appx

Budget Analysis
User Manual

Chapter 1: General Information

Introduction

What Is Budget Analysis?

Budget Analysis is a set of tools to help you manage your budgeting process. It includes all of the functionality necessary to define, edit, process, and report on budget information and its related account balance information. This system works hand in hand with, and thus requires, the APPX General Ledger application.

Purpose

This manual provides instructions for using the Live Operations phase of Budget Analysis. Use this manual as a guide for performing day-to-day procedures.

The features described in this manual are included in the Budget Analysis turnkey system. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Contents

In addition to an overview explaining the functions of the application, this manual includes:

• Sample screen displays

• Data field characteristics

• Explanations of valid entries

• Default sort sequences

• Selection criteria for all outputs

• Sample reports, lists, and inquiries

Other Manuals

The *APPX User Manual* provides general information about starting up your system, making entries, printing, and using other features common to all APPX software. It also includes overviews of the operational and accounting concepts that characterize the design of all APPX applications. Since the information contained in the *APPX User Manual* is not repeated in this or other manuals, you should read it carefully prior to working with the system.

For questions about the computer hardware used at your installation, please refer to the manuals provided by the hardware manufacturer.

Other Applications

Budget Analysis requires General Ledger in order to operate, and does not interface or interact with any other application.

Major Functions

APPX Budget Analysis is designed to work with the General Ledger system. Budget information can be compared with actual account balances to determine your company's financial status. Budget information is also available to the General Ledger financial statements processing functions, where user-defined reports can utilize it.

Major functions include:

• File Maintenance

• Reports and Inquiry

• Utilities

• Graphs and Spreadsheets

The features described in this manual are included in the APPX Budget Analysis application. Any modification to the software or documentation is the responsibility of the consultant who makes the modification.

Application Features

The Budget Analysis application provides you with the capability to create multiple sets of budgets for each account, for each fiscal year. For example, you may have different versions for last year's budget, proposed budget, revised budget, and approved budget all on-line at the same time.

Utilities are available to create budgets, copy budgets, and delete budgets. A budget can be defined as a fixed amount or variable amount depending on user-defined relationships. Reports and inquiry functions provide the means to list budget information and to compare budget information against actual account balances. One set of budgets can also be compared to another set of budgets.

Variable budget capabilities allow you to determine budget amounts based on a relationship of accounts and/or amounts rather than just fixed amounts. For example, you may want to establish a sales projection for the next three months based on a percentage of the actual sales for the last 3 months. Or you might want to establish the expense budget for "Division 10" as the ratio of (last year sales for Division 10 / last year sales for all divisions) * (total expense budget). These variable budget relationships are all user-defined.

Utilities are available to put budget information into formats that are acceptable to graphics software and spreadsheets. In particular, you can transfer budgets to spreadsheet software and update your budget information with the output of the modified spreadsheet.

Application Interfaces

The combination of General Ledger, Budget Analysis, and other APPX accounting applications, such as Accounts Receivable and Accounts Payable, provides a fully integrated system for effective management and control of your business. There are many separate applications that can be installed, in whatever configuration best suits your requirements. Components of each application contribute to the overall effectiveness of the system. The particular combination which is most effective for your installation, as well as the specific way in which the applications interact, will be determined by the specialized needs of your company.

Information contained in the master files of one application may be accessed, modified, updated, or even entered from another application. This eliminates the need for duplication in entering and storing information, thereby saving valuable computer storage space and increasing accuracy.

Budget Analysis may be installed along with General Ledger as a stand-alone system, or as part of a system that includes General Subsidiary, Accounts Payable, Accounts Receivable, Inventory Control, Purchase Orders, Order Entry, Commission Accounting, Fixed Assets, and Sales Analysis. In a multi-application system, data can be exchanged between applications.

Budget Analysis interfaces only with General Ledger, and it requires the General Ledger application in order to operate.

Budget Analysis

This is the primary Budget Analysis menu. It allows you to access specific Budget Analysis submenus.
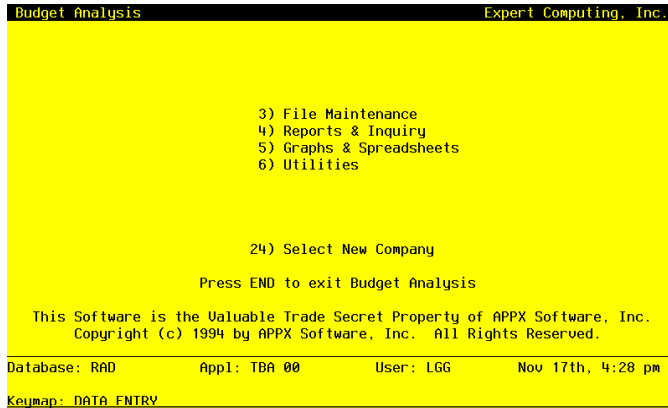

Figure 1. The Budget Analysis Application Main Menu

Chapter 2:   File Maintenance

This menu allows you to edit budget types, budget information, and variable budget definitions. You can also print lists of these files.

```
Budget Analysis                                    Expert Computing, Inc.




                       ┌──────────────────────────────────────┐
                       │           File Maintenance            │
                       │                                       │
                       │    File Maintenance       Listings    │
                       │                                       │
                       │  1) Types              5) Types       │
                       │  2) Budgets            6) Budgets     │
                       │  3) Variable Budgets   7) Variable Budgets │
                       │  4) Edit Budgets by Month             │
                       └──────────────────────────────────────┘


                       Press END to exit Budget Analysis

      This Software is the Valuable Trade Secret Property of APPX Software, Inc.
           Copyright (c) 1994 by APPX Software, Inc.  All Rights Reserved.

Database: RAD        Appl: TBA 00        User: LGG        Nov 17th, 4:29 pm

Keymap: MENU ENTRY
```

Figure 2. The Budget Analysis File Maintenance Menu

Option 1 - Types

You can use this function to enter or edit unit and budget types. For example, for Budget Types you may want to differentiate between several sets of budgets such as "Proposed Budget", "Revision 1", and "Revision 2". For Unit Types you may need to track unit balances separately for "machine hours" and "man hours".

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

The screen shown below presents information about Unit and Budget Types.

Use this file to maintain Type descriptions. These descriptions are used in conjunction with the Budgets and Units files. Each account may have multiple budget or unit versions, or "types". This file identifies and differentiates those types.

Figure 3. The Budget Analysis Unit and Budget Types Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Type

> Enter an alphanumeric field, up to 12 characters in length. This field is required. By using Scan you may use this as an 'access key' for selecting records.
>
> Identify this unit or budget type. Examples of a unit type might be "Machine Hours" or "Man Hours"; examples of a budget type might be "Proposed", "Revision 1", or "Revision 2".

Description

> Enter an alphanumeric field, up to 30 characters in length. This field is required.
>
> Describe this unit or budget type.

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Unit and Budget Types record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Budget Types file.

Option 2 - Budgets

You can use this function to enter monthly budget amounts for each budget type and account number combination. This information may be printed on financial statements or on Budget Analysis reports.

You can enter or edit amounts for fiscal months 1 to 13, plus Start-of-Year and End-of-Year. Each amount represents the net activity for the month. You can also enter an annual amount and let the system allocate the amount evenly by month or week. For revenue and expense accounts the Start-of-Year amount generally should be zero. If your system includes the Budget Analysis application, before you decide to add a large number of budget records you may wish to use one or more of the utility functions provided on its Utilities menu. These utilities allow you to create, copy, and delete budget records very quickly. The created records can then be edited using this Budgets function.

The screen shown below presents information about Budgets.

Figure 4. The Budget Analysis Budgets Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be al-

lowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Budget Type

> Enter an alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry. In ADD mode, this field will automatically be saved from one record to the next.

> Identify the budget type. Select one from the Types file. The system displays the description so that you can verify your entry.

Account

> Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

> Identify the account number of the general ledger account to which the budget type applies. The system displays the description so that you can verify your entry.

Description

> Enter an alphanumeric field, up to 30 characters in length.

> Describe this budget and account combination.

Method

> Enter an upper case alphanumeric field, 1 characters in length. Only letters are acceptable. Valid entries are M, W and E. The initial default value is 'E'. In ADD mode, this field will automatically be saved from one record to the next.

> Identify the method of budgeting to be used. This determines how budgets are calculated from the annual amount that is entered. Your options ere:

> M: Monthly (divide annual amount evenly over number of months, either 12 or 13)

> W: Weekly (divide annual amount over weeks in a sequence of 4/4/5-week months)

> E: Enter each month manually (the system will sum the amounts entered into an annual total)

> NOTE: The "Weekly" option is not allowed for those installations using 13 period accounting.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Invalid Option with 13-period Accounting

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Next Record option to go to the next Budgets record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Budgets file.

The screen shown below presents information about Budget Amounts.

This file stores monthly budget amounts by budget type, account number, and fiscal year.

```
 General Ledger Budgets

 Budget Type/Account Numbe▐        Annual/Monthly Amounts          ▌
 ========================▐▐                                        ▌=
 Type: ▊FA Budget 90▊ FY90 F▐              Fiscal Year   90        ▌
 Acct: ▊1130001000  ▊ Land  ▐                                      ▌
 ------------------------▐ Annual Amount  .00          Jun  .00··········· ▌─
 Type: FA Budget 90 FY90 F▐ Start of Year  .00··········· Jul  .00··········· ▌
 Acct: 1130002000   Land, ▐   End of Year  .00··········· Aug  .00··········· ▌
 ------------------------▐                              Sep  .00··········· ▌─
 Type: FA Budget 90 FY90 F▐                              Oct  .00··········· ▌
 Acct: 1140001000   Buildi▐                              Nov  .00··········· ▌
 ------------------------▐                              Dec  .00··········· ▌─
 Type: FA Budget 90 FY90 F▐                              Jan  .00··········· ▌
 Acct: 1140002000   Buildi▐                              Feb  .00··········· ▌
 ------------------------▐                              Mar  .00··········· ▌─
 Type: FA Budget 90 FY90 F▐                              Apr  .00··········· ▌
 Acct: 1150001000MA Equipm▐       RETURN) Next Year     May  .00··········· ▌
 ------------------------▐          98) Audit Info                ▌─
                       R▐▌

 Database: RAD       Appl: TGL 00       User: LGG       Nov 17th, 4:30 pm

 Keymap: DATA ENTRY                                          Mode: Chg
```
Figure 5. The Budget Analysis Budget Amounts Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Annual Amount

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

If using method 'E', leave this entry blank. For methods 'M' and 'W', enter the annual amount for this budget type. A change to this amount will be reflected in the monthly budgets, which will be recalculated automatically.

Fiscal Year

Enter a positive number with up to 2 digits.

Identify the fiscal year.

Start of Year

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

Identify the start-of-year budget amount. This entry is not added to the annual amount, nor is any amount distributed to it. It is normally set to zero for income/expense accounts and to actual or projected figures for asset/liability accounts.

Monthly Amounts

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

If the budget method is 'M' or 'W', the monthly figures will be calculated by the system. If the method is 'E', you can enter the budget figures for each month. Budget amounts represent net activity for each month. Thirteen months are provided.

End of Year

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

Generally, this amount should be zero except when end-of-year adjustment entries are anticipated. Identify the net end-of-year budget amount for this account. If entered, the end-of-year amount is added to the annual amount; however, no amount is distributed to it when budget figures are calculated by the system.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E   Annual Amount Exceeds Maximum Allowable Value
E   Annual Amount Exceeds Minimum Allowable Value
E   Illegal Budget Method (not "M", "W", or "E")
W   A Record for Fiscal Year "00" Containing All Zeros Will Be Added

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Previous Image option to go back to the Budgets screen. Select the Next Record option to go to the next Budget Amounts record. Select the End option to go to the next Budgets record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Budget Amounts file.

Option 3 - Variable Budgets

This function allows you to enter or edit Variable Budget records. Variable Budget records contain definitions of how budget amounts are to be determined. The budget amounts will vary according to the definitions in this file.

Variable budget capabilities allow you to determine budget amounts based on a relationship of accounts and/or amounts rather than just fixed amounts. For example, you may want to establish a sales projection for the next three months based on a percentage of the actual sales for the last 3 months. Or you might want to establish the expense budget for "Division 10" as a ratio of (last year sales for Division 10 / last year sales for all divisions) * (total expense budget). These variable budget relationships are all user-defined. The actual budget records are created according to this variable budget definition only when the "Generate Variable Budgets" function is selected.

