

CHAPTER 2: GENERAL LEDGER

Objectives

The objectives are:

- Explain the use of the Chart of Accounts in Microsoft Dynamics™ NAV 5.0.
- Explain the elements of the **G/L Account Card**.
- Explain the elements of the **Chart of Accounts** window.
- Explain the Budgets feature in Microsoft Dynamics NAV 5.0.
- Explain the elements of the **Budgets** window.
- Demonstrate the process of setting up budgets manually and explain additional budget processes, such as deleting budget entries.
- Explain the process of creating budgets using the Copy Budget function.
- Explain the process of creating budgets using the Export Budget and Import Budget functions.

Introduction

General Ledger is the central application area of Microsoft Dynamics NAV 5.0. General Ledger is where financial information is:

- Posted
- Summarized
- Reported

In this section, two main components of the General Ledger application area are covered: Chart of Accounts and Budgets.

The Chart of Accounts provides quick access to G/L accounts and account balances, and the Budgets feature provides a comparison between actual amounts and budgeted amounts, using a combination of:

- G/L accounts
- Periods
- Global dimensions
- Budget dimensions

Chart of Accounts Overview

The core of a company is its Chart of Accounts, a list of the G/L accounts where all G/L entries are posted. Use the **Chart of Accounts** window to enter and view:

- G/L accounts
- Account balances

G/L Accounts can be created:

- Directly in the **Chart of Accounts** window for quick data entry.
- In the **G/L Account Card** window to access all fields without showing hidden fields on the **Chart of Accounts** window.

The following sections explain the fields and buttons on the **G/L Account Card** and the **Chart of Accounts** window.

G/L Account Card Overview

In the **Chart of Accounts** window, all G/L accounts are available and can be viewed at one time. However, there is also a G/L Account Card for each account, accessible from the **Chart of Accounts** window.

To open an account card, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Chart of Accounts.
2. Select an account to view.
3. Click **Account > Card**.

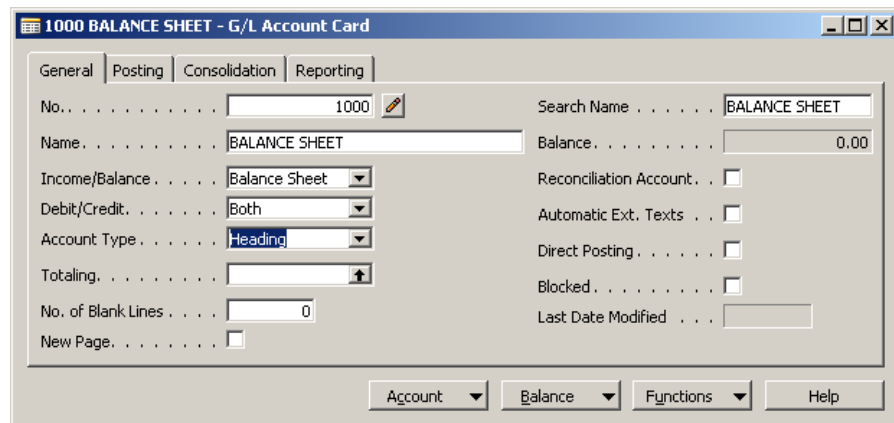


FIGURE 2.1 G/L ACCOUNT CARD

In this section, the fields on the **General** and **Posting** tabs are explained and the functions on the menu buttons are described.

***NOTE:** The fields on the **Consolidation** tab are explained in the *Multicompany Operations - Consolidations* section, and the field on the **Reporting** tab is explained in the *Multicurrency* section, both within the *Finance* content.*

General Tab

The following fields appear on the **General** tab:

Field	Description
No.	The number of the G/L Account. Note that No. Series are not used for G/L Accounts so this number is entered manually.
Name	A short description of the G/L Account.
Income/Balance	Indicates whether the account is an income or balance sheet account. This field is important in determining what accounts are closed at the fiscal year end.
Debit/Credit	Indicates the type of entries that will normally be posted to this account. The selection made does not restrict the type of transactions posted to the account, it only enhances the reporting capabilities.
Account Type	This field identifies the purpose of the account. The options are: <ul style="list-style-type: none"> • Posting: Used to accumulate transactions. • Heading: Used for descriptive purposes only. • Total: Used to total a range of accounts, as specified in the Totaling field. This option is useful for totaling groups of accounts that are not in the same classification, such as Gross Income. • Begin-Total / End-Total: The Begin-Total account marks the beginning of an account range. The End-Total account marks the end of the range. Each End-Total account has an account range in the Totaling field. The range can be calculated or entered manually.
Totaling	Determines which accounts go into a Total or an End-Total account type.
No. of Blank Lines	Determine the number of blank lines before the account is displayed in a report.
New Page	Determine if a new report page is printed after the account is displayed in the report.
Search Name	Used to search for a particular account when the account number cannot be recalled.

Field	Description
Balance	Displays the current balance of the account. Click the AssistButton in this field to access the General Ledger Entries window.
Reconciliation Account	Determines whether the G/L account is included in the Reconciliation window in the general journals. The Reconciliation window is used prior to posting to review the effect of posting the accounts in the journal.
Automatic Ext. Texts	If selected, extended text set up on the account is automatically added to sales and purchase documents in the Description field. If not selected, extended text can still be set up on the account and added to documents manually. To create the extended text, click Account > Extended Texts .
Direct Posting	Indicate whether posting is allowed directly into this account from a journal line. Note that this field is automatically checked when new accounts are created.
Blocked	If selected, prevents entries from posting to this account. Accounts can be blocked and reopened as needed.
Last Date Modified	System generated field, displays the date when the G/L account was last modified.

Posting Tab

The **Posting** tab contains the fields that determine how the G/L and VAT transactions are recorded, including:

Field	Description
Gen. Posting Type	Defines whether the account is used only in connection with a Sale or Purchase transaction or with both types of transactions. This field is: <ul style="list-style-type: none"> Used with the VAT Bus. Posting Group and VAT Prod. Posting Group fields to find the account the program posts VAT. Filled in only for revenue and expense accounts where VAT is involved.
Gen. Bus. Posting Group	Identifies the default General Business Posting Group for the account. This field: <ul style="list-style-type: none"> Indicates whom you sell-to or buy-from. Is used with the Gen. Prod. Posting Group and Gen. Posting Type fields to find the G/L accounts to post to for sales, purchases, discount amounts, COGS, and inventory adjustments.

Gen Prod. Posting Group	Identifies the default General Product Posting Group for the account. This field: <ul style="list-style-type: none"> Indicates the type of item sold or purchased. Is used with the Gen. Bus. Posting Group and Gen. Posting Type fields to find the G/L accounts to post to for sales, purchases, discount amounts, COGS, and inventory adjustments.
VAT Bus. Posting Group	Identifies the default VAT Business Posting Group for the account. This field is used with the VAT Prod. Posting Group and Gen. Posting Type fields to: <ul style="list-style-type: none"> Determine VAT % and VAT calculation type. Find the G/L accounts where the program posts VAT.
VAT Prod. Posting Group	Identifies the default VAT Product Posting Group for the account. This field is used with the VAT Bus. Posting Group and Gen. Posting Type fields to: <ul style="list-style-type: none"> Determine VAT % and VAT calculation type. Find the G/L accounts where the program posts VAT.
Default IC Partner G/L Acc. No.	Identifies the default IC G/L account number for this G/L account. When entering this G/L account in the intercompany general journal, the IC G/L account specified in this field is used as the default balancing account number.

