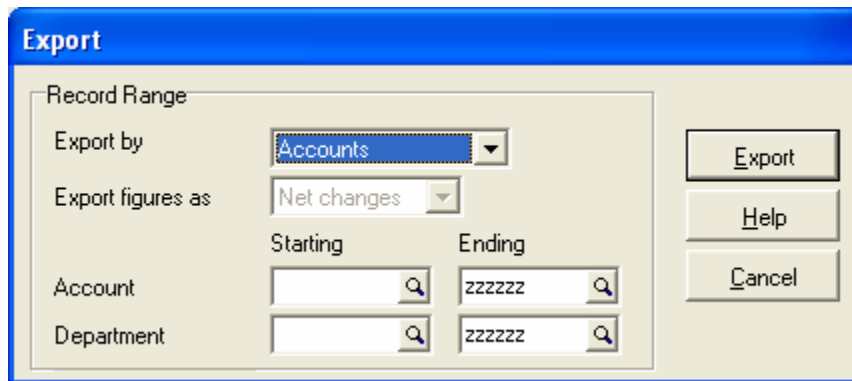


Using Excel to Create Budget data for Adagio Ledger

It is often easier to use Excel to create budget data which you can import into Adagio Ledger. This also allows personnel without access to the accounting to contribute to the budgeting process.

1. Create an Excel template

- a. In Adagio Ledger, select *File / Export / Accounts*.
- b. On the *File Information* tab select *Excel* as the file format and browse for or enter the filename for the Excel file. It must have an extension of *.XLS*. Check the box *Header Included*:
- c. Click on the *Field Selections* tab and select the following fields, in this order:
 - Account Code
 - Department Code
 - Description
 - Period 1 - Budget
 - ...
 - Period 12 - Budget
- d. (Optional) To save this template for re-use, Click on *Save As* and enter an appropriate name.
- e. Click on *Export*.



Select the account and department range to export. For example, many organizations apply budget only to Income Statement accounts.

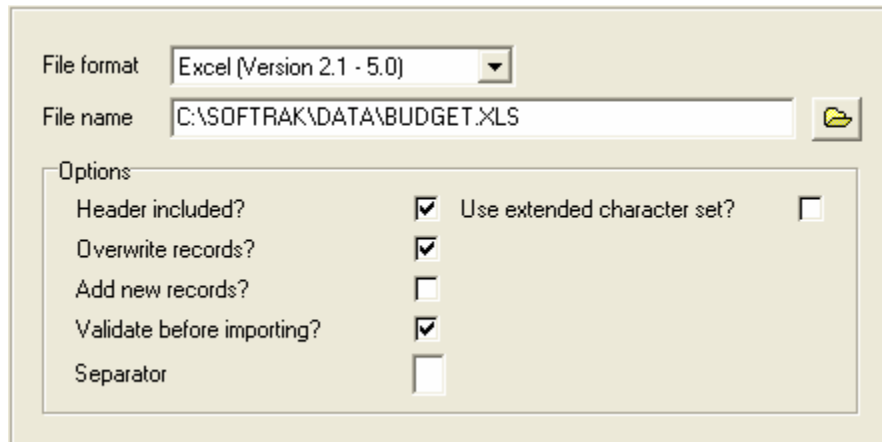
- f. Click on *Export*.

2. Open the file in Excel.

- a. Edit the budget amounts using Excel's tools for copying across fiscal periods.
- b. Save the revised spreadsheet.

3. Import the budget figures into Adagio

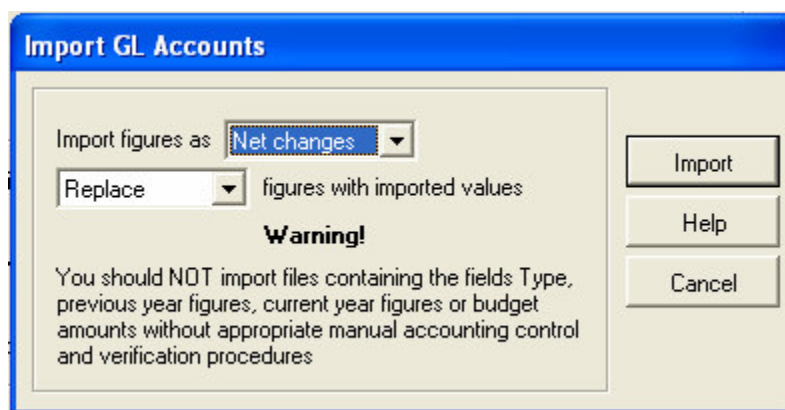
- a. Back up your ledger data.
- b. In Adagio Ledger, select *File/ Import / Accounts*.
- c. On the *File Information* tab, select Excel as the File type and browse for the filename. Make the other selections as shown:



- d. Click on the *Import Field Selection* tab and select the following fields.

Account Code
Department Code
Filler
Period 1 - Budget
...
Period 12 - Budget

- e. Click on Import



Read the warning and click on *Import*.

- f. Verify that the new budget figures have been imported.