Initially, you can select whether to enter (ADD), update (CHG), delete (DEL) or review (INQ).

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about Variable Budgets.

This file stores general information about variable budget definitions.

Figure 6. The Budget Analysis Variable Budgets Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the *Audit Info* option is available at the bottom of this screen. When this option is invoked, the *Audit Information* overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the *Audit Information* overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Budget Type

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply a code from the Types file that identifies the type of budget you are generating.

Account

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Identify the general ledger account number to which the budget applies. It must be on file in the Chart of Accounts.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe the variable budget record. This description will be displayed on the Variable Budgets List.

Rounding to Whole?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

If you want the budget amounts that are created for this Budget Type / Account record to be rounded to the nearest whole dollar, enter 'Y'. For example, if the variable budget amount was determined to be $1091.65, and you entered 'Y', then the amount would be rounded to $1092.

Rounding to Thousand?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

If you want the budget amounts that are created for this Budget Type / Account record to be rounded to the nearest thousand dollar, enter 'Y'. For example, if the variable budget amount was determined to be $1091.65, and you entered 'Y', then the amount would be rounded to $1000.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

W   Budget Record Not on File, But Budget Generation will Create It

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Next Record option to go to the next Variable Budgets record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Variable Budgets file.

The screen shown below presents information about Variable Budget Detail.

This file defines the detailed composition of variable budgets. There may be one or more detail records for every variable budget. The amount determined by these definitions will be summed into the actual budget amount.

Figure 7. The Budget Analysis Variable Budget Detail Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Sequence No

Enter a positive number with up to 5 digits.

The system supplies a sequential number to make the current variable budget unique.

Method

Enter an upper case alphanumeric field, 1 character in length. Only numbers are acceptable. Valid entries are 1, 2 and 3. The initial default value is '1'. This field is required.

Indicate the method for determining the variable budget amount. The options and their meanings are:

1: Fixed percent of the amount accumulated by the range of account balances, budgets, or unit balances defined. The computation performed is "Amount = (Fixed Percent/100) * Basis Amount".

2: Fixed amount

3: Ratio, where the numerator of the ratio is the amount accumulated within the account range defined for the numerator, and the denominator of the ratio is the amount accumulated within

the account range defined for the denominator. The computed ratio is multiplied by the amount accumulated within the account range defined for the 'Basis'. The computation performed is "Amount = (Numerator / Denominator) * Basis Amount".

Fixed Percent

Enter a positive number with up to 3 digits to the left of the decimal and 2 digits to the right of the decimal.

If the method selected was '1' for Fixed Percent, supply the percent of the amount accumulated in the defined account range (Basis Amount) that is to be added to the variable budget account. The calculation performed is "Variable Budget Amount = Sum of Previous Sequence Numbers + (Fixed Percent/100) * Basis Amount".

NOTE: The "Basis Amount" will defined on the next screen.

Example: Suppose you want to establish a budget for Region 3's sales expenses as 15% of the last year's revenues for Region 3. In this example, the Basis account range would be the account or account range that made up Region 3's sales revenues, and the Fixed Percentage would be 15.0 (i.e., Budget Amount = (15.0 / 100) * Sales revenues.)

Fixed Amount

Enter a positive number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

If the method selected was '2' for Fixed Amount, supply the fixed amount that is to be added to the previously entered variable budget account. The calculation performed is "Variable Budget Amount = Sum of Previous Sequence Numbers' Amounts + Fixed Amount".

Example: Suppose you want to establish a budget for Region 3's sales expenses as $50000 + 15% of the last year's revenues for Region 3. In this example, the fixed amount would be entered as '50000'. The 15% would be entered as a separate sequence number, for a Fixed Percent entry (Method = '1'). Then, Budget Amount = 50000 + (15.0 /100) * Sales revenues.

NOTE: This example requires two separate Variable Budget Detail entries (sequence numbers).

Factor

Enter a number with up to 5 digits to the left of the decimal and 3 digits to the right of the decimal.

If necessary, enter a multiplier (a number that will be multiplied by the amount as defined in the result of the fixed percentage, fixed amount, or ratio amount). For example, if you want to define an expense budget as the sum of all revenues, you may want to define a factor '-1.0' (your revenues are normally represented by a negative number and your expenses are nor-

mally represented by a positive number). A sum of revenues might be -1000000.00. To make this a positive number, enter a factor of '-1'. The final result would then be a Variable expense budget of 50000.00.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E   A Fixed % Cannot Be Entered for Method 2
E   A Fixed % Cannot Be Entered for Method 3
E   A Fixed % Must Be Entered for Method 1
E   A Fixed % Cannot Be Entered for Method 1
E   A Fixed % Cannot Be Entered for Method 3
E   A Fixed % Must Be Entered for Method 2

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Previous Image option to go back to the Variable Budgets screen. Select the Next Record option to go to the next Variable Budget Detail record. Select the End option to go the next Variable Budgets record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Variable Budget Detail file.

The screen below presents additional information about Variable Budget Detail. It is used if either the 'Fixed Percent' or 'Ratio' method was selected.

```
Budget Analysis Variable Budgets                               (Budget)

Budget Type        FY89 Budget      FY89 Operating Budget
Account            4010000000MA     Cost of Goods Sold, Corp./Mfg.
Description        COGS Budget-Corp. Mfg.
Rounding:  Whole?  Y   Thousand?  N
Budget Analysis Variable Budgets                               (Detail)
 Seq No   10        Method        1     Percent
 Fixed %  50        Fixed Amount  .00                Factor  1.000

 Percent       Balance Type        *
 Basis:        Start Account       ............
               End Account         ............
               Budget/Unit Type    ............
               Start Main Account  ..........    End Main Account   ..........
               Start Sub Account   ..........    End Sub Account    ..........
               Start Division      ..........    End Division       ..........
               Start Branch        ..........    End Branch         ..........



Database: RAD        Appl: TBA 00        User: LGG       Nov 17th, 4:32 pm

Keymap: DATA ENTRY                                            Mode: Add
```

Figure 8. The Budget Analysis Variable Budget Percent/Ratio Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Balance Type

Enter an upper case alphanumeric field, 1 character in length. Only letters are acceptable. Valid entries are B, D and U. The initial default value is 'B'. This field is required.

Supply the type of balance to use in determining the ratio Basis Amount that will be multiplied by the fixed percent that was previously entered, or by the calculated ratio. The account range that you enter for the fixed percent or ratio Basis will be used to accumulate this amount, and the values will be taken from the file corresponding to this type. The options are their meanings are:

B: Account Balances

D: Budget Amounts

U: Unit Balances

Start/End Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Define the starting and ending account of the range that contains the value to which fixed percent or computed ratio will apply. For example, suppose you want to establish a variable budget for salesperson #1's expenses, based on the ratio of (salesperson #1's revenue) / (revenue for all salespersons); and you want to apply it to the budget for all salespersons' expenses. In this case the 'Basis' would be the budget for all salespersons' expenses. To set up this example, you would enter the starting account in the range of salesperson expense accounts in this field, and enter the ending account of salesperson expense accounts in the End Account field. And when the computation is complete, you will have "Expense Budget for Salesperson #1 = Expense Budget for all * (revenue for #1 / revenue for all)". Since the basis for the ratio is the 'Expense Budget for all', the account range you should enter is the account(s) for the 'Expense Budget for all'. In this example, you are allocating expenses to salespeople based on the percentage of revenue they generated.

Budget/Unit Type

Enter an alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

If you have selected a 'Balance Type' of 'D' for Budgets or 'U' for Unit Balances, then you must also enter a Budget or Unit Type. This entry must be on file in the Types file.

Start/End Main Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the first component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the percent or ratio Basis. For example, if you want to include in the percent or ratio Basis only the accounts whose first account component is in the range of 10100 to 12000, then enter '10100' and '12000' as the Start and End range respectively. These fields may be left blank.

Start/End Sub Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the second component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the percent or ratio Basis. For example, if you want to include in the percent or ratio Basis only the accounts whose second account component is in the range of 100 to 300, then enter '100' and '300' as the Start and End range respectively. These fields may be left blank.

Start/End Division

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the third component of the account structure can be entered to further

refine the range selection of the records to be used in the calculation of the percent or ratio Basis. For example, if you want to include in the percent or ratio Basis only the accounts whose third account component is in the range of 10 to 15, then enter '10' and '15' as the Start and End range respectively. These fields may be left blank.

Start/End Branch

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the fourth component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the percent or ratio Basis. For example, if you want to include in the percent or ratio Basis only the accounts whose fourth account component is in the range of 50 to 60, then enter '50' and '60' as the Start and End range respectively. These fields may be left blank.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E End Account Must Be Greater or Equal to Start Account
E End Component Must Be Greater or Equal to Start Component
E Type Field is Required for Balances Type = 'D' or 'U'
Type Field is not Required for Balance Type = 'B'
W Budget Type / End Account Not in Budgets File
W Budget Type / Start Account Not in Budgets File
W End Account Not in Chart of Accounts File
W Start Account Not in Chart of Accounts File
W Unit Type / End Account Not in Unit Accounts File
W Unit Type / Start Account Not in Unit Accounts File

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Previous Image option to go back to the Variable Budgets screen. Select the Next Record option to go to the next Variable Budget Detail record. Select the End option to go the next Variable Budgets record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Variable Budget Detail file.

The screen below presents additional information about Variable Budget Detail. It is used if the 'Ratio' method was selected.

Figure 9. The Budget Analysis Variable Ratio - Numerator Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Balance Type

Enter an upper case alphanumeric field, 1 characters in length. Only letters are acceptable. Valid entries are B, D and U. This field is required.

Supply the type of balance to use in determining the numerator amount to be used in calculating the ratio. The account range that you enter for the numerator will be used to accumulate this amount, and the values will be taken from the file corresponding to this type. The options and their meanings are:

B: Account Balances

D: Budget Amounts

U: Unit Balances

Start/End Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Define the starting and ending account of the range of accounts that contains the values to be used in the calculation of the numerator portion of the ratio. For example, suppose you want

to establish a variable budget for salesperson #1's expenses, based on the ratio of (salesperson #1's revenue) / (revenue for all salespersons); and you want to apply it to the budget for all salespersons' expenses. To set up this example, you would enter the starting account in the range of revenue account(s) for salesperson #1 in this field, and the ending account in the range of revenue account(s) for salesperson #1 in the Numerator End Account field. They may be the same account. And when the computation is complete, you will have "Expense Budget for #1 = Expense Budget for all * (revenue for #1 / revenue for all)". Since the numerator for the ratio is 'revenue for #1', the account range you should enter is the account(s) for the 'Revenue for #1'. In this example, you are allocating expenses to sales-people based on the percentage of revenue they generated.

Budget/Unit Type

Enter an alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

If you have selected a 'Balance Type' of 'D' for Budgets or 'U' for Unit Balances, then you must also enter a Budget or Unit Type. This entry must be on file in the Types file.

Start/End Main Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the first component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the ratio numerator. For example, if you want to include in the ratio numerator only those accounts whose first account component is in the range of 10100 to 12000, then enter '10100' and '12000' as the Start and End range respectively. These fields may be left blank.

Start/End Sub Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the second component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the ratio nu-merator. For example, if you want to include in the ratio numerator only those accounts whose second account component is in the range of 100 to 300, then enter '100' and '300' as the Start and End range respectively. These fields may be left blank.

Start/End Division

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the third component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the ratio numerator. For example, if you want to include in the ratio numerator only those accounts whose third

account component is in the range of 10 to 20, then enter '10' and '20' as the Start and End range respectively. These fields may be left blank.

