

BUDGETS

There are two ways to enter budgets in ABM. You can use the Budget Wizard that allows you to populate an excel spreadsheet with raw data then save and import it, or you can go to each Account then drill down to the Balances and Budgets tab and edit the budget for that general ledger account .

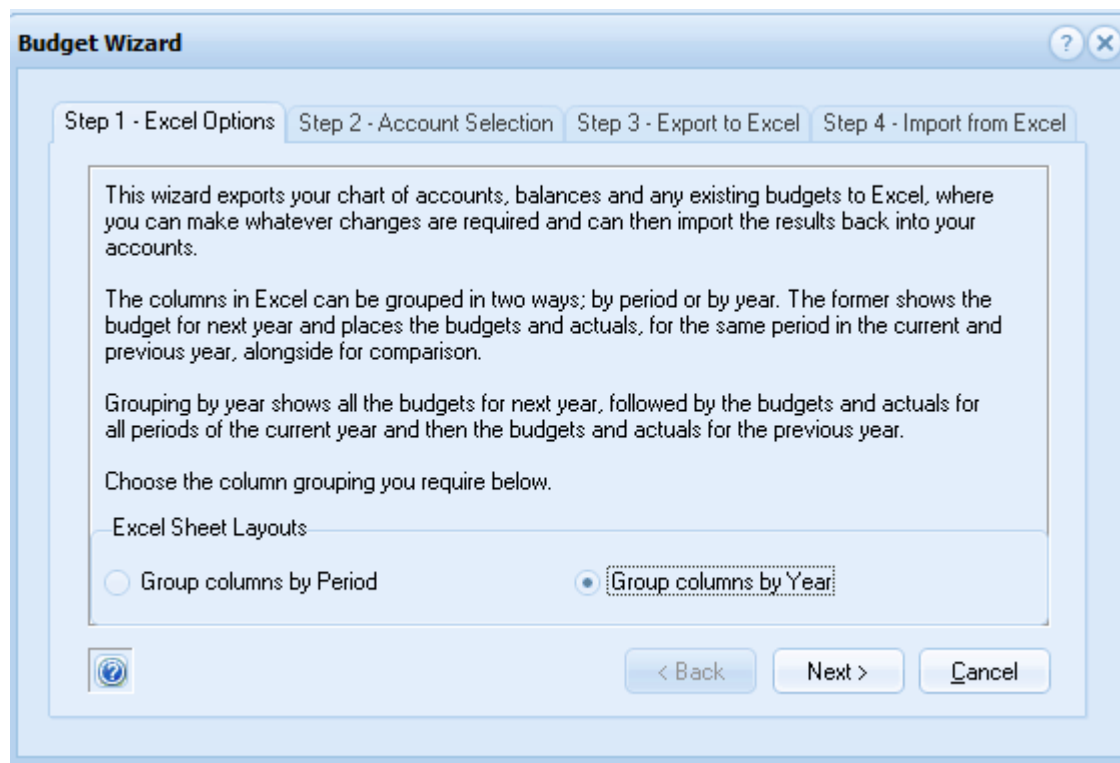
Budget Wizard

The Budget Wizard exports your chart of accounts, balances and any existing budgets to Excel, where you can make whatever changes are required, then import the results back into your accounts. Please be aware that you cannot change line numbers or delete any data exported as ABM relies on importing based on the same cell addresses that have been exported. Also, it is important that you do not use formulas to calculate amounts. When importing data back into ABM, the program uses numbers entered in each cell and ignores formulas.

