Basic budgets and analysis – examples and principles

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Reason	:	EIS (ERP system lessons)

1. Basic principles - see PWP presentation

2. See menu Financial menu and see account 8320 and its G/L entries (Ctrl-F5)

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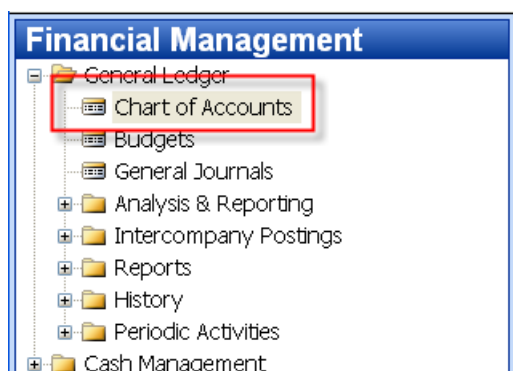
3.

No.	Name	I...	A...	Totaling	G...	G...	G...	Net Change	Balance
8200	**Administrative Expenses**	I...	B...						
8210	Office Supplies	I...	P...		P...	N...	M...	65 080,60	65 080,60
8230	Phone and Fax	I...	P...		P...	N...	M...	7 599,35	7 599,35
8240	Postage	I...	P...		P...	N...	N...	4 023,37	4 023,37
8290	**Total Administrative Expenses**	I...	E...	8200..8290				76 703,32	76 703,32
8300	**Computer Expenses**	I...	B...						
8310	Software	I...	P...		P...	N...	M...	44 175,11	44 175,11
8320	Consultant Services	I...	P...		P...	N...	S...	20 285,12	20 285,12

4. G/L Entries

Posting Date	D... T...	Document No.	G/L Account No.	Description	G... P... T...	G... B... P...	G... P... P...	Amount	B... A... T...	Bal. Account No.	Entry No.
01.07.07		2007-7	8320	Entries, July 2007	P...	N...	S...	761,85	G...		1242
01.07.07		2007-7	8320	Entries, July 2007	P...	N...	S...	1 142,78	G...		1244
01.07.07		2007-7	8320	Entries, July 2007	P...	N...	S...	1 904,64	G...		1246
01.08.07		2007-8	8320	Entries, August 2007	P...	N...	S...	929,09	G...		1439
01.08.07		2007-8	8320	Entries, August 2007	P...	N...	S...	1 393,64	G...		1441
01.08.07		2007-8	8320	Entries, August 2007	P...	N...	S...	2 322,73	G...		1443
01.09.07		2007-9	8320	Entries, September 2007	P...	N...	S...	1 254,27	G...		1641
01.09.07		2007-9	8320	Entries, September 2007	P...	N...	S...	1 881,41	G...		1643
01.09.07		2007-9	8320	Entries, September 2007	P...	N...	S...	3 135,68	G...		1645
01.10.07		2007-10	8320	Entries, October 2007	P...	N...	S...	414,11	G...		1833
01.10.07		2007-10	8320	Entries, October 2007	P...	N...	S...	621,16	G...		1835
01.10.07		2007-10	8320	Entries, October 2007	P...	N...	S...	1 035,27	G...		1837
01.11.07		2007-11	8320	Entries, November 2007	P...	N...	S...	272,10	G...		2027
01.11.07		2007-11	8320	Entries, November 2007	P...	N...	S...	408,15	G...		2029
01.11.07		2007-11	8320	Entries, November 2007	P...	N...	S...	680,26	G...		2031
01.12.07		2007-12	8320	Entries, December 2007	P...	N...	S...	403,49	G...		2234
01.12.07		2007-12	8320	Entries, December 2007	P...	N...	S...	605,24	G...		2236
01.12.07		2007-12	8320	Entries, December 2007	P...	N...	S...	1 008,73	G...		2238
24.01.08		2605	8320	Payment, Accounting Systems Hotline, 2008	P...	N...	S...	110,52	B...	WWB-OPE...	2734

5.	Budget menu
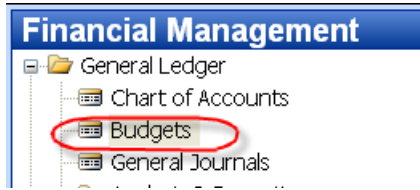
6.	Budget form

Code	Name	Budgeted Amo...	01.06.07	01.07.07	01.08.07	01.09.07	01.10.07
8190	**Total Bldg. Maint. Expenses**	**288 390,00**	**29 460,00**	**20 500,00**	**19 810,00**	**30 480,00**	**22 500,0**
8200	**Administrative Expenses**						
8210	Office Supplies	63 600,00	6 240,00	4 470,00	4 760,00	6 240,00	5 140,0
8230	Phone and Fax	7 340,00	720,00	510,00	540,00	720,00	600,0
8240	Postage	3 860,00	380,00	270,00	290,00	380,00	310,0
8290	**Total Administrative Expenses**	**74 800,00**	**7 340,00**	**5 250,00**	**5 590,00**	**7 340,00**	**6 050,0**
8300	**Computer Expenses**						
8310	Software	46 740,00	5 780,00	1 040,00	3 310,00	17 480,00	6 540,0
8320	Consultant Services	19 900,00		3 310,00	4 140,00	7 090,00	2 070,0
8330	Other Computer Expenses	4 130,00	200,00	240,00	540,00	440,00	140,0