Start/End Branch

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the fourth component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the ratio numerator. For example, if you want to include in the ratio numerator only those accounts whose fourth account component is in the range of 50 to 51, then enter '50' and '51' as the Start and End range respectively. These fields may be left blank.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E End Account Must Be Greater or Equal to Start Account
E End Component Must Be Greater or Equal to Start Component
E Type Field is Required for Balance Type = 'D' or 'U'
E Type Field is not Required for Balance Type = 'B'
W Budget Type / End Account Not in Budgets File
W Budget Type / Start Account Not in Budgets File
W End Account Not in Chart of Accounts File
W Start Account Not in Chart of Accounts File
W Unit Type / End Account Not in Unit Accounts File
W Unit Type / Start Account Not in Unit Accounts File

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Previous Image option to go back to the Variable Budgets screen. Select the Next Record option to go to the next Variable Budget Detail record. Select the End option to go the next Variable Budgets record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Variable Budget Detail file.

The screen below presents additional information about Variable Budget Detail. It is used if the 'Ratio' method was selected.

```
Budget Analysis Variable Budgets                              (Budget)

Budget Type        FY89 Budget      FY89 Operating Budget
Account            4010000000WH     Cost of Goods Sold, Corp/Whlsl
Description        COGS Budget-Corp. Wholesale
Rounding:  Whole?  Y    Thousand?  N
Budget Analysis Variable Budgets                              (Detail)
  Seq No   30        Method      3     Ratio
  Fixed %  .00       Fixed Amount  .00              Factor  1.000

  Ratio        Balance Type      *
  Basis:       Start Account     ············
               End Account       ············
               Budget/Unit Type  ············
               Start Main Account ··········    End Main Account  ··········
               Start Sub Account  ··········    End Sub Account   ··········
               Start Division     ··········    End Division      ··········
               Start Branch       ··········    End Branch        ··········



Database: RAD         Appl: TBA 00        User: LGG        Nov 17th, 4:33 pm

Keymap: DATA ENTRY                                          Mode: Add
```

Figure 10. The Budget Analysis Variable Ratio - Denominator Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Balance Type

Enter an upper case alphanumeric field, 1 character in length. Only letters are acceptable. Valid entries are B, D and U. This field is required.

Supply the type of balance to use in determining the ratio denominator amount to be used in calculating the ratio. The account range that you enter for the denominator will be used to accumulate this amount, and the values will be taken from the file corresponding to this type. The options and their meanings are;

B: Account Balances

D: Budget Amounts

U: Unit Budgets

Start/End Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Define the starting and ending account of the range of accounts that contains the values to be used in the calculation of the denominator portion of the ratio. For example, let's say you want to establish a variable budget for salesperson #1's expenses, based on the ratio: (salesperson #1's revenue) / (revenue for all salespersons); and you want to apply it to the budget for all salespersons' expenses. To set up this example, you would enter the starting account in the range of revenue accounts for all salespersons in this field, and the ending account in the range of revenue accounts for salespersons in the Denominator End Account field. And when the computation is complete, you will have: Expense Budget for #1 = Expense Budget for all * (revenue for #1 / revenue for all). Since the denominator for the ratio is 'revenue for all salespersons', the account range you should enter is the accounts for the 'Revenue for All Salespersons'. In this example, you are allocating expenses to salespeople based on the percentage of revenue they generated.

Budget/Unit Type

Enter an alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

If you have selected a 'Balance Type' of 'D' for Budgets or 'U' for Unit Balances, then you must also enter a Budget or Unit Type. This entry must be on file in the Types file.

Start /End Main Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the first component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the ratio denominator. For example, if you want to include in the ratio denominator only those accounts whose first account component is in the range of 10100 to 12000, then enter '10100' and '12000' as the Start and End range respectively. These fields may be left blank.

Start/End Sub Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the second component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the ratio denominator. For example, if you want to include in the ratio denominator only those accounts whose second account component is in the range of 100 to 300, then enter '100' and '300' as the Start and End range respectively. These fields may be left blank.

Start/End Division

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the third component of the account structure can be entered to further

refine the range selection of the records to be used in the calculation of the ratio denominator. For example, if you want to include in the ratio denominator only those accounts whose third account component is in the range of 10 to 20, then enter '10' and '20' as the Start and End range respectively. These fields may be left blank.

Start /End Branch

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the fourth component of the account structure can be entered to further refine the range selection of the records to be used in the calculation of the ratio denominator. For example, if you want to include in the ratio denominator only those accounts whose fourth account component is in the range of 50 to 51, then enter '50' and '51' as the Start and End range respectively. These fields may be left blank.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E End Account Must Be Greater or Equal to Start Account
E End Component Must Be Greater or Equal to Start Component
E Type Field is Required for Balance Type = 'D' or 'U'
E Type Field is not Required for Balance Type = 'B'
W Budget Type / End Account Not in Budgets File
W Budget Type / Start Account Not in Budgets File
W End Account Not in Chart of Accounts File
W Start Account Not in Chart of Accounts File
W Unit Type / End Account Not in Unit Accounts File
W Unit Type / Start Account Not in Unit Accounts File

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Previous Image option to go back to the Variable Budgets screen. Select the Next Record option to go to the next Variable Budget Detail record. Select the End option to go the next Variable Budget Detail record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Variable Budget Detail file.

Option 4 - Edit Budgets By Month

This function allows you to edit Budget amounts for a given fiscal month and year, or for Start of Year or End of Year, for all budget types and accounts. The following processing steps accomplish this job.

Step 1
This function allows you to enter the fiscal month and year for which Budget amounts are to be edited, and determines whether the values entered or edited are to be in year-to-date (CUM) or month-to-date (NET) terms. Select the Cancel option to return to the menu.

The screen shown below allows you to enter parameters needed by the Edit Budgets by Month utility.


```
 Budget Analysis Edit Budgets by Month


                  Fiscal Month/Year (or SOY, EOY)  .....

                         mm/yy - Fiscal Month/Year
                         SOYyy - Start of Year
                         EOYyy - End of Year


                  Enter Net or Cumulative Amounts   NET

                         NET - Month
                         CUM - Cumulative


                  (Select CANCEL to Return to Menu)




 Database: RAD         Appl: TBA 00        User: LGG       Nov 17th, 4:42 pm

 Keymap: DATA ENTRY                                        Mode: Add
```

Figure 11. The Budget Analysis Edit Budgets by Month Parameters Screen

Data items for the preceding screen are described below:

Fiscal Month/Year

Enter an upper case alphanumeric field, up to 5 characters in length. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Define the accounting period to which these parameters apply. Valid entries and their meanings are:

mm/yy: 2 digits each for the fiscal month and year for these entries (months can be 01 - 13; the slash must be included)

EOYyy: End-of-Year, followed by 2 digits for the fiscal year

SOYyy: Start-of-Year, followed by 2 digits for the fiscal year

Net or Cumulative Amounts

Enter an upper case alphanumeric field, up t 3 characters in length. Only letters are acceptable. Valid entries are NET and CUM. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Define the code that identifies the terms in which the budget amounts are to entered.

NET: Month-to-date net activity

CUM: Year-to-date cumulative amounts

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E   Illegal Month Designation in the Fiscal Month/Year
E   The NET/CUM Type Must Be CUM for This Fiscal Month Type
E   The Parameters File Specifies a 12 Month Fiscal Year
E   Use the Explain Option for an Explanation of Fiscal Month/Year

Press ENTER to save the information on this screen.

Step 2
This function allows you to enter or edit budget amounts by fiscal month for all budget types and accounts. The budget records must already exist. Initially, you begin in update (CHG) mode.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

The screen shown below presents information about Budget Amounts.

This file stores monthly budget amounts by budget type, account number, and fiscal year.

```
                        Edit Budgets by Month


 Accounting Period  EOY90                        Amounts are in CUM terms


 Year Budget Type  Account No   Description                        Amount
 ==== ============ ============ ================================ =============
  90  FA Budget 90 1130001000   Land                             .............
  90  FA Budget 90 1130002000   Land, Canadian
  90  FA Budget 90 1140001000   Buildings                        390000.00
  90  FA Budget 90 1140002000   Buildings, Canadian              120000.00
  90  FA Budget 90 1150001000MA Equipment                        82400.00
  90  FA Budget 90 1150002000MA Equipment, Canadian              62300.00
  90  FA Budget 90 1160001000   Furniture and Fixtures           28000.00
  90  FA Budget 90 1160002000   Furniture/Fixtures, Canadian     25150.00
  90  FY90 Budget  3010001001MA Sales, Manufacturing             4578292.00-
  90  FY90 Budget  3010001001WH Sales, Wholesale                 2897263.00-
  90  FY90 Budget  3010002001MA Sales, Canadian Manufacturing    2117127.00-
  90  FY90 Budget  3010002001WH Sales, Canadian Wholesale        1162002.00-


                  RETURN) Next Line    98) Audit Info

 Database: RAD         Appl: TBA 00        User: LGG       Nov 17th, 4:43 pm

 Keymap: DATA ENTRY                                        Mode: Chg
```

Figure 12. The Budget Analysis Edit Budgets by Month Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

Fiscal Year

> The system displays a positive number with up to 2 digits.
>
> Identify the Fiscal Year for this Budget record.

Budget Type

> The system displays an alphanumeric field, up to 12 characters in length.
>
> The budget type and description are displayed.

Account

> The system displays an upper case alphanumeric field, up to 12 characters in length.
>
> The account number and its description are displayed.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Option Not Allowed

W Fiscal Year Cannot be Changed - Amount Will Be Reset

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Next Record option to go to the next Budget Amounts record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Budget Amounts file.

Step 3
This step conditionally allows a job to branch forward to backward to any sequence number in the list of functions in the job.

Option 5 - Types List

This function lists the types and their descriptions. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Unit and Budget Types information, this step provides you with a default sequencing of data records by Type, giving additional sort order choice by Description, with the option to change modifiable parameters at run time. Selection of data records is provided by Type, Description, and Changed On, with the option to enter user-specified comparisons at run time.

Step 2
This disposition type is used for all lists of master file information.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Types List, this step formats the Unit and Budget Types information. The following data items are shown: Type and Description.

A sample output is shown below.

```
                                        Expert Computing, Inc.
11/08/94 16:57                                                                    LGG Page:    1
                                           Types List

                    Type             Description
==================================================================================================
                    FA Budget 90     FY90 Fixed Asset Budget
                    FY89 Budget      FY89 Operating Budget
                    GIP 1            Units of Prod 1 in
                    GIP 2            Units of Prod 2 in Process
                    PROD 1           Units of Prod 1 in Inventory
                    PROD 2           Units of Prod 2 in Inventory
```

Option 6 - Budgets List

This function prints a list of the Budgets file. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Budget Amounts information, this step provides you with a default sequencing of data records by Fiscal Year, Budget Type, and Account, giving additional sort order choice by Account Component and Method, with the option to change modifiable parameters at run time. Selection of data records is provided by Fiscal Year, Budget Type, Account, Account Component, and Method, with the option to enter user-specified comparisons at run time.

Step 2
This disposition type is used for all lists of master file information.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Budgets List, this step formats the Budget Amounts information. The following data items are shown: SOY, Annual Amount, EOY Balance, Quarter, and Quarterly Totals. As appropriate, group headings appear whenever a change occurs in Account.

A sample output is shown below.

```
                                        Expert Computing, Inc.
11/08/94 16:57                                                                    LGG Page:    1
                                          Budgets List
==================================================================================================


Fiscal Year 89

Budget Type FY89 Budget FY89 Operating Budget

Account 3010001001MA   Sales, Manufacturing
FY89 Revenue
Method  M

    SOY Balance          0.00
    Net Annual     4,000,000.00-
    EOY Balance    4,000,000.00-

    First Quarter:        Second Quarter:        Third Quarter:        Fourth Quarter:           EOY & Total:
       333,333.33-           333,333.33-           333,333.33-           333,333.34-      13)         0.00
       333,333.33-           333,333.33-           333,333.33-           333,333.34-      EOY)        0.00
       333,333.33-           333,333.33-           333,333.34-           333,333.34-
      _____           _____           _____           _____                _____
       999,999.99-           999,999.99-         1,000,000.00-         1,000,000.02-     YEAR)   4,000,000.00-
Account 3010001001WH   Sales, Wholesale
FY89 Revenue
Method  M

    SOY Balance          0.00
    Net Annual     2,400,000.00-
    EOY Balance    2,400,000.00-

    First Quarter:        Second Quarter:        Third Quarter:        Fourth Quarter:           EOY & Total:
       200,000.00-           200,000.00-           200,000.00-           200,000.00-      13)         0.00
       200,000.00-           200,000.00-           200,000.00-           200,000.00-      EOY)        0.00
       200,000.00-           200,000.00-           200,000.00-           200,000.00-
      _____           _____           _____           _____                _____
       600,000.00-           600,000.00-           600,000.00-           600,000.00-     YEAR)   2,400,000.00-
Account 3010002001MA   Sales, Canadian Manufacturing
FY89 Revenue
Method  M

    SOY Balance          0.00
    Net Annual     2,000,000.00-
    EOY Balance    2,000,000.00-

    First Quarter:        Second Quarter:        Third Quarter:        Fourth Quarter:           EOY & Total:
       166,666.67-           166,666.67-           166,666.67-           166,666.66-      13)         0.00
       166,666.67-           166,666.67-           166,666.67-           166,666.66-      EOY)        0.00
       166,666.67-           166,666.67-           166,666.66-           166,666.66-
      _____           _____           _____           _____                _____
       500,000.01-           500,000.01-           500,000.00-           499,999.98-     YEAR)   2,000,000.00-
```

Option 7 - Variable Budgets List

This function prints a list of the Variable Budgets file. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Variable Budgets information, this step provides you with a default sequencing of data records by Budget Type, and Account, with the option to change modifiable parameters at run time. Selection of data records is provided by Budget Type, Account, Account Component, and Description, with the option to enter user-specified comparisons at run time.

