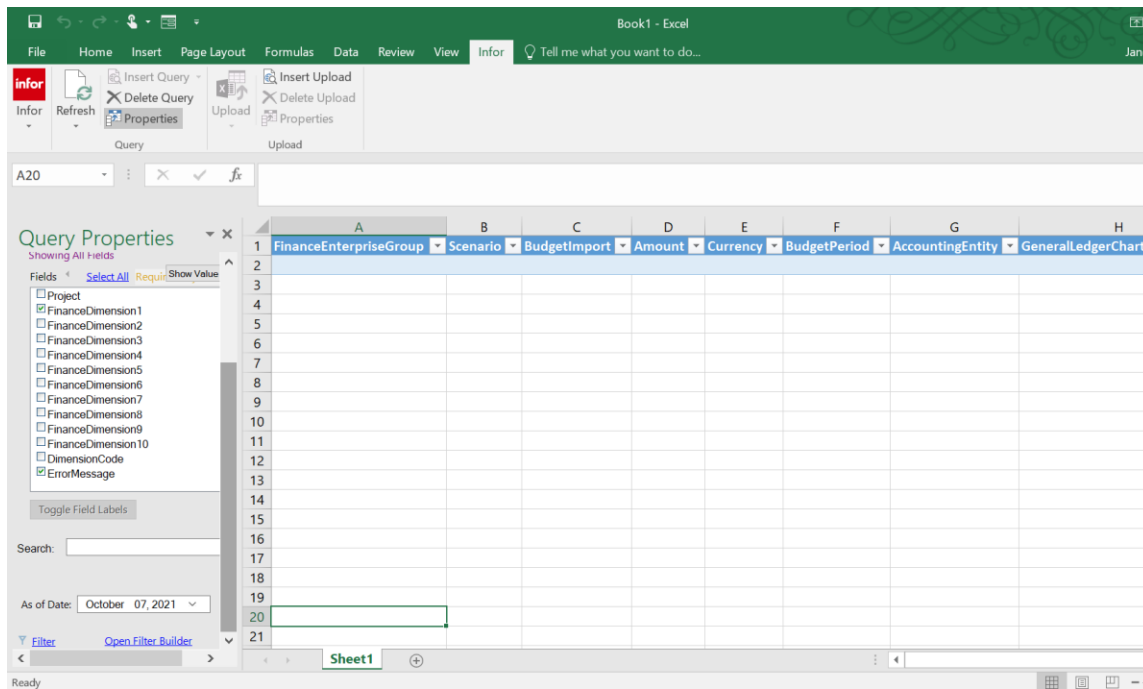


Figure 41 - Excel sheet showing bottom of Query Properties window, which was inserted to the left

To extract the Estimates data, you have to filter to pull from the Scenario you wish to view data.

- Scroll to the bottom of the Query Properties window
- Select Open Filter Builder

