Global 3000
Service Pack Note

Update to General Ledger Budget
Entry Dialogue

Author	DCP	
Project	ZG60_000127.docx	
Version	1.0	**1** of **7**

INTRODUCTION

This service pack updates the dialogue used to maintain budgets.

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| The Budgeting Options Menu has been replaced by adding the options directly to the profit centre selection window. |
| The Profit Centre Budgets window has been amended to list all account groups; previously only groups with group level budgets were shown. A new column has been added to show the type of budgets used by each group. A filters button allows the window to be restricted by budget type. |
| The Account Groups for Company window has been amended to list all account groups; previously only groups with group level budgets were displayed. A new column has been added to show the type of budgets used by each group. A filters button allows the window to be restricted by budget type. |
| Selecting a group that uses account level budgets now drills down to the Accounts Budget Window listing all the accounts for the selected group. |

DOCUMENTATION CHANGES

Account Selection Window
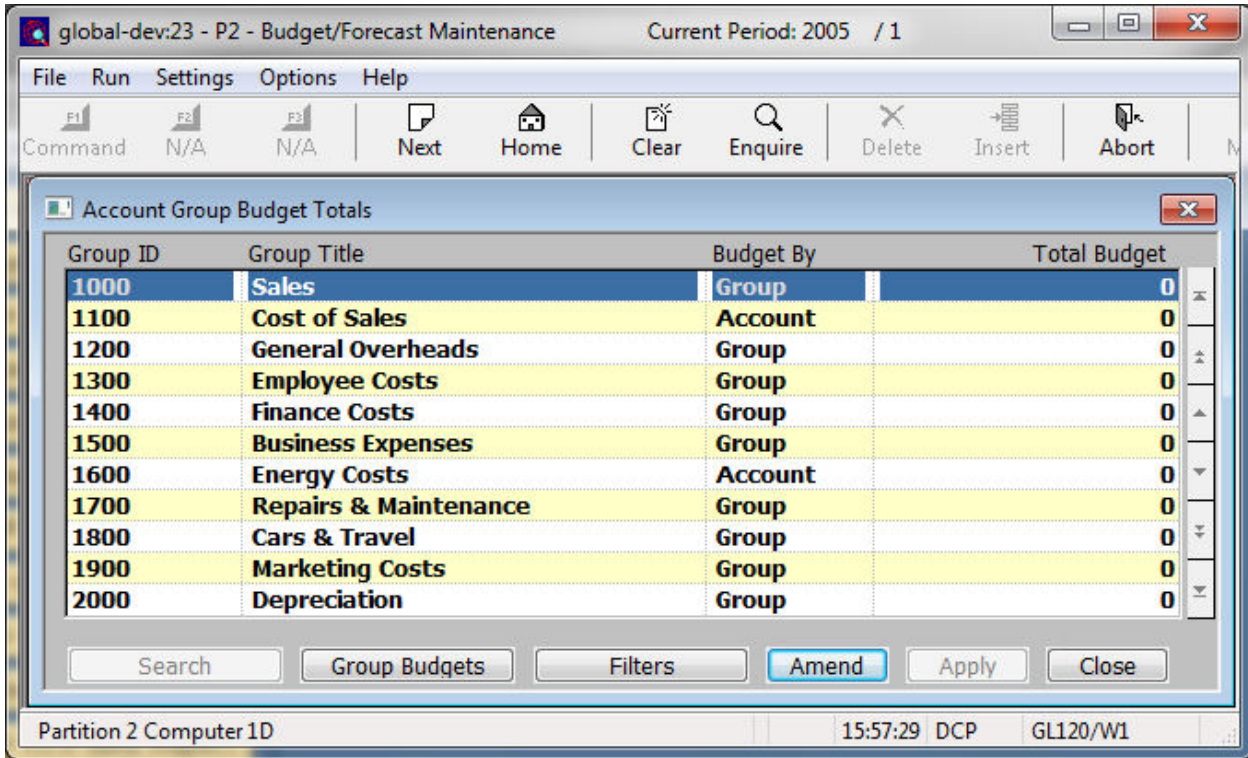
This window appears when you select Amend Budget by Company from the Budgeting/Forecasting Options Menu.

Purpose
This window lists the selected company's account groups, showing their total annual budgets. It enables you to select an account group to amend its budget.

On Completion
For Account Group level Budgets, If you changed the budget amount ⇒ |Enter Profiles Window.