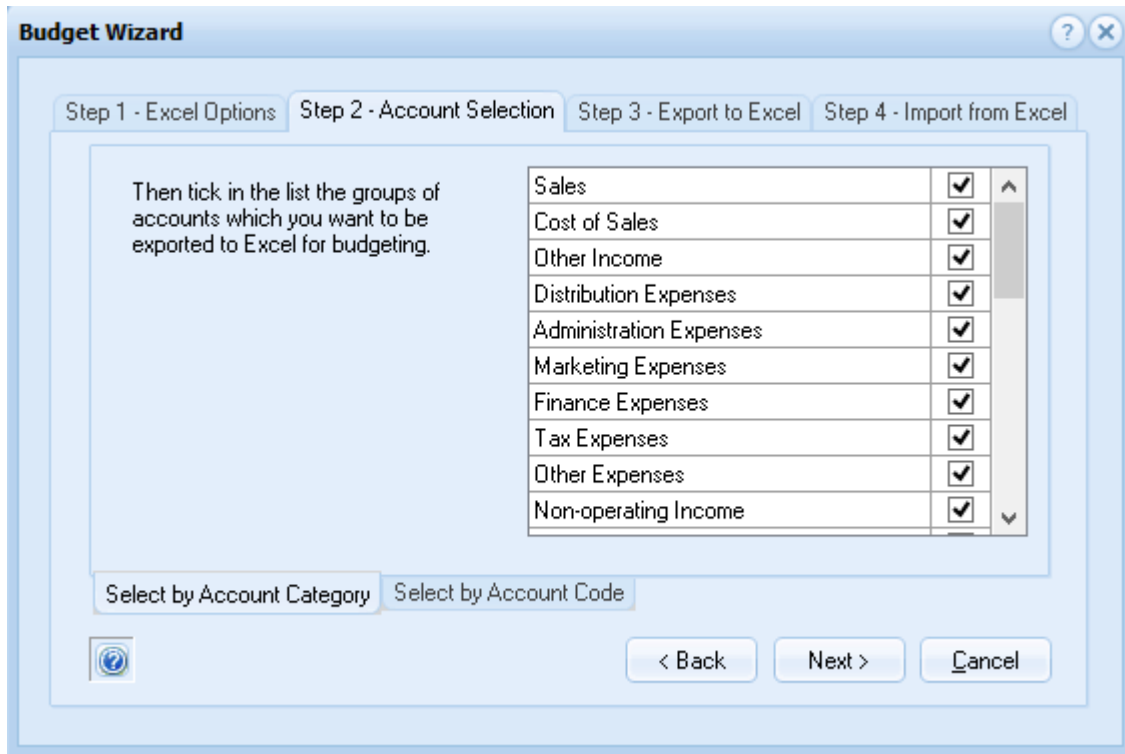
To generate the Budget Wizard:

Select Accounts tab from the Folders list, and a list of sub-categories and any existing accounts will appear.

In the Ledger Transactions menu bar, select Budget Wizard and the following screen will appear:



We recommend you change the bullet option to Group Columns by Year then select Next and on the following screen, choose Select By Account Category. You may have to choose Select By Account Code where you have a very large chart of accounts so that you can import complex budgets in smaller batches



Account Selection section of Budget Wizard

The Budget Wizard contains the following sections, all of which will be discussed below:

Excel Options	Export to Excel
Account Selection	Import from Excel

Step 1 - Excel Options

The columns in Excel can be grouped in two ways:

Group columns by Period:

Shows the budget for next year and places the budgets and actuals, for the same period in the current and previous year alongside for comparison.

Group columns by Year:

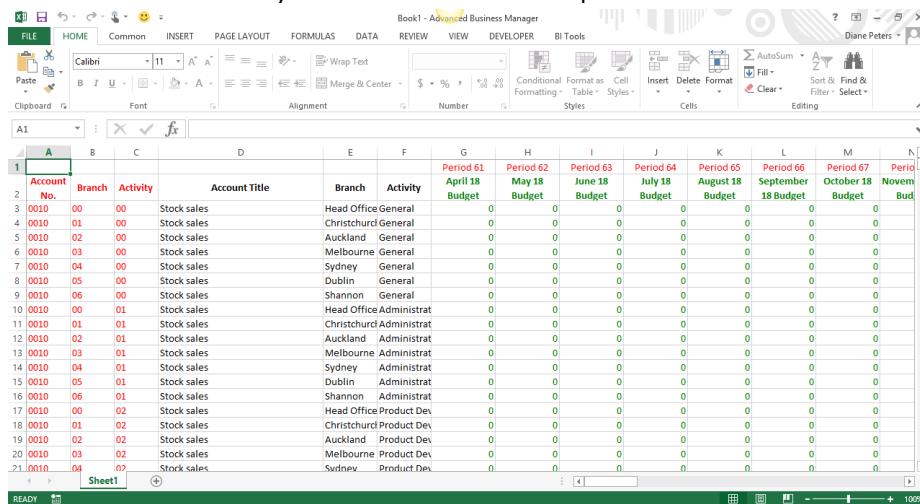
Shows all the budgets for next year, followed by the budgets and actuals for all periods of the current year, and then the budgets and actuals for the previous year.

