

Tutorial **Enterprise Resource Planning Systems** - Budgeting, Account Schedule construction

Created by : Skorkovský Jaromír
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 Reason : tutorial, self study
 Requested tools : MS Dynamics NAV 5.0 SP1 W1

1. Charts of accounts

Make a filter in the columns No. by F7 (8320) – **Consulting Services**



and

The image shows the 'Chart of Accounts' window. The account '8320 Consultant Services' is selected. The table below shows the account details.

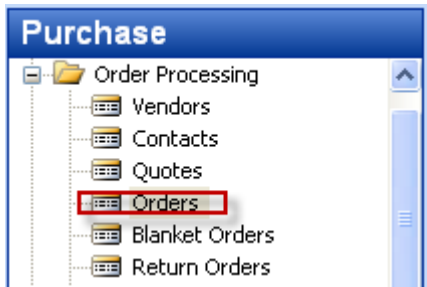
No.	Name	I...	A..	Totaling	G..	G..	G..	Net Change	Balance
8320	Consultant Services	I...	P..		P..	N..	S..	45.285,12	45.285,12

and by using Ctr.-F5 combination we can get G/L Entries represented already posted orders (invoices)

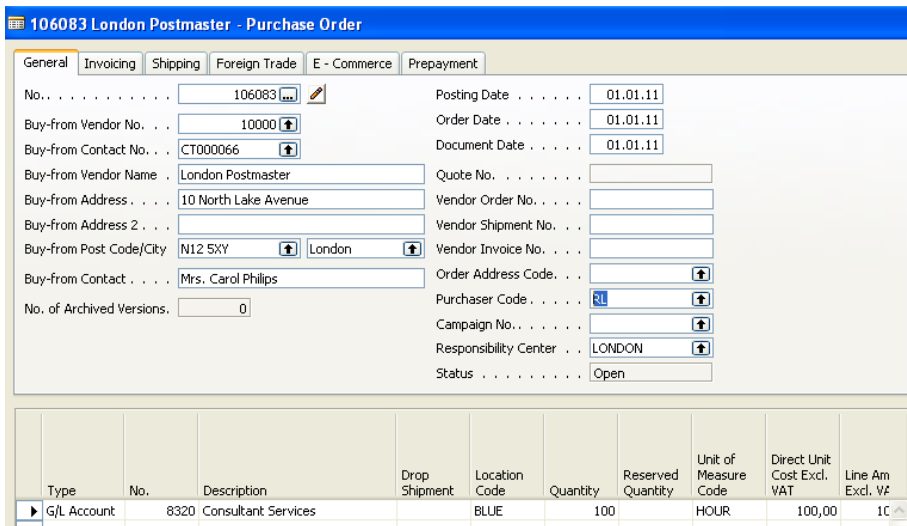
The image shows the '8320 Consultant Services - General Ledger Entries' window. The table below shows the list of entries.

Posting ...	Document T...	Docume...	Business Unit Code	G/L Acco...	Debit Amount	Credit A
01.07.07		2007-7		8320	1.142,78	
01.07.07		2007-7		8320	1.904,64	
01.08.07		2007-8		8320	929,09	
01.08.07		2007-8		8320	1.393,64	
01.08.07		2007-8		8320	2.322,73	
01.09.07		2007-9		8320	1.254,27	
01.09.07		2007-9		8320	1.881,41	
01.09.07		2007-9		8320	3.135,68	
01.10.07		2007-10		8320	414,11	
01.10.07		2007-10		8320	621,16	
01.10.07		2007-10		8320	1.035,27	
01.11.07		2007-11		8320	272,10	
01.11.07		2007-11		8320	408,15	
01.11.07		2007-11		8320	680,26	
01.12.07		2007-12		8320	403,49	
01.12.07		2007-12		8320	605,24	
01.12.07		2007-12		8320	1.008,73	
24.01.08		2605		8320	110,52	
01.01.11	Invoice	108079		8320	10.000,00	
01.02.11	Invoice	108080		8320	15.000,00	

2. Create two times purchase order to create real entries which will be used to compare later with budget ledger entries which will be created manually by us.



and (header and lines) created by F3, Enter, from the filed Buy from vendor by F6 enter any Vendor using local currency (e.g. 10000) and in the line Type=Account and account 8320 and 100 hours and the hours rate.