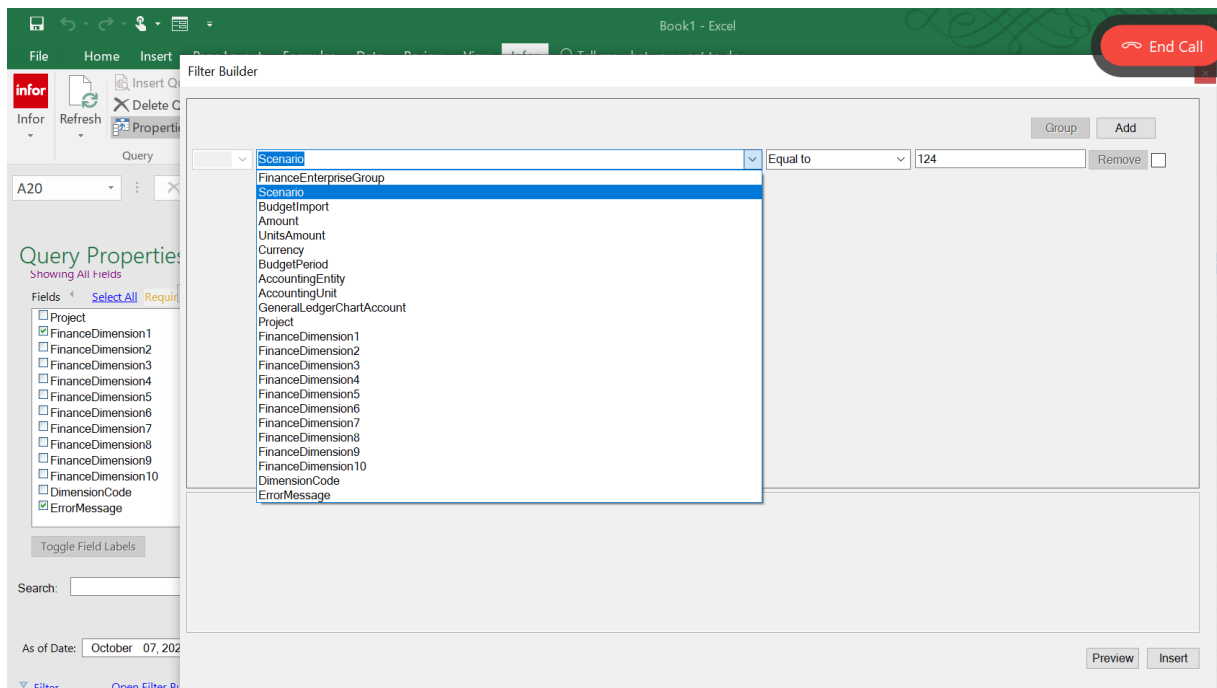


Figure 42 - Filter Builder showing possible options for filters

- Select the drop-down arrow in box containing Finance Enterprise Group
- Select Scenario from list
- The 2<sup>nd</sup> box will change to 'Equal to'
- In the 3<sup>rd</sup> box, type the Scenario number
- Click Insert