After the posting types and the posting group codes are assigned to a G/L account, these code are automatically inserted in a journal, sales, or purchase line when the G/L account is selected.

***NOTE:** If the general posting groups are set up with default VAT posting groups, the VAT posting group fields are automatically populated with the default values when the general posting group(s) is selected.*

Account Button

The **Account** button on the **G/L Account Card** contains the following option:

Option	Description
List	Displays a list of all accounts. However, this is not the same as the Chart of Accounts window because it does not include balance or amount information.
Ledger Entries	Displays all ledger entries for the account.
Comments	Used to display or enter comments relating to the account.

Option	Description
Dimensions	Used to display or enter default dimensions for the account.
Extended Texts	Used to display or enter extended text for the account.
Receivables-Payables	<p>Provides a summary of:</p> <ul style="list-style-type: none"> Expected net operational cash flow from customers and vendors over time. Open customer and vendor ledger entries sorted by their Due Date instead of Posting Date. <p>This summary can be viewed by the:Period, such as daily, monthly, or quarterly.</p> <ul style="list-style-type: none"> Expected cash flow movement for a period by clicking the Net Change option. Expected net balance of outstanding customer and vendor balances at any date by clicking the Balance at Date option.
Where-Used List	Displays a list of tables where this G/L account is used.

Balance Button

Use the **Balance** button to display information about the balances and transaction amounts for the account. Each window accessed from this button contains filters to assist in viewing the information more specifically. The **Balance** button contains the following options:

Option	Description
G/L Account Balance	Displays the balance or net change for the G/L account over time.
G/L Balance	Displays the balance or net change for all G/L accounts for a specific time period.
G/L Balance by Dimensions	<p>Displays balance or net change information for all accounts. The information displayed in columns and lines can be set to one of the following views:</p> <ul style="list-style-type: none"> G/L account Period Global Dimensions 1 and 2

These functions are described in more detail in the Financial Reporting section of the Business Intelligence content.

Functions Button

The **Functions** button accesses the **Apply Template** function. This function is available when Master Templates are set up during the Rapid Implementation Methodology (RIM) process.

Master Templates for G/L Accounts provide the ability to:

- Create multiple default G/L Account set ups for accounts that are often created, such as expenses.
- Use these templates as a basis when creating accounts of this type.
- Eliminate the need for repetitive data entry for similar account creation.

For more information about RIM and Master Templates, refer to the Application Setup content.

After accounts are created in the **G/L Account Card** window, the **Indent Chart of Accounts** function must be run. This function is explained in the Chart of Accounts Window section of this content.

Create an Account in the G/L Account Card

To create an account in the **G/L Account Card** window, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Chart of Accounts.
2. Click **Account > Card**.
3. Press **F3**.
4. In the **No.** field, enter the account number.
5. In the **Name** field, enter a description.
6. In the **Income/Balance** field, click the **AssistButton** and select the relevant option.
7. In the **Account Type**, field, click the **AssistButton** and select the relevant option.
8. If necessary, enter the range in the **Totaling** field.
9. If necessary, enter a value in the No. of **Blank Lines** field.
10. Place check marks in the check boxes as needed.
11. Click the **Posting** tab.
12. In the **Gen. Posting Type** field, click the **AssistButton** and select the relevant option.
13. In the **Gen. Bus. Posting Group** field, click the **AssistButton** and select the relevant option.
14. In the **Gen. Prod. Posting Group** field, click the **AssistButton** and select the relevant option.
15. Enter information on the **Consolidation** and **Reporting** tabs as necessary.

To assign a dimension to the G/L account, follow these steps:

1. Click **Account > Dimensions**.
2. In the **Dimension Code** field, click the **AssistButton** and select the relevant dimension from the list.
3. In the **Dimension Value Code** field, click the **AssistButton** and select the relevant dimension value from the list.
4. If there are dimension posting requirements, in the **Value Posting** field, click the **AssistButton** and select the appropriate option.
5. Close the **Default Dimension** and the **G/L Account Card** windows.

To indent the new G/L account, follow these steps:

1. In the Chart of Accounts window, locate and select the new account.
2. Click **Functions > Indent Chart of Accounts**.
3. Click **Yes** to run the indent function.
4. Close the **Chart of Accounts** window.

Lab 2.1 - Create a Revenue Account

Scenario

A new revenue account needs to be created for miscellaneous sales. Since you are the accounting manager at CRONUS International Ltd., it is your responsibility to set up the new account using the G/L Account Card:

- Miscellaneous Sales, account number 6140, is an income statement account used to accumulate transactions.
- Direct posting is allowed.
- The posting groups are:

Field	Value
Gen Posting Type	Sale
Gen. Bus. Posting Group	NATIONAL
Gen. Prod. Posting Group	MISC
VAT Bus. Posting Group	NATIONAL
VAT Prod. Posting Group	VAT25

Ensure that the Account Types are formatted and the hierarchy is established.

Challenge Yourself

1. Create the revenue account using the information provided in the scenario.
2. Run the function to align the account display.

Need a Little Help?

1. Open the **G/L Account Card** and insert a new line.
2. Complete the **General** tab using the information provided in the scenario.
3. Complete the **Posting** tab using the information provided in the scenario.
4. Run the **Indent Chart of Accounts** function.

Step by Step Solution

1. On the Navigation Pane, click Financial Management > General Ledger > Chart of Accounts.
2. Click **Account > Card**.
3. Press **F3**.
4. In the **No.** field, enter 6140.
5. In the **Name** field, enter Sales, Miscellaneous.
6. Ensure that the **Income/Balance** field displays Income Statement.

7. Ensure that the **Account Type** field displays Posting.
8. Ensure that a check mark is in the **Direct Posting** field.
9. Click the **Posting** tab.
10. In the **Gen. Posting Type** field, click the AssistButton and select Sale.
11. In the **Gen. Bus. Posting Group** field, click the AssistButton and select NATIONAL.
12. In the **Gen. Prod. Posting Group** field, click the AssistButton and select MISC.
13. Press **ENTER** or **TAB**. The VAT posting group fields are automatically populated based on the general posting group selections.
14. Close the **G/L Account Card**.
15. On the **Chart of Accounts** window, click **Functions > Indent Chart of Accounts**.
16. Click **Yes** to run the indent function.
17. Review the new account, notice that it is indented with the other sales accounts in the same range.

Chart of Accounts Window Overview

The **Chart of Accounts** window contains the same fields on the **G/L Account Card** in a table format. In addition to the information on the individual account cards, the **Chart of Accounts** window displays the current **Net Change** and **Balance** information for the accounts.

No.	Name	I...	A..	Totaling	G..	G..	G..	Net Change	Balance
1000	BALANCE SHEET	B..	H..						
1002	ASSETS	B..	B..						
1003	Fixed Assets	B..	B..						
1005	Tangible Fixed Assets	B..	B..						
1100	Land and Buildings	B..	B..						
1110	Land and Buildings	B..	P..					1,479,480.60	1,479,480
1120	Increases during the Year	B..	P..		P..	N..	M..	147.73	147
1130	Decreases during the Year	B..	P..		S..	N..	M..		
1140	Accum. Depreciation, B...	B..	P..					-526,620.38	-526,620
1190	Land and Buildings, To...	B..	E..	1100..1190				953,007.95	953,007

FIGURE 2.2 CHART OF ACCOUNTS WINDOW

If the account numbers are numeric only, they are sorted differently depending on whether Microsoft Dynamics NAV Server or the Microsoft® SQL Server® is used:

- With the Microsoft Dynamics NAV Server, account numbers are sorted in ascending numerical order.
- With the Microsoft SQL Server, account numbers are sorted in ascending alphabetical order.