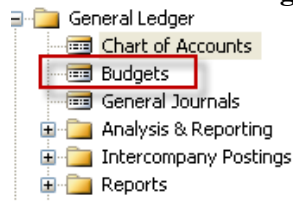
and enter Vendor Invoice number and F11. Do it again, but firstly use as a posting date 1.2.2011 (enter it manually) and secondly change hourly rate to 200. From the account 8320 You will get by use of Ctrl- 5 beside already created G/L Entries also entries created by above mentioned Purchase orders.

DATE	DESCRIPTION	AMOUNT	ACCOUNT	AMOUNT	REFERENCE
01.12.07			8320	1.008,73	Entries, December 2007
24.01.08		2605	8320	110,52	Payment, Accounting Syst
01.01.11	Invoice	108079	8320	10.000,00	Order 106081
01.01.11	Invoice	108081	8320	10.000,00	Order 106083
01.02.11	Invoice	108080	8320	15.000,00	Order 106082
01.02.11	Invoice	108082	8320	20.000,00	Order 106084

3. Creation of two sales order using same account 8320 .This account can be posted on debit and credit sides as well. Only change selling price to 250 . Make a choice of two different customers (10000 and 40000) for every sales order and enter by use of button Order check preset dimensions (different areas and Customer groups). Mind you, that order for the customer 10000 will be posted in January and order for the customer 40000 in February.

01.01.11	Invoice	103082	8320		Order 1096
01.01.11	Invoice	103083	8320		Order 1096
01.01.11	Invoice	103084	8320	75.000,00	Order 1097
01.02.11	Invoice	108080	8320	15.000,00	Order 106082
01.02.11	Invoice	108082	8320	20.000,00	Order 106084
01.02.11	Invoice	103085	8320	81.000,00	Order 1098

4. Creation of the budget.



and

You will get matrix window where you enter manually expected amounts for period January and February 2011 and for account 8320. Create a new budget header for the Year 2011

do it as follows:

- put the cursor to the field and by F6 you will open lines where you enter two lines for different department codes and optionally also for Customer group Code dimension (the choice by use of F6) and area code. This will be used as a dimensions for later analysis .Enter suggested amounts and ESC.

Budget Name	Date	G/L Account No.	Description	Department Code	Project Code	Customergroup Code	Area Code	Amount	Entry No.
2011	01.01.11	8320	SW services	SALES		INTERCOMP...	30	10.000,00	1026
2011	01.01.11	8320	SW services	ADM		MEDIUM	40	30.000,00	1027
2011	01.01.11	8320	SW services	SALES		INTERCOMP...	30	-60.000,00	1030

Where selling budget is 10000+30000 (Debit side) and purchase is -60000= Credit side

do it similarly for the second field (from budget windows) valid for February 2011 :

Budget Name	Date	G/L Account No.	Description	Department Code	Project Code	Customergroup Code	Area Code	Amount	Entry No.
2011	01.02.11	8320	Projekty	ADM		MEDIUM	70	30.000,00	1028
2011	01.02.11	8320		PROD		INTERCOMP...	30	20.000,00	1029
2011	01.02.11	8320	SW services	ADM		MEDIUM	40	-70.000,00	1031

Where selling budget is 30000+20000 (Debit side) and purchase is -70000= Credit side

and the budget matrix window be as follows :

2011 - Budget

General Filters Options

Budget Name 2011 ↑

Show as Lines G/L Account ↑

Show as Columns Period ↑

Code	Name	Budgeted Am...	01.01.11	01.02.11
8290	Total Administrative Expens...			
8300	Computer Expenses			
8310	Software			
▶ 8320	Consultant Services	-40.000,00	-20.000,00	-20.000,00
8330	Other Computer Expenses			
8390	Total Computer Expenses	-40.000,00	-20.000,00	-20.000,00

