

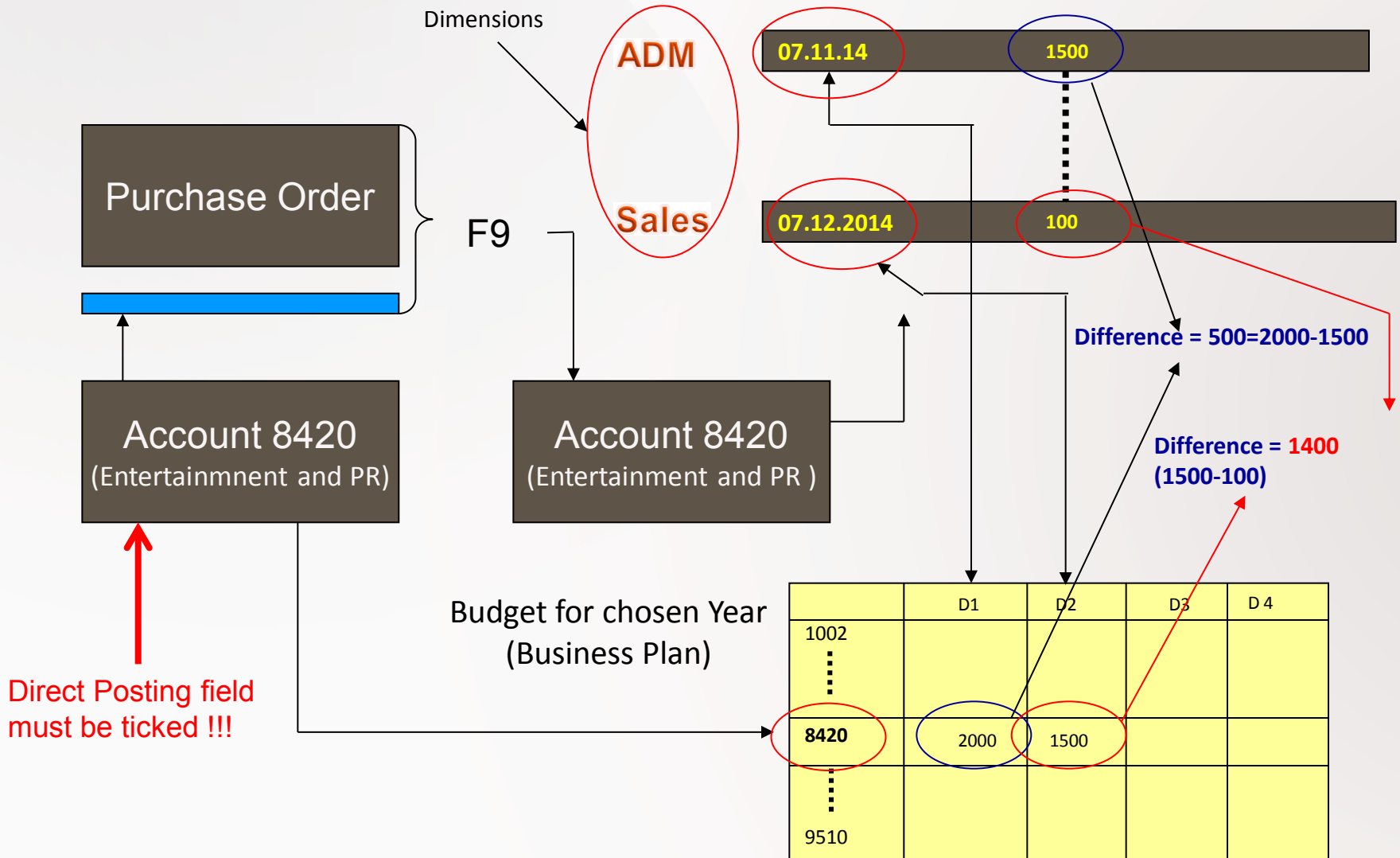


Basics of Budget and use of it

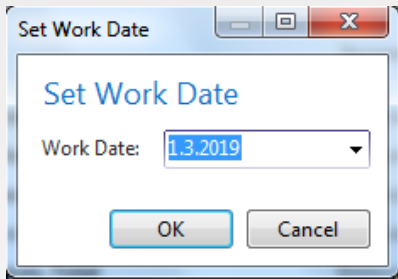
Jaromír Skorkovský
November 2017, Brno ,Czech Republic