As a result, care should be taken when setting up a numeric account number structure to ensure the correct ordering of accounts in the chart of accounts.

The **Chart of Accounts** window contains buttons similar to the **G/L Account Card** window:

- Account
- Balance
- Functions

To use the buttons for an account in this window, select the line and then select the function.

In this section, the functions on the menu buttons are described.

Account Button

The **Account** button contains the following options:

Options	Description
Card	Displays the account card for the selected account on the line.
Dimensions - Single	The same function as the Dimensions function on the account card.
Dimensions - Multiple	Used to assign the same default dimensions to multiple accounts. Since the Chart of Accounts window is a list of accounts, it is possible to assign the same default dimensions to several accounts by selecting the relevant account lines; thus reducing the entry time needed for setting up default dimensions.
Ledger Entries, Comments, Extended Texts, Receivables-Payables, Where-Used List	Same functions as described in the G/L Account Card section.

Balance Button

The **Balance** button contains the following options:

Options	Description
G/L Account Balance, G/L Balance, G/L Balance by Dimension	Same functions as described in the G/L Account Card section.
G/L Account Balance/Budget	Displays the actual and budgeted balance or net change for the G/L account over time.
G/L Balance/Budget	Displays the actual and budgeted balances or net change for all G/L accounts for a specific time period.
Chart of Accounts Overview	Displays the Chart of Accounts with different levels of detail. Use the Expand and Collapse feature to view only header and footer accounts or all of the accounts in between as well.

These functions are described in more detail in the Financial Reporting section of the Business Intelligence content.

Functions Button

The **Functions** button contains a different function: the **Indent Chart of Accounts** function. This function is used to:

- Indent accounts according to the defined hierarchy.

The hierarchy is established using the account types Begin-Total and End-Total. Account numbers within this range are included in the End-Total range in the **Totaling** field.

Create an Account in the Chart of Accounts Window

Although the **G/L Account Card** is typically used to create G/L accounts, the **Chart of Accounts** window provides a quick data entry point. This option is most useful for accounts that require minimal set up.

To create an account in the **Chart of Accounts** window, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Chart of Accounts.
2. Press **F3**.
3. In the **No.** field, enter the account number.
4. In the **Name** field, enter a description.
5. In the **Income/Balance** field, click the **AssistButton** and select the relevant option.
6. In the **Account Type**, field, click the **AssistButton** and select the relevant option.
7. If necessary, enter the range in the **Totaling** field.
8. In the **Gen. Posting Type** field, click the **AssistButton** and select the relevant option.
9. In the **Gen. Bus. Posting Group** field, click the **AssistButton** and select the relevant option.
10. In the **Gen. Prod. Posting Group** field, click the **AssistButton** and select the relevant option.
11. Click **Functions > Indent Chart of Accounts**.
12. Click **Yes** to run the indent function.

Remember that other fields on the **G/L Account Card** can be displayed on the **Chart of Accounts** window using the Show Column feature.

To assign a single dimension to a G/L account, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Chart of Accounts.
2. Locate and select the G/L Account to assign a dimension to.
3. Click **Account > Dimensions - Single**.

4. In the **Dimension Code** field, click the **AssistButton** and select the relevant dimension from the list.
5. In the **Dimension Value Code** field, click the **AssistButton** and select the relevant dimension value from the list.
6. If there are dimension posting requirements, in the **Value Posting** field, click the **AssistButton** and select the appropriate option.
7. Close the **Default Dimension** window.

Assign the Same Dimensions to Multiple G/L Accounts

To assign the same dimensions to multiple G/L Accounts, follow these steps:

1. In the **Chart of Accounts** window, select all the accounts to assign dimensions to.
2. Click **Account > Dimensions - Multiple**.
3. Fill in the **Dimension Code**, **Dimension Value Code**, and **Value Posting** fields.
4. Close the **Default Dimension-Multiple** window.
5. Verify that the dimension is assigned to multiple accounts by selecting an account and clicking **Account > Dimensions - Single**.
6. Close the **Default Dimension** window and repeat step 5 for a different account.

Lab 2.2 - Create a VAT Account

Scenario

A new 30% purchase VAT has been introduced in the EU. As the accounting manager, it is your responsibility to set up the new account using the following criteria:

- Purchase VAT 30 % EU, account number 5622.
- A balance sheet account used to accumulate transactions.
- Direct Posting is not allowed.

It has also been decided to assign an Area dimension of 30, with a Code Mandatory value posting, to the following accounts:

- 5620
- 5621
- 5622

Ensure that the Account Types are formatted and the hierarchy is established.

***HINT:** You will need to use the Show Column feature in this Lab.*

Challenge Yourself

1. Enter the new account as specified in the scenario.
2. Assign the dimension to the accounts as specified in the scenario.
3. Run the function to align the account display.

Need a Little Help?

1. Open the **Chart of Accounts** window.
2. Enter the new account as specified in the scenario.
3. Show the **Direct Posting** check box.
4. Assign the Area dimension to the VAT accounts as specified in the scenario.
5. Run the **Indent Chart of Accounts** function.

Step by Step Solution

1. On the Navigation Pane, click Financial Management > General Ledger > Chart of Accounts.
2. Press **F3**.
3. In the **No.** field, enter 5622.
4. In the **Name** field, enter Purchase VAT 30 % EU.
5. Ensure that the **Income/Balance** field is set to Balance Account.

6. Ensure that the **Account Type** field is set to Posting.
7. On the **View** menu, click **Show Column**.
8. Click **Direct Posting** and click **OK**.
9. In the **Direct Posting** check box, click to remove the check mark.
10. If necessary, enter the range in the **Totaling** field.
11. Click to highlight the lines for accounts 5620, 5621, 5622.
12. Click **Account > Dimensions > Dimensions-Multiple**.
13. In the **Dimension Code** field, click the **AssistButton** and select Area.
14. Click **OK**.
15. In the **Dimension Value Code** field, enter 30.
16. In the **Value Posting** field, click the **AssistButton** and select Code Mandatory.
17. Click **OK** to close the **Default Dimension-Multiple** window.
18. Click **Functions > Indent Chart of Accounts**.
19. Click **Yes** to run the indent function.
20. Close the **Chart of Accounts** window.

General Ledger Budgets Overview

In Microsoft Dynamics NAV 5.0, the budget feature provide the opportunity to:

- Create multiple budgets for identical time periods using separate names.
- Create simple or complex budgets by selecting a combination of G/L account, period, the two global dimensions, and four budget dimensions.
- Copy budgets from previous periods and revise budget figures using an adjustment factor.
- Export budgets to and import budgets from Microsoft® Excel®.

In this section, Budgets are explained and the features listed above are demonstrated.

Setting up G/L Budget Names

Multiple budgets can be set up for identical time periods by creating budgets with separate names in the **G/L Budget Names** window. Global dimensions are available on all budgets, but four additional Budget dimensions can be specified on each budget.

Budget dimensions can be used to:

- Set filters on a budget
- Add dimension information to budget entries

To complete the **G/L Budget Names** window, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. In the **Budget Name** field, click the **AssistButton**. The **G/L Budget Names** window appears.
3. In the **Name** field, enter a unique identifier for this budget.
4. In the **Description** field, enter a short description.
5. In the **Budget Dimension 1 Code** field, click the **AssistButton** and select the relevant dimension, as needed.
6. In the **Budget Dimension 2 Code** field, click the **AssistButton** and select the relevant dimension, as needed.
7. In the **Budget Dimension 3 Code** field, click the **AssistButton** and select the relevant dimension, as needed.
8. In the **Budget Dimension 4 Code** field, click the **AssistButton** and select the relevant dimension, as needed.
9. Click **OK**.

