

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Budgets

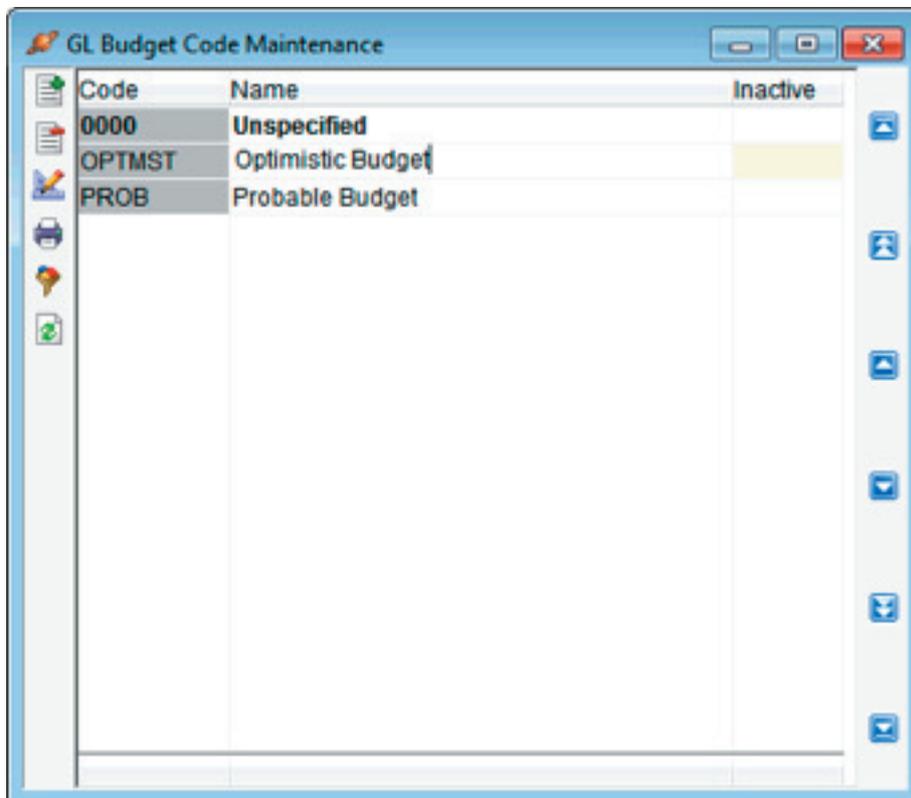
Now is a good time to load budgets for the next financial year.

You can set up multiple budgets per GL account and use these to report against actual balances or on their own.

In this example we will setup an Optimistic Budget code and a Probable Budget code.

First add the Budget Codes.

Navigator > GL > Budget Codes



Key the new codes straight into the grid.

Next, enter the Budget figures in for each account. Note that only Standard Accounts can have budgets loaded against them.

Navigator > Maintain > GL > Budgets →

Select the following:

- Account.
- Budget Code (in the example we have selected the Optimistic Budget code we added)
- Financial Year to load Budget figures into.
- Branch and Department for the Budget (Saturn users only)

Then press 'F11' to begin entering your budget figures in.

In this example we will copy last year's actuals to budgets then add 15% using the buttons on the left hand side of the grid.

Click the 'Copy Budget Amounts' button or press 'Ctrl+F3' as shown below:

Period Name	LY Actual	LY Budget	Budget	Actual
Apr 2010	\$6,223.00	\$6,585.45		
May 2010	\$7,563.00	\$8,821.47		
Jun 2010	\$6,123.00	\$5,326.46		
Jul 2010	\$9,662.00	\$6,477.12		
Aug 2010	\$10,325.00	\$8,779.18		
Sep 2010	\$6,325.00	\$3,818.00		
Copy budget amounts (Ctrl+3)	\$7,855.00	\$10,194.75		
Nov 2010	\$3,363.00	\$13,955.25		
Dec 2010	\$6,974.00	\$11,444.80		
Jan 2011	\$2,897.00	\$10,230.40		
Feb 2011	\$4,123.00	\$7,040.30		
Mar 2011	\$6,358.00	\$5,942.05		

Select 'Last Years Actuals' from the drop down list.

