

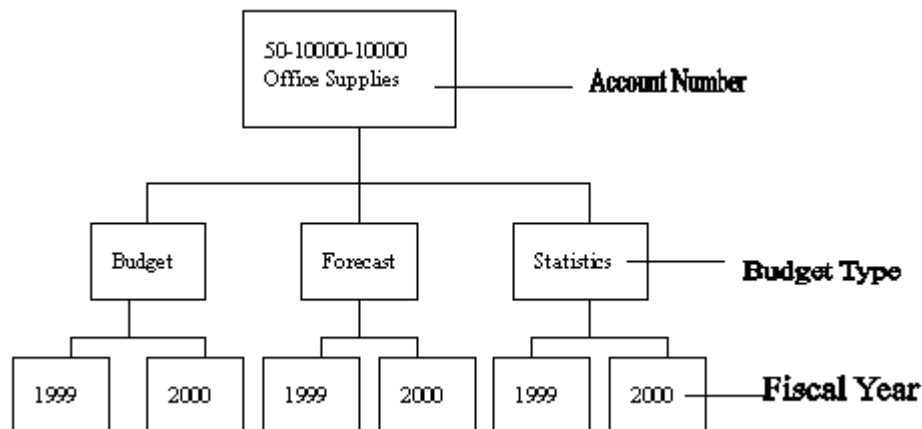
# BUDGETS IN GENERAL LEDGER



## Entering & Modifying Budgets

The Budgets function is a very robust feature in Data Plus, giving you the ability to View Budgets for a particular Fiscal Year, Copy Budgets from one year to another, Add a Budget to a year, Delete a Budget from a Year, and Create brand new Budgets—all from a single task! This information can be printed on financial statements. Budgets can be established for any General Ledger account. These budgets can then be printed on financial statements or used for analysis with the Budget Balances and Budget Analysis Monthly Reports. Forecast amounts can be entered with the budget task for use in comparing actual to forecast. Statistical (unit) budgets can also be entered.

Budget, forecasts, and statistics are all examples of budget types. A budget type is a name that identifies a group of accounts and their budget amounts. An account may have more than one budget type and a budget type may have more than one fiscal year, as shown in the following diagram:



Use the Budget task under File Maintenance > Budgets to do the following:

1. Create new or delete an existing budget type/account.
2. Modify existing Budget Amounts
3. View all budgets for a particular Year.
4. Copy Budgets from one year to another.

Upon selecting the Budgets button from File Maintenance, the following screen will appear. Simply type in the Fiscal Year and press Enter. All of the budgets for that year will be displayed. Use the Filter and Order options to further filter those budgets to be viewed.

# BUDGETS IN GENERAL LEDGER



**Budgets**

Fiscal Year:  Copy Year

Budget Type	GL Account	Account Description	Annual Amount	Method
budget	010100000001	Rack	18,000.00-	m
budget	010115000001	Local Corporate	18,000.00-	E
budget	010125000001	Discount - AAA	18,000.00-	E
budget	010130000001	Discount - Miscellaneous	18,000.00-	E
budget	010135000001	Government	18,000.00-	E
budget	010140000001	Contract	18,000.00-	E
budget	010145000001	Packages	18,000.00-	E
budget	010180000001	Group - Corporate	18,000.00-	E

Select Budgets and Press F2 or Enter to Modify Budget Amounts

Budget Type:   
 Start Account:  Range   
End Account:

**FILTER INFORMATION**

Budget Type:   
GL Account:   
Property ID:

**ORDER OPTION**

Enter data or press ESC to end.

## Filter Information

### Budget Type

To view a specific budget type, enter the budget type here and then press the button under Order Option that matches the order in which the budgets are to be listed.

### GL Account

To view budgets for a particular GL Account, specify the account in this field and then press the button under Order Option that matches the order in which the budgets are to be listed. To filter down further, enter a budget type and a GL Account under Filter Information and then press the button under Order Option that matches the order in which the budgets are to be listed. This will filter out all other budgets/GL accounts, allowing only the Accounts for the Budget Type which matches the selection to be listed

### Property ID

In a multi-property database, enter a property ID and then press the Order Option button to the right to view the budgets for that property in the order selected.

