

Advanced Budgeting™

For ACCPAC Advantage Series®



User Guide

Contents

INTRODUCING ADVANCED BUDGETING3

SETTING UP YOUR ADVANCED BUDGETING SYSTEM..... 4

Database..... 4

Settings..... 4

Registration..... 5

CONFIGURING THE ADVANCED BUDGETING..... 6

Configuring Budget Groups/Accounts..... 6

Configuring Budget Items..... 8

USING ADVANCED BUDGETING SYSTEM..... 9

POSTING BUDGET TO ACCPAC 11

PRINTING REPORTS..... 12

Introducing Advanced Budgeting

Advanced Budgeting is the ACCPAC module that significantly enhances the standard budgeting features of Sage Accpac.

Technical Features:

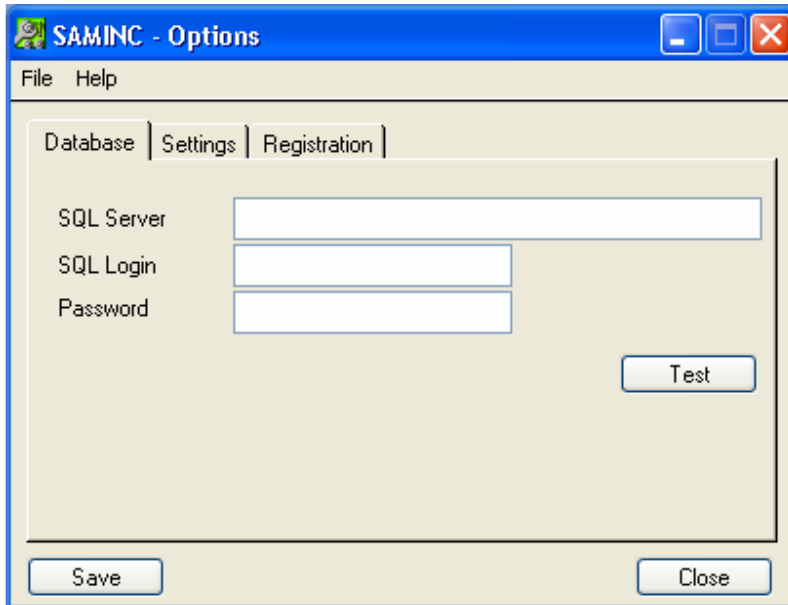
- It has the same look and feel as ACCPAC,
- Uses ACCPAC Lanpaks,
- Uses ACCPAC security,
- Fully developed using the ACCPAC SDK.

Functional Features:

- Copy budgets to different companies easily.
- Backup all budget data quickly.
- Conversion process to turn Excel budget templates into Sage Accpac budget data ready for reporting purposes
- One current year budget and three forecast years budgets plus one current year forecast budget
- Forecast and draft budgets can be maintained in the Advanced Budget module or posted at any time to the General Ledger budget sets
- Budget set-up reports.
- Actual vs Budget reports as standard.
- Report on budget across multiple fiscal years and periods.
- Report on the budget change log.
- Set-up budget security