7.	Using key F6 you will get forms below, where 660+990+1600 = 3310 for three different
	dimension (Department codes ADM, PROD and SALES). This is expected expenses (costs)
	planned for July 2007

Budget Name	Date	G/L Account No.	Description	Department Code	Project Code	Business Unit Code	Amount
2007	01.07.07	8320		ADM			660,00
2007	01.07.07	8320		PROD			990,00
2007	01.07.07	8320		SALES			1 660,00

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8.   What was really posted on July 2007 - use filter below

01.07.07..31.07.07	Filtr tabulky...
OK	Storno	Použít	Nápověda

9.   G/L Entries of the chosen account:

	Posting Date	D... T...	Document No.	G/L Account No.	Description	Department Code	G... P... T...	G... B... P...	G... P... P...	Amount
	01.07.07		2007-7		8320 Entries, July 2007	ADM	P...	N...	S...	761,85
	01.07.07		2007-7		8320 Entries, July 2007	PROD	P...	N...	S...	1 142,78
▶	01.07.07		2007-7		8320 Entries, July 2007	SALES	P...	N...	S...	1 904,64

10.   Analysis – menu

Financial Management
- General Ledger
  - Chart of Accounts
  - Budgets
  - General Journals
  - Analysis & Reporting
    - Account Schedules

11. From Analysis filed in the header by F6 You will get (see clause 12)

Name	ANALYSIS	↑

	Row No.	Description	Totali...
▶		ACID-TEST ANALYSIS	Posti...
			Posti...
		Current Assets	Posti...
	101	Inventory	Total ...

.

12.   You have to enter the data in red frame

	Name	Description	Default Column Layout	Analysis View Name
▶	ANALYSIS	Capital Structure		↑
	CAMPAIGN	Campaign Analysis	BUDGANALYS	CAMPAIGN
	COSTS	Cost analysis	BUDGANALYS	
	DEFAULT	Standard Schedule		
	REVENUE	Revenues	BUDGANALYS	REVENUE

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13.   You have to enter the data in red frame and thereafter enter by F6 and button
        Analysis a new Analysis view card (use also F3-to create a new Analysis view card)   :

        And use update to put under scrutiny all entries (button update):

14.   After creation of new Analysis view Card named COSTS

Name	Description	Default Column Layout	Analysis View Name
ANALYSIS	Capital Structure		
CAMPAIGN	Campaign Analysis	BUDGANALYS	CAMPAIGN
COSTS	Cost analysis	BUDGANALYS	COST
DEFAULT	Standard Schedule		
REVENUE	Revenues	BUDGANALYS	REVENUE

15.   Enter new Accounting schedule to the header and add account by use of button Insert
        Account

	Row No.	Description	Totali...	Totaling	R...	A...	S...	New Page
►	8320	Consultant Services	Post	8320	N...	N...	Yes	
			T					

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16. Start Accounting schedule using button Acc.Sched.

	Row No.	Description	Net Change	Budget	Variance%
▶	8320	Consultant Services	3 809,27	3 310,00	15,08

General tab: Account Schedule Name: COSTS; Column Layout Name: BUDGANALYS; Date Filter: 01.07.07; Budget Filter: 2007

17. If you add to Analysis view card on the Tab dimension a dimension for Department l and you have to do again all the updates by using button Update you will get :

Dimensions tab:
Dimension 1 Code . . . . DEPARTMENT
Dimension 2 Code . . . .
Dimension 3 Code . . . .
Dimension 4 Code . . . .

and

	Code	Name	Include Bu...	Last Date ...	Dimension...	Dimension...
	CAMPAIGN	Campaign Analysis (Retail)		14.02.08	SALESCA...	AREA
▶	COST	Costs analysis	✔	16.04.09	DEPAR...	
	CUSTOMER	Customer Group Analysis		14.02.08	AREA	CUSTOME...
	DEPTEXP	Departmental Expenses	✔	14.02.08	DEPARTM...	
	REVENUE	Sales Revenue	✔	14.02.08	AREA	DEPARTM...

and finally if you apply filter Sales :

Dimension Filters tab: Department Filter: SALES; Dimension 2 Filter; Dimension 3 Filter; Dimension 4 Filter

	Row No.	Description	Net Change	Budget	Variance%
▶	8320	Consultant Services	1 904,64	1 660,00	14,74

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