Step 2
This disposition type is used for all standard General Ledger reports.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Variable Budgets List, this step formats the Variable Budgets and Variable Budget Detail information. The following data items are shown: Budget Type, Description, Account, Round to Whole?, Round to Thousands?, Sequence No, Variable Budgets Method, Variable Budgets Fixed Percent, Variable Budgets Fixed Amount, Factor, File Type for Ration / % Basis, Start Acct for Ratio / % Basis, End Acct for Ratio / % Basis, Type-Ratio / % Basis, Basis Start Components, Basis End Components, Numerator File Type, Numerator Start Account, Numerator End Account, Numerator Budget/Unit Type, Numerator Start Components, Numerator End Components, Denominator File Type, Denominator Start Account, Denominator End Account, denominator Budget/Unit Type, Denominator Start Components, and Denominator End Components.

A sample output is shown below.

```
                                       Expert Computing, Inc.
11/08/94 16:58                                                                   LGG Page:    1
                                       Variable Budgets List


Budget Type                      Account                           Description        Round: 1?1000?
=======================================================================================================
FY90 Budget  FY90 Operating Budget    4010000000MA Cost of Goods Sold, Corp./Mfg.  COGS Budget-Corp. Mfg.         Y       N

Seq No  Meth  Fixed %   Fixed Amount   Factor
_____   __   _____    _____   _____
00010    1    5.00                    1.000- Percent      Balance Type       D
                                             Basis:       Start Account      3010001001MA   Created From 89 BAL + 5.80%
                                                          End Account        3010002001WH
                                                          Budget/Unit Type   FY90 Budget    FY90 Operating Budget
                                                          Start Main Account                End Main Account
                                                          Start Sub Account                 End Sub Account
                                                          Start Division                    End Division
                                                          Start Branch       MA             End Branch        MA


FY90 Budget  FY90 Operating Budget    4010000000WH Cost of Goods Sold, Corp/Whlsl  COGS Budget-Corp. Wholesale    Y       N

Seq No  Meth  Fixed %   Fixed Amount   Factor
_____   __   _____    _____   _____
00010    1    3.00                    1.000- Percent      Balance Type       D
                                             Basis:       Start Account      3010001001MA   Created From 89 BAL + 5.80%
                                                          End Account        3010002001WH
                                                          Budget/Unit Type   FY90 Budget    FY90 Operating Budget
                                                          Start Main Account                End Main Account
                                                          Start Sub Account                 End Sub Account
                                                          Start Division                    End Division
                                                          Start Branch       WH             End Branch        WH


FY90 Budget  FY90 Operating Budget    4010000001MA Cost of Goods Sold, Sales/Mfg.  COGS Budget-Sales Mfg.         Y       N

Seq No  Meth  Fixed %   Fixed Amount   Factor
_____   __   _____    _____   _____
00010    1    4.00                    1.000- Percent      Balance Type       D
                                             Basis:       Start Account      3010001001MA   Created From 89 BAL + 5.80%
                                                          End Account        3010002001WH
                                                          Budget/Unit Type   FY90 Budget    FY90 Operating Budget
                                                          Start Main Account                End Main Account
                                                          Start Sub Account                 End Sub Account
                                                          Start Division                    End Division
                                                          Start Branch       MA             End Branch        MA
```

Chapter 3: Reports and Inquiry

This menu allows you to print management reports and to perform on-line inquiries on Budget data.
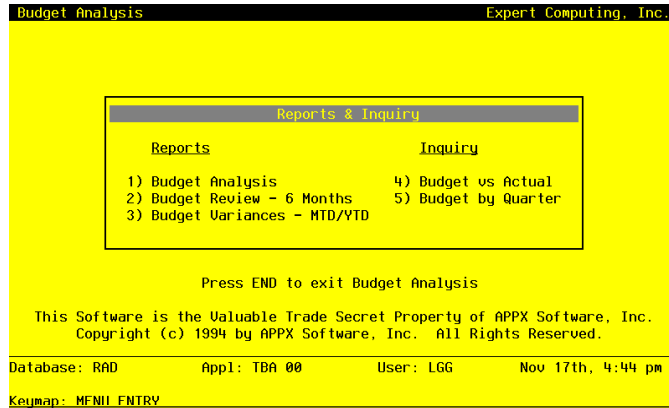
Figure 13. The Budget Analysis Reports and Inquiry Menu

Option 1 - Budget Analysis Report

This report is provided to present budget performance. Budget amounts are compared to actual amounts for each budget type, account, and fiscal year, and are reported in cumulative or net monthly amounts. The following processing steps accomplish this job.

Step 1
You can use this function to specify whether you want net or cumulative amounts to be printed on the Budget Analysis report.

The screen shown below allows you to enter parameters needed for the Budget Analysis report.
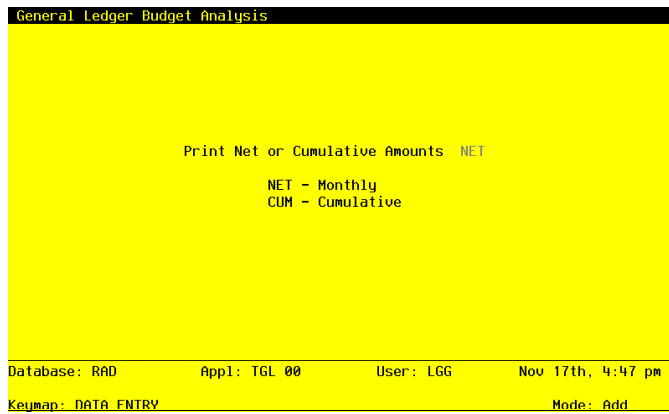
Figure 14. The Budget Analysis Report Screen

Data items for the preceding screen are described below:

Print Net or Cumulative Amounts

Enter an upper case alphanumeric field, up to 3 characters in length. Only letters are acceptable. Valid entries are NET and CUM. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Define the code that identifies the terms in which the balances are to be printed.

NET: Month-to-date net activity

CUM: Year-to-date cumulative amounts

Press ENTER to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Budget Amounts information, this step provides you with a default sequencing of data records by Budget Type, Account, and Fiscal year, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Budget Type, Account, Account Component, and Fiscal Year, with the option to enter user-specified comparisons at run time.

Step 3
This disposition type is used for all standard General Ledger reports.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the Budget Analysis Report, this step formats the Budget Amounts information. The following data items are shown: Fiscal Year, SOY, Budget Compared to Actual, Month Descriptor, Monthly Balances, Monthly Amounts, EOY, Monthly Amount, and Monthly Net Amount. As appropriate, group headings appear whenever a change occurs in Account.

A sample output is shown below:

```
                                              Expert Computing, Inc.
 11/08/94 16:59                                                                              LGG Page:    1
                                              Budget Analysis Report


                                                NET MONTHLY TOTALS

              Actual          Budget      % of Budget                   Actual         Budget      % of Budget
 ==========================================================================================================

 Budget Type FY89 Budget FY89 Operating Budget


 Account 3010001001MA   Sales, Manufacturing
                                                   Fiscal Year  89
   SOY        0.00            0.00
                                                            Dec    294,081.59-     333,333.33-         88.22
   Jun    404,744.38-     333,333.33-       121.42         Jan    412,740.46-     333,333.33-        123.82
   Jul    417,700.15-     333,333.33-       125.31         Feb    273,507.10-     333,333.34-         82.05
   Aug    346,774.40-     333,333.33-       104.03         Mar    362,910.19-     333,333.34-        108.87
   Sep    355,911.28-     333,333.33-       106.77         Apr    377,486.22-     333,333.34-        113.25
   Oct    420,149.51-     333,333.33-       126.04         May    370,861.59-     333,333.34-        111.26
   Nov    290,440.98-     333,333.33-        87.13
                                                            EOY        0.00            0.00            0.00


 Account 3010001001WH   Sales, Wholesale
                                                   Fiscal Year  89
   SOY        0.00            0.00
                                                            Dec    206,652.54-     200,000.00-        103.33
   Jun    255,325.08-     200,000.00-       127.66         Jan    201,105.20-     200,000.00-        100.55
   Jul    253,667.02-     200,000.00-       126.83         Feb    234,003.25-     200,000.00-        117.00
   Aug    235,878.76-     200,000.00-       117.94         Mar    228,069.70-     200,000.00-        114.03
   Sep    230,528.71-     200,000.00-       115.26         Apr    238,886.72-     200,000.00-        119.44
   Oct    210,676.51-     200,000.00-       105.34         May    243,884.07-     200,000.00-        121.94
   Nov    199,757.45-     200,000.00-        99.88
                                                            EOY        0.00            0.00            0.00


 Account 3010002001MA   Sales, Canadian Manufacturing
                                                   Fiscal Year  89
   SOY        0.00            0.00
                                                            Dec    171,171.30-     166,666.67-        102.70
   Jun    186,467.13-     166,666.67-       111.88         Jan    168,505.05-     166,666.67-        101.10
   Jul    171,514.96-     166,666.67-       102.91         Feb    146,402.38-     166,666.66-         87.84
   Aug    141,603.62-     166,666.67-        84.96         Mar    172,412.86-     166,666.66-        103.45
   Sep    156,834.44-     166,666.67-        94.10         Apr    174,496.86-     166,666.66-        104.70
   Oct    164,460.58-     166,666.67-        98.68         May    193,811.50-     166,666.66-        116.29
   Nov    153,384.20-     166,666.67-        92.03
                                                            EOY        0.00            0.00            0.00
```

Option 2 - Budget Review - 6 Months

This report provides you with budget amounts for the first (or last) six months in comparison to the previous six months. The following processing steps accomplish this job.

Step 1
Use this function to specify whether net or cumulative amounts are to be used for printing the Budget Review report.

The screen shown below allows you to enter parameters to define what should be printed on the Budget Review - 6 Months report.

Figure 15. The Budget Analysis Budget Review - 6 Months Screen

Data items for the preceding screen are described below:

Fiscal Year

Enter a positive number with up to 2 digits.

Supply the fiscal year of budget data to be displayed.

Six Month Period

Enter a positive number with 1 digit.

Enter '1' if you wish to see budget information on the first six months of the fiscal year. Enter '2' if you wish to see budget information on the second six months of the specified fiscal year.

Press ENTER to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Budget Amounts information, this step provides you with a default sequencing of data records by Budget Type, Account, and Fiscal Year, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Budget Type, Account, Account Component, and Annual Amount, with the option to enter user-specified comparisons at run time.

Step 3
This disposition type is used for all standard General Ledger reports.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the Budget Review - 6 Months report, this step formats the Budget Amounts information. The following data items are shown: Account, Description, Budget Amount, Six Month Total, and Percent Difference. As appropriate, group headings appear whenever a change occurs in Account Component.