Step 2 - Account Selection

Select the group of accounts that you want to export to Excel for budgeting.

Step 3 - Export to Excel

When you click 'Next' at the bottom of the screen, ABM will export the group of accounts that you selected in the previous section to Excel, as below:



Account No.	Branch	Activity	Account Title	Branch	Activity	Period 61 April 18 Budget	Period 62 May 18 Budget	Period 63 June 18 Budget	Period 64 July 18 Budget	Period 65 August 18 Budget	Period 66 September 18 Budget	Period 67 October 18 Budget	Period 68 November 18 Budget
0010	00	00	Stock sales	Head Office	General	0	0	0	0	0	0	0	0
0010	01	00	Stock sales	Christchurch	General	0	0	0	0	0	0	0	0
0010	02	00	Stock sales	Auckland	General	0	0	0	0	0	0	0	0
0010	03	00	Stock sales	Melbourne	General	0	0	0	0	0	0	0	0
0010	04	00	Stock sales	Sydney	General	0	0	0	0	0	0	0	0
0010	05	00	Stock sales	Dublin	General	0	0	0	0	0	0	0	0
0010	06	00	Stock sales	Shannon	General	0	0	0	0	0	0	0	0
0010	00	01	Stock sales	Head Office	Administrat	0	0	0	0	0	0	0	0
0010	01	01	Stock sales	Christchurch	Administrat	0	0	0	0	0	0	0	0
0010	02	01	Stock sales	Auckland	Administrat	0	0	0	0	0	0	0	0
0010	03	01	Stock sales	Melbourne	Administrat	0	0	0	0	0	0	0	0
0010	04	01	Stock sales	Sydney	Administrat	0	0	0	0	0	0	0	0
0010	05	01	Stock sales	Dublin	Administrat	0	0	0	0	0	0	0	0
0010	06	01	Stock sales	Shannon	Administrat	0	0	0	0	0	0	0	0
0010	00	02	Stock sales	Head Office	Product Dev	0	0	0	0	0	0	0	0
0010	01	02	Stock sales	Christchurch	Product Dev	0	0	0	0	0	0	0	0
0010	02	02	Stock sales	Auckland	Product Dev	0	0	0	0	0	0	0	0
0010	03	02	Stock sales	Melbourne	Product Dev	0	0	0	0	0	0	0	0
0010	04	02	Stock sales	Sydney	Product Dev	0	0	0	0	0	0	0	0

Generated accounts exported to Excel

When viewing your accounts in Excel, please note:

Next year's budgets appear in green, while the current and previous year's budgets are in blue. Actual movements for each period are in black.