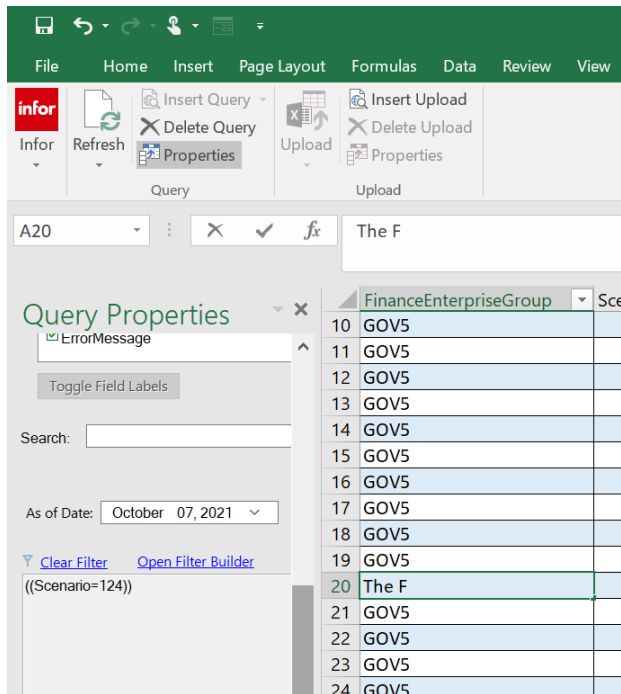


Figure 43 - Bottom of the Query Properties window

Filter details should now appear at the bottom of the Query Properties window

- Click Refresh on Infor tab

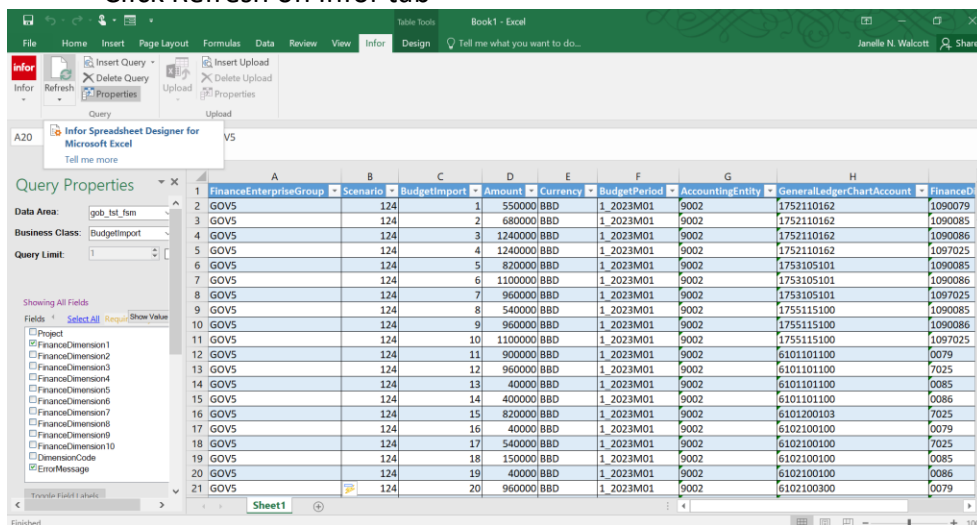


Figure 44 - Results from Insert Query with filter on Scenario 124

The information on the Imports tab of the Scenario specified should now be in the Excel sheet. Multiple Scenarios can be extracted at once using the format found in Figure 45.

- To get a new line click Add
- Click the down arrow beside 'and'
- Select 'or'
- Click Insert
- Click Refresh on Infor tab

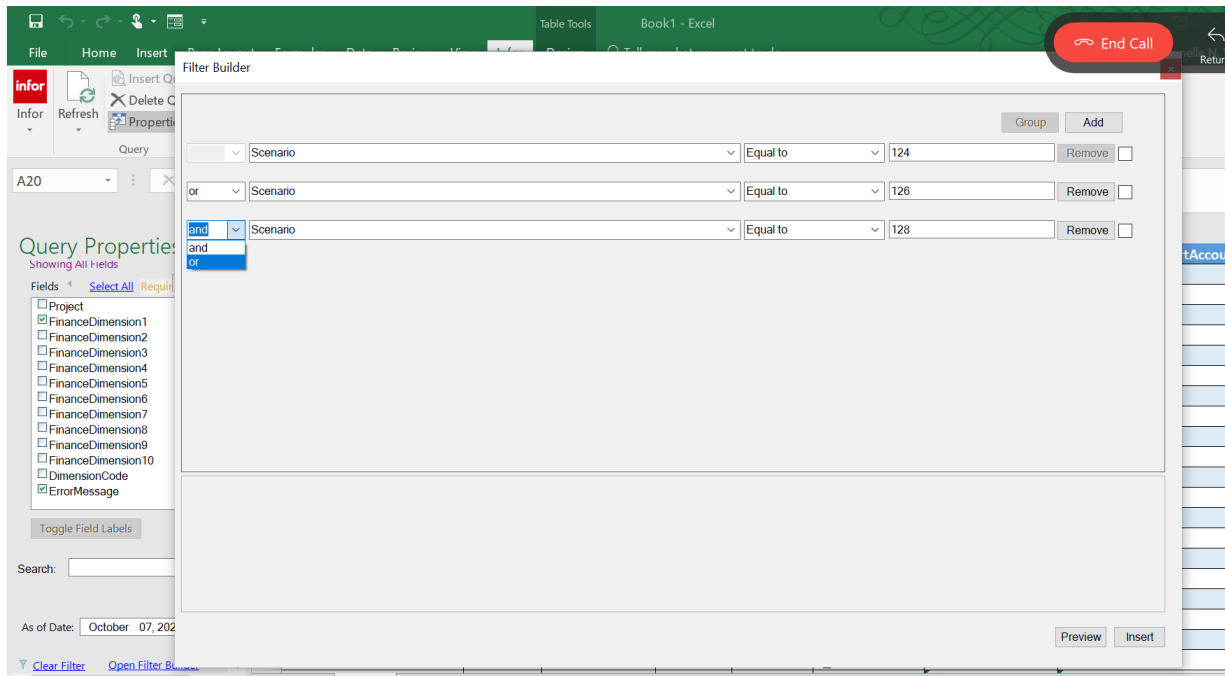


Figure 45 - Filter Builder for multiple Scenarios

It is also possible to extract information on different sheets of the same Excel document.