Budget Window Overview

As a matrix-type window, the **Budget** window displays budgeted amounts in a variety of views, including:

- G/L accounts in different time periods.
- Dimensions in different time periods.
- Dimensions and G/L accounts.
- Dimensions and Dimensions.

To access the **Budget** window, on the Navigation Pane, click Financial Management > General Ledger > Budgets.

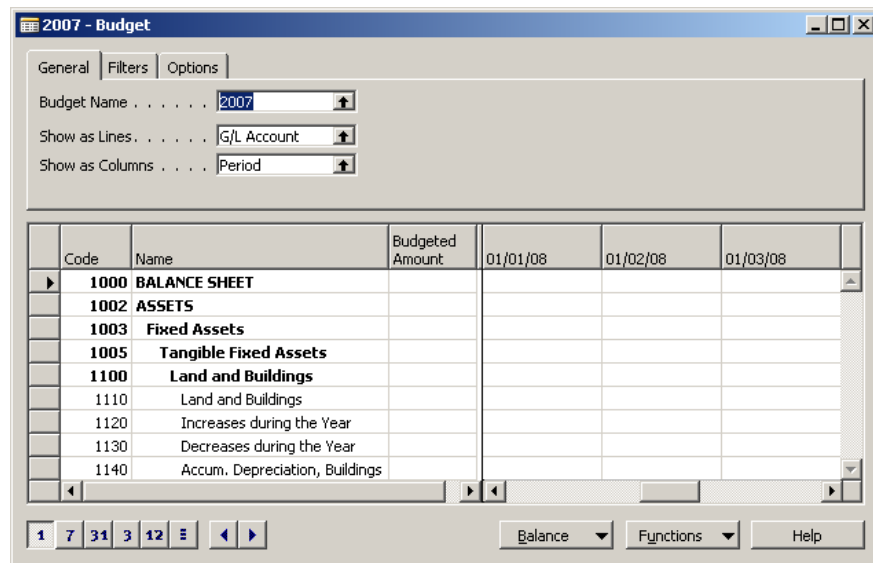


FIGURE 2.3 BUDGET WINDOW

The window contains four areas:

- Header
- Lines
- Trendscape
- Menu buttons

The header provides the:

- Lines and columns display options
- Filtering and rounding options

In the lines, enter and view the budgeted amounts. Use the trendscape to adjust the period, such as days, months, years, and accounting periods.

The menu buttons are used to access alternative views of the budgets and to perform budget-related functions, such as:

- Reversing column and line displays
- Copying and deleting budgets.
- Importing from and exporting to Excel.

This section provides an overview of the **Budget** window.

General Tab

On the **General** tab of the header, the following fields appear:

Field	Definitions
Budget Name	Identifies the name of the budget in use.
Show as Lines	Determines how the lines are displayed. The options are: Global Dimension 1 and 2 <ul style="list-style-type: none"> • G/L Account • Period • Budget dimensions, if specified for the selected budget
Show as Columns	Determines how the columns are displayed. The options are the same as in the Show as Lines field.

Filters Tab

The **Filters** tab contains fields used to determine how the information in the **Budget** window is displayed, including:

Field	Definitions
Date Filter	Used to filter amount fields by date. If this field contains starting and ending dates for a time period, the values in the: <ul style="list-style-type: none"> • Net Change and Budgeted Amount fields will display the net change on an account during that period. • Balance at Date and Budget at Date fields will show the balance from the starting to the ending dates of the filter.
G/L Account Filter	Used to set a filter for G/L accounts, so that the values in the following fields are based only on the G/L accounts included in the filter: <ul style="list-style-type: none"> • Balance • Budget at Date • Budgeted Amount

Field	Definitions
Two Global Dimension Filters	Used to set a filter for a dimension, so that the values in the following fields are based only on the dimension values included in the filter: <ul style="list-style-type: none"> • Net Change • Balance at Date • Balance • Budget at Date • Budgeted Amount
Four Budget Dimension Filters	Used to set a filter for a budget dimension, so that the amounts in the budget fields are based only on entries with the dimension values included in the filter.

NOTE: The more filters used in the G/L Budget, the more detail is included in management reporting. It is recommended to enter and filter budget information the same as when recording G/L entries.

Options Tab

The **Options** tab, contains two fields:

Field	Definitions
Rounding Factor	Determines how the amounts in the columns are rounded.
Show Column Name	If selected, the descriptive names given to dimension values and G/L accounts are displayed instead of the corresponding codes.

Budget Lines

The budget lines are separated into two sections:

- The left pane define the lines as selected in the **Show as Lines** field in the header.
- The right pane define the columns as selected in the **Show as Columns** field in the header.

The fields for the lines are static regardless of the selection in the **Show as Lines** field:

Field	Definitions
Code, Name	Displays the code and name of the G/L Account, Dimension, or Period.
Budgeted Amount	Displays the total budget of the selected G/L account, Dimension, or Period. This field is automatically calculated and updated; the underlying entries can be accessed by clicking the AssistButton in this field.

The column fields are dynamic and determined by the selection the **Show as Columns** field.

Balance Button

The **Balance** button contains two options:

Option	Description
G/L Account Balance/Budget Window	Displays a summary of the following for the account selected on the Budget window: <ul style="list-style-type: none"> • Debit and credit balances • Budgeted amounts for different time periods
G/L Balance/Budget Window	Displays a scrollable summary, for the time period selected, of the following for each account in the chart of accounts: <ul style="list-style-type: none"> • Debit and credit balances • Budgeted amounts

These windows are examined further in the Financial Reporting section of the Business Intelligence content.

Functions Button

The **Functions** button contains the following options:

Option	Description
Reverse Lines and Columns	Used to reverse the axis of the lines and columns.
Copy Budget	Used to copy an existing budget to a new one. This function is explained in more detail in the Copy Budget section of this content.

Option	Description
Delete Budget	Used to delete entries of the selected budget. This function is explained in more detail in the Delete Budget Entries section of this content.
Export to Excel / Import from Excel	Used to export a budget from Microsoft Dynamics NAV 5.0 to an Excel workbook and vice versa. These functions are explained in more detail in the Export and Import Budgets section in this content.

Fill in the Blanks: Budget Name and Budget Windows

Fill in the blanks to test your knowledge of this section.

1. Use the _____ to adjust the period, such as days, months, years, and accounting periods.
2. The ____ as Columns and ____ as Lines fields determine how columns and lines are displayed in a budget.
3. The column fields in the budget lines are _____.
4. Multiple budgets can be set up for identical time periods by creating budgets with separate _____.
5. Budget _____ can be used to set filters on a budget.
6. The Reverse Lines and Columns function is used to reverse the ____ of the lines and columns in the budget.

Create Budgets Manually

In Microsoft Dynamics NAV 5.0, budgets can be created in many ways, including:

- Manually
- Copying from an existing budget
- Importing an exported budget or an Excel spreadsheet

This section includes a demonstration of creating a budget manually and also provides additional budget set up information, such as:

- Changing or Adding Dimensions
- Budgeting with Begin-Totals and End-Totals
- Deleting Budget Entries

Demonstration: Create a Budget

Scenario: Sara, the CFO at CRONUS International Ltd., needs to set a January 2009 sales budget, using Budget dimensions Business Group and Customer Group.