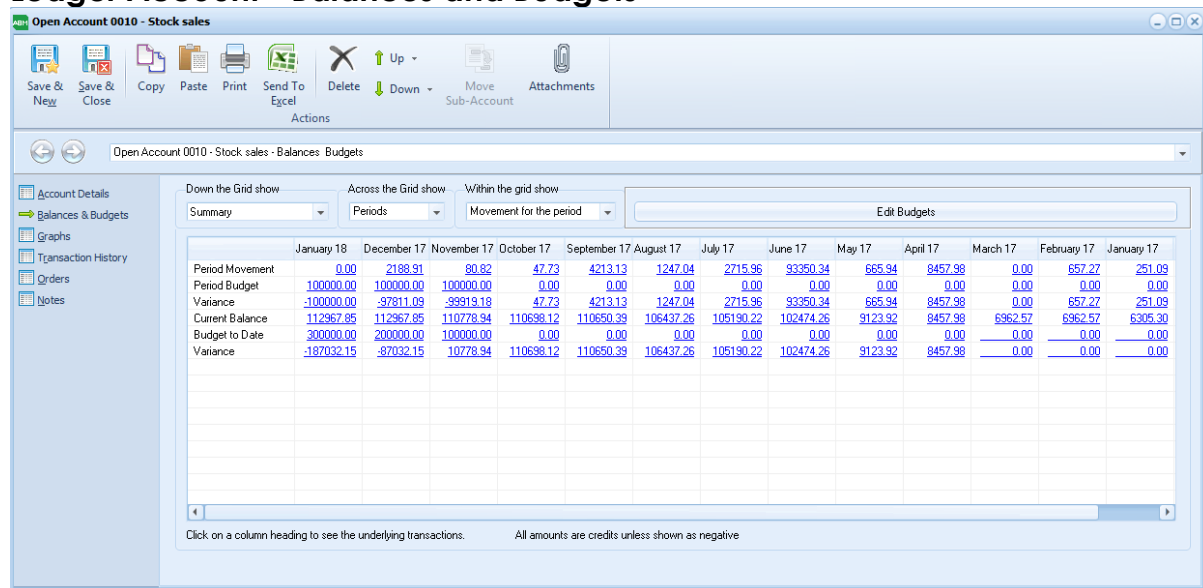
You can use formula, links to other spreadsheets, copy and paste, etc. to calculate the new budgets, and the new values will be copied back into your accounts.

The left hand columns and the top row are shown in red, and are protected to ensure they are not changed. They identify the cells when your changes are imported back in to the accounts.

Step 4 - Import from Excel

When you have finished, save the Excel sheet but do not close it. Minimise the Excel sheet or press the Alt-Tab key combination to view this wizard again. Then click 'Finish' to import your changes back into the accounts in ABM. This might take a minute or two.

Ledger Account - Balances and Budgets



	January 18	December 17	November 17	October 17	September 17	August 17	July 17	June 17	May 17	April 17	March 17	February 17	January 17
Period Movement	0.00	2188.91	80.82	47.73	4213.13	1247.04	2715.36	33350.34	665.94	8457.98	0.00	657.27	251.09
Period Budget	100000.00	100000.00	100000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Variance	-100000.00	-97811.09	-99919.18	47.73	4213.13	1247.04	2715.36	33350.34	665.94	8457.98	0.00	657.27	251.09
Current Balance	112367.85	112367.85	110778.94	110698.12	110650.39	106437.26	105190.22	102474.26	9123.92	8457.98	6962.57	6962.57	6305.30
Budget to Date	300000.00	200000.00	100000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Variance	-187032.15	-87032.15	10778.94	110698.12	110650.39	106437.26	105190.22	102474.26	9123.92	8457.98	0.00	0.00	0.00

Balances and Budgets section of Stock Sales Ledger Account

This section displays the company's balances and budgets for the current reporting period together with the balances and budgets for the preceding periods up to the comparative reporting period for the previous year.

Double-click a figure in the grid to view the transaction in more detail. Click Send to Excel to copy the data to Excel, where you can view the corresponding figures and edit the graph.

If you have set up sub-accounts for this ledger account, you can view those accounts by clicking the drop-down list for Down the Grid show. Across the Grid shows periodic and quarterly balances and budgets. Within the grid shows movements for the period, year to date balance, and so on. Click the drop-down arrow to select from the list.

If you wish to move the balances and transactions from one sub account to another, then select Move Sub Account, and select the new sub account.

To edit the budgets, simply click on the Edit Budgets option and enter any relevant information required.

