

## 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.

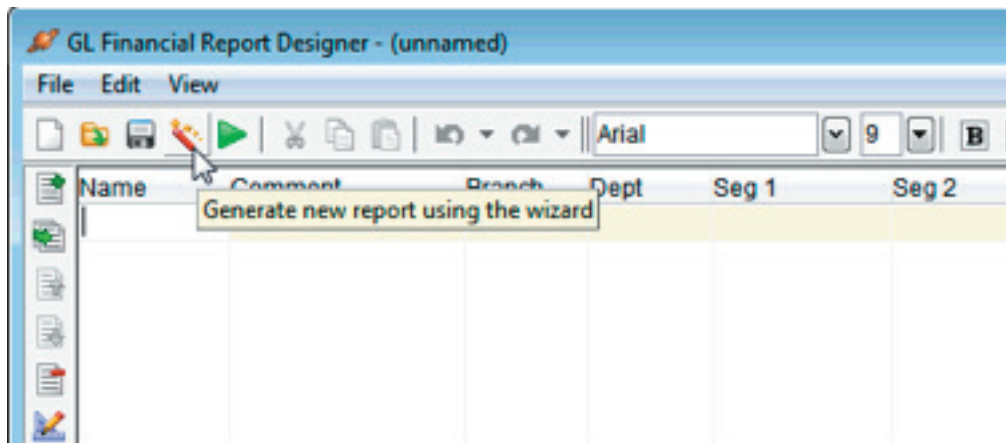
### Budgets in Financial Reports

You can use the GL Report Designer to create a report for comparing Actuals with Budgets, or for just reporting the budgets.

In this example we have loaded some actuals into the new year and will create a report for comparing actuals with both budgets we added.

Setup > GL > Financial Report Designer

Click the 'Generate New Report using the Wizard' button.



Specify the selections for your report. In this example we will enter a Report Title of Budget Variance Auckland Sales and specify the account range for the Sales Accounts. We will set the Branch to AKL and the Department to SAL to match the budgets we entered. →

**GL Design Wizard**

Report Title: Budget Variance Auckland Sales

Report Style: Chart based totalling and ranges

Iterators | **Bands**

Account From: 1050.000

Account To: 1500.000

Consolidate Branches:

Branch: AKL

Consolidate Departments:

Department: SAL

Consolidate Segment 2:

Segment 2:

Budget:

Selection:

Prompt for Branch:

Prompt for Department:

Prompt Consolidate Segment 2:

Prompt For Budget:

Consolidated Account Format: 4

Load... Save... Generate Cancel

Click on the 'Bands' tab.