A sample output is shown below.

```
                                    Expert Computing, Inc.
11/08/94 16:59                                                                      LGG Page:  1
                                  Budget Review - 6 Months Report


                                     For Fiscal Year 90
                                                                         6 Month Prev 6 Mo    %
Account                            Jun      Jul      Aug      Sep      Oct      Nov    Total  Total Change
=========================================================================================================

Budget Type FY90 Budget
Fiscal Year 90


3010001001MA Sales, Manufacturing        428220-  441927-  366887-  376554-  444518-  307287- 2365393-       0    .0
3010001001WH Sales, Wholesale            270134-  268380-  249560-  243899-  222896-  211343- 1466212-       0    .0
3010002001MA Sales, Canadian Manufacturing 197282- 181463- 149817- 165931- 173999- 162280- 1030772-       0    .0
3010002001WH Sales, Canadian Wholesale    84288-   90145-   97004-   85980-   94844-   77918-  530179-       0    .0
3020000000   Service Charge Income         2000-    1904-    2222-    2063-    2328-    1904-   12421-       0    .0
4010000000MA Cost of Goods Sold, Corp./Mfg.  31275   31170   25835   27124   30926   23478  169808       0    .0
4010000000WH Cost of Goods Sold, Corp/Whlsl  10633   10755   10397    9897    9532    8678   59892       0    .0
4010000001MA Cost of Goods Sold, Sales/Mfg.  25020   24936   20668   21699   24741   18783  135847       0    .0
4010000001WH Cost of Goods Sold, Sales/Whls  10633   10755   10397    9897    9532    8678   59892       0    .0
402000001MA Sales Commissions, Mfg.         43785   43637   36170   37974   43296   32870  237732       0    .0
402000001WH Sales Commissions, Wholesale    17721   17926   17329   16494   15888   14464   99820       0
4040001000   Depreciation Expense           28216   29605   31042   32541   34088   37769  193261       0    .0
4040002000   Depreciation Expense, Canadian 17839   18838   21212   22246   24036   25095  129266       0    .0
4080000000   Salaries Expense               20618   23589   24754   23911   22802   12879  128553       0    .0
4080000000MA Salaries, Manufacturing        38954   43392   44135   44749   43767   25942  240939       0    .0
4080000001WH Salaries, Wholesale            31727   34464   35059   34278   32282   22631  190441       0    .0
4080100000   Bonuses                            0       0       0       0       0       0       0       0    .0
4090000000MA Repairs and Maintenance, Mfg.  11647   14467   37066   39235   30543   37094  170052       0    .0
4090000001WH Repairs and Maintnc, Wholesale  3456    4465   10888   10296    9204   11658   49967       0    .0
4100000001MA Promotion/Advertising, Mfg.     8686   10442   16327   18295   14788   15061   83599       0    .0
4100000001WH Promotion/Advertising, Wholesl  5005    6068   10774   11104    7813    9238   50002       0    .0
4110000000   Travel and Entertainment       16488   18662   26167   20364   17459   19731  118871       0    .0
4110000001MA Travel & Entertainment, Sales  19047   19047   19047   19047   19047   19047  114282       0    .0
4120000000   Tax Expense, Corporate          4378    5665    7777    8343    9476    8755   44394       0    .0
4120000001   Tax Expense, Sales Outlets      3801    4223    6077    6386    5253    6386   32126       0    .0
4130000000   Insurance Expense                  0       0       0       0       0       0       0       0    .0
4130002000   Insurance Expense-Canadian         0       0    2566       0       0    2566    5132       0    .0
4140000000   Interest Expense               18718   18730   18742   18755   18769   18784  112498       0    .0
4150000000   Utilities, Corporate               0       0       0       0       0       0       0       0    .0
4150000001   Utilities, Sales Outlet         9828   10738   11967   10319    9303   11170   63325       0    .0
4160000000   Direct Labor                   31840   35134   37307   37544   36524   22151  200500       0    .0
4160000000MA Direct Labor, Manufacturing    20371   23113   25019   24926   23485   13210  130124       0    .0
4160000000WH Direct Labor, Wholesale        12752   15770   20260   20642   21270   12270  102964       0    .0
4160100000   Vacation & Sick Expense         2737    6857    9594-   17686   16913   34598-       1       0    .0
4170001000MA Factory Overhead, Mfg.          9776   10561   12503   12271   11088   10535   66734       0    .0
4170002000MA Factory Overhead, Canadian Mfg 85405  120936  131544  162016  155686  134217  789804       0    .0
4180000000   Indirect Labor                  6019    6175   10209   10627    9249   16829   59108       0    .0
4180000000MA Indirect Labor, Manufacturing   5149    6810    7861    6925    6855       0   33600       0    .0
4180000000WH Indirect Labor, Wholesale       3111    3272    5219    7832    7559    4949   31942       0    .0
4190000000MA Freight Out, Corp./Mfg.         1358    1545    2242    4529    1845    2016   13535       0    .0
4190000000WH Freight Out, Corp./Wholesale    3078    4002    4831    5676    5706    4941   28234       0    .0
4190000001MA Freight Out, Sales/Mfg.         1203    1433    2357    1924    2073    2095   11085       0    .0
4190000001WH Freight Out, Sales/Wholesale    3905    3204    4471    4228    3854    3218   22880       0    .0
                                         -------- -------- -------- -------- -------- -------- --------  --------
       — Fiscal Year Subtotals —>        417745-  343433-  166865-  114647-  203933-  178142- 1424767-       0
                                         ======== ======== ======== ======== ======== ======== ========  ========


                                         -------- -------- -------- -------- -------- -------- --------  --------
       — Budget Type Subtotals —>        417745-  343433-  166865-  114647-  203933-  178142- 1424767-       0
                                         ======== ======== ======== ======== ======== ======== ========  ========


                                         -------- -------- -------- -------- -------- -------- --------  --------
            — Grand Totals —>            417745-  343433-   24715-  114647-  141633-   71858  970317-       0
                                         ======== ======== ======== ======== ======== ======== ========  ========
```

Option 3 - Budget Variances - MTD/YTD

This report provides you with budget-to-actual comparisons for month-to-date and year-to-date totals. The following processing steps accomplish this job.

Step 1
Use this function to specify what fiscal month and year to include on the Budget Variances report.

The screen shown below allows you to enter a fiscal month and year for the Budget Variances - MTD/YTD report.
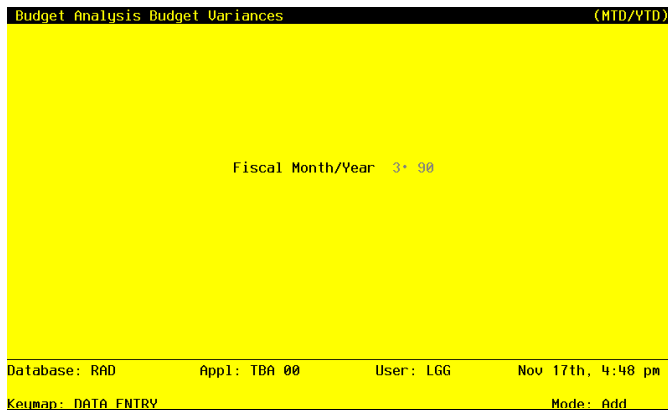

Figure 16. The Budget Analysis Budget Variances - MTD/YTD Screen

Data items for the preceding screen are described below:

Fiscal Month

Enter a positive number with u to 2 digits.

Supply the fiscal month of budget data to be displayed.

Fiscal Year

Enter a positive number with up to 2 digits.

Supply the fiscal year of budget data to be displayed.

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Budget Amounts information, this step provides you with a default sequencing of data records by Budget Type, Fiscal Year and Account, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Budget Type, Account, Account Component, and Annual Amount, with the option to enter user-specified comparisons at run time.

Step 3

This disposition type is used for all standard General Ledger reports.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

In order to print the Budget Variances - MTD/YTD report, this step formats the Budget Amounts information. The following data items are shown: Account, Description, Budget Amount, Monthly Amount, and Budget Compared to Actual. As appropriate, group headings appear whenever a change occurs in Account Component Account.

A sample output is shown below.

```
                                          Expert Computing, Inc.
11/08/94 17:00                                                                              LGG Page:  1
                                       Budget Variances - MTD/YTD Report

                                             For August 89

                         MTD            MTD           MTD              YTD           YTD          YTD
Account                  Budget         Actual        Variance         Budget        Actual       Variance
====================================================================================================================

Budget Type FY90 Budget

Fiscal Year 90


3010001001MA Sales, Manufacturing          366887.00-         .00      366887.00-    1237034.00-    765561.50- 471472.50-
3010001001WH Sales, Wholesale              249560.00-         .00      249560.00-     788074.00-    560855.13- 227218.87-
3010002001MA Sales, Canadian Manufacturing 149817.00-         .00      149817.00-     528562.00-    351141.89- 177420.11-
3010002001WH Sales, Canadian Wholesale      97004.00-         .00       97004.00-     271437.00-    248845.81-  22591.19-
3020000000   Service Charge Income           2222.00-         .00        2222.00-       6126.00-      4750.00-   1376.00-
4010000000MA Cost of Goods Sold, Corp./Mfg.  25835.20         .00       25835.20       88279.80     38709.39   49570.41
4010000000WH Cost of Goods Sold, Corp/Whlsl  10396.92         .00       10396.92       31785.33     32601.60     816.27-
4010000001MA Cost of Goods Sold, Sales/Mfg.  20668.16         .00       20668.16       70623.84     27000.93   43622.91
4010000001WH Cost of Goods Sold, Sales/Whls  10396.92         .00       10396.92       31785.33     26569.72    5215.61
4020000001MA Sales Commissions, Mfg.         36169.28         .00       36169.28      123591.72     74333.73   49257.99
4020000001WH Sales Commissions, Wholesale    17328.20         .00       17328.20       52975.55     38234.51   14741.04
4040001000   Depreciation Expense            31042.00         .00       31042.00       88863.00     57821.00   31042.00
4040002000   Depreciation Expense, Canadian  21212.00         .00       21212.00       57889.00     30750.00   27139.00
4080000000   Salaries Expense                24754.00         .00       24754.00       68961.00     58862.41   10098.59
4080000000MA Salaries, Manufacturing         44135.00         .00       44135.00      126481.00     98429.71   28051.29
4080000001WH Salaries, Wholesale             35059.00         .00       35059.00      101250.00     76633.20   24616.80
4080100000   Bonuses                             .00         .00            .00            .00          .00        .00
4090000000MA Repairs and Maintenance, Mfg.   37066.00         .00       37066.00       63180.00     42903.89   20276.11
4090000001WH Repairs and Maintnc, Wholesale  10888.00         .00       10888.00       18809.00     17446.29    1362.71
4100000001MA Promotion/Advertising, Mfg.     16326.38         .00       16326.38       35454.75     21450.00   14004.75
4100000001WH Promotion/Advertising, Wholesl  10773.62         .00       10773.62       21846.55     17400.00    4446.55
4110000000   Travel and Entertainment        26167.00         .00       26167.00       61317.00     22661.05   38655.95
4110000001MA Travel & Entertainment, Sales   19047.00         .00       19047.00       57141.00     24530.41   32610.59
4120000000   Tax Expense, Corporate           7777.00         .00        7777.00       17820.00     15300.00    2520.00
4120000001   Tax Expense, Sales Outlets       6077.00         .00        6077.00       14101.00     50456.29   36355.29-
4130000000   Insurance Expense                   .00     1000.00        1000.00-           .00      1000.00    1000.00-
4130002000   Insurance Expense-Canadian       2566.00     2515.20          50.80        2566.00      2515.20      50.80
4140000000   Interest Expense                18742.00         .00       18742.00       56190.00     37448.00   18742.00
4150000000   Utilities, Corporate                .00         .00            .00            .00          .00        .00
4150000001   Utilities, Sales Outlet         11967.00         .00       11967.00       32533.00     16699.66   15833.34
4160000000   Direct Labor                    37307.00         .00       37307.00      104281.00    104038.87     242.13
4160000000MA Direct Labor, Manufacturing     25019.00         .00       25019.00       68503.00     50464.38   18038.62
4160000000WH Direct Labor, Wholesale         20260.00         .00       20260.00       48782.00     34922.03   13859.97
4160100000   Vacation & Sick Expense          9594.00-        .00        9594.00-          .00      35192.24   35192.24-
4170001000MA Factory Overhead, Mfg.          12503.00         .00       12503.00       32840.00     15709.49   17130.51
4170002000MA Factory Overhead, Canadian Mfg 131544.00         .00      131544.00      337885.00    333633.01    4251.99
4180000000   Indirect Labor                  10209.00         .00       10209.00       22403.00     16762.14    5640.86
4180000000MA Indirect Labor, Manufacturing    7861.00         .00        7861.00       19820.00     13496.51    6323.49
4180000000WH Indirect Labor, Wholesale        5219.00         .00        5219.00       11602.00      8816.71    2785.29
4190000000MA Freight Out, Corp./Mfg.          2242.00         .00        2242.00        5145.00      3854.51    1290.49
4190000000WH Freight Out, Corp./Wholesale     4831.00         .00        4831.00       11911.00      4080.22    7830.78
4190000001MA Freight Out, Sales/Mfg.          2357.00         .00        2357.00        4993.00      8417.34    3424.34-
4190000001WH Freight Out, Sales/Wholesale     4471.00         .00        4471.00       11580.00      5090.62    6489.38

        -- Fiscal Year Subtotals -->       166867.32-    3515.20      170382.52-     928044.13-    466919.27- 461124.86-
                                         ============= ============= =============   ============= ============= ==========


        -- Budget Type Subtotals -->      166867.32-    3515.20      170382.52-     928044.13-    466919.27- 461124.86-
                                         ============= ============= =============   ============= ============= ==========


           -- Grand Totals -->            24717.32-     3515.20       28232.52-     785894.13-    466919.27- 318974.86-
                                         ============= ============= =============   ============= ========= ==========
```

Option 4 - Budget vs. Actual Inquiry

This function displays the monthly budget and balance amounts and calculates the budget variance.