Deactivation of Spreadsheet Designer before making necessary changes to the Excel document is recommended.

- Turn off the Spreadsheet Designer in Excel
  - Click File
  - Select Options
  - From the pop-up window choose Add-ins from the left side
  - Click the arrow on the right side of the Manage window
  - Select COM Add-ins
  - Click Go
  - De-Select Infor Spreadsheet Designer for Microsoft Excel
  - Click Ok

## Estimates Re-Upload using Infor Spreadsheet Designer

While making changes to the Excel sheet the below it must be noted,

- Cost Centers should always be in the Finance Dimension 1 column
- **GOB** must always appear in the Finance Enterprise Group column
- **1000** must always appear in the Accounting Entity column
- Budget Import column should always be left blank, as the system generates it's own numbering system
- Budget period should contain the first month of the financial year. 3\_2023M01 is Month 1 of Financial year 2023, which is April 2022
- Scenario Number must be the Budget Template's number to ensure Estimates are loaded to the correct Budget Template

### Clearing the Budget Scenario's Imports tab

The Imports tab of the Budget Scenario should be empty before the re-upload from Excel occurs.

- Navigate to and open the Budget Scenario
- Click the Imports tab
- Click the Ellipsis
- Select Delete Budget Import as shown in Figure 46
- Click Refresh
- Imports tab should now be empty

The screenshot shows the Infor CSF 4 UX interface for a Budget Scenario named 'HEAD11\_ESTIMATES'. The 'Imports' tab is selected, and a pop-up menu is open, showing options such as 'Delete Budget Import', 'Refresh Cube', and 'Reset'. Below the menu, a table titled 'Budget Import' displays data for various ledger entities, cost centers, accounts, and budget periods.

Budget Import	Ledger Entity	Cost Center	Account	Budget Period	Amount	Currency	Unit
1	9002	1090079	1752110162	1_2023M01	550,000.00	BBD	0.00
2	9002	1090085	1752110162	1_2023M01	680,000.00	BBD	0.00
3	9002	1090086	1752110162	1_2023M01	1,240,000.00	BBD	0.00
4	9002	1097025	1752110162	1_2023M01	1,240,000.00	BBD	0.00
5	9002	1090085	1753105101	1_2023M01	820,000.00	BBD	0.00
6	9002	1090086	1753105101	1_2023M01	1,100,000.00	BBD	0.00
7	9002	1097025	1753105101	1_2023M01	960,000.00	BBD	0.00

Figure 46 - Pop-up menu when Ellipsis is clicked

## Estimates Upload to Scenario

- Activate the Spreadsheet Designer
- Select the Infor tab on the Excel Menu bar
- Click **Insert Upload**, a dialog box appears in order to select the URL for the environment.  
The examples here show the TST environment.
  - <https://gen-gob-tst.inforcloudsuite.com/> {Testing environment}
  - <https://gen-gob-trn.inforcloudsuite.com/> {Training environment}
  - <https://gen-gob-prd.inforcloudsuite.com/> {Production environment}
- Click connect
- Choose Cloud Identities from the pop-up window
- Enter the correct credentials – Username and Password