Setting Up Your Advanced Budgeting System

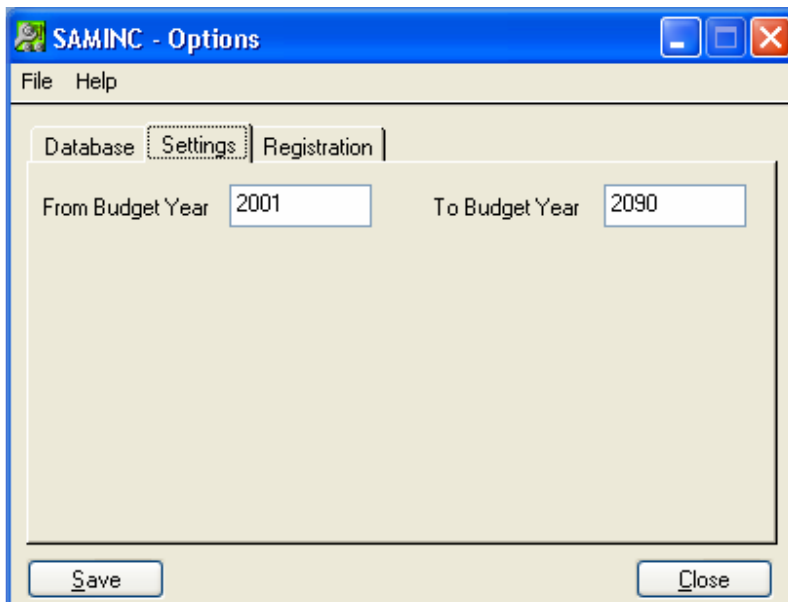
Database



The screenshot shows the 'SAMINC - Options' dialog box with the 'Database' tab selected. The dialog has a menu bar with 'File' and 'Help'. Below the menu bar are three tabs: 'Database', 'Settings', and 'Registration'. The 'Database' tab contains three text input fields labeled 'SQL Server', 'SQL Login', and 'Password'. A 'Test' button is located to the right of the 'Password' field. At the bottom of the dialog are 'Save' and 'Close' buttons.

This option is used to determine how Advanced Budgeting connects to the current company database.

Settings



The screenshot shows the 'SAMINC - Options' dialog box with the 'Settings' tab selected. The dialog has a menu bar with 'File' and 'Help'. Below the menu bar are three tabs: 'Database', 'Settings', and 'Registration'. The 'Settings' tab contains two text input fields: 'From Budget Year' with the value '2001' and 'To Budget Year' with the value '2090'. At the bottom of the dialog are 'Save' and 'Close' buttons.

Use the From Budget Year and To Budget Year to set years that will be shown in the year dropdown list on the main screen.

Registration

You can use Advanced Budgeting in any company for 30 days before having to register or you can test Advanced Budgeting in the Sample Company Inc. without ever needing to register it. This is very useful if you wish to explore the features of Advanced Budgeting.

To register Advanced Budgeting go to Registrations in Advanced Budgeting Options. Select the edition you have purchased, confirm that your company name is correct and enter the serial number from the label on your Advanced Budgeting packaging. Then enter the activation code. You can obtain an activation code by visiting www.visionetix.com and entering your details in the registration page. Make sure to enter your ACCPAC company name and Advanced Budgeting serial number. If you do not have a serial number i.e. you are buying Advanced Budgeting over the internet, leave the serial number field blank. The ACCPAC company name can be determined by going to ACCPAC Common Services, Company Profile. Your activation code will be emailed back to you within 2 working days.

Configuring the Advanced Budgeting

Configuring Budget Groups/Accounts

The budget groups/accounts have to be defined before using this application. To add or remove accounts from groups, please go to **Settings -> Configure Account Groups**.

You can either assign a group to account or use Quick Add feature to add one account to a group, as shown below.

Advanced Budgeting - Budget Accounts Configuration

Group: All [Click here to configure groups](#)

Accounts

Account ID	Description	Group
1000	Petty cash	Group 1
1020	Bank account, operating	Group 1
1021	Bank account, American Express	Group 1
1022	Bank account, VISA	Group 1
1023	Bank account, Mastercard	Group 1
1025	CCB Visa	Group 1
1027	Bank account, corporate	Group 1
1030	Bank account, payroll	Group 1
1045	SEATAC Visa	Group 1
1100	Accts receivable, intercompany	Group 1
1115	Accounts receivable, trade	Group 1
1120	Accounts receivable, employees	Group 1
1140	Accounts receivable, other	
1145	Accounts receivable, retainage	
1190	Allowance for doubtful accts.	
1200	Investments, short term	
1250	Investment, long-term	
1300	Inventory	
1310	Shipment Clearing	Group 1
1320	Inventory, assembled	
1330	Work in progress	
1340	Credit Note Clearing	