# BUDGETS IN GENERAL LEDGER



## Copy Year

This function, found on the main Budgets Screen (shown below), allows the user to copy budgets from one year into another. This task is used to duplicate sets of budgets, usually to go from one year to the next. The amounts may be copied as well or cleared.

The screenshot shows the 'Budgets' screen with a 'Fiscal Year' of 2009. A 'Copy Year' button is highlighted with a white arrow. Below the table are buttons for 'Select All Rows', 'Deselect Rows', and 'Delete Selected Budgets', along with input fields for 'Budget Type', 'Start Account', and 'End Account' with a 'Range' button.

Budget Type	GL Account	Account Description	Annual Amount	Method
budget	010100000001	Rack	18,000.00-	m
budget	010115000001	Local Corporate	18,000.00-	E
budget	010125000001	Discount - AAA	18,000.00-	E
budget	010130000001	Discount - Miscellaneous	18,000.00-	E
budget	010135000001	Government	18,000.00-	E
budget	010140000001	Contract	18,000.00-	E
budget	010145000001	Packages	18,000.00-	E
budget	010180000001	Group - Corporate	18,000.00-	E

# BUDGETS IN GENERAL LEDGER



Upon selecting this button, the following screen will appear:

Update		Copy Budgets	
Copy from:			
Budget Type		budget	
Property ID		01	
Fiscal Year		2009	
Copy to:			
Budget Type		budget	
Property ID		01	
Fiscal Year		2010	
Clear Budget Amounts?		no	
Overwrite Existing Budgets?		no	

Enter the Budget Type and Fiscal Year to Copy From, and then enter the Budget Type and Fiscal Year to Copy TO. If the existing Budget amounts are to be cleared, enter 'Yes' in that field. If the existing budget amounts are to be added to, enter 'No' for "Clear Budget Amounts?" and 'Yes' in "Overwrite Existing Budgets?"

Press F2 to continue. The new year's budget file is all set.

# BUDGETS IN GENERAL LEDGER



## Add Budget to Year

This function, found on the main Budgets screen (shown below), allows a Budget to be added to the fiscal year that was not previously included.

**Budgets**

Fiscal Year:  Copy Year

Budget Type	GL Account	Account Description	Annual Amount	Method
budget	01010000001	Rack	18,000.00-	m
budget	01011500001	Local Corporate	18,000.00-	E
budget	01012500001	Discount - AAA	18,000.00-	E
budget	01013000001	Discount - Miscellaneous	18,000.00-	E
budget	01013500001	Government	18,000.00-	E
budget	01014000001	Contract	18,000.00-	E
budget	01014500001	Packages	18,000.00-	E
budget	01018000001	Group - Corporate	18,000.00-	E

Select Budgets and Press F2 or Enter to Modify Budget Amounts

# BUDGETS IN GENERAL LEDGER



Upon selecting this button, the following screen will appear:

**Add/Create Budgets**

Fiscal Year: 2009      Create New Budget

Budgets Not Included in Year			
Budget Type	GL Account	Account Description	Method
budget	010100000005	Rack	M
budget	010100000021	Rack	m
budget	010100000027	Rack	M
budget	010100000028	Rack	M
budget	010105000001	National Corporate	E
budget	010105000021	National Corporate	M
budget	010115000021	Local Corporate	M
budget	010135000021	Government	M

Select Budgets and Press F2 or Double-Click to Add to Year

Budget Type:       Start Account:   
End Account:

**Buttons:** Select All Rows, Deselect Rows, Delete Budgets, Use Range

**FILTER INFORMATION**

Budget Type:   
GL Account:   
Property ID:

**ORDER OPTION**

Budget Type  
GL Account  
Property ID

Enter data or press ESC to end.