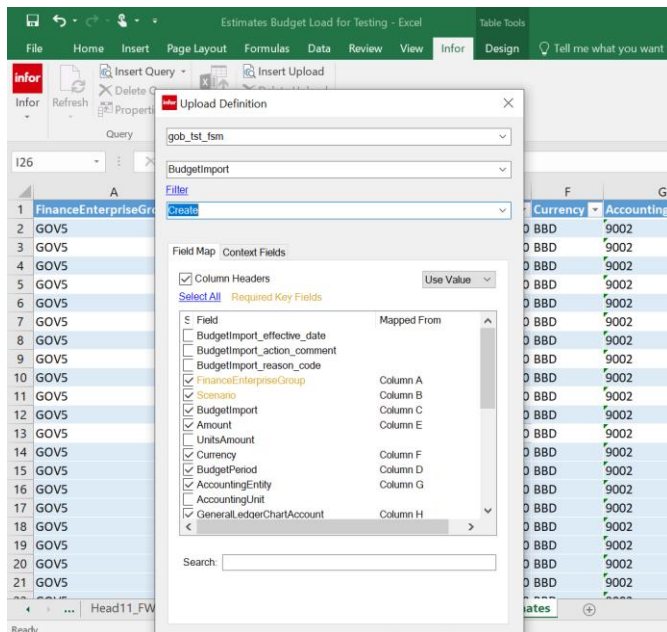


Figure 47 - Upload Definition completed

- The Data area is **gob\_trn\_fsm**
- Business class is **BudgetImport**
- Filter Action is **Create**
- Click insert, this places the Upload Properties window to the left of the Excel sheet as seen in Figure 48.

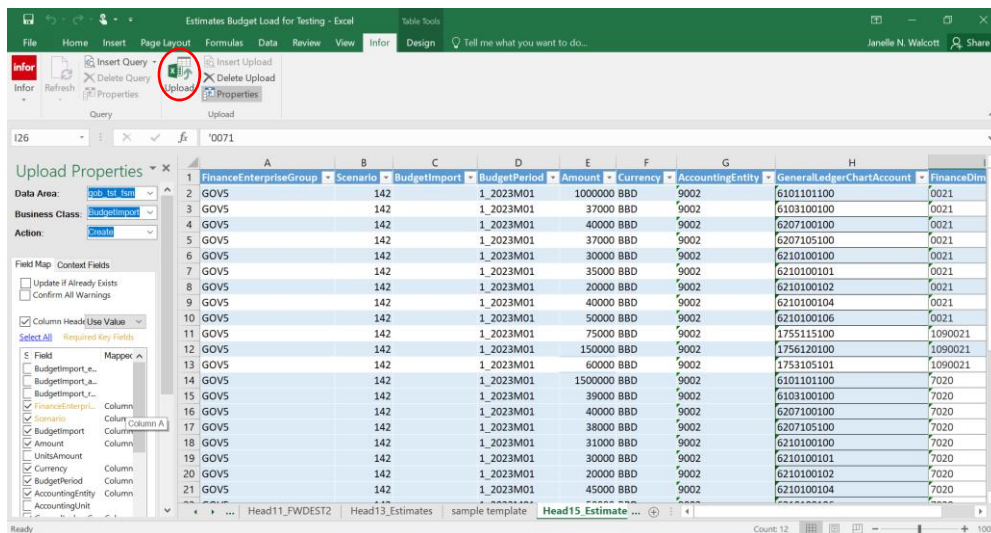


Figure 48 - Upload Properties placed on left and Upload menu icon circled

Users must ensure that the Columns correspond with the Fields in the Upload Properties window. If they do not, an error will display. The error in Figure 49 occurred as the Field Budget Period was pointing to Column E, which actually contains the Cost Centers.

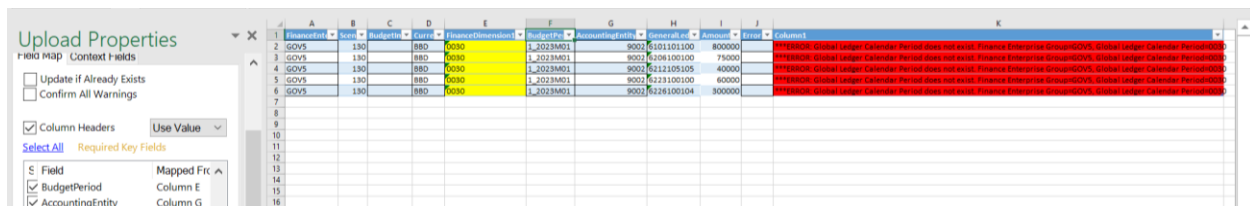


Figure 49 - Error when Columns and fields are not the same

- Select Reset Mapping at the bottom of the Upload Properties window. This ensures the correct Column uploads to the correct Field. Once satisfied, press upload (circled in Figure 48). See successful upload at Figure 9.

