
GLM170 Budget File Maintenance

Overview

Budgets for past, current and future financial years, can be created and maintained using this Budget File Maintenance option. This enables you to analyse operating performances (profit/loss) against various budgets. Budgets are defined by Budget Type and various budgets can be held on the system. Refer to the **Budget Pro-Rata** section of this document.

Budget Pro-Rata Codes can be allocated to General Ledger Accounts. These Budget Pro-Rata Codes store the percentage breakdowns used to apportion annual budget figures across Accounting Periods. The spread can be even, weighted or specific for a Period.

When a new Budget type is created, it must be added to **TMSG/ BTYP**, so the Budget figures print on the General Ledger Report Writer.

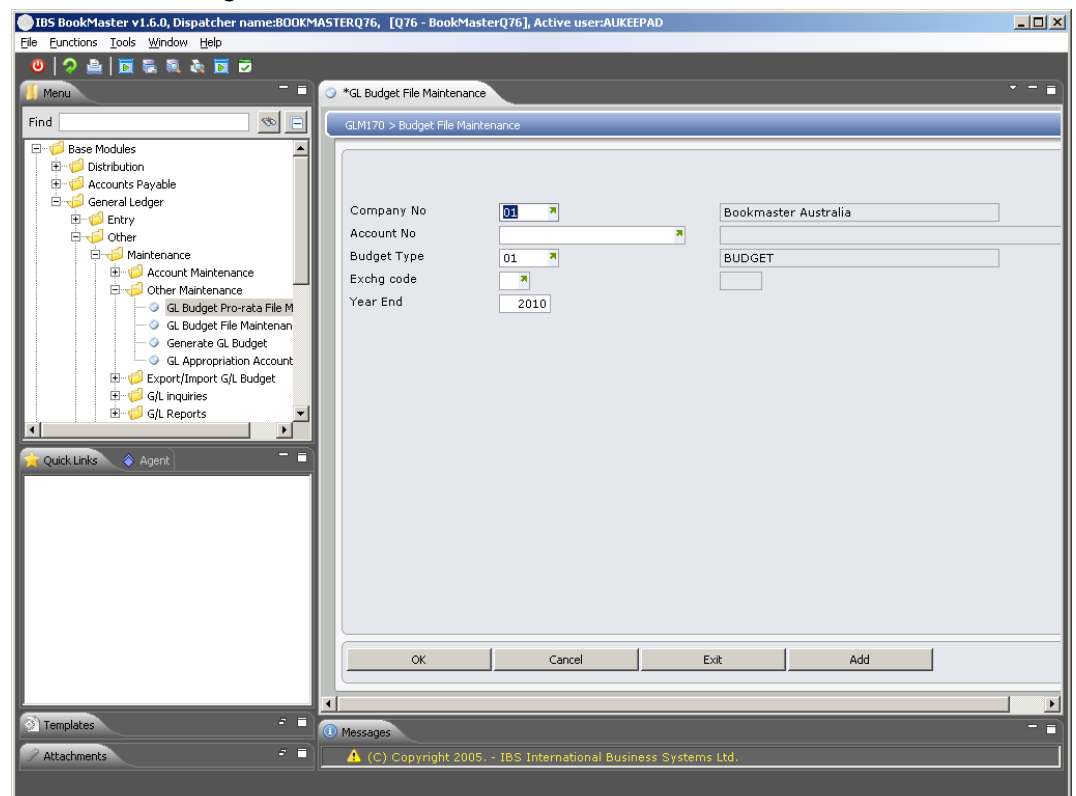
Examples

This section illustrates examples concerning:

[Example 1: Create a New Budget](#)

Example 1: Create a New Budget

1. Select menu option **GL Budget File Maintenance** from Base Modules> General Ledger> Other> Maintenance> Other Maintenance menu



Relevant Fields

Company no	The company for which the budget is being created.
Account no	<p>In General Ledger Journal Entry the General Ledger Account required for this journal is validated when <ENTER> is pressed. Multiple accounts can be included in one Journal.</p> <p>For Standing Journals, the accounts as set up in the Standing Journal template display as the default. Multiple Accounts can be included in one Standing Journal. These account details can be changed by adding and deleting account numbers.</p> <p>In GL Account Maintenance the full general ledger account number to be created must be entered. The general ledger account code is a combination of the Profit Centre, Major Account and Minor Account. A valid general ledger account must be entered in the format as defined in Account Structure Definition. If the account does not exist, the message GL account code does not exist on chart of accounts displays.</p> <p>In Budget File Maintenance the General Ledger Account number for which a Budget is to be created must be entered in full (Profit Centre, Major Account, Minor Account). In change mode, entry of a valid Account Number retrieves the Pro-rata Code from the General Ledger Masterfile if a Code has been allocated. The relevant budget percentage breakdown for this Pro-rata Code is then shown, distributed over a twelve month period. Press TAB to access the Budget Type. If in Change mode and a General Ledger account without a Budget is entered, the message Record not found in budget file displays.</p> <p>In Bank Statement Entry the general ledger account number may default when you press <ENTER>.</p> <p>For a Cheque, no general ledger account is required as the Bank Account is updated when the cheque is processed in Accounts Payable.</p> <p>Deposits should be setup with a Bank Clearing general ledger account to ensure the posting from Accounts Receivable is reversed.</p> <p>As part of the Bank Reconciliation process, the balance of the Clearing Account should determine the value of unrepresented Deposits.</p>
Budget type	<p>In Budget File Maintenance the Default Budget Type from TMSG/ BTYP-DFT displays and can be overridden. In change mode, once the first three entries of Company, Account Number and Budget Type have been made, existing budget details display.</p> <p>In GL Report Column Definition Maintenance if the Data Type is B for Budget then this field indicates which Budget is to be used. If the Data Type is A, a Budget Type is not applicable.</p> <p>In R/W Parameter File Maintenance and GL Trial Balance Download indicate which Budget Type is to be used when printing Budget Values. The default is the first Budget Type listed in the Control File and this becomes part of the</p>

template.

