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 \rightarrow



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:

electAccount 1100.000	PTES 2	Sales - Product A			
Budget OPTMST 🛛 📰 🔂		Branch AKL	- E E		
Financial Year Year Ending Mar 2	011 🖂	Department SAL	TEE		
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			
s 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			
Last Year Budget \$9	8,615.23 Curre	nt Year Budget			

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

Conv From Last Years Actuals
V OK Cancel

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

Select Account 1100.000		VPVES Z	Sales - Prod	Sales - Product A					
Budget	OPTMST 👻	22	Branch	AKL	- 22				
Financial Year	Year Ending Mar 2011		Department	SAL	TEE				
🗶 Period Nam	ie .	LY Actual	LY Budge	t	Budget	Actual			
Apr 2010		\$6,223.00	\$6,585.4	5 6223.00					
May 2010		\$7,563.00	\$8,821.4	7	\$7,563.00				
👶 Jun 2010		\$6,123.00	\$5,326.4	6	\$6,123.00				
Jul 2010		\$9,662.00	\$6,477.1	2	\$9,662.00				
Aug 2010		\$10,325.00	\$8,779.1	8 5	10,325.00				
Sep 2010		\$6,325.00	\$3,818.0	0	\$6,325.00				
Oct 2010		\$7,855.00	\$10,194.7	5	\$7,855.00				
s Nov 2010		\$3,363.00	\$13,955.2	5	\$3,363.00				
Dec 2010		\$6,974.00	\$11,444.8	0	\$6,974.00				
Jan 2011		\$2,897.00	\$10,230.4	0	\$2,897.00				
Feb 2011		\$4,123.00	\$7,040.3	0	\$4,123.00				
Mar 2011		\$6,358.00	\$5,942.0	5	\$6,358.00				
🖌 Last Year B	udget	\$98,615.23 Curr	rent Year Budget		\$77,791.00				

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

Select Account	1100.000	- PTEG 🗹	Sales - Product A			
Budget	OPTMST -	6	Branch AKL	VEG		
Financial Year	Year Ending M	ar 2011 🖂	Department SAL	TEE		
Period Nam	e	LY Actual	LY Budget	Budget	Actual	
Apr 2010		\$6,223.00	\$6,585.45 522	23.00		
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		
S Add percent t	o hudaets (Ctrl-	\$3,363.00	\$13,955.25	\$3,363.00		
Dec 2010	o budgets (Ctri+.	\$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 Bi	udget	\$98,615.23 Curre	nt Year Budget	\$77,791.00		

Enter in '15' as shown below and press OK. \rightarrow

GL Add Percent		
Percent	15	
	/ ок	X Cancel

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

elect Account	1100.000	- PTES Z	Sales - Proc	Sales - Product A					
Budget	OPTMST -	= 6	Branch	AKL	TEE				
Financial Year	Year Ending	Mar 2011 🕑	Department	SAL	- 22				
🙎 Period Nam	e	LY Actual	LY Budge	et	Budget	Actual			
Apr 2010		\$6,223.00	\$6,585.4	5 7156	.45				
May 2010		\$7,563.00	\$8,821.4	7	\$8,697.45				
🖇 Jun 2010		\$6,123.00	\$5,326.4	6	\$7,041.45				
Jul 2010		\$9,662.00	\$6,477.1	2	\$11,111.30				
Aug 2010		\$10,325.00	\$8,779.1	8	\$11,873.75				
Sep 2010		\$6,325.00	\$3,818.0	0	\$7,273.75				
Oct 2010		\$7,855.00	\$10,194.7	5	\$9,033.25				
s Nov 2010		\$3,363.00	\$13,955.2	5	\$3,867.45				
Dec 2010		\$6,974.00	\$11,444.8	0	\$8,020.10				
Jan 2011		\$2,897.00	\$10,230.4	0	\$3,331.55				
Feb 2011		\$4,123.00	\$7,040.3	0	\$4,741.45				
Mar 2011		\$6,358.00	\$5,942.0	5	\$7,311.70				
🔏 Last Year B	udget	\$98,615.23 Cur	rent Year Budget		\$89,459.65				

Press SAVE and select the 'Probable Budget' code.

SelectAccount 1100.000			▼₽₹≣₫	2	Sales - Product A							
Budget Financial Year		PROB	• = 6		Branch	AKL						
		Budget Co Budget Name										
2	Period Name	0000 OPTMST	Unspecified Optimistic Budg	et				Budget	Actual			
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	Aug 2010	\$10,325.00										
11	Sep 2010		\$6,325	5.00								
194 194	Oct 2010 Nov 2010		\$7,855	5.00 3.00								
- 40	Dec 2010	\$6,97		1.00								
	Jan 2011 Feb 2011		\$2,897	7.00								
	Mar 2011		\$6,358	3.00								
	Last Year Bu	dget	1	Curre	nt Year Budge	•						
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<pre>leterd.ccount 1100.00 PVEF Sales-ProductA Hudget Prode Tame VActual Prode Name VActual VE Budget Actual Prode Name VActual VE Budget Actual Name 2010 \$5,222.00 Name 2011 \$2,227.00 Name 2011 \$2,227.00</pre>	ele	iL Budget Mai	ntenance						
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Mar 2011 \$6,358.00 I Last Year Budget Current Year Budget ter '5000' in the Repeat Budget field and press 'OK'. Repeat Budget 5000 Image: Concelest Concenter Concelest Conc		Feb 2011		\$4,123.00					
Last Year Budget Current Year Budget Image: Cancel ter '5000' in the Repeat Budget field and press 'OK'. Ereiod Budget Image: Cancel		Mar 2011		\$6,358.00					
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Bu	dget	PROB 👻		Branch	AKL	- 26		
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2	Period Name	e	LY Actual	LY Budge	et	Budget	Actual	
-	Apr 2010		\$6,223.00		5000.00	8		
	May 2010		\$7,563.00			\$5,000.00		
8	Jun 2010		\$6,123.00			\$5,000.00		
Ξ	Jul 2010		\$9,662.00			\$5,000.00		
2	Aug 2010		\$10,325.00			\$5,000.00		
	Sep 2010		\$6,325.00			\$5,000.00		
Υ.	Oct 2010		\$7,855.00			\$5,000.00		
s	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		
				at Vere Dudeet		660 000 00		

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

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).