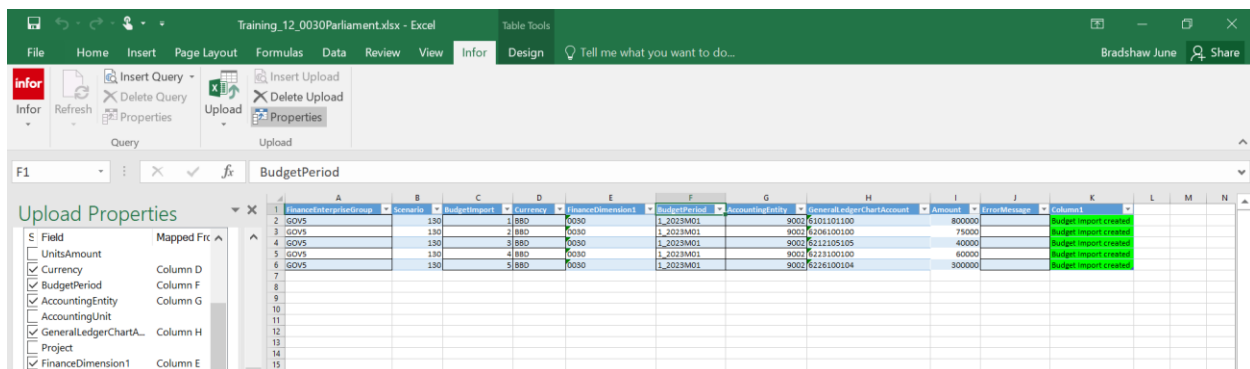


Figure 50 - Successful upload of Estimates after Reset Mapping corrected the mapping of Fields to Columns

1	Currency	AccountingEntity	GeneralLedgerChartAccount	FinanceDimension1	Column1
2	BBD	9002	6101101100	0021	Budget Import created
3	BBD	9002	6103100100	0021	Budget Import created
4	BBD	9002	6207100100	0021	Budget Import created
5	BBD	9002	6207105100	0021	Budget Import created
6	BBD	9002	6210100100	0021	Budget Import created
7	BBD	9002	6210100101	0021	Budget Import created
8	BBD	9002	6210100102	0021	Budget Import created
9	BBD	9002	6210100104	0021	Budget Import created
10	BBD	9002	6210100106	0021	Budget Import created
11	BBD	9002	1755115100	1090021	***ERROR: Finance Dimension 1 does not exist. Finance Enterprise Group=
12	BBD	9002	1756120100	1090021	***ERROR: Finance Dimension 1 does not exist. Finance Enterprise Group=
13	BBD	9002	1753105101	1090021	***ERROR: Finance Dimension 1 does not exist. Finance Enterprise Group=
14	BBD	9002	6101101100	7020	Budget Import created
15	BBD	9002	6103100100	7020	Budget Import created
16	BBD	9002	6207100100	7020	Budget Import created
17	BBD	9002	6207105100	7020	Budget Import created
18	BBD	9002	6210100100	7020	Budget Import created
19	BBD	9002	6210100101	7020	Budget Import created
20	BBD	9002	6210100102	7020	Budget Import created
21	BBD	9002	6210100104	7020	Budget Import created

Figure 51 - Upload results showing an error where a Cost Center does not exist and shows completed loads

1	BudgetPeriod	B	Al	Curre	Acco	GeneralLedger	Fi	Column1
2	1_2023M00	###	BBD	9002	4488d8d8898	0021	***ERROR: Global Ledger Calendar Period does not exist. Finance Enterprise Group=GOV5, Global Ledger Calendar Period=1_2023M00	
3	1_2023M01	###	BBD	9002	222222222	0021	***ERROR: Global Ledger Chart Account does not exist. Finance Enterprise Group=GOV5, Global Ledger Chart Account=222222222	
4	1_2023M01	###	BBD	9002	1112232321	0021	***ERROR: Global Ledger Chart Account does not exist. Finance Enterprise Group=GOV5, Global Ledger Chart Account=1112232321	
5	1_2023M01	###	BBD	9002	2132123121	0021	***ERROR: Global Ledger Chart Account does not exist. Finance Enterprise Group=GOV5, Global Ledger Chart Account=2132123121	
6								

Figure 52 - Error message with Incorrect Budget Period and Incorrect Accounts

If an error occurs during upload, the error will display in red and the cell will highlight in yellow as shown in Figure 51 and 52 with an explanation. If the upload is successful, all fields in the column will be highlighted green and 'Budget Import created' displayed.