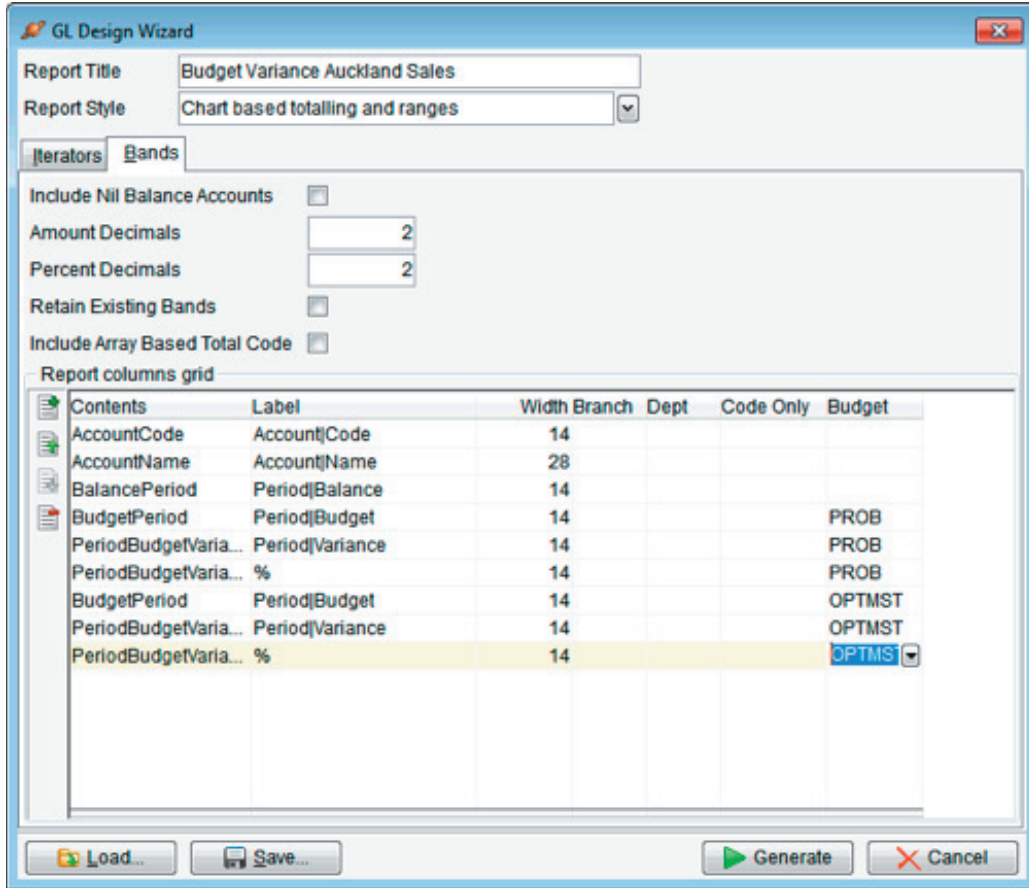
Under 'Contents', click the following:

- AccountCode
- AccountName
- Period Balances > Period Balance Current Period
- Budgets > Budget Period
- Budget Variances > Budget Variance Period
- Budget Variances > Budget Variance Period Percent

Under the Budget column for the three Budget fields selected above, select 'PROB'.

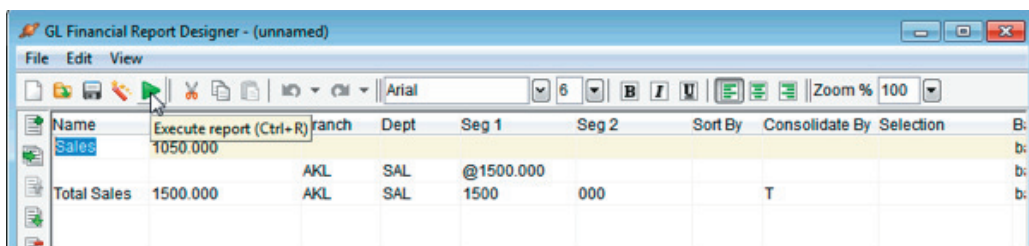
Add the same three budget fields as above, but in the Budget column, select 'OPTMST'. →

Your screen should look like this:



Click 'Generate' and the report code will be written for you.

Click the 'Execute Report' button or press 'Ctrl+R'.