Profit and Loss Reports with Budget Comparison

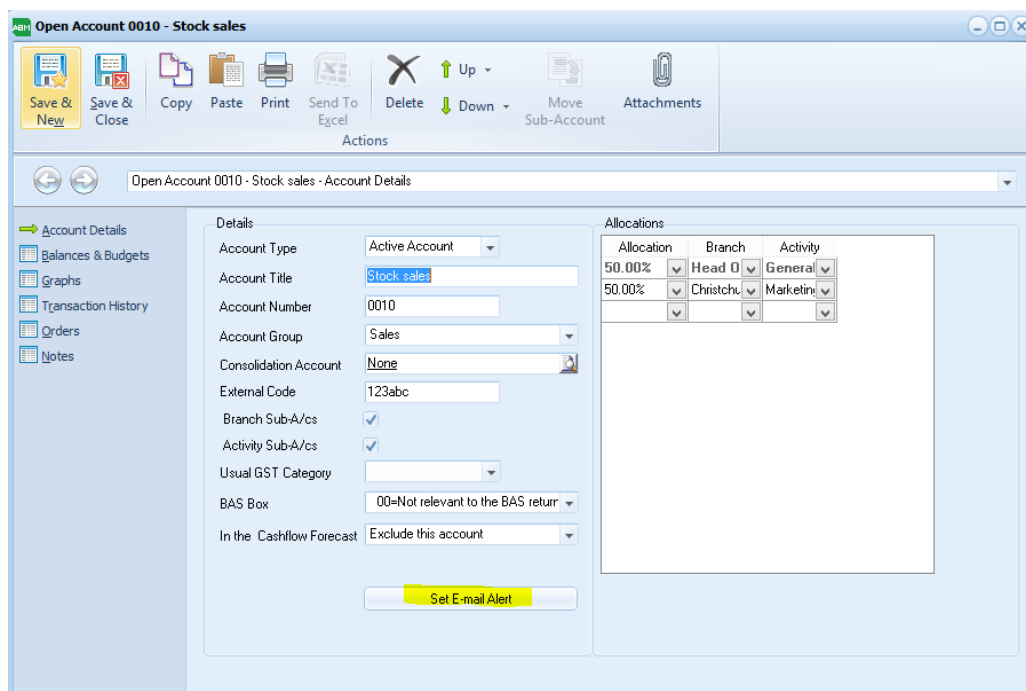
The reports titled Profit and Loss Financial Performance compare actuals to budget for any nominated reporting period and YTD reporting period range. The detailed version will list sub accounts expanded and the summary at total level.

Ledger Email Alerts

You can set up an E-mail alert so that an e-mail message is sent to the Financial Controller or any other person responsible for Budget Management. The e-mail alert can be sent when the costs exceed the budget for a particular account. Please note that email alerts cannot be setup on control accounts or bank accounts.

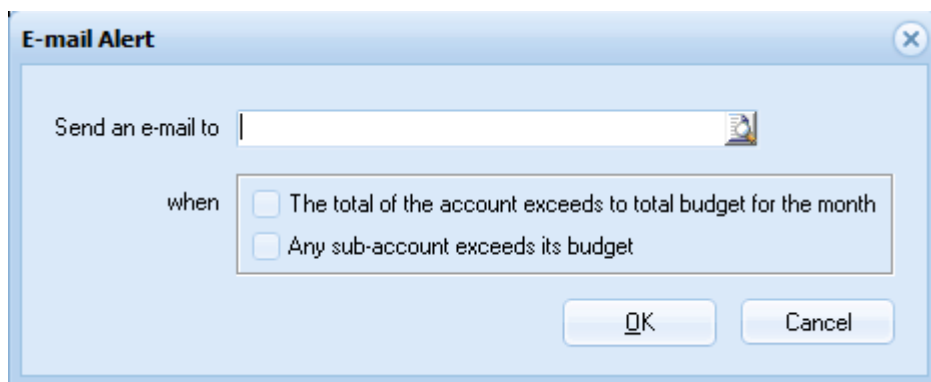
Setting up E-mail Alert

Select the Ledger and select Set E-mail Alert.



Allocation	Branch	Activity
50.00%	Head 0	General
50.00%	Christchu	Marketing

This will open the settings screen as follows:



Send an e-mail to: Enter the recipients e-mail address. You can either enter this address manually or select the Finder button (F3) to select from your list of contacts.

When do you want the e-mail sent.

You can select the event which will trigger an e-mail to be sent to the nominated recipient when

The total of the account exceeds the total budget for the month.

Any Sub-Account exceeds its budget.

Note: both of the above options can be selected.

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