In order to display the Budget vs. Actual inquiry, this step formats the Budget Amounts information. The following data items are shown: Budget Type, Fiscal Year, Account, Description, Month Descriptor, Monthly Net Amount, Monthly Amount, and Difference.

A sample output is shown below.

```
                                    Expert Computing, Inc.
11/08/94 17:00                                                                   LGG Page:  1
                               Budget Variances - MTD/YTD Report

                                       For August 89

                              MTD          MTD        MTD              YTD          YTD       YTD
Account                       Budget       Actual     Variance         Budget       Actual    Variance
============================================================================================================

Budget Type FA Budget 90 FY90 Fixed Asset Budget

Fiscal Year 90

1130001000   Land                    .00         .00         .00             .00        .00         .00
1130002000   Land, Canadian          .00         .00         .00             .00        .00         .00
1140001000   Buildings               .00         .00         .00             .00        .00         .00
1140002000   Buildings, Canadian  120000.00      .00   120000.00       120000.00        .00   120000.00
1150001000MA Equipment               .00         .00         .00             .00        .00         .00
1150002000MA Equipment, Canadian     .00         .00         .00             .00        .00         .00
1160001000   Furniture and Fixtures  .00         .00         .00             .00        .00         .00
1160002000   Furniture/Fixtures, Canadian 22150.00  .00    22150.00        22150.00      .00    22150.00

           — Fiscal Year Subtotals —>  142150.00     .00   142150.00       142150.00     .00   142150.00
                                     ============= ============= =============   ============= ========== ===========

           — Budget Type Subtotals —>  142150.00     .00   142150.00       142150.00     .00   142150.00
                                     ============= ============= =============   ============= ========== ===========
```

Option 5 - Budgets by Quarter Inquiry

This function displays quarterly net and cumulative budgets for a specified fiscal year, budget type, and account.

In order to display the Budgets by Quarter inquiry, this step formats the Budget Amounts information. The following data items are shown: Budget Type, Account, Description, Fiscal Year, Amount, and Monthly Amounts.

A sample output is shown below.

```
****************************  Budget by Quarter  ****************************

Budget Type  FA Budget 90
Account 1130001000   Land
Fiscal Year  90

                                     Net        Cumulative
                                     ___        _____

                    1st Quarter 90 :     .00            .00
                    2nd Quarter 90 :     .00            .00
                    3rd Quarter 90 :     .00            .00
                    4th Quarter 90 :     .00            .00
```

Chapter 4: Graphs and Spreadsheets

This menu allows you to generate print files that can be used by graphics utilities or spreadsheet software.

```
Budget Analysis                              Expert Computing, Inc.



                         Graphs & Spreadsheets

          Graphs                        Spreadsheets

        1) Budgets by Month - Net    4) Prepare Budgets for Spreadsheet
        2) Budgets by Quarter        5) Update Budgets from Spreadsheet
        3) Budget vs Actual by Month



                    Press END to exit Budget Analysis

        This Software is the Valuable Trade Secret Property of APPX Software, Inc.
              Copyright (c) 1994 by APPX Software, Inc.  All Rights Reserved.

Database: RAD         Appl: TBA 00        User: LGG        Nov 17th, 4:56 pm

Keymap: MENU ENTRY
```

Figure 22. The Budget Analysis Graphs and Spreadsheets Menu

Option 1 - Budgets by Month - Net

This function creates a print file of net monthly budgets for an account/fiscal year and Budget Type that is readable by graphics utility software. The following processing steps accomplish this job.

Step 1
This function allows you to enter an account number, a fiscal year, and a Budget Type as parameters for the Budgets by Month - Net graph.

The screen shown below allows you to enter parameters needed for the Budgets by Month - Net graph.

```
Budget Analysis Budgets by Month                              (Net)




           Budget Type  ············
           Account      ···········
           Fiscal Year  0·







Database: RAD        Appl: TBA 00       User: LGG      Nov 17th, 4:56 pm

Keymap: DATA ENTRY                                       Mode: Add
```
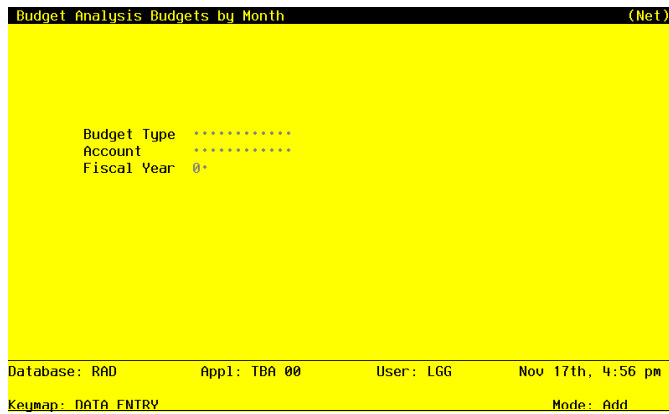
Figure 23. The Budget Analysis Budget By Month - Net Screen

Data items for the preceding screen are described below:

Budget Type

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Identify the budget type of the budget record to be graphed. The budget type must be on file in the Types file.

Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Identify the single account, summary account balance, or account number of the budget amount to be graphed. The account must be on file in the chart of Accounts.

Fiscal Year

Enter a positive number with up to 2 digits.

Supply the fiscal year of the account balance or budget amount to be graphed. The combination of account number and fiscal year must be in the Account Balances file, or the combination of Budget Type, account number, and fiscal year must be in the Budget Amounts file.

The entered data is validated. During validation, including access to other files, conditions may be

found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Budget Type / Account / Fiscal Year Not on File

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2
This disposition is used for all graphics output functions.

Step 3
In order to print the Budgets by Month - Net graph, this step formats the necessary parameters. The following data items are shown: Account, Description, Budget Type, Fiscal Year, Month Descriptor, and Budget Amount.

A sample output is shown below.

```
Account 4080000000
Salaries Expense
Type FY89 Budget    Fisc Year 89

            Net:

Jun    20898.15
Jul    23985.69
Aug    25001.27
Sep    25634.82
Oct    25625.19
Nov    14879.11
Dec    27967.87
Jan    25629.32
Feb    25814.03
Mar    25906.24
Apr    26326.65
May    15896.32
```

Option 2 - Budgets by Quarter

This function creates a print file of net quarterly budget balances for an account/fiscal year and a budget type that is readable by graphics utility software. The following processing steps accomplish this job.

Step 1
This function allows you to enter an account number, a fiscal year, and a Budget Type as parameters for the Budgets by Quarter graph.

The screen shown below allows you to enter parameters needed for the Budgets by Quarter graph.

```
Budget Analysis Budgets                                    (by Quarter)




              Budget Type   ............
              Account       ............
              Fiscal Year   0.










Database: RAD          Appl: TBA 00        User: LGG       Nov 17th, 4:56 pm

Keymap: DATA ENTRY                                         Mode: Add
```
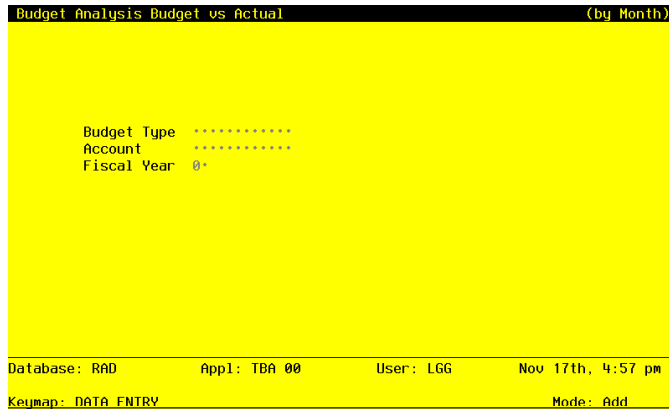
Figure 24. The Budget Analysis Budgets by Quarter Screen

Data items for the preceding screen are described below:

Budget Type

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Identify the budget type of the budget record to be graphed. The budget type must be on file in the Types file.

Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Identify the single account, summary account balance, or account number of the budget amount to be graphed. The account must be on file in the Chart of Accounts.

Fiscal Year

Enter a positive number with up to 2 digits.

Supply the fiscal year of the account balance or budget amount to be graphed. The combination of account number and fiscal year must be in the Account Balances file, or the combination of Budget Type, account number, and fiscal year must be in the Budget Amounts file.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Budget Type/Account/Fiscal Year Not on File

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2
This disposition is used for all graphics output functions.

Step 3
In order to print the Budgets by Quarter graph, this step formats the necessary parameters. The following data items are shown: Account, Description, Budget Type, Fiscal Year, Fiscal Quarter, and Amount.

A sample output is shown below.

```
Account  4110000000
Travel and Entertainment
Type FY89 Budget   Fisc Year 89

                    Net:

1Q89            60840.63
2Q89            57107.06
3Q89            53011.50
4Q89            54158.70
```

Option 3 - Budgets vs. Actual by Month

This function creates a print file of net budget and account balances for an account/fiscal year that is readable by graphics utility software. The following processing steps accomplish this job.

Step 1
This function allows you to enter an account number, a fiscal year, and a Budget Type as parameters for the Budget vs. Actual by Month graph.

The screen shown below allows you to enter parameters needed for the Budget vs. Actual by Month graph.

Figure 25. The Budget Analysis Budget vs. Actual by Month Screen

Data items for the preceding screen are described below:

Budget Type

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Identify the budget type of the budget record to be graphed. The budget type must be on file in the Types file.

Account

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Identify the single account, summary account balance, or account number of the budget amount to be graphed. The account must be on file in the Chart of Accounts.

Fiscal Year

Enter a positive number with up to 2 digits.

Supply the fiscal year of the account balance or budget amount to be graphed. The combination of account number and fiscal year must be in the Account Balances file, or the combination of Budget Type, account number, and fiscal year must be in the Budget Amounts file.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Budget Type/Account/Fiscal year Not on File

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2
This disposition is used for all graphics output functions.

Step 3
In order to print the Budgets vs. Actual graph, this step formats the necessary parameters. The following data items are shown: Account, Description, Budget Type, Fiscal Year, Month Descriptor, Budget Amount, and Monthly Amount.