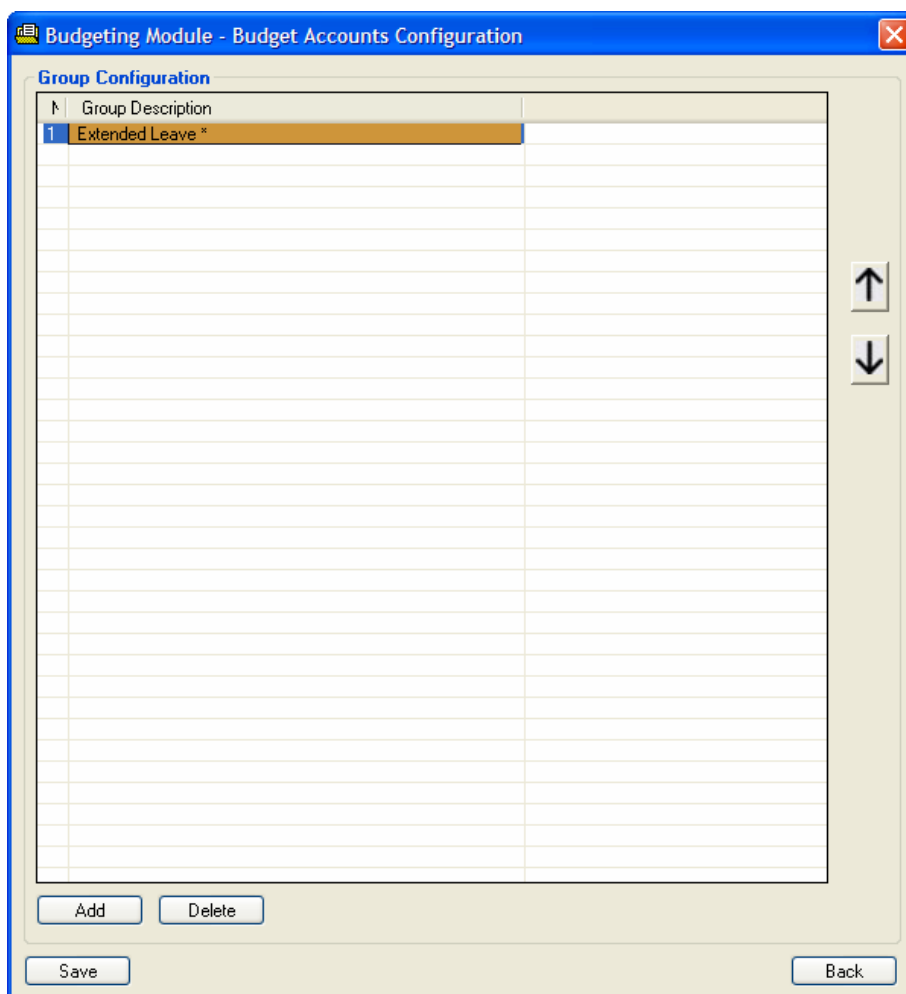
Copy Remove

Quick Add

Account Number: >>>> Group:

When you assign group to account, you can also press the Insert key on your keyboard to copy the group from the previous line.

To configure budget groups, please click the hyper link [Click here to configure groups](#) on the screen.



The following table illustrates the group editing options on the above screen.

Option	Steps
Add a new group	<ul style="list-style-type: none"> • Press Insert key on your keyboard or Click Add button • Type group description • Click anywhere else to enable the Save button
Delete a new group	<ul style="list-style-type: none"> • Select one group from the list or Click Delete button • Press Delete key on your keyboard • Confirm with the promoted message
Edit a group description	<ul style="list-style-type: none"> • Select one group from the list • Double click to type new group description • Click anywhere else to enable the Save button
Change order of groups to be displayed in report	<ul style="list-style-type: none"> • Select one group from the list • User the arrow button Up and Down to move the group

Configuring Budget Items

Unlimited budget items can be added to account. To configure budget items, please go to **Settings -> Configure Budget Items**.

The screenshot shows a software window titled "Budgeting Module - Budget Items Configuration". At the top, there is a search field for "Account Number" containing the value "1020". Below this is a table with the heading "Configure Budget Items". The table has two columns: "Item Name" and "Details". The first row contains "Item 1" and "Item 1 details". Below the table are buttons for "Insert" and "Delete". At the bottom of the window are buttons for "Save" and "Close".

The following table illustrates the group editing options on the above screen.

Option	Steps
Add a new item	<ul style="list-style-type: none"> • Press Insert key on your keyboard • Type item name and description • Click anywhere else to enable the Save button
Delete a item group	<ul style="list-style-type: none"> • Select one item from the list • Press Delete key on your keyboard • Confirm with the promoted message
Edit a item name/description	<ul style="list-style-type: none"> • Select one item from the list • Double click to type new item name or description • Click anywhere else to enable the Save button

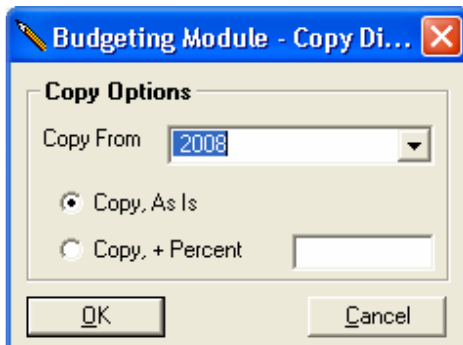
Using Advanced Budgeting System

This is screen shot of Advanced Budgeting main screen.