For Account Groups with budgets at the account level ⇒ Account Selection Window
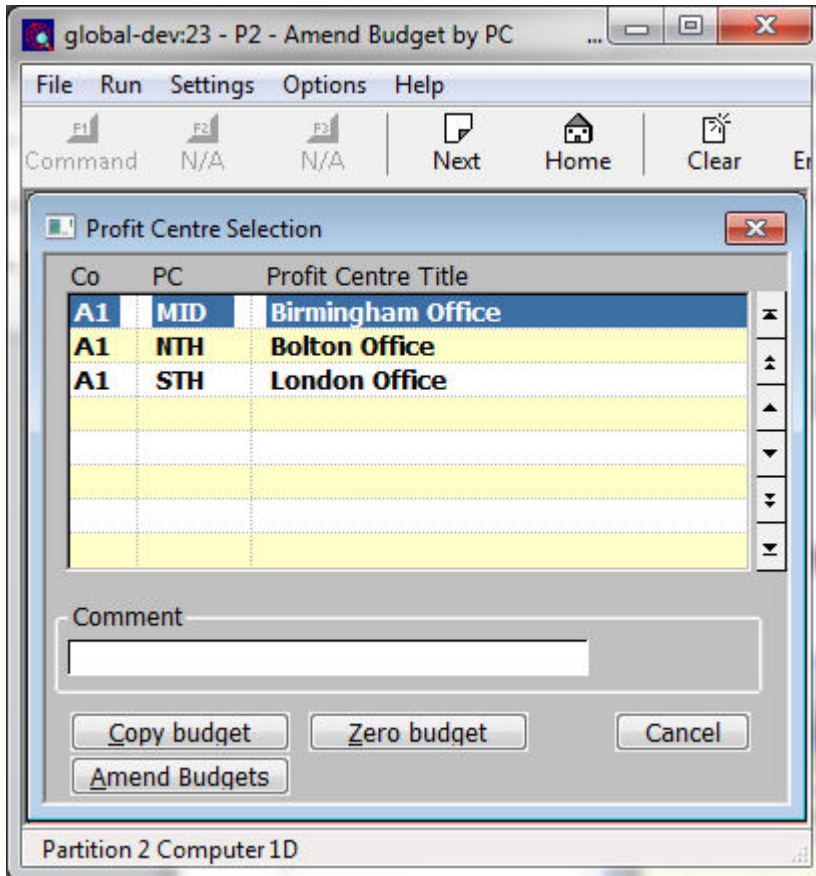
New prompt:

Budget By
(Display only) Set to Group if budgets are held at the account group level, set to Account if the current group uses account level budgets

New button:

Filters
Allows you to select which type of groups to list in the main window.

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Profit Centre Selection Window

This window appears when you select Amend Budget by PC or Amend Forecasts from the Budgeting/Forecasting Options Menu

Purpose   This window lists all the company and profit centre combinations, and it enables you to select the one whose budgets and forecasts you want to work on.
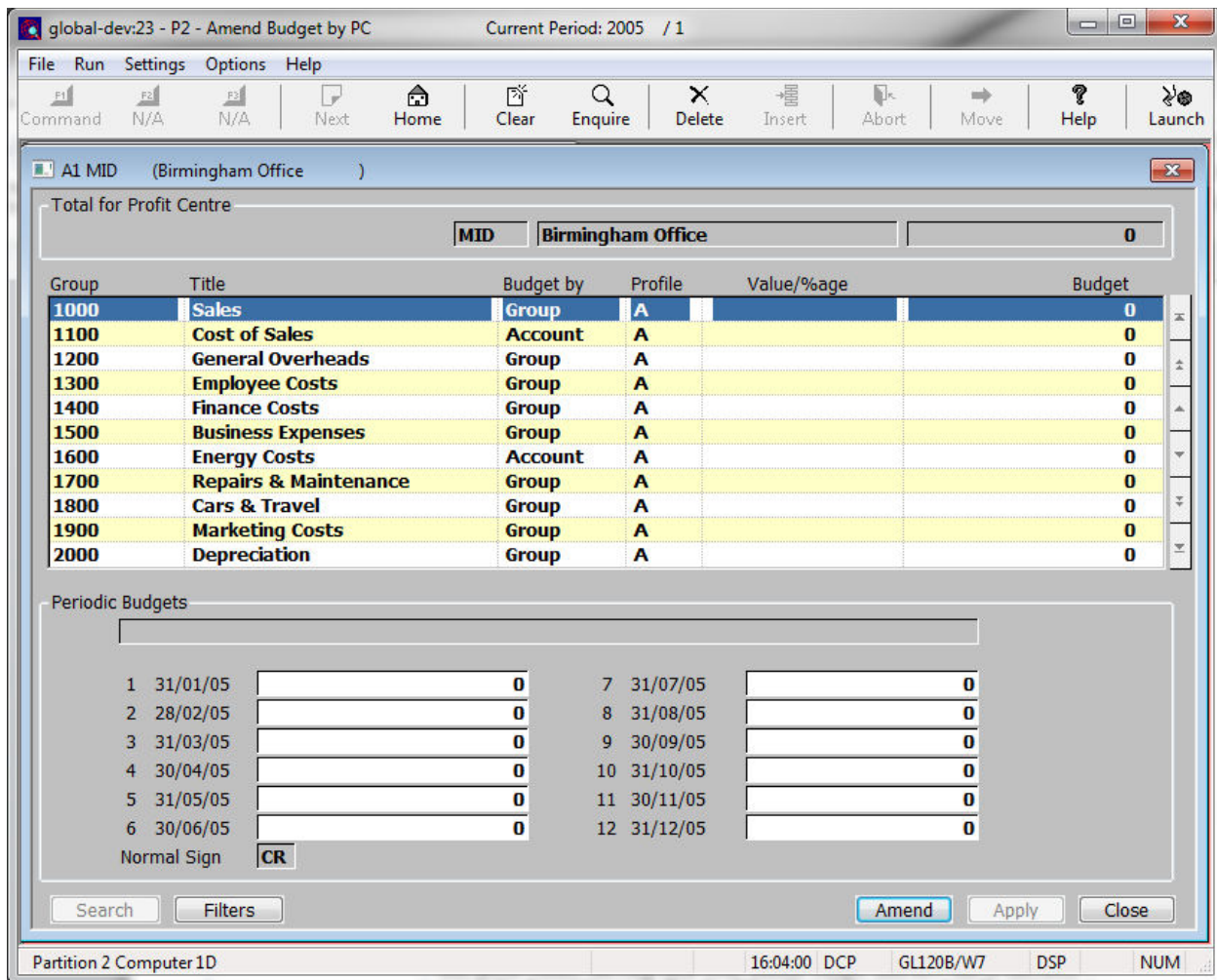
Copy Budget   ⇒ Budget Copy Facility Window