The system will display a list of all the Budget Types/Accounts that do not exist in the year specified on the previous screen. Simply highlight the budget to be added to the year and Press F2, or Double-Click on it. The following screen will appear, with the budget type and account selected:

# BUDGETS IN GENERAL LEDGER



Update Budgets

Budget Type budget

Account 010100000005 Rack

Method M Monthly

Annual Amount 0.00 Fiscal Year 2009

SOY	0.00	Mar	0.00
		Apr	0.00
		May	0.00
		Jun	0.00
		Jul	0.00
		Aug	0.00
		Sep	0.00
		Oct	0.00
		Nov	0.00
		Dec	0.00
		Jan	0.00
		Feb	0.00
			0.00
		EOY	0.00

Enter the budget information on this screen. Listed below are the field descriptions:

### Budget Type

This field displays the budget type of the budget/account selected on the previous screen.

### Account

This field displays the Account Number of the budget account selected on the previous screen.

### Method

This field displays the Method of Entry for the budget account selected on the previous screen.

### Annual Amount

If using method 'E', leave this entry blank. For methods 'M' and 'W', enter the annual amount for this budget type. A change to this amount is reflected in the monthly budgets, which is automatically recalculated. For accounts with a 'credit' budget amount, the negative ('-') sign must accompany this amount.

# BUDGETS IN GENERAL LEDGER



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## Fiscal Year

Enter four digits to identify the fiscal year.

## SOY

Not used for budgeting P&L accounts.

## Month Descriptor

This is the three-character month descriptor. [-Displayed-]

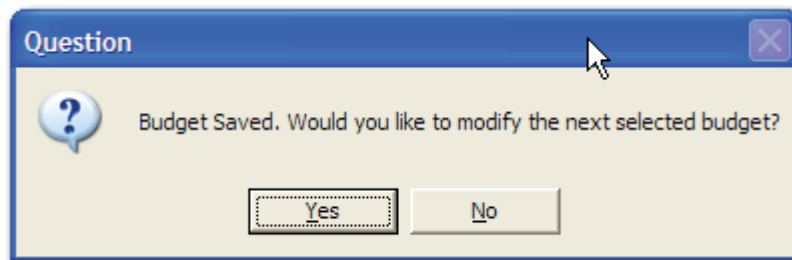
## Monthly Amounts

If 'E' was entered as the method, enter the separate monthly amounts in the corresponding fields. For accounts with a credit budget amount, the numbers entered must have a negative ('-') sign. The system changes the Annual Amount to reflect the sum of the month's entries. As stated above, if the budget method is 'M' or 'W', the monthly figures are calculated by the system. A thirteenth month is provided for those installations using thirteen 4-week fiscal periods. For accounts with a 'credit' month budget, the negative ('-') sign must accompany the amount.

## EOY

Not used for budgeting P&L accounts.

Note: In order for the budget entry to be saved, press F2 twice. The following message will appear, stating that the budget entry has been saved:



Depending on the number of budgets selected to modify, answer Yes or No.

# BUDGETS IN GENERAL LEDGER



## Create New Budget

This function, found on the Add/Create Budgets screen (shown below), allows for a brand new Budget to be created, which does not currently exist in the system.

Budget Type	GL Account	Account Description	Method
budget	010100000005	Rack	M
budget	010100000021	Rack	m
budget	010100000027	Rack	M
budget	010100000028	Rack	M
budget	010105000001	National Corporate	E
budget	010105000021	National Corporate	M
budget	010115000021	Local Corporate	M
budget	010135000021	Government	M

Selecting this task will bring up the following screen. Here the detail of the Budget is to be entered:

Budget Type: budget  
Account: 010360000001 Front Office Manager  
Description: Front Office Manager  
Method: M Enter  
added: 12/04/2009 cad      changed: 12/04/2009 cad

Listed below are definitions of each field for the above screen shot:

**Budget Type** - A budget type identifies a group of accounts and their budget amounts. An account may have multiple budget types. Since DPHS has the ability to set up multiple years within a budget type, the budget type should NOT indicate a fiscal year.