## Uploading Partial Information from Spreadsheet Designer

Users may also upload part of the information from their table in Excel.

- Select the rows you wish to upload
- Select the down arrow beside Upload
- From the drop down menu, select Upload Sheet Range (shown in Figure 53)
- Select 'Use the current selection'
- Click Ok
- The selected rows will be placed on the Imports tab of the Budget Scenario

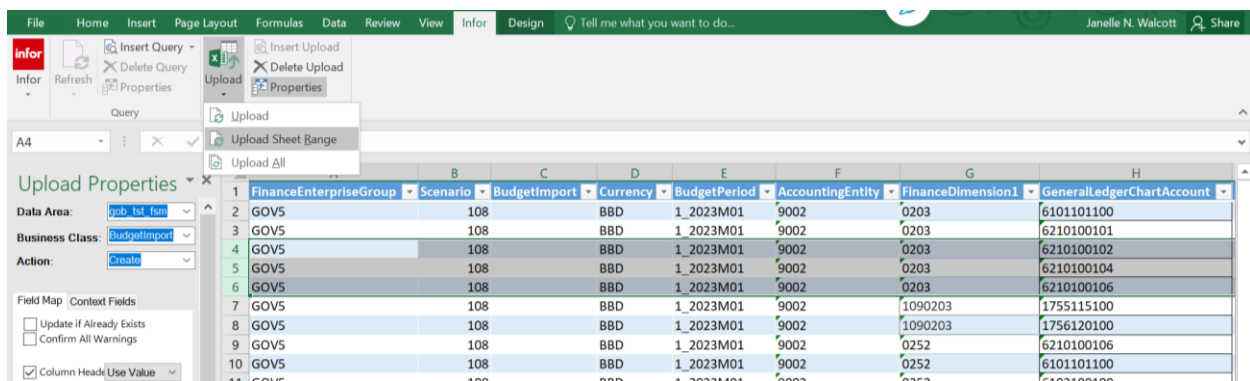


Figure 53 - Upload Drop down menu on Infor tab

## Checking the Uploaded Information

Navigate to the Budget Scenarios window (see Figure 54).

- Log into CSF
- Select the Role of Budget Analyst from landing page
- Navigate to the Budget Scenarios
- Double click on the Scenario or Select and click the Open icon
- Click on the Imports tab