5. Use a button Balance and G/L Balance/Budget and enter period manually 01.01.11..31.12.2011 and you will get

G/L Balance/Budget

Options

Date Filter 01.01.11..31.12.11 Budget Filter 2011 ↑

Department Filter ↑ Closing Entries Include ↓

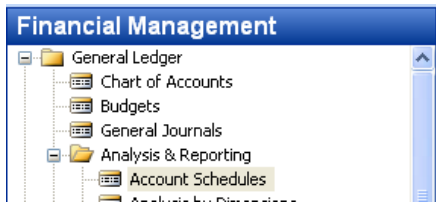
Project Filter ↑

No.	Name	I...	Debit Amount	Credit Amount	Budgeted Debit Amount	Budgeted Credit Amount	Bala... (%)
8290	Total Administrative Expenses	I...					
8300	Computer Expenses	I...					
8310	Software	I...					
▶ 8320	Consultant Services	I...		101.000,00		40.000,00	252,5
8330	Other Computer Expenses	I...					
8390	Total Computer Expenses	I...		101.000,00		40.000,00	252,5
8400	Selling Expenses	I...					
8410	Advertising	I...					
8420	Entertainment and PR	I...					
8430	Travel	I...					

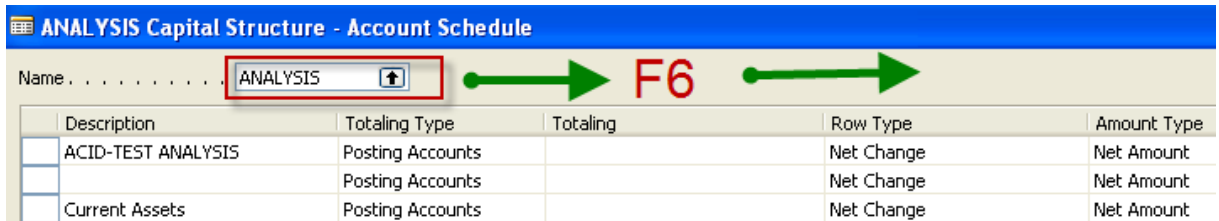
Account Functions Help

Try to explain the numbers !!! What will be the result if the sum of the amount on the credit will be smaller then the sum of the debit side amounts ?

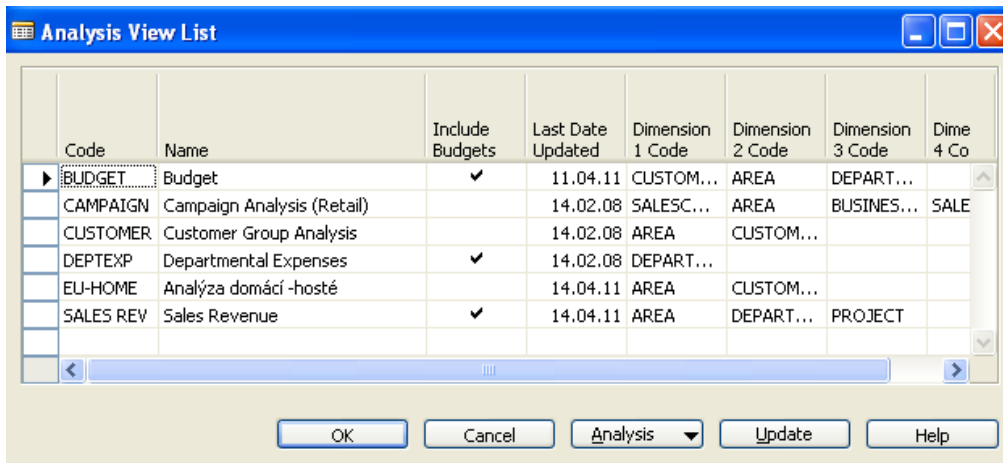
6. Accounting schedule creation:



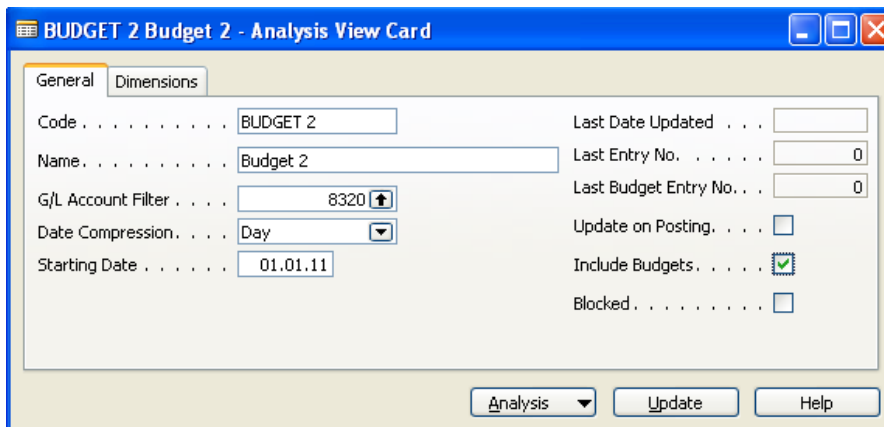
You will get some accounting schedule already created in demo. It could be e.g. :



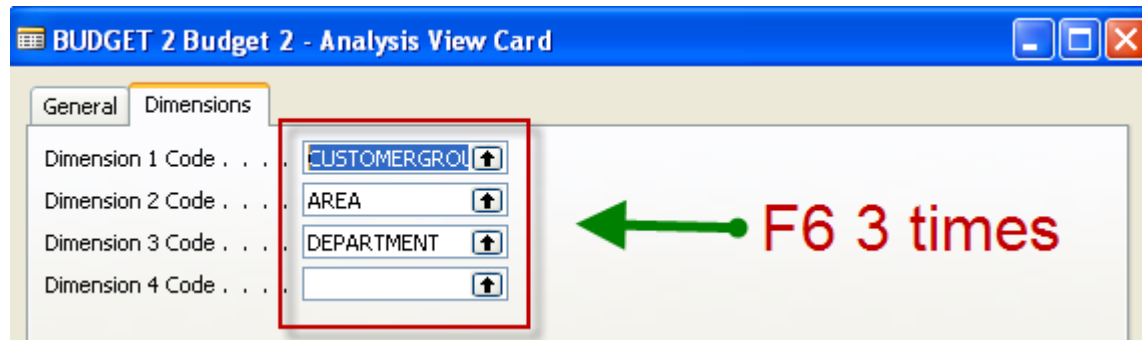
Enter the line Budget 2 (manually written) and from the marked field (see picture below) go to the already created Analysis view window. I could be look like this :



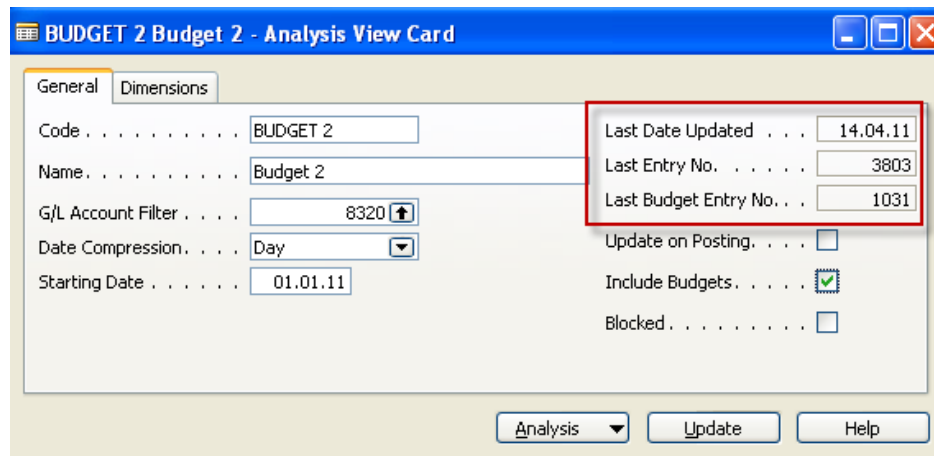
Go to the button Analysis to create your analysis view by F3 and put the data (parameters controlling accounting schedule view) . Budget 2 (manually two times).