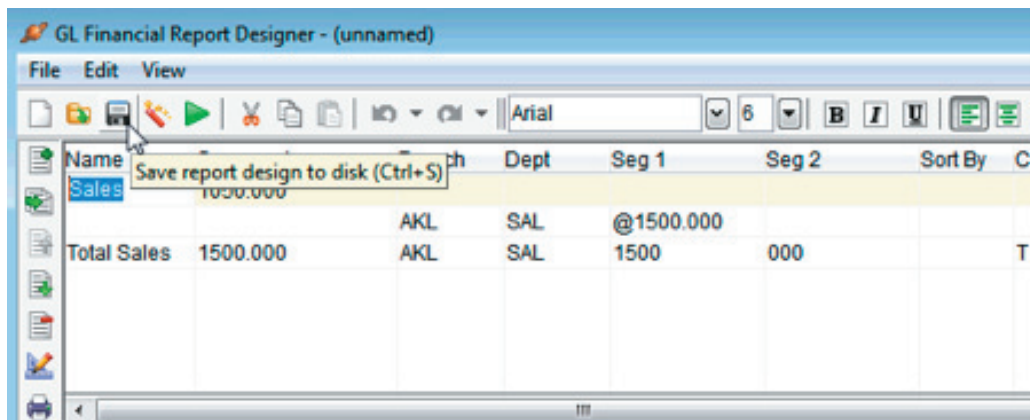


The report will run to screen for the current GL period. →

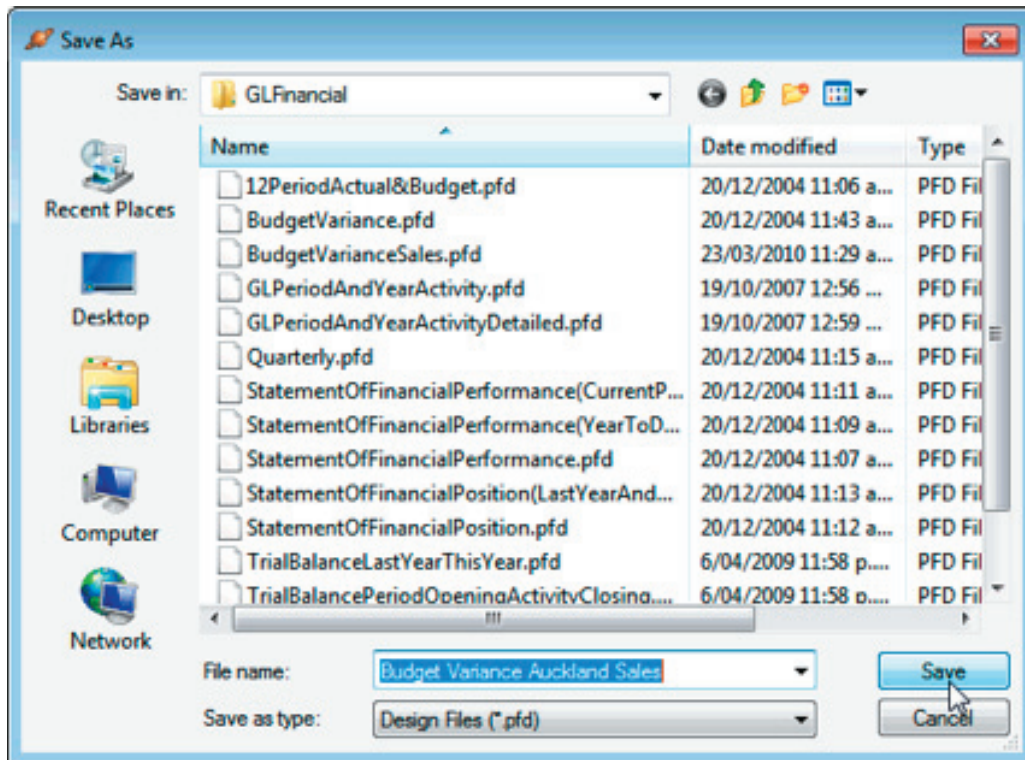
**Budget Variance Auckland Sales**FOR THE PERIOD ENDED 30/04/2010  
Branch: AKL - Auckland  
Department: SAL - Sales  
Budget Default

Account Code	Account Name	Period Balance	PROB Period Budget	PROB Period Variance	PROB %	OPTMST Period Budget	OPTMST Period Variance	OPTMST %
<b>Sales</b>								
1100.000	Sales - Product A	\$6,500.00	\$5,000.00	\$1,500.00	30.00%	\$7,156.45	(\$656.45)	(9.17)%
1200.000	Sales - Product B	\$3,200.00	\$3,000.00	\$200.00	6.67%	\$3,759.35	(\$559.35)	(14.88)%
1500.000	<b>Total Sales</b>	<b>\$9,700.00</b>	<b>\$8,000.00</b>	<b>\$1,700.00</b>	<b>21.25%</b>	<b>\$10,915.80</b>	<b>(\$1,215.80)</b>	<b>(11.14)%</b>

Press 'ESC' to return to the GL Financial Report Designer and save the report by clicking the 'Save' button.