Basic principles



Simple budget example



+ 2 times Purchase Order with two lines for consultation services (G/L account 8320)
In our example we will show only PO lines

Chart of Accounts ▾

| No. | Name | Income/B... | Account Type | Totaling |
|-------------|-------------------------------|--------------|--------------|------------|
| 8400 | Selling Expenses | Income St... | Begin-Total | |
| 8410 | Advertising | Income St... | Posting | |
| 8420 | Entertainment and PR | Income St... | Posting | |
| 8430 | Travel | Income St... | Posting | |
| 8450 | Delivery Expenses | Income St... | Posting | |
| 8490 | Total Selling Expenses | Income St... | End-Total | 8400..8490 |

84*



PO lines-generation of G/L Entries

| Type | No. | Description | Location Code | Quanti... | Reserved Quantity | Unit of Measur... | Direct Unit Cost Excl. VAT | Line Amount Excl. VAT |
|-------------|------|----------------------|---------------|-----------|-------------------|-------------------|----------------------------|-----------------------|
| G/L Account | 8420 | Entertainment and PR | | 10 | | HOUR | 60,00 | 600,00 |
| G/L Account | 8420 | Entertainment and PR | | 20 | | HOUR | 60,00 | 1 200,00 |

Dimension = ADM
1.3.19, Cost=600=10x60

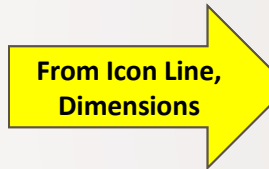
Dimension = SALES
1.3.19, Cost=1200=20x60

Set Work Date

Work Date: 1.4.2019

OK Cancel

Post PO 1 and change of Working date to 1.4.2017



Edit Dimension Set Entries

| Dimen... Code | Dimension Value Code | Dimension Value Name |
|---------------|----------------------|----------------------|
| AREA | 30 | Europe North (EU) |
| BUSINESSGR... | INDUSTRIAL | Industrial |
| PURCHASER | RL | Richard Lum |
| SALESCAMP... | SUMMER | Summer |
| DEPARTMENT | ADM | Administration |

Dimension = ADM
1.4.19, Cost=1800

Dimension = SALES
30.1.19, Cost=2400

Purchase Order Line 2

| Type | No. | Description | Location Code | Quanti... | Reserved Quantity | Unit of Measur... | Direct Unit Cost Excl. VAT | Line Amount Excl. VAT |
|-------------|------|----------------------|---------------|-----------|-------------------|-------------------|----------------------------|-----------------------|
| G/L Account | 8420 | Entertainment and PR | | 30 | | HOUR | 60,00 | 1 800,00 |
| G/L Account | 8420 | Entertainment and PR | | 40 | | HOUR | 60,00 | 2 400,00 |

General Ledger Entries (filtered for just created ones)

General Ledger

Consolidation
Consolidation - Test Database
Consolidation - Test File
G/L Consolidation Eliminations

Miscellaneous
Intrastat - Checklist
Intrastat - Form
Foreign Currency Balance
XBRL Mapping of G/L Accounts
Reconcile Cust. and Vend. Accs

Setup List
Chart of Accounts
No. Series
No. Series Check
G/L Document Nos.
Change Log Setup List

Archive
History
G/L Registers
General Ledger Entries

HOME ACTIONS NAVIGATE REPORT

General Ledger Customer Ledger Vendor Ledger Bank Account Ledger
Fixed Asset Ledger Maintenance Ledger VAT Entries
Reverse Register... Item Ledger Relation
Detail Trial Balance Trial Balance by Period G/L Register
Microsoft Excel Send To Show as List Show as Chart
OneNote Notes Links Show Attached

Departments
Financial Management
General Ledger
Cash Management
Cost Accounting
Cash Flow
Receivables