Copy From: Last Years Actuals

OK Cancel

→

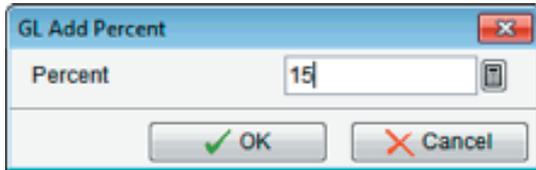
Last Years Actuals will populate the Budget column, as below:

Period Name	LY Actual	LY Budget	Budget	Actual
Apr 2010	\$6,223.00	\$6,585.45	\$223.00	
May 2010	\$7,563.00	\$8,821.47	\$7,563.00	
Jun 2010	\$6,123.00	\$5,326.46	\$6,123.00	
Jul 2010	\$9,662.00	\$6,477.12	\$9,662.00	
Aug 2010	\$10,325.00	\$8,779.18	\$10,325.00	
Sep 2010	\$6,325.00	\$3,818.00	\$6,325.00	
Oct 2010	\$7,855.00	\$10,194.75	\$7,855.00	
Nov 2010	\$3,363.00	\$13,955.25	\$3,363.00	
Dec 2010	\$6,974.00	\$11,444.80	\$6,974.00	
Jan 2011	\$2,897.00	\$10,230.40	\$2,897.00	
Feb 2011	\$4,123.00	\$7,040.30	\$4,123.00	
Mar 2011	\$6,358.00	\$5,942.05	\$6,358.00	

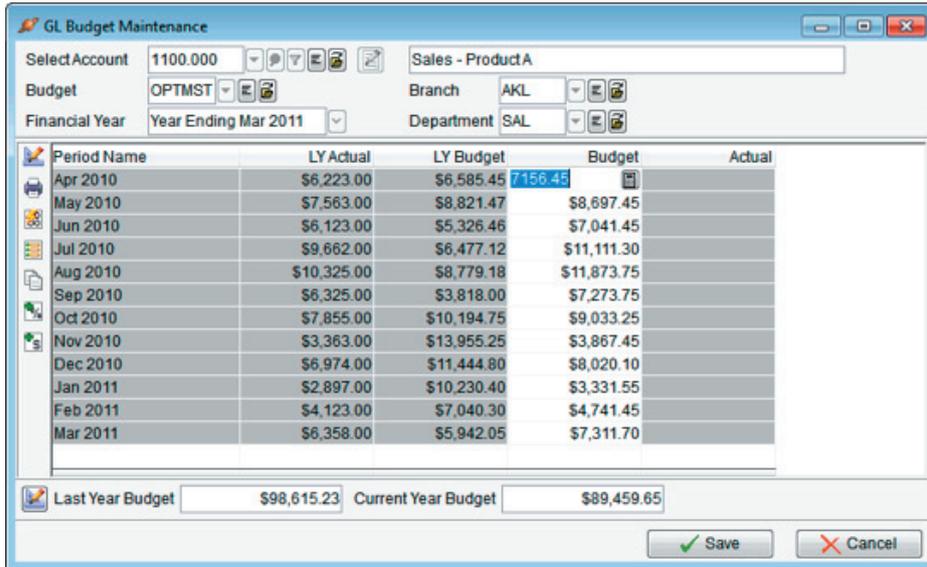
Last Year Budget: \$98,615.23 Current Year Budget: \$77,791.00

Click the 'Add Percent to Budgets' button or press 'Ctrl+5' as shown below:

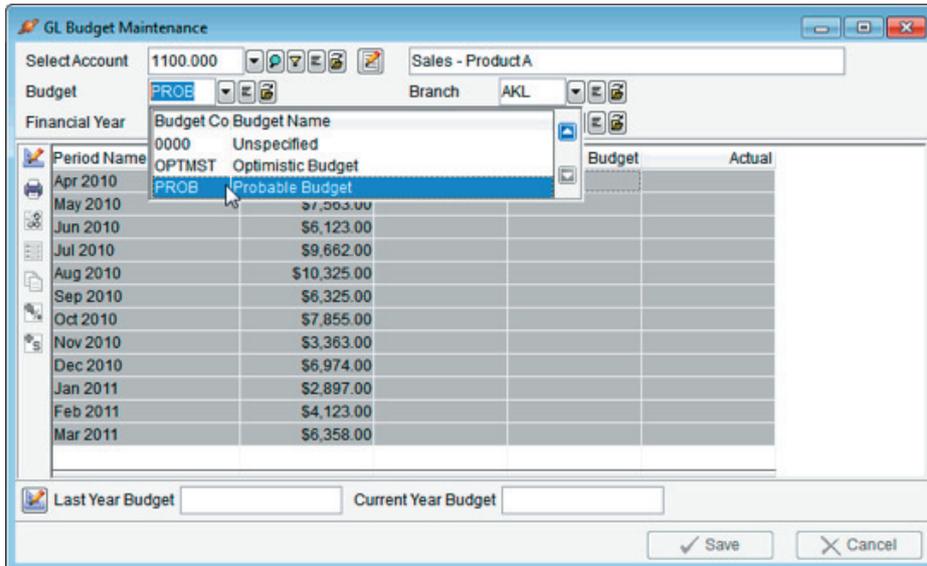
Enter in '15' as shown below and press OK. →



You'll see that 15% has been added to the budget figures.



Press SAVE and select the 'Probable Budget' code.



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In this example we will Budget \$5000 per month.

Click the 'Repeat Budget Amount' or press 'Ctrl+R' as shown below:

Period Name	LY Actual	LY Budget	Budget	Actual
Apr 2010	\$6,223.00			
May 2010	\$7,563.00			
Jun 2010	\$6,123.00			
Jul 2010	\$9,662.00			
Repeat budget amount (Ctrl+R)	\$10,325.00			
Aug 2010	\$6,325.00			
Sep 2010	\$7,855.00			
Oct 2010	\$7,855.00			
Nov 2010	\$3,363.00			
Dec 2010	\$6,974.00			
Jan 2011	\$2,897.00			
Feb 2011	\$4,123.00			
Mar 2011	\$6,358.00			

Enter '5000' in the Repeat Budget field and press 'OK'.

GL Repeat Budget

Period Budget 5000

OK Cancel

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You'll see that 5000 has been entered as the Budget figure for each month.

The screenshot shows the 'GL Budget Maintenance' window. At the top, there are several fields: 'Select Account' (1100.000), 'Budget' (PROB), 'Financial Year' (Year Ending Mar 2011), 'Sales - Product A', 'Branch' (AKL), and 'Department' (SAL). Below these fields is a table with the following columns: 'Period Name', 'LY Actual', 'LY Budget', 'Budget', and 'Actual'. The table contains data for each month from April 2010 to March 2011. The 'Budget' column for all months is set to 5,000.00. At the bottom of the window, there are two input fields: 'Last Year Budget' and 'Current Year Budget' (set to \$60,000.00). There are 'Save' and 'Cancel' buttons at the bottom right.

Period Name	LY Actual	LY Budget	Budget	Actual
Apr 2010	\$6,223.00		5000.00	
May 2010	\$7,563.00		\$5,000.00	
Jun 2010	\$6,123.00		\$5,000.00	
Jul 2010	\$9,662.00		\$5,000.00	
Aug 2010	\$10,325.00		\$5,000.00	
Sep 2010	\$6,325.00		\$5,000.00	
Oct 2010	\$7,855.00		\$5,000.00	
Nov 2010	\$3,363.00		\$5,000.00	
Dec 2010	\$6,974.00		\$5,000.00	
Jan 2011	\$2,897.00		\$5,000.00	
Feb 2011	\$4,123.00		\$5,000.00	
Mar 2011	\$6,358.00		\$5,000.00	

Press 'Save'.

Repeat the steps above until you have entered both budgets in for each Account Code you wish to report on (and each applicable Branch and Department for Saturn users). ■