

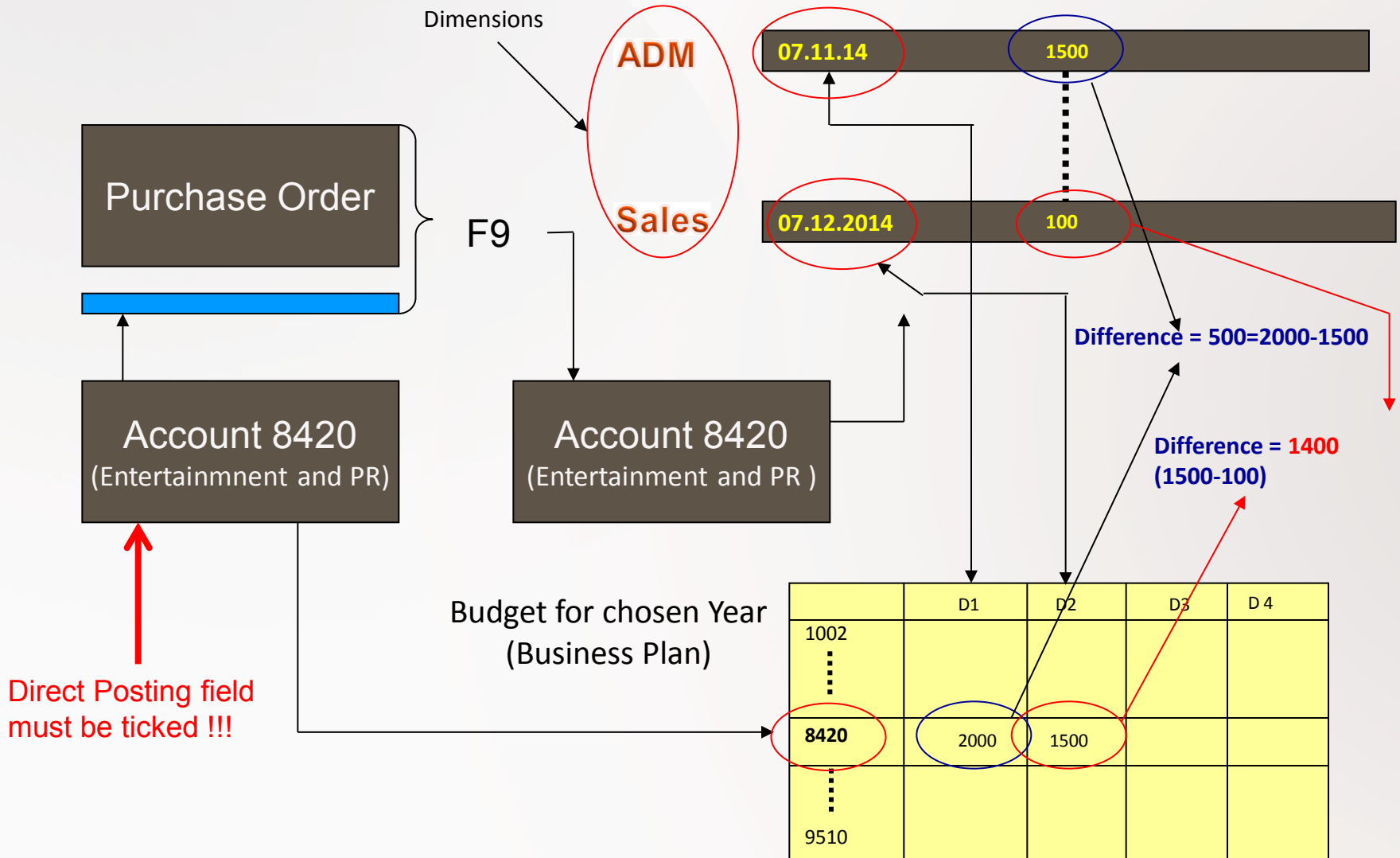


## Basics of Budget and its use

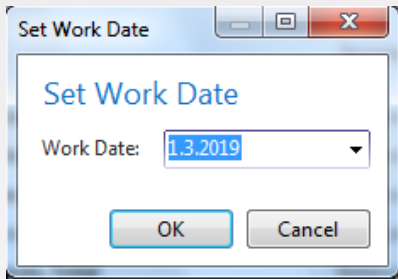
Jaromír Skorkovský  
November 2017, Brno ,Czech Republic



# Basic principles



# Simple budget example

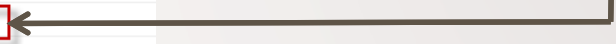


**+ 2** times Purchase Order with two lines for consultation services (G/L account 8320)  
In our example we will show only PO lines

Chart of Accounts ▾

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

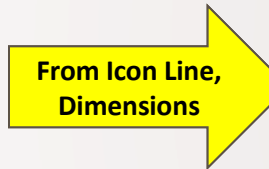
Dimension = SALES  
1.3.19, Cost=1200=20x60