G/L Registers

| No. | Creation Date | User ID | Source Code | Journal Batch... | From Entry No. | To Entry No. | From VAT Entry No. | To VAT Entry No. |
|-----|---------------|----------|-------------|------------------|----------------|--------------|--------------------|------------------|
| 145 | 22.11.2017 | ESF/MIKI | PURCHASES | | 2877 | 2881 | 920 | 921 |
| 146 | 22.11.2017 | ESF/MIKI | PURCHASES | | 2882 | 2886 | 922 | 923 |

145|146

See next slide to se G/L Entries

General Ledger Entries — what was posted = impact of two posted purchase orders

General Ledger Entries Type to filter (F3) | Document Type ▾ | →

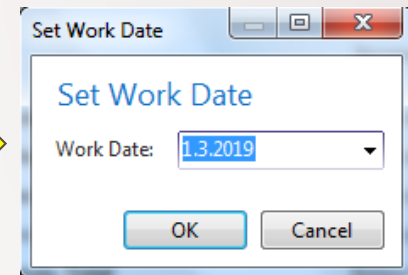
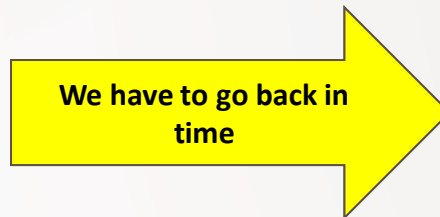
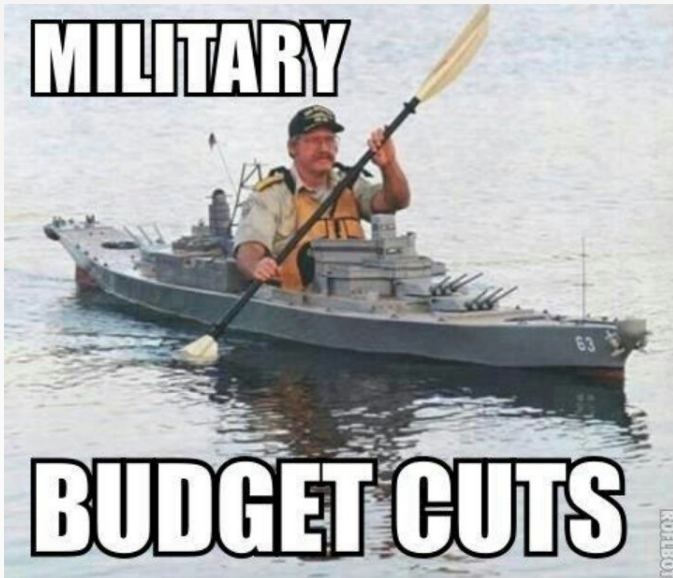
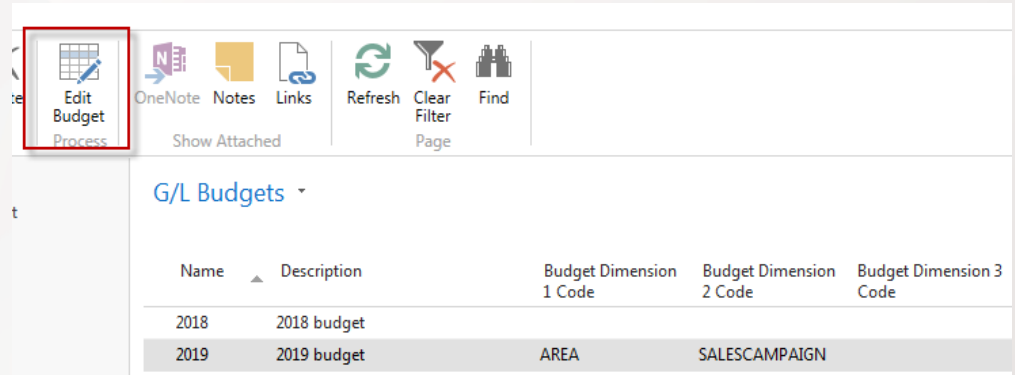
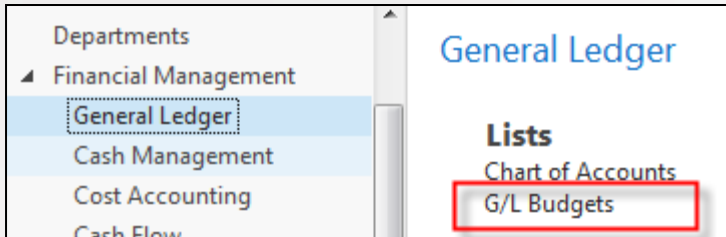
Show results:

✗ Where Entry No. ▾ is ▾

+ Add Filter

| Posting Date | Document Type | Document No. | G/L Accou... | Description | Gen. Posti... | Gen. Bus. Posting ... | Gen. Prod... | Amount | Bal. Accou... | Bal. Accou... | Entry No. ▲ |
|--------------|---------------|--------------|--------------|--------------|---------------|-----------------------|--------------|-----------|---------------|---------------|-------------|
| 1.3.2019 | Invoice | 108041 | 8420 | Order 106025 | Purcha... | NATIONAL | MISC | 1 200,00 | G/L Account | | 2877 |
| 1.3.2019 | Invoice | 108041 | 5630 | Order 106025 | | | | 300,00 | G/L Account | PO1 | 2878 |
| 1.3.2019 | Invoice | 108041 | 8420 | Order 106025 | Purcha... | NATIONAL | MISC | 600,00 | G/L Account | | 2879 |
| 1.3.2019 | Invoice | 108041 | 5630 | Order 106025 | | | | 150,00 | G/L Account | | 2880 |
| 1.3.2019 | Invoice | 108041 | 5410 | Order 106025 | | | | -2 250,00 | G/L Account | | 2881 |
| 1.4.2019 | Invoice | 108042 | 8420 | Order 106027 | Purcha... | NATIONAL | MISC | 2 400,00 | G/L Account | PO2 | 2882 |
| 1.4.2019 | Invoice | 108042 | 5630 | Order 106027 | | | | 600,00 | G/L Account | | 2883 |
| 1.4.2019 | Invoice | 108042 | 8420 | Order 106027 | Purcha... | NATIONAL | MISC | 1 800,00 | G/L Account | | 2884 |
| 1.4.2019 | Invoice | 108042 | 5630 | Order 106027 | | | | 450,00 | G/L Account | | 2885 |
| 1.4.2019 | Invoice | 108042 | 5410 | Order 106027 | | | | -5 250,00 | G/L Account | | 2886 |

Setup data in Budget matrix



Budget Matrix

HOME

View | Previous Set | Previous Column | Next Column | Next Set | Next Period | Previous Period | Copy Budget... | Delete Budget | Reverse Lines and Columns | Export to Excel... | Import from Excel... | G/

Manage | Process | Functions | Excel

2019

General

Budget Name: 2019 | View by: Month
 Show as Lines: G/L Account | Rounding Factor: None
 Show as Columns: Period | Show Column Name:

Budget Matrix

Balance | Find | Filter | Clear Filter


| Code | Name | Budgeted Amount | Mar 2019 | Apr 2019 | May 2019 |
|-------------|--------------------------------|-----------------|----------|----------|----------|
| 8320 | Consultant Services | 110,00 | | | |
| 8330 | Other Computer Expenses | | | | |
| 8390 | Total Computer Expenses | 110,00 | | | |
| 8400 | Selling Expenses | | | | |
| 8410 | Advertising | | | | |
| 8420 | Entertainment and PR | 160,00 | | | |

... (highlighted with a red box and arrows)

Setup of expected (budgeted) values for chosen dimensions

Setup of budget - values-manually entered

G/L Budget Entries ▾




Type to filter (F3) | Budget Name ▾ | → ▾

Filter: 2019 • 8420 • 01.03.19..31.03.19

| Budget Name | Date | G/L Accou... | Description | Amount | Department Code | Project Code | Area Code | Sa Co |
|-------------|----------|--------------|--------------------------|----------|-----------------|--------------|-----------|-------|
| 2019 | 1.3.2019 | 8420 | PO1_ADM_Beer fest | 400,00 | ADM | | 30 | |
| 2019 | 1.3.2019 | 8420 | PO1_SALES_Whisky tasting | 1 000,00 | SALES | | 40 | |