The **Budget** window matrix is set to:

- Lines: G/L Account
- Columns: Customer Group
- Monthly view
- Date filter: January 2009
- Department (Global Dimension 1) filter: Sales
- Column Names are displayed

The following entries need to be made for January 2009:

G/L Account	Intercompany	Large Business	Medium Business	Private	Small Business
6110	-20000	-15000	-10000	-5000	-1000
6120	-15000	-10000	-8000	-1000	
6130	-10000	-5000	-3000		

In this demonstration, the January 2009 budget is set up.

Steps

To enter the budget header, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. In the **Budget Name** field, click the **AssistButton**.
3. In the **Name** field, enter 2009.
4. In the **Description** field, enter 2009 budget.
5. In the **Budget Dimension 1 Code** field, click the **AssistButton** and select Business Group.
6. Click **OK**.
7. In the **Budget Dimension 2 Code** field, click the **AssistButton** and select Customer Group.
8. Click **OK**.
9. Click **OK** to close the **G/L Budget Names** window.
10. In the **Show as Lines** field, ensure that G/L Account is selected.

11. In the **Show as Columns** field, click the **AssistButton** and select Customer Group.
12. Click **OK**.
13. In the Trendscape, click **31**.
14. Click the **Filters** tab.
15. In the **Date Filter** field, enter 010109..013109.
16. In the **Department Filter** field, click the **AssistButton** and select Sales.
17. Click **OK**.
18. Click the **Options** tab.
19. Place a check mark in the **Show Column Name** check box.

To enter the budget lines, follow these steps:

1. In the lines section, locate and select G/L Account 6110.
2. In the column pane, enter the following for account 6110:
 - a. In the **Intercompany Customers** field, enter -20000.
 - b. In the **Large Business** field, enter -15000.
 - c. In the **Medium Business** field, enter -10000.
 - d. In the **Private** field, enter -5000.
 - e. In the **Small Business** field, enter -1000.
3. Locate and select G/L Account 6120.
4. In the column pane, enter the following for account 6120:
 - a. In the **Intercompany Customers** field, enter -15000.
 - b. In the **Large Business** field, enter -10000.
 - c. In the **Medium Business** field, enter -8000.
 - d. In the **Private** field, enter -1000.
5. Locate and select G/L Account 6130.
6. In the column pane, enter the following for account 6130:
 - a. In the **Intercompany Customer** field, enter -10000.
 - b. In the **Large Business** field, enter -5000.
 - c. In the **Medium Business** field, enter -3000.

The budget amounts for each customer group are now entered.

By entering amounts directly in the **Budget** window, budget entries are created in the **G/L Budget Entries** window. Adjustments made to the budget are stored in this window.

To review the entries in the **G/L Budget Entries** window, follow these steps:

1. Click the line for either G/L account 6110, 6120, or 6130.
2. In the **Budgeted Amount** field, click the **AssistButton**.
3. Close the **G/L Budget Entries** window.

Change or Add Dimensions to Budget Entries

After budget entries are created:

- Existing dimensions can be changed.
- Dimensions not included in the **Budget** window can be added.

To use all four dimensions when setting up a budget, budget entries can be entered with amounts for each budget row and column with each dimension combination. Setting up a budget with all four dimensions can be achieved using either of these methods:

- Change the filter each time for each combination
- Manual enter many budget entries with different dimension combinations.

***NOTE:** When creating a large multi-dimension budget for the first time, it is recommended to export the budget structure to Excel to complete the data entry. The budget can then be imported into Microsoft Dynamics NAV 5.0 using the **Import to Excel** function.*

Budget with Begin-Totals and End-Totals

A Begin Total account can be used for entering budget amounts for an account group.

For example, using the Sales of Retail accounts that includes Begin Total account 6105, Accounts 6110 - 6190, and End Total account 6195:

- If an amount is entered for Account No. 6105, this value is used as a budget for the entire account group for 6110..6190.
- If amounts are entered for the Begin Total account and for another account of this group, for example 6120, both amounts are added in the End Total account on 6195.

The total amount entered in each instance is not split into partial amounts to the existing G/L accounts of this group.

To compare budget entries with the G/L entries by individual account (and not on the basis of an account group), budget information must be entered account by account.

Delete Budget Entries

In the **Budget** window, if a value in a column field is deleted, a negative budget entry is created in the **G/L Budget Entry** window to maintain the traceability of the budget changes.

To delete a budget entry in the **Budget** window, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. Locate and select a budget with entries.
3. In a column line with an entry, press **F4** to delete the value.
4. Click the **AssistButton** in the column field of the deleted value.
5. Notice that a negative budget entry has been inserted.

To remove the negative budget entry and original entry in the **G/L Budget Entry** window, follow these steps:

1. Select the entries.
2. Press **F4**.
3. Click **Yes** to delete the selected lines.
4. Close the **G/L Budget Entry** window.

All budget entries can also be removed from a budget without deleting the budget from the **Budget** window.

Using the Delete Budget function, all entries are removed from the **G/L Budget Entries** window, without creating a negative entry.

To delete a budget entry using the Delete Budget function, follow these steps:

1. Open a budget with entries that must be deleted.
2. Click **Functions > Delete Budget**.
3. Click **Yes** to delete the budget entries.
4. Notice that all budget entries have been removed from the **Budget** window.
5. In a column field that had a budget amount, click the **AssistButton** to review the budget entries.
6. Notice that a line with minimal information, and no budget amounts, remain.
7. Close the **G/L Budget Entries** and **Budget** windows.

Lab 2.3 - Create a Budget

Scenario

The CFO at CRONUS International Ltd. has asked you to set up a new January 2009 G/L Account budget by areas for the sales of Medium-sized industrial customers.

Name the budget Region09, for Sales by Region 2009 and use Budget Dimensions Business Group, Customer Group, and Area. The budgeted revenues are:

Area	G/L Account	Budgeted Amount
Europe North (EU)	6110	-400,000.00
Europe North (EU)	6120	-100,000.00
Europe North (Non EU)	6130	-80,000.00
Europe South	6120	-120,000.00
America North	6130	-90,000.00
America South	6130	-50,000.00

Challenge Yourself

1. Set up the Budget Name using the criteria stated in the scenario.
2. Set up the Budget header using the criteria stated in the scenario.
3. Use a monthly view to enter the budget amounts for the sales accounts.

***HINT:** It will help to view the description column names prior to entering the budget amounts.*

Need a Little Help?

1. Open the **Budget** window, and access the **G/L Budget Name** window.
2. Set up the Budget Name using the criteria stated in the scenario.
3. In the **Budget** window, set the lines and columns to prepare to enter accounts and areas.
4. Set the date and dimension filters, based on the information stated in the scenario.
5. Choose to view the description column names.
6. Using the monthly view, enter the budget amounts as stated in the scenario.

Step by Step Solution

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. In the **Budget Name** field, click the **AssistButton**.
3. In the **Name** field, enter Region09.
4. In the **Description** field, enter Sales by Region 2009.
5. In the **Budget Dimension 1 Code** field, click the **AssistButton** and select Business Group.
6. In the **Budget Dimension 2 Code** field, click the **AssistButton** and select Customer Group.
7. In the **Budget Dimension 3 Code** field, click the **AssistButton** and select Area.
8. Click **OK**.
9. In the **Budget** window, in the **Show as Lines** field, click the **AssistButton** and select G/L Account.
10. In the **Show as Columns** field, click the **AssistButton** and select Area.
11. Click the **Filter** tab.
12. In the **Date Filter** field, enter 010109..013109.
13. In the **Department Filter** field, click the **AssistButton** and select Sales.
14. In the **Businessgroup Filter** field, click the **AssistButton** and select Industrial.
15. In the **Customergroup Filter** field, click the **AssistButton** and select Medium.
16. Click the **Options** tab.
17. Ensure that there is no rounding set and click the **Show Column Name** check box.
18. In the Trendscape, click **31**.
19. In the lines, locate G/L Account 6110.
20. In the area **Europe North (EU)** field, enter -400000.
21. For account 6120, in the area **Europe North (EU)** field, enter -100000.
22. For account 6120, in the area **Europe South** field, enter -120000.
23. For account 6130, in the area **Europe North (EU)** field, enter -80000.
24. For account 6130, in the area **America North** field, enter -90000.
25. For account 6130, in the area **America South** field, enter -50000.