The following table explains each element on the above screen.

Element	Function
Group <input type="text" value="Group 1"/>	Select one of budget groups
Account Number <input type="text" value="1000"/>	Select one of accounts that are included in the selected groups
Year <input type="text" value="2006"/>	Select one of fiscal years
<input type="button" value=">>"/>	Create/Retrieve budget details
<input type="button" value="Add"/>	Add one new budget item details
<input type="button" value="Delete"/>	Delete one budget item
<input type="button" value="Clear All"/>	Clear all budget details
<input type="button" value="Copy From Previous Year"/>	Copy budget details from the previous year
<input type="button" value="Post Budget"/>	Post the current working budget to ACCPAC. Refer to Posting to ACCPAC for more details

You can copy budget figures from one of the previous rows by double-clicking Year column or pressing Ctrl + C on your keyboard. The copy dialog will be brought up to allow you to choose which year to be copied from and one of two copy options, as shown below,



Posting Budget to ACCPAC

Budget details can be posted to ACCPAC's Budget Maintenance, as shown below. You can assign budget set from 1 to 5 to each year on the row Budget Set, and enter 0 or leave it blank for years that you don't want to post.

Budgeting Module - Post To Accpac

Budget Detail

Account: 1020 Bank account, operating Year: 2008

Post Option

	2008	2009	2010	2011	4Cast
Period 1	0	0	0	0	0
Period 2	0	0	0	0	0
Period 3	0	0	0	0	0
Period 4	0	0	0	0	0
Period 5	0	0	0	0	0
Period 6	0	0	0	0	0
Period 7	0	0	0	0	0
Period 8	0	0	0	0	0
Period 9	0	0	0	0	0
Period 10	0	0	0	0	0
Period 11	0	0	0	0	0
Period 12	0	0	0	0	0
Budget Set (1-5)	1	2	3	4	0
Post Status					

Note: Specify budget set from 1 to 5 for each budget column. Enter 0 or leave it blank if you don't want to post that budget column to ACCPAC.

Overwrite existing budget details

The posting results will be displayed in the row of Post Status after posting, and the table below explains the meaning of possible status.

Status	Meaning
Inserted	This budget detail has been created in ACCPAC
Record exists	There is a budget record exist in ACCPAC for selected fiscal year and budget set.
Overwritten	There is a budget details exist in ACCPAC for selected fiscal year and budget set, and the records have been overwritten by current budget details.

Printing Reports

There are four following reports available for advanced budgeting, as shown in the screen shot below.

- Budget Request Report
- Budget List by Group Report
- Actual vs. Budget Comparison by Group Report
- Expense Variance Report

The screenshot shows the 'SAMINC - Advanced Budgeting Report' dialog box. The 'Report Format' dropdown is set to 'Budget Request Report'. The table below it lists four report options: 'Budget Request Report', 'Budget List by Group Report', 'Actual vs Budget Comparison by Group Report', and 'Expense Variance Report'. The 'Sort By' section has 'Account' selected. The 'Year-Period' section shows 'Year' as a dropdown and 'Period' as 'N/A'. There are two checkboxes: 'Show account number details' and 'Show budget item with zero amount', both of which are unchecked. At the bottom, there are search fields for 'Group' (From and To) and 'Print' and 'Close' buttons.

Report Format	Budget Request Report		
Segment Name	Budget Request Report		
Account	Budget List by Group Report		
Division	Actual vs Budget Comparison by Group Report		
Region	Expense Variance Report	////	

For more information or support:

Visionetix Software

Level 6, 92 Pitt Street

Sydney NSW 2000 Australia

Ph: 612 9232 0987

Fax: 612 9238 0991

Toll free from within Australia: 1800 88 00 69

Email: info@visionetix.com

Web: <http://www.visionetix.com/support.shtml>

ACCPAC, the ACCPAC logo and ACCPAC Advantage Series are either registered trademarks or trademarks of ACCPAC International Inc. or its affiliates in the United States and/or other countries. All other marks are trademarks or registered trademarks of their respective companies. Copyright 2002 Visionetix Software. All rights reserved.