A sample output is shown below.

```
        Account  3010001001MA
        Sales,  Manufacturing
        Type FY89 Budget   Fisc Year 89

                  Budget:       Actual:

        Jun   -333333.33    -404744.38
        Jul   -333333.33    -417700.15
        Aug   -333333.33    -346774.40
        Sep   -333333.33    -355911.28
        Oct   -333333.33    -420149.51
        Nov   -333333.33    -290440.98
        Dec   -333333.33    -294081.59
        Jan   -333333.33    -412740.46
        Feb   -333333.34    -273507.10
        Mar   -333333.34    -362910.19
        Apr   -333333.34    -377486.22
        May   -333333.34    -370861.59
```

Option 4 - Prepare Budgets for Spreadsheet

This function creates a Budget Amounts file that can be transferred to spreadsheet software for further work. More information is available in Appendix A of this manual, "Interfacing Budgets to Spreadsheet". The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Budget Amounts information, this step provides you with a default sequencing of data records by Budget Type, Fiscal Year and Account, giving additional sort order choice by Account Component, with the option to change modifiable parameters at run time. Selection of data records is provided by Budget Type, Fiscal Year, Account, and Account Component, with the option to enter user-specified comparisons at run time.

Step 2
This disposition type is used for all standard processing functions within General Ledger.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
This step processes the information for Budget Amounts. The entire contents of the Budgets to Spreadsheet file will be deleted. The Budgets to Spreadsheet file will be created. Under certain conditions, records in the Budgets to Spreadsheet file will be added. Generalized routines are performed to move any minus signs from the right side to the left side of the Budget Amounts.

Option 5 - Update Budgets from Spreadsheets

This function reads the Budget Amounts file that has been transferred from spreadsheet software and updates the appropriate master Budget Balances records. More information is available in Appendix A of this manual, "Interfacing Budgets to Spreadsheet". The following processing steps accomplish this job.

Step 1
This disposition type is used for all standard processing functions within General Ledger.

Step 2
This step processes the information for Budgets to Spreadsheet. Under certain conditions, records in the Budget Amounts file will be added. Updates to certain fields in the Budget Amounts file will occur.

Chapter 5: Utilities

This menu provides utilities to manipulate the Budget files. Budget data can be created, copies, and deleted. Many user-specified parameters are provided to create a flexible environment for processing budgets.
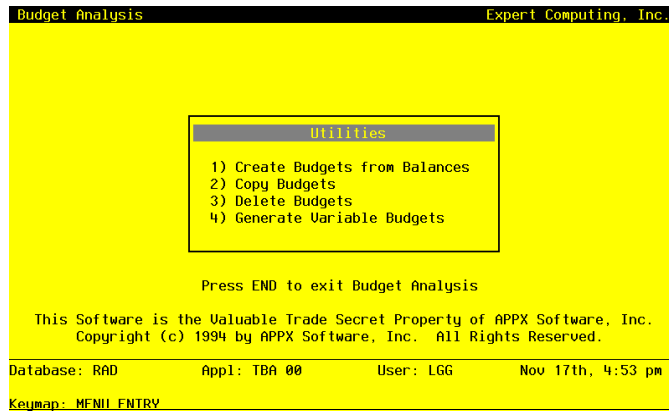
Figure 17. The Budget Analysis Utilities Menu

Option 1 - Create Budgets from Balances

This function creates an entire set of budget records, or it can create budget records for just a range of accounts. The actual account balances may be used as the default budget values or you may initialize all the budget amounts to zero. The following processing steps accomplish this job.

Step 1
This function allows you to enter an account range and a fiscal year to create Budget Amounts records from General Ledger Account Balances records. For example, you might want to create fiscal year 1990 budgets from the actual balances of fiscal year 1989. An optional percentage is provided which you can use to increase or decrease the budget values for all records within the specified range. An option is also available to allow you to default all budget values to zero.

The screen shown below allows you to enter parameters needed by the Create Budgets from Balances utility.

Figure 18. The Budget Analysis Create Budgets from Balances Screen

Data items for the preceding screen are described below:

Account Balances for Fiscal Year

Enter a positive number with up to 2 digits.

Supply the fiscal year of the balance records you want to create budgets from. For example, if you want to create budgets for fiscal year 1990 from the actual account balances for fiscal year 1989, then enter '89'.

Start /End Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Define the starting and ending account numbers of the range of accounts for which budgets are to be created. For example, if you want to create budget records for fiscal year 1990 from actual account balances of 1989 for the account range 400000000000 through 999999999999, then enter '4000000000000' for the Start Account and '999999999999' for the End Account.

Start/End Main Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the first component of the account structure can be entered to further refine the range selection of the budget records to be copies or created For example, if you want to copy or create only accounts whose first account component is in the range 10100 to 12000, then enter '10100' and '12000' as the Start and End range respectively.

Start/End Sub Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the second component of the account structure can be entered to further refine the range selection of the budget records to be copies or created For example, if you want to copy or create only accounts whose second account component is in the range 300 to 320, then enter '300' and '320' as the Start and End range respectively.

Start/End Division

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the third component of the account structure can be entered to further refine the range selection of the budget records to be copies or created For example, if you want to copy or create only accounts whose third account component is in the range 15 to 20, then enter '15' and '20' as the Start and End range respectively.

Start/End Branch

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the fourth component of the account structure can be entered to further refine the range selection of the budget records to be copies or created For example, if you want to copy or create only accounts whose fourth account component is in the range 50 to 60, then enter '50' and '60' as the Start and End range respectively.

Budget Type

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the budget type of the budget records to be created. For example, if you want to create budget records with budget type 'Version 1' for Fiscal 1990 from account balances for fiscal 1989, then enter 'Version 1' as the budget type. This must be a valid entry on the Types file.

Fiscal Year

Enter a positive number with up to 2 digits.

Supply the fiscal year of the budget records you want to create. For example, if you want to create budget records for fiscal year 1990 from actual account balances of fiscal year 1989, then enter '90'.

Increase by %

> Enter a number with up to 3 digits to the left of the decimal and 2 digits to the right of the decimal.

> If you want to increase or decrease the values of the budgets to be created by a percentage of the actual account balance they are created from, then enter the appropriate percentage. For example, an entry of '5.5' would increase all budgets in the range of budgets to be created 5.5% of the corresponding account balances (i.e., Budget Amount = Account Balance * 1.055). An entry of '-15.0' would decrease all budgets in the range of budgets to be created by 15.0% of the corresponding account balances (i.e., Budget Amount = Account Balance * .85).

Initialize Budget Values

> Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

> If the budget records to be created are to have initial values of zero for all months then enter 'Y'; if the actual account balance values are to be copied into the actual budget months then use the default value of 'N'.

Rounding: Whole?

> Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

> If you want the budget amounts that are created to be rounded to the nearest whole dollar amount, enter 'Y'. For example, if the balance amount was determined to be $1108.32, and you entered 'Y', then the amount would be rounded to $1108.

Rounding: Thousand?

> Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

> If you want the budget amounts that are created to be rounded to the thousand dollars, enter 'Y'. For example, if the balance amount was determined to be $1108.32, and you entered 'Y', then the amount would be rounded to $1000.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Cannot Round to Both Whole Number and Thousands
E End Account Must be Greater or Equal to Start Account
E End Component Must be Greater or Equal to Start Component
E Invalid Combination of Options
E No Account Balance Records in the Specified Range
W Budget Records Already Exist for this Type, Year, Account Range

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Account Balances information, this step provides sequencing of data records by Account, with no option to change the sequence at run time.

Step 3
This disposition type is used for all standard processing functions within General Ledger.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
This step processes the information for Account Balances. Under certain conditions, records in the Budget Amounts and Budgets files will be added. Updates to certain fields in the Budgets file will occur.

Option 2 - Copy Budgets

This function allows you to copy budget amounts, by Budget Type and Fiscal Year, from one set of budget records to another Budget type and/or Fiscal Year. The actual budget amounts may be copied or you may initialize all of the budget amounts to zero. The following processing steps accomplish this job.

Step 1
This function allows you to enter the Budget Type and Fiscal Year to copy "from" and the Budget Type and Fiscal Year to copy "to". An optional percentage is provided so that you can increase or decrease the budget values for all records within the specified range. The subsequent amounts can be rounded; or, budget values can be initialized.

The screen shown below allows you to enter parameters needed by the Copy Budgets utility.

Figure 19. The Budget Analysis Copy Budgets Screen

Data items for the preceding screen are described below:

Budget Type (From)

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Define the budget type of the budget records you want to copy from. For example, if you want to copy the budget records from budget type 'VERSION 1' to a new budget type 'VER-SION 2' then enter 'VERSION 1'.

Fiscal Year (From)

Enter a positive number with up to 2 digits.

Supply the fiscal year of the budget records you want to copy from. For example, if you want to copy the budget records from budget type 'Version 1' for fiscal year 89 to the new fiscal year 90 then enter '89'.

Start/End Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Define the first account number and the last account number of the range of budgets to be copied. For example, if you want to copy budgets for the range of accounts 400000000000 through 499999999999 of budget type "Version 1" to budget type "Version 2", then enter 4000000000000 as the start account. The copy function will only include valid accounts within the defined range of accounts.

Start/End Main Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range of the first component of the account structure can be entered to further refine the range selection of the budget records to be copied or created. For example, if you want to copy or create only accounts whose first account component is in the range 10100 to 12000, then enter '10100' and 12000' as the Start and End range respectively.

Start/End Sub Account

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the second component of the account structure can be entered to further refine the range selection of the budget records to be copied or created. For example, if you want to copy or create only accounts whose second account component is in the range of 300 to 320, then enter '300' and '320' as the Start and End range respectively.

Start/End Division

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the third component of the account structure can be entered to further refine the range selection of the budget records to be copied or created. For example, if you want to copy or create only accounts whose third account component is in the range of 15 to 20, then enter '15' and '20' as the Start and End range respectively.

Start/End Branch

Enter an upper case alphanumeric field, up to 10 characters in length.

A start and end range on the fourth component of the account structure can be entered to further refine the range selection of the budget records to be copied or created. For example, if you want to copy or create only accounts whose fourth account component is in the range of 50 to 60, then enter '50' and '60' as the Start and End range respectively.

Budget Type

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Define the budget type of the budget records you want to copy to. For example, if you want to copy the budget records from budget type 'VERSION 1' to a new budget type 'VERSION 2' then enter 'VERSION 2'. This must be a valid entry on the Types file.

Fiscal Year (To)

Enter a positive number with up to 2 digits.

Supply the fiscal year of the budget records you want to copy to. For example, if you want to copy the budget records from budget type 'Version 1' for fiscal year 89 to the new fiscal year 90 then enter '90'.

Increase by %

Enter a number with up to 3 digits to the left of the decimal and 2 digits to the right of the decimal.

If you want to increase or decrease the values of the budgets to be copied by a percentage then enter the appropriate percentage. For example, an entry of 5.5 would increase all budgets in the specified range by 5.5% before they are copied (i.e., current budget value * 1.055). An entry of -15.0 would decrease the budget values in the range by 15.0% before they are copies they are copies (i.e., current budget value * .85).

Initialize Budget Values

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

If the budget records to be created are to have initial values of zero for all months then enter 'Y'; if the actual account balance values are to be copied into the actual budget months then use the default value of 'N'.

Rounding: Whole?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

If you want the budget amounts that are created to be rounded to the nearest whole dollar amount, enter 'Y'. For example, if the balance amount was determined to be $1108.32, and you entered 'Y', then the amount would be rounded to $1108.

Rounding: Thousand?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

If you want the budget amounts that are created to be rounded to the thousand dollars, enter 'Y'. For example, if the balance amount was determined to be $1108.32, and you entered 'Y', then the amount would be rounded to $1000.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Cannot Round to Both Whole Number and Thousands
E End Account Must be Greater or Equal to Start Account
E End Component Must be Greater or Equal to Start Component
E Invalid Combination of Options

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2
In preparation or performing a sort/selection process on the Budgets information, this step provides sequencing of data records by Budget Type and Account, with no option to change the sequence at run time.

Step 3
This disposition type is used for all standard processing functions within General Ledger.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
This step processes the information for Budgets. Under certain conditions, records in the Budgets and Budget Amounts files will be added.

Option 3 - Delete Budgets

This function deletes history records from the Budget files. You can select a Budget Type and Fiscal Year. If you select all years for a particular budget type, then both the Budgets and Budget Balances records will be deleted; otherwise only the Budget Balances records that you selected will be deleted. The following processing steps accomplish this job.

Step 1
This function allows you to enter parameters for deleting Budget history records.