Copy Budgets

To avoid manually entering a new budget, use the Copy Budget function to copy from existing:

- G/L Budget entries
- G/L entries

To access this function from the **Budget** window, click **Functions > Copy Budget**.

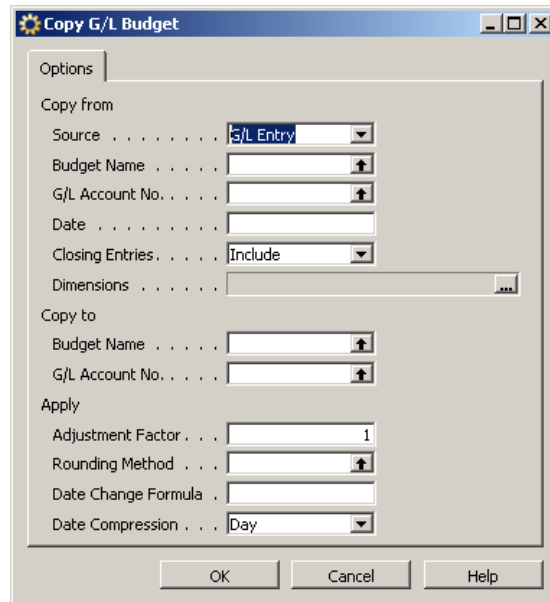


FIGURE 2.4 COPY G/L BUDGET WINDOW

NOTE: The Copy Budget function is also available from the **G/L Account Balance/Budget** window and the **G/L Balance/Budget** window, accessible from the **Balance** button on the **Budget** window.

The **Copy G/L Budget** batch job contains three areas, used to specify:

- The Copy from source
- The Copy to destination
- How to Apply the copied information

In this section, each area is explained and an existing budget is copied to a new budget.

Copy Budget Batch Job Overview

The **Copy from** area is used to determine where the copied budget entries are coming from. The fields within this area are specified based on the selection in the **Source** field:

Option	Definition
G/L Entry	<p>The budget is based on actual G/L entries for a specified period. Specify:</p> <ul style="list-style-type: none"> • An account range and/or date range in the G/L Account No. and Date fields to determine the information to be copied. • Whether to include Closing Entries.
G/L Budget Entry	<p>The budget is based on G/L Budget entries of an existing budget. Specify an:</p> <ul style="list-style-type: none"> • Existing Budget Name to copy from. • Account range and/or date range in the G/L Account No. and Date fields to filter the information copied.

For both **Source** options, in the **Dimensions** field, click the **AssistButton** and:

- Click to insert a check mark in the **Selected** check box for each dimension to be copied to the new budget entries.
- Set additional filters for the copying process by defining Dimension Value Filters.

The **Copy to** area, is used to specify where the copied budget information is to be sent. The following fields are included:

Field	Definition
Budget Name	Enter the name of the new budget, or click the AssistButton to select an existing Budget Name.
G/L Account No.	Enter the G/L account number if one or more ledger entries must be copied to one G/L account.

The **Apply** area includes several calculation options to use when copying budgets, including:

Field	Definition
Adjustment Factor	Enter an adjustment factor that the source entries are multiplied by during the copy process. For example, an adjustment of 1.1 increases amounts by 10% and an adjustment of .89 decreases amounts by 11%.
Rounding Method	Specify how the new budget entries are rounded.
Date Change Formula	Enter a formula that calculates the date for the new entries based on the entries being copied, for example 1M for the next month.
Date Compression	Compress the entries copied by a selected period to reduce the number of new entries created.

For more information about the fields on this window, press F1 to access online help.

Demonstration: Copying Budget Entries

Scenario: Phyllis, the accounting manager at CRONUS International Ltd., has been asked to prepare a sales campaign budget for February 2008. A sales campaign budget already exists for January 2008; the only difference between the January and February budgets is that the February campaign budget is half the amount of January.

To reduce the data entry time, Phyllis decides to copy the January budget entries for February, using the following criteria:

- New budget entries can be added to the 2008 budget, rather than create a new budget.
- Same dimensions as January, including:
 - Department
 - Project
 - Area
 - Sales Campaign
- Decrease the January amounts in half.

In this demonstration, the Copy Budget function is used.

Steps

To create the new budget header, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. Click **Functions > Copy Budget**.
3. In the **Source** field, click the **AssistButton** and select G/L Budget Entry.
4. In the **Budget Name** field, click the **AssistButton** and select 2008 budget.
5. Click **OK**.
6. In the **Date** field, enter 010108..013108.
7. In the **Dimensions** field, click the **AssistButton** and click the **Selected** check boxes for Area, Department, Project, and Sales Campaigns.
8. Click **OK**.

To copy from the January 2008 budget, follow these steps:

1. Under Copy to, in the **Budget Name** field, click the **AssistButton** and select 2008 budget.
2. In the **Adjustment Factor** field, enter .5.
3. In the **Date Change Formula** field, enter 1M.
4. Click **OK**.
5. Click **Yes** to start the copy process.
6. Click **OK**.
7. In the **Budget** window, in the **Budget Name** field, click the **AssistButton** and select 2008.
8. Set the Lines to show G/L Account, the Columns to show Period, and the Trendscape to 31.
9. Review the entries for February, noticing that the amounts have been decreased by 50%.

***NOTE:** Instead of changing the lines and columns in the header, switch between periods using the **Next Period** button in the Trendscape or by changing the Date Filter.*

Lab 2.4 - Copy a Budget

Scenario

A couple of weeks have past since you created the January 2009 sales budget. You are now asked to create new sales budget entries for February 2009:

- Dimensions filtering is the same as January filters, including:
 - Departments
 - Business Groups
 - Customer Groups
 - Areas

- February sales are budgeted to be 10% greater than January.

You decide to use the Copy Budget function instead of manually entering the budget. Review the February entries after running the copy function.

Challenge Yourself

1. Access the Copy G/L Budget batch job.
2. Use the January 2009 sales budget to copy from and to.
3. Include closing entries and set dimensions as used in the January sales budget.
4. Set adjustment factors and date changes.
5. Open the February budget and review the entries.

***HINT:** Do not change the defaults for **Closing Entries (Include)** and **Date Compression (Day)**. Switch between periods using the **Next Period** button or by changing the date filters.*

Need a Little Help?

1. Open the **Budget** window and open the Copy Budget function.
2. Using budget entries, use the January 2009 sales budget to copy from.
3. Set the January date filters.
4. Set Dimensions as stated in the scenario.
5. Use the January 2009 sales budget to copy to.
6. Set the 10% adjustment for the new budget.
7. Update the date formula for the new budget.
8. Run the batch job.
9. Open the 2009 sales budget.
10. Access and review the February entries.