# BUDGETS IN GENERAL LEDGER



**Account** - This field is the general ledger account number to which the budget applies. The description or name of the account is displayed for verification.

**Description** - This can be any text to describe the budget.

**Method** - This is a code from the list below to identify the method of budgeting to be used. This determines how budgets are calculated from the annual amount that is entered.

(M)onthly If the amount of the budget is to be divided evenly into twelve accounting periods by the system, enter 'M'.

(W)eekly If the annual amount of the budget is to be divided into a 4/4/5 weeks per quarter format, enter 'W'.

(E)ntered If amounts are to be manually entered for each month separately, enter 'E'. Since this is the most common method, it is the default.

Press F2 to continue. The next screen appears. This displays fiscal year information.

Update Budgets

Budget Type budget

Account 010360000001 Front Office Manager

Method m Monthly

Annual Amount 12,000.00 Fiscal Year 2009

SOY	0.00	Mar	1,000.00
		Apr	1,000.00
		May	1,000.00
		Jun	1,000.00
		Jul	1,000.00
		Aug	1,000.00
		Sep	1,000.00
		Oct	1,000.00
		Nov	1,000.00
		Dec	1,000.00
		Jan	1,000.00
		Feb	1,000.00
			0.00 EOY 0.00

Press F2 to save or Esc to exit without saving

# BUDGETS IN GENERAL LEDGER



**Budget Type** - This field displays the budget type of the budget account you selected on the previous screen.

**Account** - This field displays the Account of the budget account you selected on the previous screen.

**Method** - This field displays the Method of Entry for the budget account you selected on the previous screen.

**Annual Amount** - If using method 'E', leave this entry blank. For methods 'M' and 'W', enter the annual amount for this budget type. A change to this amount is reflected in the monthly budgets, which is automatically recalculated. For accounts with a 'credit' budget amount, the negative ('-') sign must accompany this amount.

**Fiscal Year** - Enter four digits to identify the fiscal year.

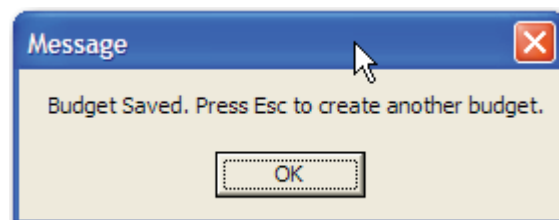
**SOY** - Not used in budgeting P&L accounts.

**Month Descriptor** - This is the three-character month descriptor. [-Displayed-]

**Monthly Amounts** - If 'E' was entered as the method, enter the separate monthly amounts in the corresponding fields. For accounts with a credit budget amount, the numbers entered must have a negative ('-') sign. The system changes the Annual Amount to reflect the sum of the month's entries. As stated above, if the budget method is 'M' or 'W', the monthly figures are calculated by the system. A thirteenth month is provided for those installations using thirteen 4-week fiscal periods. For accounts with a 'credit' month budget, the negative ('-') sign must accompany the amount.

**EOY** - Not used in budgeting P&L accounts.

Note: In order for the budget entry to be saved, press F2 twice. The following message will appear, stating that the budget entry has been saved:



# BUDGETS IN GENERAL LEDGER

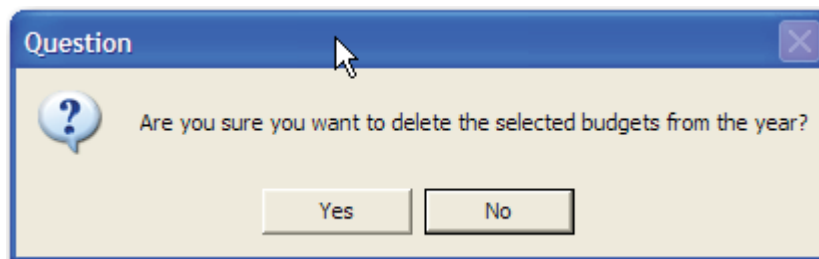


## Delete Selected Budgets

This function, found on the main Budgets screen (shown below), deletes a budget that exists in the Fiscal Year specified. Simply scroll to the budget to be deleted, highlight it, and press the Delete Selected Budgets button.