Save the report with the same file name as the report title then press 'Save'. →



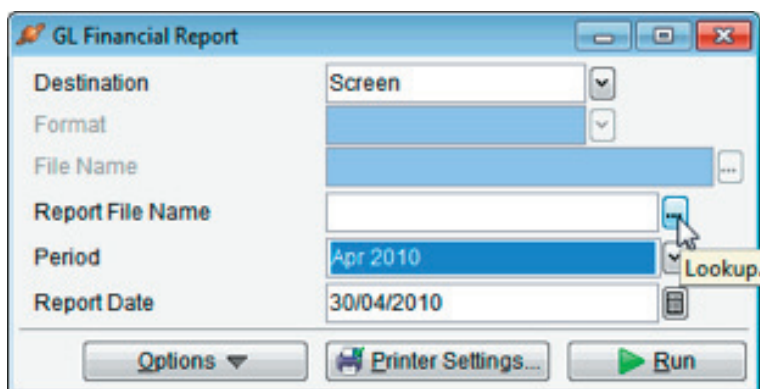
Close the GL Report Designer.

### Running the GL Report

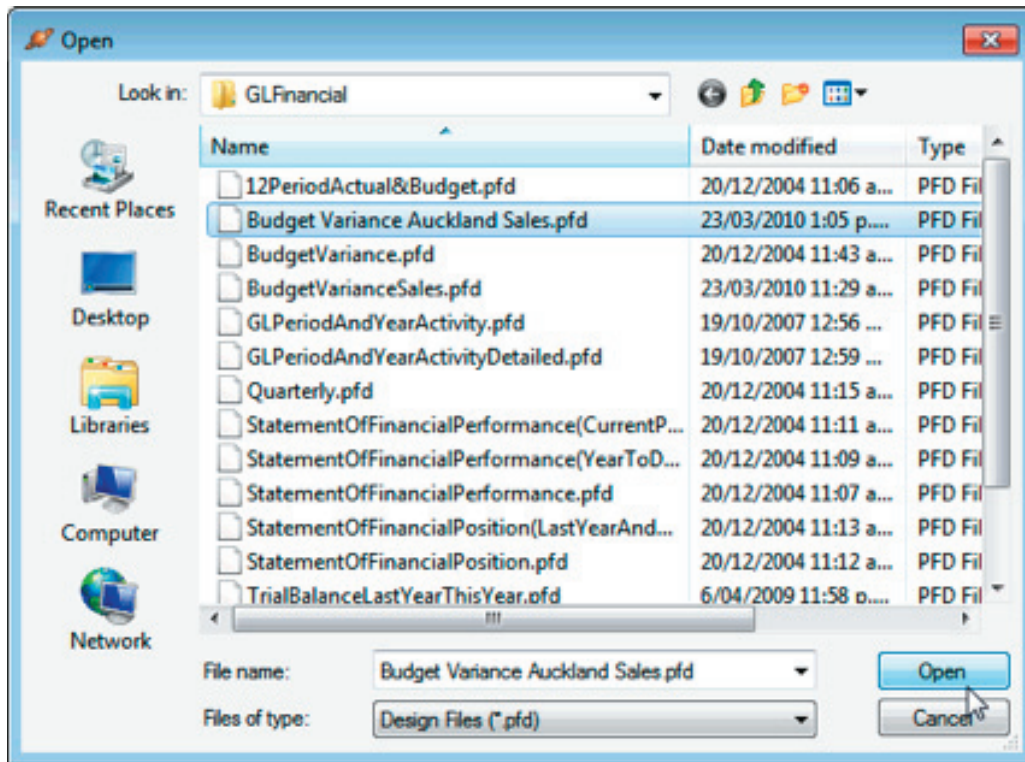
To run the report from within the application, go to:

Navigator > Reports > General Ledger > Financial Reports > Financial Reports.

Press 'F2' or click the 'Lookup' button beside the Report File Name field.



Select the report and then click 'Open'. →



Then click 'Run'.

GL Financial Reports can also be added to report lists or straight to the Navigator. See the Help for more details. ■