***HINT:** Do not change the defaults for **Closing Entries (Include)** and **Date Compression (Day)**. Switch between periods using the **Next Period** button or by changing the date filters.*

Step by Step Solution

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. Click **Functions > Copy Budget**.
3. In the **Source** field, click the **AssistButton** and select G/L Budget Entry.
4. In the **Budget Name** field, click the **AssistButton** and select REGION02.
5. In the **Date** field, enter 010109..013109.
6. In the **Dimensions** field, click the **AssistButton** and click the **Selected** check boxes for Area, Business Group, Customer Group, and Department.
7. Click **OK**.
8. Under Copy to, in the **Budget Name** field, click the **AssistButton** and select REGION02.
9. In the **Adjustment Factor** field, enter 1.1.
10. In the **Date Change Formula** field, enter 1M.
11. Click **OK**.
12. Click **Yes** to start the copy process.
13. Click **OK**.
14. In the **Budget** window, in the **Budget Name** field, click the **AssistButton** and select REGION09.
15. In the Trendscape, click the **Next Period** button (the right arrow).
16. Review the entries, noticing that the:
 - Filters are set
 - Amounts have been increased by 10%.

Export and Import Budgets

Microsoft Dynamics NAV 5.0 provides the option of creating budgets using export and import functions.

Budgets are exported to Excel using the Export Budget to Excel batch job. Once budgets are exported:

- Use Excel to modify and add to the budget.
- Create new budgets based on the exported budget figures.

Budget are imported using the Import Budget from Excel batch job. Using this batch job, import budgets:

- Exported from Microsoft Dynamics NAV.
- Created in Excel.
- Into existing or new budgets.

***NOTE:** Before creating a budget in Excel, it is recommend to export a budget from Microsoft Dynamics NAV 5.0 to obtain the proper format.*

In this section, the batch jobs used to export and import budgets are explained and then a demonstration of the export and import budget process is provided.

Export Budget to Excel Batch Job

Before opening the Export Budget to Excel batch job, ensure that the proper budget is selected in the **Budget Name** field.

***NOTE:** The settings in the **Show as Lines** and **Show as Columns** fields do not effect the budget export. The exported budget always displays the lines as G/L Accounts and the columns (displayed as dimensions and periods) are determined in the **Export to Excel** batch job.*

The **Export Budget to Excel** batch job is accessed from the **Budget** window by clicking **Functions > Export Budget**.

This batch job contains two sections:

- G/L Budget Entry
- Options

The **G/L Budget Entry** tab is automatically populated with the **Budget Name** and **Global Dimension** and **Budget Dimension** filters specified on the **Filter** tab.

These filters determine the entries exported to Excel and can be changed. However, only the budget dimensions contained on the selected budget can be used.

***CAUTION:** If filters are set for dimensions on the **G/L Budget Entry** tab, the same dimensions must be specified in the **Column Dimensions** field on the **Options** tab. If the same dimensions are not used, dimension information is lost when the budget is imported into Microsoft Dynamics NAV 5.0 .*

The **Options** tab contains the following fields:

Field	Description
Start Date	Identifies the first date to be included in the exported budget.
No. of Periods	Identifies the number of accounting periods to be included in the exported budget. The total time that the budget will encompass is determined by the combination of this field and the Period Length field.
Period Length	Uses a formula to identify the length of the accounting periods to be included in the exported budget. For example, 1M for one month.
Column Dimensions	Determines which dimensions are shown as columns in the exported budget. These must include the dimensions set as filters on the G/L Budget Entry tab.
Include Totaling Formulas	If selected, sum formulas are created in Excel based on the Totaling fields used in the Chart of Accounts window. Using this function means that if budget figures are altered in Excel, the Excel cells used as totaling fields are simultaneously updated.

The **Start Date**, **No. of Periods**, and **Period Lengths** must be specified to run the export batch job.

Exported Budgets

The Excel spreadsheet is generated using this base structure:

- The Budget Name and Dimension filters appear in the top left.
- The G/L Accounts appear in the rows.
- The dimensions, if specified, and periods appear in the columns.

To import budgets into Microsoft Dynamics NAV 5.0, the base structure of the exported budget must not change. Therefore, it is recommended to create the budget structure in Microsoft Dynamics NAV 5.0 and then run the export process.

Additional dimension columns and dimension value filters can be added after the export, but before importing the finalized budget amounts, as long as these changes are made to both the:

- Excel spreadsheet.
- Budget dimensions in Microsoft Dynamics NAV 5.0.

When all changes are made, save the Excel spreadsheet.

Import Budget from Excel Batch Job

The **Import Budget from Excel** batch job is accessed from the **Budget** window by clicking **Functions > Import Budget**. This batch job contains two sections:

- Import from
- Import to

The fields on the **Option** tab include:

Field	Description
Workbook File Name	Specifies the path to the saved Excel budget.
Worksheet Name	Identifies which worksheet from the Excel Workbook to be imported.
Budget Name	Specifies the budget in Microsoft Dynamics NAV 5.0 that entries will be imported to.
Option	Identifies the method used to import budget entries. The options are: <ul style="list-style-type: none"> • Replace Entries: Imported entries replace existing entries with the same dimension, date, and G/L Account combination. • Add Entries: Imported entries are added to existing entries with the same dimension, date, and G/L Account combination. Use this option to create a single consolidated budget from a number of individual budgets created in separate Excel worksheets.
Description	Specifies a description that is assigned to the imported budget entries to help distinguish between other budget entries.

***NOTE:** Before importing the budget, close Excel.*

Demonstration: Export and Import a Budget

Scenario: Cassie, the accountant at CRONUS International Ltd., has been asked to create November budget entries for the 2008 budget.

Cassie prefers to work in Excel so she exports the 2008 budget from Microsoft Dynamics NAV 5.0 and enters the new budget entries in Excel. Once finished, she imports the new budget into Microsoft Dynamics NAV 5.0.

The new entries for the 2008 sales campaign budget include:

- Single month entry, on 11/01/08
- Global dimension: Sales
- Budget dimensions: Area and Sales Campaign
- Entries:

G/L Account	Area	Department	Sales Campaign	Amount
6120	30	Sales	Winter	-4500
6130	70	Sales	Winter	-1250
7230	70		Winter	55000

In this demonstration, a budget is exported to Excel, modified, and then imported into Microsoft Dynamics NAV 5.0.

Steps

To export the budget, follow these steps:

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. In the **Budget Name** field, click the **AssistButton** and select 2008 budget.
3. Click **OK**.
4. Click **Functions > Export to Excel**.
5. Click the **Options** tab.
6. In the **Start Date** field, enter 110108.
7. In the **No. of Periods** field, enter 1.

8. In the **Period Length** field, enter 1M.
9. In the **Column Dimensions** field, click the **AssistButton**.
10. Click the **Selected** check box for Area, Department, and Sales Campaign.
11. Click **OK**.
12. Click **OK** to start the export process.

To modify the budget in Excel, follow these steps:

1. In Excel, locate **G/L Account** 6120.
2. In the **Area** field, enter 30.
3. In the **Department** field, enter Sales.
4. In the **Sales Campaign** field, enter Winter.
5. In the date field (11/01/08), enter -4500.
6. Locate **G/L Account** 6130.
7. In the **Area** field, enter 70.
8. In the **Department** field, enter Sales.
9. In the **Sales Campaign** field, enter Winter.
10. In the date field, enter -1250.
11. Locate **G/L Account** 7230.
12. In the **Area** field, enter 70.
13. In the **Sales Campaign** field, enter Winter.
14. In the date field, enter 55000.
15. Save the Excel spreadsheet to the desktop.
16. Close Excel.