Zero Budget   ⇒ Zero Budget Confirmation Window

Amend Budgets   ⇒ Profit Centre Budgets Window

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Profit Centre Budgets Window

This window appears when you select Amend Budgets from the Profit Centre Selection Window.

Purpose   This window lists the groups which have been enabled for the selected company and profit centre, showing their total annual budget and how this is allocated across the financial periods. Details of the selected company and profit centre are shown in the upper part of the window..

This window enables you to:

- Amend the budget allocation for each group by entering either a percentage adjustment or an amount the budget is to be increased or decreased by.

- Distribute the amended budget across the financial periods via a periodic profile or manually.

- Select a Group that uses Account Level budgets for further processing.

The total annual budget for the profit centre is shown in the window banner and, for account budgets, the total and profit centre budget for the group to which the account belongs is shown at the bottom of the screen.

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The prompts in the upper part of the window are:

Budget by — *(Display only)* Set to Group if budgets are held at the account group level, set to Account if the current group uses account level budgets.

Profile — The periodic profile to be used to distribute the account group's budget across the periods in the selected financial year. Press <F1> for a pop-up enquiry. Do one of the following:

- If you want to increase or decrease the annual budget by a fixed amount and to allocate this across the financial periods by means of a periodic profile, enter the code of the profile to be used.

- If you want to increase the existing periodic figures by a percentage, leave the profile blank.

- If you want to enter the periodic budgets manually, leave both the profile and the next prompt blank.

- If you want to redistribute the existing total annual budget for the profit centre according to a different profile, enter the profile to be used and leave the next prompt blank.

Value/%age — Do one of the following:

- Enter the change in the budget as a positive or negative amount.

- Enter the percentage by which the budget is to increase or decrease. You indicate a percentage change with a trailing % sign; a decrease by a negative figure, an increase by a positive figure. The percentage change can have up to four places before and after the decimal point; e.g. 1234.1234%.

- Leave this and the profile prompt blank if you want to enter the periodic budgets manually.

Note — If you enter a non-percentage change in the budget here but you did not enter a profile at the previous prompt, you are prompted for the periodic profile to be used.

Annual Budget — *(Display only.)* The selected company's total annual budget for the profit centre and account group combination.

Note — Budget amounts are always whole numbers and are displayed as positive amounts. General Ledger automatically stores the budget amount as a debit or credit according to the type of the account group. A message in the lower part of the window indicates whether the budget is stored as a credit or debit value.

The prompts in the lower part of the window for each period are:

Period — Displays all the transactions for the selected transaction analysis line.

Budget — *(This option is not available if the account only uses one analysis category).*

Allows you to switch between displaying the details totalled by analysis category 1 and analysis category 2.

On completion — *(Account Group Level Budgets)* General Ledger automatically calculates the new periodic and total annual budget according to your responses.

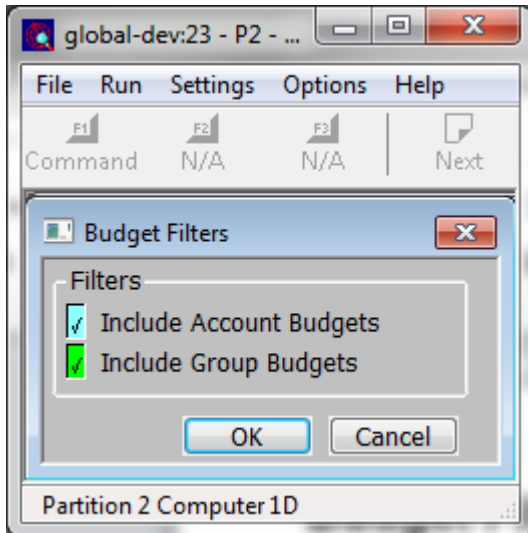*(Account Level Budgets)* ⇒ *Profit Centre Budgets Window for Accounts.*

On Exit — ⇒ Profit Centre Selection Window

The Buttons are:

Filters — Allows you to select which type of groups to list in the main window.

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Budget Filters Window

This window appears when you press the Filters button.

Purpose This window allows you to restrict which type of groups are listed when maintaining budgets.

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