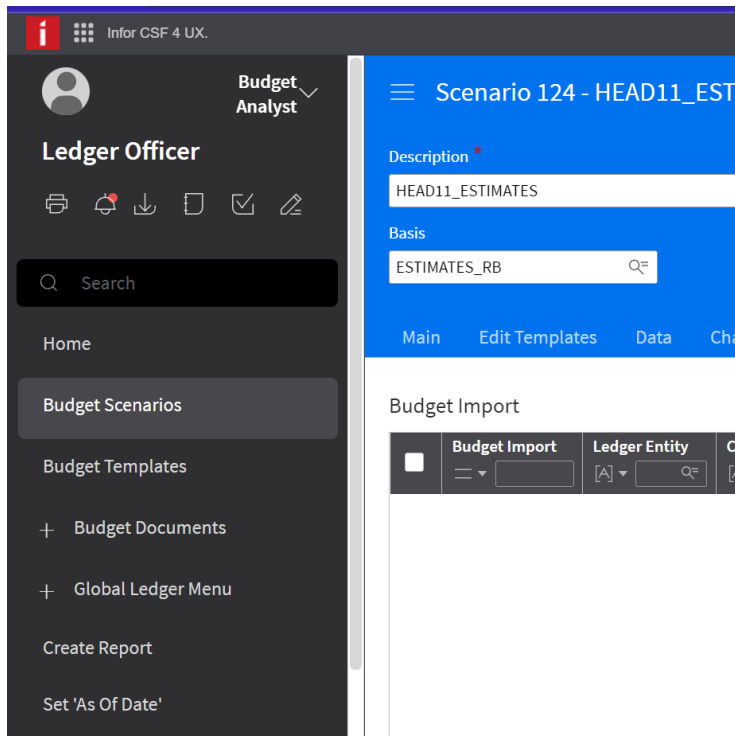


Figure 54 - Budget Scenarios path using Budget Analyst role

## Uploading to Estimates Scenario

Once all Estimates are finalised, Budget Analysts will be responsible for extracting the information from the various Scenarios and placing it on the Estimates Scenario.

The process explained in [Extracting to Excel to make Changes](#) will be used here and the Scenario number needs to be changed to the Estimates Scenario number before upload. The Budget Import column must be emptied of everything except the Heading.

After these changes have been made, the Estimates will be uploaded using the process explained in [Estimates Upload to Scenario](#).

It is recommended that the data is left on the Imports tab until uploads for all Heads have been completed.

After completion of upload for all Heads, the data can then be uploaded using Upload Budget option. Once Estimates information is on the Data tab, the Estimates Scenario can then be set to Ready.

The Account Analysis and Totals reports will become available for viewing the information after the Scenario is set to Ready.

### To make Adjustments to Estimates

Users may adjust Draft Estimates by using Spreadsheet Designer or manually keying the entries on the Imports tab. Users **MUST** replace the whole value for all Estimate adjustments.

Any modifications made, once uploaded from the Imports tab will move to the Data tab.

**To upload, once the Budget Scenario is at a Ready status, click Start Incremental Load. Complete Incremental Load will display after, click this and the upload is now complete.**

**Any new entry/entries not existing on the Data tab will append to the Information already on the Data tab.**

**Note if an entry already exists on the Data tab, any subsequent entry using the same Cost Center, Account and period will overwrite it.**

### Keying Forward Year Estimates

Forward Year Estimates will be keyed using the same Scenarios assigned to the Ministries/Departments with the periods being different. All Ministries/Departments will change the years and submit the information. For example, current year Draft Estimates 2023, Forward Year 1 will be 3\_2024M01 and Forward Year 2 will be 3\_2025M01.

The same process used for keying the Draft Estimates will be used for keying the Forward Years.

## Glossary

### **Budget Scenario**

Where Budgets are housed within Cloudsuite. Allows for the maintenance of Budgets.

### **Finance Dimension**

Cost Centers

### **Budget Period**

Usually contains the first month of the financial year. E.g. 3\_2023M01, which is April 2022.

### **Infor Spreadsheet Designer**

Microsoft Excel Add-on, which allows uploading to Cloudsuite

### **Upload Definition**

Window that allows you to select the Data Area, Business Class, Filter Action and properties for upload to Cloudsuite

### **Data Area**

The area where the data uploads.

### **Business Class**

A database object. In this instance, used to allow users to upload information to a table.

### **Budget Import**

The Business Class used during the upload of budgets.

### **Filter Action**

These are the actions associated with the upload to Cloudsuite. They include Create, Update, and Delete.

### **Imports tab**

The tab on the Budget Scenario, where the data from the upload via Infor Spreadsheet Designer is placed.

The tab where you can key data directly on the Budget Scenario.

Edits of Data on this tab are possible.

### **Upload Budget**

Displayed when the Budget Scenario has a status of **Not Ready**. Also known as the initial load.

Moves the Budget from the Imports tab to the Data tab.

### **Incremental Budget Upload**

Displayed when the Budget Scenario has a status of **Ready**. A two-step process. Start Incremental Budget Upload, followed by Complete Incremental Budget Upload. The Budget Period is also entered. Moves the Budget from the Imports tab to the Data tab.

**Data tab**

The tab on the Budget Scenario where the Budget information resides.

**Insert Query**

Used in Infor Spreadsheet Designer add-on to extract data from CSF to Excel.

**Insert Upload**

Used in Infor Spreadsheet Designer add-on to upload data to CSF from Excel.