To import the budget, follow these steps:

1. In Microsoft Dynamics NAV 5.0, open the **Budget** window.
2. Click **Functions > Import from Excel**.
3. In the **Workbook File Name** field, click the **AssistButton** and locate the saved Excel file on the desktop.
4. In the **Worksheet Name** field, click the **AssistButton**. The Budget option is selected.
5. Click **OK**.
6. In the **Budget Name** field, click the **AssistButton** and select 2008 budget.
7. Click **OK**.
8. In the **Option** field, click the **AssistButton** and select Add Entries.
9. Update the **Description** field as needed.
10. Click **OK**.
11. Click **Yes** to add entries for Budget Name 2008.
12. Click **OK**.
13. Review the entries for November 1, 2008.

Lab 2.5 - Export and Import a Budget

Scenario

As the accountant for CRONUS International Ltd., you have been asked to set up the December budget entries for the 2008 sales campaign budget.

Since the dimensions are the same as previous months, you choose to export the budget into Excel to enter the December budget entries. The new entries for the 2008 sales campaign budget include:

- Bi-monthly entries, on 12/01/08 and 12/15/08
- Global dimension: Sales
- Budget dimensions: Area and Sales Campaign
- Entries:

G/L Account	Area	Department	Sales Campaign	Amount12/1/08	Amount12/15/08
6120	30	Sales	Winter	-3750	-3750
6130	70	Sales	Winter	-2000	-1200
7230	70		Winter	50000	40000

When you have finished entering the new information:

- Import the budget entries into the 2008 budget.
- Review the December entries.

Challenge Yourself

1. Export the 2008 budget to Excel.
2. Add the new entries.
3. Import the December 2008 entries into the 2008 budget.
4. Review the December entries.

***HINT:** Consider a two week period length to achieve the two dates in the exported budget. Remember that the **Period Length** works with the **No. of Periods**.*

Need a Little Help?

1. Open the 2008 **Budget** window and the **Export to Excel** batch job.
2. On the **Options** tab, set the date and the periods. See the Hint below.
3. Set the column dimensions as stated in the scenario.
4. Run the export batch job.
5. In the exported budget, add the new entries as stated in the scenario.

6. Save the spreadsheet to a memorable location.
7. In Microsoft Dynamics NAV 5.0, open the **Import from Excel** batch job.
8. On the **Options** tab, set the Excel spreadsheet information and add the entries to the 2008 budget.
9. Do not change the import description.
10. Run the import batch job.
11. Review the December entries, verifying that the entries were posted as stated in the scenario.

***HINT:** Consider a two week period length to achieve the two dates in the exported budget, and remember that the **Period Length** works with the **No. of Periods**.*

Step by Step Solution

1. On the Navigation Pane, click Financial Management > General Ledger > Budgets.
2. In the **Budget Name** field, click the **AssistButton** and select 2008 budget.
3. Click **OK**.
4. Click **Functions > Export to Excel**.
5. Click the **Options** tab.
6. In the **Start Date** field, enter 120108.
7. In the **No. of Periods** field, enter 2.
8. In the **Period Length** field, enter 2W.
9. In the **Column Dimensions** field, click the **AssistButton**.
10. Click the **Selected** check box for Area, Department, and Sales Campaign.
11. Click **OK**.
12. Click **OK** to start the export process.
13. Locate **G/L Account** 6120.
14. In the **Area** field, enter 30.
15. In the **Department** field, enter Sales.
16. In the **Sales Campaign** field, enter Winter.
17. In the date field (12/01/08), enter -3750.
18. In the date field (12/15/08), enter -3750.
19. Locate **G/L Account** 6130.
20. In the **Area** field, enter 70.
21. In the **Department** field, enter Sales.
22. In the **Sales Campaign** field, enter Winter.
23. In the date field (12/01/08), enter -2000.
24. In the date field (12/15/08), enter -1200.

25. Locate **G/L Account** 7230.
26. In the **Area** field, enter 70.
27. In the **Sales Campaign** field, enter Winter.
28. In the date field (12/01/08), enter 50000.
29. In the date field (12/15/08), enter 40000.
30. Save the Excel spreadsheet to the desktop.
31. Open the **Budget** window in Microsoft Dynamics NAV.
32. Click **Functions > Import from Excel**.
33. In the **Workbook File Name** field, click the **AssistButton** and locate the saved Excel file on the desktop.
34. In the **Worksheet Name** field, click the **AssistButton**. The Budget option is selected.
35. Click **OK**.
36. In the **Budget Name** field, click the **AssistButton** and select 2008 budget.
37. Click **OK**.
38. In the **Option** field, click the **AssistButton** and select Add Entries.
39. Click **OK**.
40. Click **Yes** to add entries for Budget Name 2008.
41. Click **OK**.
42. Review the entries for December 2008.

Summary

This section introduced two main areas of the General Ledger in Microsoft Dynamics NAV 5.0:

- Chart of Accounts
- Budgets

As the core component of a company, the Chart of Accounts sections covered the **G/L Account Card** and the **Chart of Accounts** windows, and the process for creating G/L accounts from both windows.

The Budget sections explained the **Budget** window and setting up budgets. The various processes available when working with Budget entries were also explained, including:

- Changing and adding dimensions
- Deleting and copying budget entries
- Exporting and importing budgets

Understanding Chart of Accounts is critical when working in Microsoft Dynamics NAV 5.0, and while budgeting is not a required component of the program, this feature provides greater insight into a company's financial status.

Test Your Knowledge

1. What function is used to create multiple default G/L Account set ups for accounts that are often created, such as expenses?
 - Assign Template
 - Enter Template
 - Import Template
 - Apply Template
2. In the G/L Account Card, what field is used to determine what accounts are closed during the fiscal year end closing process?
 - Reconciliation Account
 - Debit/Credit
 - Account Type
 - Income/Balance
3. During the Import from Excel process for budgets, what option is best suited to create a single consolidated budget from a number of individual budgets created in separate Excel Worksheets?
 - Append Entries
 - Add Entries
 - Replace Entries
 - Combine Entries
4. What type of Dimensions are available when creating budgets? (Select all that apply.)
 - Company
 - Global
 - Shortcut
 - Budget
5. In the Copy Budget function, what Adjustment Factor is used to increase the budgeted amounts by 15%?
 - .15
 - 1.5
 - 1.15
 - 15

6. What is the Chart of Accounts window mainly used for? (Select all that apply.)
- Viewing G/L Accounts
 - Creating General Ledger entries
 - Printing G/L Account/Budget Comparisons
 - Viewing account amounts
7. From where can the Copy Budget function be run? (Select all that apply.)
- Budget window
 - G/L Account Balance/Budget window
 - Chart of Accounts Overview window
 - G/L Balance/Budget window
8. What process is used to delete all budget entries from a budget without creating negative budget entries. (Select all that apply.)
- In the column with an entry amount, press F4.
 - Run the Delete Budget Entries function.
 - Run the Delete Budget function.
 - In the G/L Budget Entries window, delete all entries.

Quick Interaction: Lessons Learned

Take a moment and write down three Key Points you have learned from this chapter:

1.

2.

3.

Solutions

Budget Window Overview

Fill in the Blanks: Budget Name and Budget Windows

Fill in the blanks to test your knowledge of this section.

1. Use the Trendscape to adjust the period, such as days, months, years, and accounting periods.
2. The Show as Columns and as Lines fields determine how columns and lines are displayed in a budget.
3. The column fields in the budget lines are dynamic.
4. Multiple budgets can be set up for identical time periods by creating budgets with separate names.
5. Budget dimensions can be used to set filters on a budget.
6. The Reverse Lines and Columns function is used to reverse the axis of the lines and columns in the budget.

Test Your Knowledge

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 Enter Template
 Import Template
 Apply Template
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