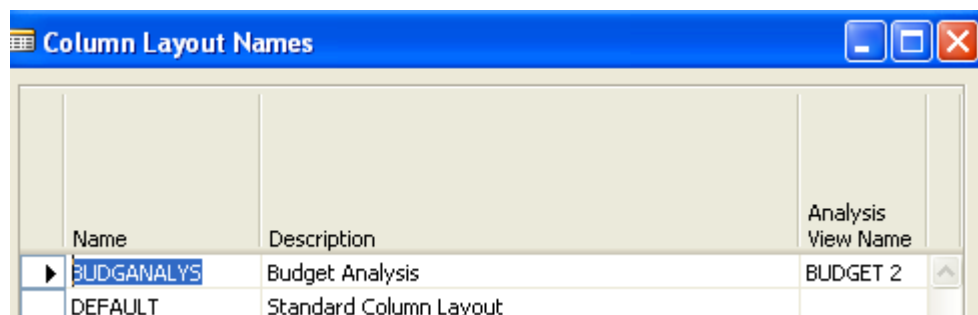
Go to the second tab and enter by F6 dimensions :



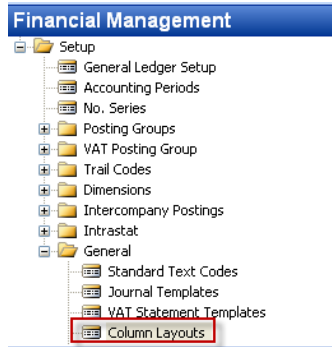
By use of Update button make Update an you will get :



By ESC you will get a window below, where you see already entered dimensions . Enter OK and enter the template for the columns (Default columns layout) of the accounting schedule analysis:



And OK. To see the column layout go to the

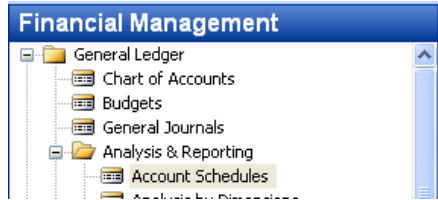


BUDGANALYS Budget Analysis - Column Layout

Name BUDGANALYS

Column No.	Column Header	Column Type	Ledger Entry Type	Amount Type	Formula
N	Net Change	Net Change	G/L Entries	Net Amount	
B	Budget	Net Change	G/L Budget Entries	Net Amount	
	Variance%	Formula	G/L Entries	Net Amount	100*(N/B-1)
*▶		Net Change	G/L Entries	Net Amount	

6. Enter data as follow (from the menu bellow)



Row number manually, 8320 by F6 Description manually

BUDGET 2 BUDGET 2 - Account Schedule

Name BUDGET 2

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type
1	Budget ESF SW Services	Posting Accounts	8320	Net Change	Net Amount

Acc. Sched. Functions Print Help

By use of button Acc.Schedule ->Overview and entering dates in Date filter 010111..311211 you will get the final result :

Row No.	Description	Net Change	Budget	Variance%
1	Budget ESF SW Services	-101.000,00	-40.000,00	152,50

7. You can use different Dimension filter (see tab) in order to see the impact of the dimensions

Row No.	Description	Net Change	Budget	Variance%
1	Budget ESF SW Services	-60.000,00	-10.000,00	500,00

and another dimension added (Area) :

Row No.	Description	Net Change	Budget	Variance%
1	Budget ESF SW Services	15.000,00	30.000,00	-50,00

The calculation formula to calculate Variance % can be seen in the column layout.

Account schedule name is Budget 2

Analysis of the G/L ledger entries and budget ledger entries