G/L Budget Entries ▾



Type to filter (F3) | Budget Name ▾ | → ▾

Filter: 2019 • 8420 • 01.04.19..30.04.19

| Date | G/L Accou... | Description | Amount | Department Code | Project Code | Area Code | Salescampa... Code |
|----------|--------------|-----------------|----------|-----------------|--------------|-----------|--------------------|
| 1.4.2019 | 8420 | Golf tournament | 1 600,00 | ADM | | 30 | |
| 1.4.2019 | 8420 | Prince concert | 2 000,00 | SALES | | 40 | |



Setup of budget - values-manually entered

G/L Budget Entries Type to filter (F3) | Budget Name

Show results:

- ✗ Where Budget Name is 2019
- ✗ And G/L Account No. is 8420
- ✗ And Date is 01.03.19..30.04.19
- + Add Filter

| Date | G/L Account No. | Description | Amount | Department Code | Project Code | Area Code | Salescampa... Code |
|----------|-----------------|--------------------------|----------|-----------------|--------------|-----------|--------------------|
| 1.3.2019 | 8420 | PO1_ADM_Beer fest | 400,00 | ADM | | 30 | |
| 1.3.2019 | 8420 | PO1_SALES_Whisky tasting | 1 000,00 | SALES | | 40 | |
| 1.4.2019 | 8420 | Golf tournament | 1 600,00 | ADM | | 30 | |
| 1.4.2019 | 8420 | Prince concert | 2 000,00 | SALES | | 40 | |

To see new setup of budget for chosen account you must close and open budget in order to refresh it !!

Budget

Edit - Budget - 2019

HOME

View | Previous Set | Previous Column | Next Column | Next Set | Next Period | Previous Period | Copy Budget... | Delete Budget | Reverse Lines and Columns | Export to Excel... | Import from Excel... | G/L Balance/Budget Balance

2019

General

Budget Name: 2019 | View by: Month
 Show as Lines: G/L Account | Rounding Factor: None
 Show as Columns: Period | Show Column Name:

Budget Matrix


Balance | Find | Filter | Clear Filter

| Code | Name | Budgeted Amount | Mar 2019 | Apr 2019 | May 2019 | Jun 2019 |
|-------------|-------------------------|-----------------|----------|----------|----------|----------|
| 8400 | Selling Expenses | | | | | |
| 8410 | Advertising | | | | | |
| 8420 | Entertainment and PR | 5 160,00 | 1 400,00 | 3 600,00 | | |

HOME

View | Previous Set | Previous Column | Next Column | Next Set | Next Period | Previous Period | Copy Budget... | Delete Budget | Reverse Lines and Columns | Export to Excel... | Import from Excel... | **G/L Balance/Budget Balance** | Refresh

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Budget calculation for March

G/L Balance/Budget Type to

Show results:

✗ Where No. ▼ is Enter a value.

+ Add Filter

Limit totals to:

✗ Where Budget Filter ▼ is 2019

✗ And Date Filter ▼ is 01.03.19..C31.03.19

✗ And Department Filter ▼ is Enter a value.

+ Add Filter

Options

Closing Entries: View as:

View by:

| No. | Name | Income/Bal... | Debit Amount | Credit Amount | Budgeted Debit Amount | Budgeted Credit Amount | Balance/Budget (%) |
|-------------|--------------------------------|-----------------------|--------------|---------------|-----------------------|------------------------|--------------------|
| 8320 | Consultant Services | Income Stat... | | | | | |
| 8330 | Other Computer Expenses | Income Stat... | | | | | |
| 8390 | Total Computer Expenses | Income Stat... | | | | | |
| 8400 | Selling Expenses | Income Stat... | | | | | |
| 8410 | Advertising | Income Stat... | | | | | |
| 8420 | Entertainment and PR | Income Stat... | 1 800,00 | | 1 400,00 | | 128,6 |
| 8430 | Travel | Income Stat... | | | | | |

Budget calculation for April

G/L Balance/Budget ▾

8420

Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

Limit totals to:

✗ Where Budget Filter ▾ is 2019

✗ And Date Filter ▾ is 01.04.19..C30.04.19

+ Add Filter

Options

Closing Entries: Include ▾

View as: Net Change ▾

View by: Month ▾

| No. | Name | Income/Bal... | Debit Amount | Credit Amount | Budgeted Debit Amount | Budgeted Credit Amount | Balance/Budget (%) |
|------|----------------------|----------------|--------------|---------------|-----------------------|------------------------|--------------------|
| 8420 | Entertainment and PR | Income Stat... | 4 200,00 | | 3 600,00 | | 116,7 |

Account Schedule

Account Schedule Names

Type to filter (F3) | Name

No filters applied

| Name | Description | Default Column Layout | Analysis View Name |
|------------|-------------------------------|-----------------------|--------------------|
| ANALYSIS | Capital Structure | | |
| BUDGET_ESF | BUDGET_ESF | BUDGANALYS | |
| BUDGET_1 | Budget for one chosen Account | BUDGANALYS | BUDGET |

Enter data manually

Account Schedule

Add Default column from predefined set of columns templates

The screenshot displays the 'Edit - Analysis View Card - BUD_ESF · BUDGET_ESF' window. The top ribbon contains several groups of buttons: 'Manage' (View, Edit, New, Delete), 'Update' (Update, Enable Update on Posting, Disable Update on Posting), 'Analysis' (Filter), and 'Show Attached' (OneNote, Notes, Links). The 'Update' button is highlighted with a red box. Below the ribbon, the 'BUD_ESF · BUDGET_ESF' card is shown with a 'General' section. The 'General' section contains the following fields:

| | | | |
|-------------------|-------------|------------------------|-------------------------------------|
| Code: | BUD_ESF | Last Date Updated: | 22.11.2017 |
| Name: | BUDGET_ESF | Last Entry No.: | 2886 |
| Account Source: | G/L Account | Last Budget Entry No.: | 0 |
| Account Filter: | | Update on Posting: | <input type="checkbox"/> |
| Date Compression: | Day | Include Budgets: | <input checked="" type="checkbox"/> |
| Starting Date: | 1.1.2019 | Blocked: | <input type="checkbox"/> |

Below the 'General' section is the 'Dimensions' section, which contains four dropdown menus:

| | | | |
|-------------------|------------|-------------------|--|
| Dimension 1 Code: | DEPARTMENT | Dimension 3 Code: | |
| Dimension 2 Code: | AREA | Dimension 4 Code: | |

Template of budget Account Schedule [\(Edit Account Schedule\)](#)

Edit - Account Schedule - BUDGET_ESF · BUDGET_ESF

HOME ACTIONS

Delete Print... **Insert G/L Accounts...** Insert CF Accounts... Insert Cost Types... Edit Column Layout Setup... Overview... Refresh Find

Manage Process Functions Acc. Sched. Page

Name: BUDGET_ESF

| Row No. | Description | Totaling Type | Totaling | Row Type | Amount Type | Show |
|---------|----------------------|------------------|----------|------------|-------------|------|
| 8410 | Advertising | Posting Accounts | 8410 | Net Change | Net Amount | Yes |
| 8420 | Entertainment and PR | Posting Accounts | 8420 | Net Change | Net Amount | Yes |
| 8430 | Travel | Posting Accounts | 8430 | Net Change | Net Amount | Yes |

Overview of Accounting Schedule with use of filters (SALES)

Edit - Acc. Schedule Overview - BUDGET_ESF - BUDGANALYS

HOME ACTIONS

Delete
 Previous Column
 Next Column
 Next Period
 Previous Period
 Refresh
 Find

Manage Process Page

General

Account Schedule Name: BUDGET_ESF View by: Month

Column Layout Name: BUDGANALYS Date Filter: 01.03.19..31.03.19

| Row No. | Description | Net Change | Budget | Variance% |
|---------|----------------------|------------|----------|-----------|
| 8420 | Entertainment and PR | 1 200,00 | 1 000,00 | 20,00 |

Dimension Filters

Department Filter: SALES

Area Filter:

Net change =600 (1st PO line 1) for ADM dimension ->0

Net change =1200(2nd PO line 1) for SALES dimension->1200

Budget is 1000 difference is 20 %



THANKS FOR YOUR ATTENTION AND TIME