The screen shown below allows you to enter parameters needed by the Delete Budgets utility.

```
Budget Analysis Delete Budgets




        Budget Type              ************

        Delete for All Years?  N
        Start/End Fiscal Year  0· / 0·




                     (Select CANCEL to Return to Menu)




Database: RAD           Appl: TBA 00         User: LGG       Nov 17th, 4:55 pm

Keymap: DATA ENTRY                                           Mode: Add
```

Figure 20. The Budget Analysis Application Main Menu

Data items for the preceding screen are described below:

Budget Type

Enter an alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the budget type of the budget records to be deleted. WARNING: If these Budget records are to be modified or renamed into another budget type, you must run the Copy Budgets utility before deleting these records.

Delete for All Years?

Enter 'Y' (Yes) or 'N' (No). This field is required.

Indicate whether or not to delete the budget detail records with the specified budget type for all fiscal years currently on file.

Start/End Fiscal Year

Enter a positive number with up to 2 digits.

If you entered 'N' for the 'Delete for All Years?' entry, then specify the first year of the range of years to be deleted and the last year of the range of years to be deleted. For example, if you want to delete the budget records for budget type "Version 1", for years 1989 and 1990, then '89' would be entered as the Start Year and '90' would be entered as the End Year.

The entered data is validated. During validation, including access to other files, conditions may be

found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Do Not Specify Years if Deleting All Years
E End Fiscal Year Less Than Start Fiscal Year
E Years Must be Specified if Not Deleting All Years

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Budgets information, this step provides sequencing of data records by Budget Type and Account, with no option to change the sequence at run time. Selection of data records is provided by Account and Account Component, with the option to enter user-specified comparisons at run time.

Step 3
This disposition type is used for all standard processing functions within General Ledger.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
This step processes the information for Budgets and Budget Amounts. Records in the Budget Amounts and Budgets file will then be deleted.

Step 6
This step conditionally allows a job to branch forward or backward to any sequence number in the list of functions in the job.

Option 4 - Generate Variable Budgets

This function allows you to generate specific budget records according to their definition in the Variable Budgets file. You must specify what budgets are being generated and for what period or periods of time. A list of modifications is provided to identify which budgets were changed. The following processing steps accomplish this job.

Step 1
This function allows you to enter parameters for generating one or more budgets, according to the definitions entered into the Variable Budgets file. The necessary parameters include the month(s) and/or year of budgets to be generated and the time period (month(s) and/or year) that is to be used as a basis for the variable budget computations. For example, the basis for the 1990 budget might be 1989, or the basis for third quarter fiscal 1990 budget might be the second quarter of fiscal 1990.

The screen shown below allows you to enter parameters needed by the Generate Variable Budgets utility.

```
Budget Analysis Generate Variable Budgets


Period(s) to Generate Budgets For:

Start/End Fiscal Month  00 / 00     Fiscal Year  00



Basis For Budget Generation:

Start/End Fiscal Month  00 / 00     Fiscal Year  00






Database: RAD        Appl: TBA 00       User: LGG       Nov 17th, 4:55 pm

Keymap: DATA ENTRY                                      Mode: Add
```

Figure 21. The Budget Analysis Generate Variable Budgets Screen

Data items for the preceding screen are described below:

Start/End Fiscal Month

Enter a positive number with up to 2 digits.

Identify the first and last month (or period) and year in the range for which you want variable budgets to be generated. For example, if you want to generate variable budget records for all of fiscal year 1990, enter '01' as the Start Month, '12' as the End Month, and '90' as the Year. If you want to generate variable budget records for the third quarter of fiscal year 1989, enter '07' as the Start Month, '09' as the End Month, and '89' as the Year.

Fiscal Year

Enter a positive number with up to 2 digits.

Identify the year in the range for which you want variable budgets to be generated. For example, if you want to generate variable budget records for all of fiscal year 1990, enter '01' as the Start Month, '12' as the End Month, and '90' as the Year. If you want to generate variable budget records for the third quarter of fiscal year 1989, enter '07' as the Start Month, '09' as the End Month, and '89' as the Year.

Number of Periods

The system displays an alphanumeric field, up to 40 characters in length.

According to the Start Month and Start Year selections, the number of periods of budgets to be generated and the number of periods used as the basis for the generation are displayed.

Start/End Fiscal Month (Basis)

Enter a positive number with up to 2 digits.

Identify the first and last month (or period) and year in the range for which you want to use as the basis for the computation of variable budgets. The number of months or periods in this range must be the same as the number of months or periods in the range of the budgets being generated. For example, if you want to generate variable budget records for all of fiscal year 1990, based on the amounts for fiscal year 1989, enter '01' as the Basis Start Month, '12' as the Basis End Month, and '89' as the Basis Year. And if you want to generate variable budget records for the third quarter of fiscal year 1989, based on the amounts for the second quarter of fiscal year 1989, enter '04' as the Basis Start Month, '06' as the Basis End Month, and '89' as the Basis Year.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E   End Month/Year Must be Greater than Start Month/Year
E   Months of Basis Must be Equal Months to be Generated
E   Total Months/Periods Generated Cannot be Greater than a Year
E   Total Months/Periods for Basis Cannot be Greater than a Year

Press ENTER to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Variable Budgets information, this step provides sequencing of data records by Budget Type and Account, with no option to change the sequence at run time. Selection of data records is provided by Account, Budget Type, and Account

Component, with the option to enter user-specified comparisons at run time.

Step 3
This disposition type is used for all standard General Ledger reports.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sort-ing process.

Step 5
This step processes the information for Variable Budgets and Variable Budget Detail. Under certain conditions, records in the Budgets, Budget Amounts and Variable Budget Edits files will be added. Updates to certain fields in the Budgets, Budget Amounts and Variable Budget Edits files will occur. Generalized routines are performed to separate the account number in General Ledger.

Step 6
In order to print the Generate Variable Budgets Modification List, this step formats the Variable Bud-get Edits information. The following data items are shown: Budget Type, Description, Account, Fis-cal Month, Fiscal Year, Old Budget Amount, and New Budget Amount.

A sample output is shown below.

```
                                      APPX Demonstration Company
 11/30/94 13:48                                                                      SRR Page:  1
                                 Generate Variable Budgets Modification List

 Budget                                                                         Old           New
 Type          Description          Account      Account Name          Mo  Yr   Amount        Amount
 ====================================================================================================

 FY90 Budget   FY90 Operating Budget   4010000000MA Cost of Goods Sold, Corp./Mfg.   1  90   31275.10      31275.10
 FY90 Budget   FY90 Operating Budget   4010000000WH Cost of Goods Sold, Corp/Whlsl   1  90   10632.66      10632.66
 FY90 Budget   FY90 Operating Budget   4010000001MA Cost of Goods Sold, Sales/Mfg.   1  90   25020.08      25020.08
 FY90 Budget   FY90 Operating Budget   4010000001WH Cost of Goods Sold, Sales/Whls   1  90   10632.66      10632.66
 FY90 Budget   FY90 Operating Budget   4020000001MA Sales Commissions, Mfg.          1  90   43785.14      43785.14
 FY90 Budget   FY90 Operating Budget   4020000001WH Sales Commissions, Wholesale     1  90   17721.10      17721.10
 FY90 Budget   FY90 Operating Budget   4100000001MA Promotion/Advertising, Mfg.      1  90    2500.00       2500.00
 FY90 Budget   FY90 Operating Budget   4100000001WH Promotion/Advertising, Wholesl   1  90    5005.03       5005.03
```

Appendix

Integrating Budget Analysis Account Balances With Spreadsheets

The following discussion of spreadsheet integration attempts to identify the generic components of the integration process. The specifics of this process depend on the integration tools that are provided by the spreadsheet product and the hardware environment.

There are two possible scenarios. The spreadsheet product may be running on a DEC VAX, concurrent with APPX Budget Analysis, or it may be running on a PC, independent of APPX Budget Analysis. The integration process will differ accordingly. Knowledge of the spreadsheet product is essential. The procedures may vary for each spreadsheet product.

Perform the following steps in the order presented.

1) Enter the APPX Budget Analysis application. Select "Prepare Budgets for Spreadsheet" from the "Graphs and Spreadsheets" menu. During the record selection portion of the sort, select the range of budget types, fiscal years, and accounts that you want. This function creates an RMS consecutive ASCII file called ALPHABGT, which contains the budget type, account number, description, the fiscal year, the annual amount, budget type, and all 13 monthly amounts. All budget amount fields are rounded to the nearest whole dollar.

The ALPHABGT file is located in directory "appx.ccc.tgl.data", where "ccc" corresponds to your database ID. You will need to know the location of the ALPHABGT file when performing the integration.

The format of the ALPHABGT file is described below. Each record has a fixed format of 18 columns. All numeric values less than zero have a leading negative (-) symbol. Each column may contain one or more embedded blanks.

Column 1:	Bytes 1 — 13	Budget Type - Alpha 12 + space
Column 2:	Bytes 14 — 26	Account Number - Alpha 12 + space
Column 3:	Bytes 27 — 29	Fiscal Year - Numeric 2 + space
Column 4:	Bytes 30 — 61	Account Description - Alpha 31 + space
Column 5:	Bytes 62 — 73	Annual Budget - Numeric 11 + space
Column 6:	Bytes 74 — 85	Month 1 Budget - Numeric 11 + space
Column 7:	Bytes 86 — 97	Month 2 Budget - Numeric 11 + space
Column 8:	Bytes 98 — 109	Month 3 Budget - Numeric 11 + space
Column 9:	Bytes 110 — 121	Month 4 Budget - Numeric 11 + space
Column 10:	Bytes 122 — 133	Month 5 Budget - Numeric 11 + space
Column 11:	Bytes 134— 145	Month 6 Budget - Numeric 11 + space
Column 12:	Bytes 146 — 157	Month 7 Budget - Numeric 11 + space
Column 13:	Bytes 158 — 169	Month 8 Budget - Numeric 11 + space

Column 14:	Bytes 170— 181	Month 9 Budget - Numeric 11 + space
Column 15:	Bytes 182 — 193	Month 10 Budget - Numeric 11 + space
Column 16:	Bytes 194 — 205	Month 11 Budget - Numeric 11 + space
Column 17:	Bytes 206 — 217	Month 12 Budget - Numeric 11 + space
Column 18:	Bytes 218 — 228	Month 13 Budget - Numeric 11

2) The next step varies depending on the import capabilities of the spreadsheet software. Some utilities will directly convert the ASCII file ALPHABGT to the spreadsheet format according to the pre-defined record format on the previous page. Other utilities may require an intermediate conversion step, such as first converting to a DIF file.

Perform the import or translation process to convert the ASCII file to a worksheet file (such as .WK1).

The columns in the newly created worksheet contain the following data (with their respective column widths):

Budget Type (13)

Account Number (13)

Fiscal Yea (3)

Account Description (32)

Annual Budget Amount (12)

13 Monthly Amounts (13 columns of 12 each).

3) Now you can work with the amount fields. You can do whatever formatting you may like within the spreadsheet program.

Retrieving Budgets from Spreadsheet Files

If the edited budgets are to be rewritten back to the APPX Budgets file, follow these steps:

1) If you changed the worksheet column widths, set them back to the exact widths created during step 1 from the previous procedure.

2) Columns 1 through 4 must be the same as the original spreadsheet; only the annual budget amount and monthly budget amounts may be changed. If you added a decimal figure to the amounts, you must format the amounts to whole dollars.

3) If you changed the sequence of the columns, you must now return them to the original sequence; however, rows may be moved. If a row is deleted, the Budgets record for the corresponding account will not be updated.

4) Delete any blank lines, page and column headings, or bus totals.

   NOTE: The final format of the spreadsheet must be one row of data per record to be converted, in the same sequence and spacing as the original conversion file. The update will not succeed if the spreadsheet file is in the wrong format.

5) The next step is also dependent on your hardware configuration and the interface utilities available in your spreadsheet product. The basic idea is to print your spreadsheet to a "print file". Each line of the print file should be considered a record with its destination being the APPX ALPHABGT file.

6) Return to the APPX Budget Analysis application.

7) Select "Update Budgets from Spreadsheet" from the "Graphs and Spreadsheets" menu.

   When this function is completed, you can review the newly changed Budget records by selecting "Budgets" from the "File Maintenance" menu, or by printing a report.

This page intentionally left blank.