

Simple scenario (Budgets) ERP Microsoft Dynamics NAV 2016

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 Date : 21.11.2018
 For : MPH_AOMA and AOPR and BPH_EPS1
 Database : MS Dynamics NAV 2016 W1
 Keys : Ctrl-N=New, F4=Look-up, Ctrl-F7=entries, F7=statistics, F9=post
 Shorthands : G/L General Ledger, TO-Transfer Order

Tutor-TU

1. We have to create real data in order to compare it to data in the budget
2. So we have to compare actual and expected (budget) data posted on the account number 8320 cost of Consulting services (or a similar one in its neighborhood such as 8310 or 8330).
3. Working date should be set up in such a way, that new posted G/L entries will be in our budgeted period unique. We have below last G/L entry 24.1.2019 so set new WD to 1.4.2019.

1.11.2018	2018-11	8320	Entries, November 2018	Purchase	NATIONAL	SERVICES	680,26	G/L Account
1.12.2018	2018-12	8320	Entries, December 2018	Purchase	NATIONAL	SERVICES	403,49	G/L Account
1.12.2018	2018-12	8320	Entries, December 2018	Purchase	NATIONAL	SERVICES	605,24	G/L Account
1.12.2018	2018-12	8320	Entries, December 2018	Purchase	NATIONAL	SERVICES	1 008,73	G/L Account
24.1.2019	2605	8320	Payment, Accounting Syste...	Purchase	NATIONAL	SERVICES	110,52	Bank Acco...

4. Create one Purchase order with two lines- Every line should be marked by different dimension value. In our case Department= ADM and SALES. In our example, we show only the purchase line. The supplier could be for instance 10000. To enter dimension value to every line go to icon Line->Dimension and enter Department =ADM for the first line and Department =SALES for the second one. Below we show the only Setup for the first purchase order line

Edit Dimension Set Entries		
Type to filter (F3)	Dimension Code	
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	

5. Purchase order lines look like :

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measur...	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT
G/L Accou...	8320	Consultant Services		10			80,00	800,00
G/L Ac...	8320	Consultant Services		8			80,00	640,00

6. Post this Purchase order by use of F9

See G/L entries ->Financial Management->General Ledger->Archive->History->G/L registers and go to the last record and use icon General ledger entries in the upper left corner of the screen.

General Ledger Entries

Show results: ✗ Where Entry No. is 2952..2956 + Add Filter

Posting Date	Docum... Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Departme... Code	Amount	Bal. Accou...
1.4.2019	Invoice	108049	8320	Order106033	Purchase	NATIONAL	SERVICES	SALES	640,00	G/L Account
1.4.2019	Invoice	108049	5631	Order106033				SALES	64,00	G/L Account
1.4.2019	Invoice	108049	8320	Order106033	Purchase	NATIONAL	SERVICES	ADM	800,00	G/L Account
1.4.2019	Invoice	108049	5631	Order106033				ADM	80,00	G/L Account
1.4.2019	Invoice	108049	5410	Order106033					-1 584,00	G/L Account

7. Go to General Ledger->Lists->G/L Budgets ->icon Edit Budget and go by use of a cursor to the account number 8320. For chosen date 1.4.2018 we will get :

8320	Consultant Services	110,00	...
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Use the three-dot button to go to these lines and enter figures and department values as follows

G/L Budget Entries

Budget Name	Date	G/L Accou...	Description	Amount	Department Code
2019	1.4.2019	8320		900,00	ADM
2019	1.4.2019	8320		700,00	SALES

So the amount in the budget will be 900 and posted by us was 640 for department dimension value =ADM. For the other dimension value= SALES the actual posted amount is 640, and our budget is 700. In order to see the total budget amount for both dimension value 1600, you must close and open budget window in order to refresh the data

Budget Matrix

Balance Find Filter Clear Filter

Code	Name	Budgeted Amount	Apr 2019	May 2019
8300	Computer Expenses			
8310	Software			
8320	Consultant Services	1 710,00	1 600,00	
8330	Other Computer Expenses			

One possibility to see % deviation you have to use icon G/L Balance/Budget (in newest versions of databases it could be a different name, and TU will explain).

G/L Balance/Budget Type to filter (F3) | No. No. Limit totals: 2019 • 01.04.19...C30.04.19

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 (%)
8300	Computer Expenses	Income Stat...					
8310	Software	Income Stat...					
8320	Consultant Services	Income Stat...	1 440,00		1 600,00 ...		90,0
8330	Other Computer Expenses	Income Stat...					

8. We can also see the result by use of accounting schedule (we went through last week) Find Accounting Schedule and create a new one (icon New). Enter manually Budget SW and Description and Default Column by use of a mouse or F4->Budganalysis

Account Schedule Names Type to filter (F3) | Name Name No filters applied

Name	Description	Default Colum...	Analysis View Name
BUDGET SW	BUDGET SW	BUDGAN...	

9. Open Analysis View Name and use Advanced->enter New and ad data to the following window. After push icon UPDATE. This action will automatically upgrade fields such as last Date Updates and Last Entry number.

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View Update New Delete Enable Update on Posting Disable Update on Posting Filter OneNote Notes Links

BUDX · BUD Consultation

General

Code:	BUDX	Last Date Updated:	14.11.2018
Name:	BUD Consultation	Last Entry No.:	2956
Account Source:	G/L Account	Last Budget Entry No.:	1047
Account Filter:	8310..8330	Update on Posting:	<input type="checkbox"/>
Date Compression:	Day	Include Budgets:	<input checked="" type="checkbox"/>
Starting Date:		Blocked:	<input type="checkbox"/>

10. You will get this line in the accounting schedule window

Account Schedule Names		Type to filter (F3)	Name
No filters applied			
Name	Description	Default Column...	Analysis View Name
BUDGET SW	BUDGET SW	BUDGAN...	BUDX
ANALYSIS	Capital Structure		

11. Now use icon EDIT Accounting Schedule and enter by use of icon Add G/L Accounts account 8320. So simple design of the report structure has been created.

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
8320	Consultant Services	Posting Acc...	8320	Net Change	Net Amount	Yes	<input type="checkbox"/>

By use of icon Overview, you will finally get this result

General				
Account Schedule Name:	BUDGET SW	View by:	Quarter	
Column Layout Name:	BUDGANALYS	Date Filter:	01.04.19..30.06.19	
Row No.	Description	Net Change	Budget	Variance%
8320	Consultant Services	1 440,00	1 600,00	-10,00