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 ▾ | →

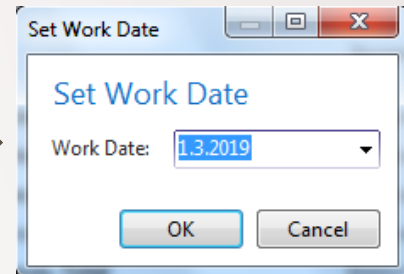
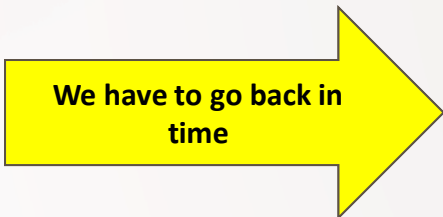
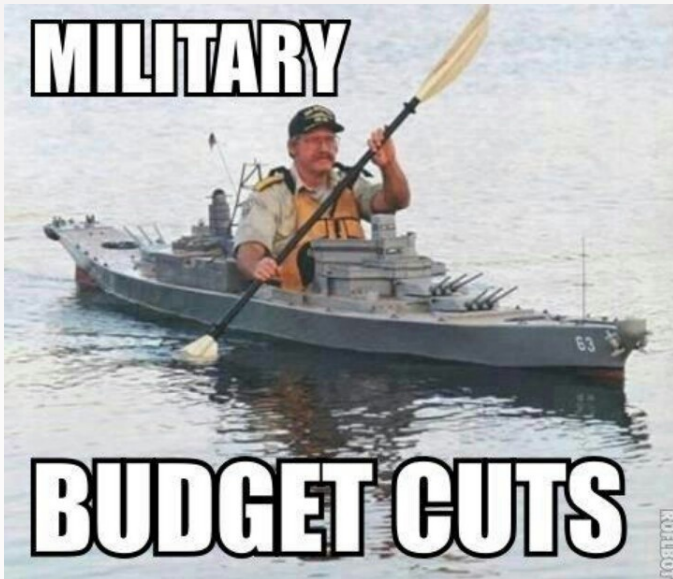
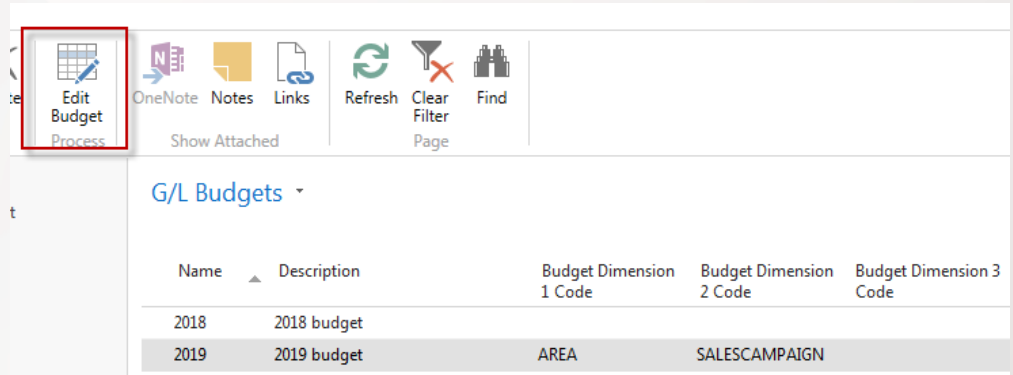
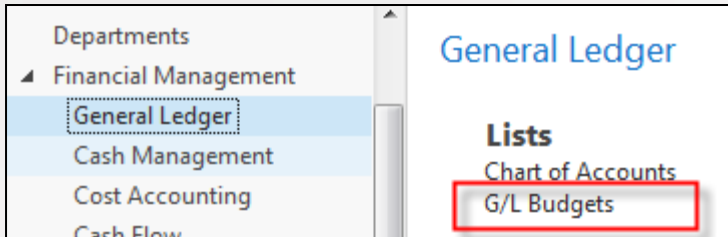
Show results:

✗ 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				
<b>8390</b>	<b>Total Computer Expenses</b>	<b>110,00</b>			
<b>8400</b>	<b>Selling Expenses</b>				
8410	Advertising				
8420	Entertainment and PR	160,00			


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

**Setup of expected (budgeted) values for chosen dimension**



# 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
- + 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 fro 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
<b>8400</b>	<b>Selling Expenses</b>					
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

CRONUS International Ltd. - NAV2019

Manage | Process | Functions | Excel



# 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: Include ▼ View as: Net Change ▼  
 View by: Month ▼

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...					
<b>8390</b>	<b>Total Computer Expenses</b>	<b>Income Stat...</b>					
<b>8400</b>	<b>Selling Expenses</b>	<b>Income Stat...</b>					
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

## Creation of new Accounting Schedule view - [home study](#)

Use recently created Accounting Schedule TEST (see Intro PWP XIV)

The screenshot displays the 'Edit - Analysis View Card - BUDGET · Budget' window in the NAVERTICA software. The window title bar includes 'Edit - Analysis View Card - BUDGET · Budget' and 'CRONUS International Ltd...'. The ribbon at the top 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 'BUDGET · Budget' card is shown with a 'General' section containing the following fields:

Code:	BUDGET	Last Date Updated:	22.11.2015
Name:	Budget	Last Entry No.:	2869
Account Source:	G/L Account	Last Budget Entry No.:	1033
Account Filter:		Update on Posting:	<input type="checkbox"/>
Date Compression:	Day	Include Budgets:	<input checked="" type="checkbox"/>
Starting Date:	1.1.2016	Blocked:	<input type="checkbox"/>

Below the 'General' section is the 'Dimensions' section with the following fields:

Dimension 1 Code:	DEPARTMENT	Dimension 3 Code:	
Dimension 2 Code:		Dimension 4 Code:	

It is necessary to update Analysis view in order to use data created by this method in period which is not so far included

# Account Shcedule

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

# Accounting 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 toolbar includes buttons for 'View', 'Edit', 'New', 'Delete', 'Update', 'Enable Update on Posting', 'Disable Update on Posting', 'Filter', 'OneNote', 'Notes', and 'Links'. The 'Update' button is highlighted with a red box. Below the toolbar, 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 includes fields for Dimension 1 Code (DEPARTMENT), Dimension 2 Code (AREA), Dimension 3 Code, and Dimension 4 Code. The 'Include Budgets' checkbox is highlighted with a red box.



# 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...

Manage    Process    Functions    Acc. Sched.    Page

Name:

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show Type
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