Exchange code

Currency

In Standing Journal Maintenance this is the currency in which you want the transaction to be recorded. Leave the field blank if Base Currency is to be used.

If a Foreign Currency is selected, the journal entry screen enables you to enter the transaction amount in both the base and trade currency, by displaying an additional currency field.

Reports can be printed in an Exchange Currency other than the Base Currency. The Currency is nominated when a transaction is processed and the system keeps a record of the transaction in both base currency and the nominated foreign currency. A Reporting Currency can be nominated in the template report.

Exchange code

If a Foreign Currency is selected, the journal entry screen enables you to enter the transaction amount in both the base and trade currency, by displaying an additional currency field.

Year end

The calendar year in which the Financial Year ends is entered.

2. Click Add.

The screenshot shows the 'GL Budget File Maintenance' dialog box in the IBS BookMaster v1.6.0 software. The dialog box is titled 'GLM170 > Budget File Maintenance' and contains the following fields and data:

Company No	01	Bookmaster Australia
Account No	101.1005	BANK A/C - CMA MKT VIC
Budget Type	01	BUDGET
Year End	2010	Exchg code: A, AUD Pro-Rata Code

Total		
JAN 10		8.33 %
FEB 10		8.33 %
MAR 10		8.34 %
APR 10		8.33 %
MAY 10		8.33 %
JUN 10		8.34 %
JUL 10		8.33 %
AUG 10		8.33 %
SEP 10		8.34 %
OCT 10		8.33 %
NOV 10		8.33 %
DEC 10		8.34 %
Sum		

Buttons: OK, Cancel, Exit

Relevant Fields

Pro-rata code

This is an optional entry indicating which percentage profile is used to break down the annual budget.

For example, total budget is \$10,000 and the pro-rata code nominated for a particular account is code A, where A percentages are as follows:

July	10%	January	5%
August	10%	February	5%
September	10%	March	5%
October	10%	April	5%
November	10%	May	10%
December	10%	June	10%

The total annual budget of \$10,000 is calculated as:

July	1000	January	500
August	1000	February	500
September	1000	March	500
October	1000	April	500
November	1000	May	1000
December	1000	June	1000

This code must be valid on the Budget Pro-rata file, **GLI905**, before it can be used on the chart of accounts masterfile.

In Budget File Maintenance the Pro-Rata code as established on the selected General Ledger Major Account displays. Alongside the Months and Amounts per month, the percentage split according to the Pro-Rata code display.

In Pro-rata File Maintenance enter a 1-digit code. This is an alphanumeric field.

If the code entered in change mode is not on file the message **Record not found on Pro-Rata file** displays.

Total

Enter the amount to be posted to the various General Ledger Accounts nominated. To indicate an amount as credit, enter the figures with a minus sign at the end, for example 100-.

In the case of a Standing Journal the amounts to be posted to the various Accounts display according to the Standing Journal template. If the template journal has no default amounts, the amounts to be posted for this period must be entered.

In Budget File Maintenance when adding a new budget, the total budget amount must be entered. Decimals are not required. If a budget is being maintained the total Budget amount and all the individual monthly amounts display.

Months

The Month columns display according to the Financial Year

set-up in **TMSG/**SOY. Press **<ENTER>** in the first month field and the Total Budget amount is broken down into monthly amounts, based on the percentage rates on the Budget Pro-rata Code. Any amount may be changed, provided the sum of the monthly amount balance with the total budget amount. If the General Ledger Account entered does not have a Budget Pro-rata Code, the first month of the Financial Year has the total budget allocated to it.

Enter the budget amount against each month ensuring the sum of the monthly amount equals the Total Budget amount. Credit Accounts have their budget signs reversed on their file only and not on the screen.

Sum This is the total of the monthly amounts.

Discrepancy **Discrepancy**
In Budget File Maintenance this field reflects the difference between the sum of the monthly amounts and the Total Budget figure. Until this field is zero or blank, the budget will not be filed/saved.

Remaining amount

In Bank Statement Entry the difference between the opening and closing balance is calculated and displayed on the screen. This difference is reduced and/or increased according to the entries made from the bank statement. The Bank Statement page must balance before it can be filed. Only when the Remaining Amount is zero, can the Bank Statement Page be filed and the message "Enter to Confirm" displays.

3. Click **OK** or press **<ENTER>** to confirm your budget entry and this process is complete.

General Ledger Balance Inquiry

If a General Ledger Account has a Budget, the Budget details display and the Variance between Actual and Budget is calculated and displays.