Budget Type	GL Account	Account Description	Annual Amount	Method
budget	010100000001	Rack	18,000.00-	m
budget	010115000001	Local Corporate	18,000.00-	E
budget	010125000001	Discount - AAA	18,000.00-	E
budget	010130000001	Discount - Miscellaneous	18,000.00-	E
budget	010135000001	Government	18,000.00-	E
budget	010140000001	Contract	18,000.00-	E
budget	010145000001	Packages	18,000.00-	E
budget	010180000001	Group - Corporate	18,000.00-	E

Upon highlighting a budget to delete and selecting this button, the following message will appear. Select 'Yes' to delete budget.

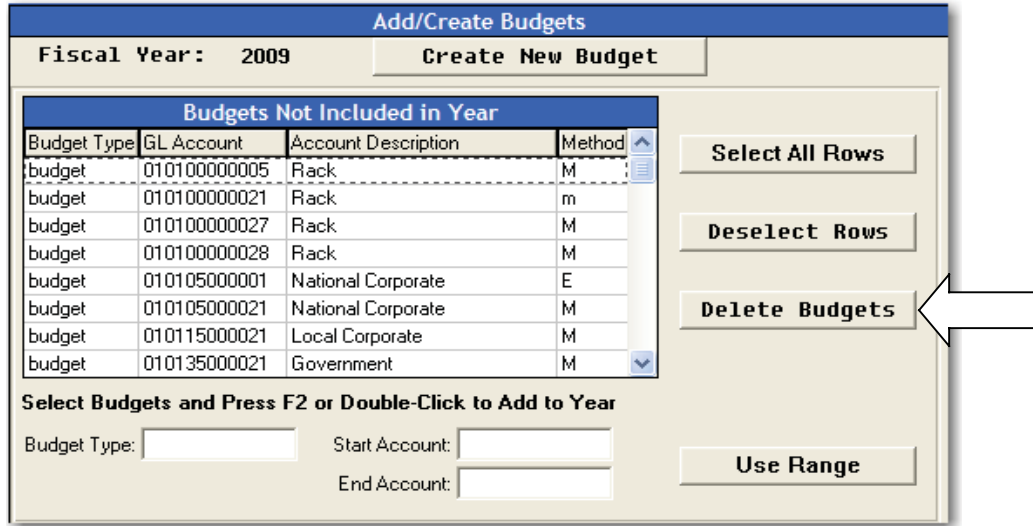


# BUDGETS IN GENERAL LEDGER

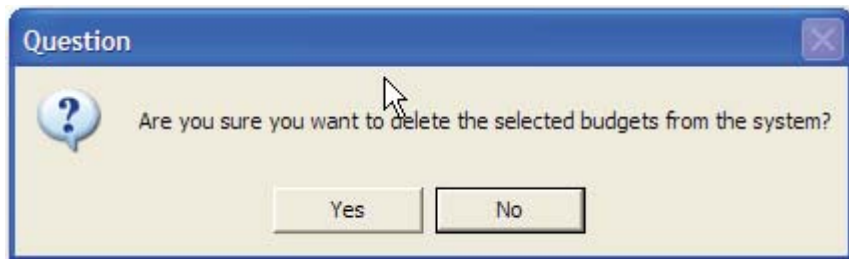


## Delete Budgets

There is a second Delete Budget function found on the Add/Create Budgets screen (shown below). This task deletes Budgets that do not exist in the year specified on the previous screen. Simply scroll to the budget you wish to delete, highlight it, and press the Delete Budgets button.



Upon highlighting the budget to be deleted and pressing the Delete Budgets button, the following message will appear. Select 'Yes' to delete budget.



If there are any questions or comments regarding Budgets, please contact Data Plus Support at 978-888-6300 x 3 or email [support@dphs.com](mailto:support@dphs.com)