

PUBLIC

How to Manage Budgets

All Countries



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Contents

Purpose.....	3
Defining Budget Settings	4
Procedure	4
Result	5
Setting Authorizations	5
Defining Budget Distribution Methods.....	6
Procedure	6
Using Budget Scenarios	8
Defining a New Budget Scenario	8
Importing Budget Scenarios	10
Copying Budget Scenarios.....	11
Defining a Budget.....	13
Prerequisites.....	13
Procedure	13
Result	15
Budget Item Details Window	16
Defining Budgets after the Commencement of Activity	18
Creating Budget Reports	19
Budget Report	19
Balance Sheet, Trial Balance, and Profit and Loss Statement Budget Reports	21
Printing Budgets and Budget Reports.....	21
Procedure	22
Database Tables Reference	22
Icons and Typographic Conventions.....	23
Copyrights & Trademarks	24

How to Manage Budgets

Purpose

The Budget module helps you manage and track company expenses.

In SAP Business One a budget is based on the data entered, which specifies the maximum amount that can be allocated to a particular G/L account. You can block the creation of transactions for G/L accounts that exceed their budget limit.

In the course of routine work, the application checks the debit side of G/L accounts for which a budget has been defined. If the budget is exceeded, the application either issues a warning or blocks the action, depending on the chosen setting.



NOTE

If your company manages a perpetual inventory system, you can use *Purchase Accounts Posting System*.

This option includes the recording of expense accounts in journal entries created by purchasing documents that affect the inventory valuation.

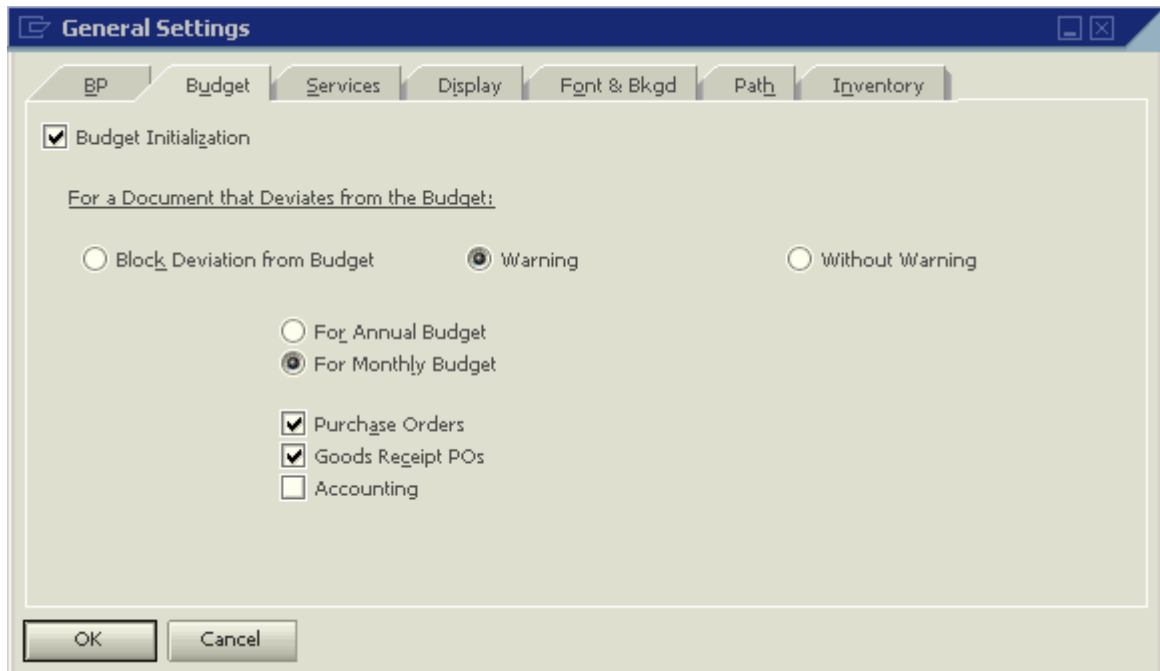
You can use the budget functionality to control these purchase accounts, thus monitoring your expenses in real time.

Defining Budget Settings

You need to make specific settings before you can use the budget functionality.

Procedure

1. From the SAP Business One Main Menu, choose *Administration* → *System Initialization* → *General Settings*, and on the *Budget* tab select the *Budget Initialization* checkbox



2. Under the title *For a Document that Deviates from the Budget*, choose one of the following options:
 - *Block Deviation from Budget* - blocks the creation of transactions that cause the budget to be exceeded.
 - *Warning* - in the event that the budget is exceeded, issues an alert, offering you the option of confirming or canceling the transaction.
 - *Without Warning* – lets you add transactions without any restrictions. When you choose this option, the rest of the fields are not displayed.
3. Specify the following data:

Field/Button	Activity/ Description	Comments
<i>For Annual/Monthly Budget</i>	Lets you manage your budget on an annual or monthly basis.	For the annual budget, this setting is updated per user. For the monthly budget, it is updated for all users in the company, but only after the next logon.
<i>Purchase Orders</i>	When you issue a purchase order, the application performs a check against the budget, including all open purchase orders and the current one.	
<i>Goods Receipt POs</i>	When you issue a goods receipt PO, the application performs a check against the budget, including	

	all open goods receipt POs and the current one.	
<i>Accounting</i>	When you issue an A/P invoice or any other accounting transaction that involves a G/L account relevant to the budget, the application performs a check.	

4. To save changes, choose the *Update* Button.
5. When SAP Business One display the *Mark all P&L accounts as budget accounts?* dialog box, choose Yes.

Result

The *Relevant to Budget* checkbox is selected in all your profit-and-loss G/L accounts.



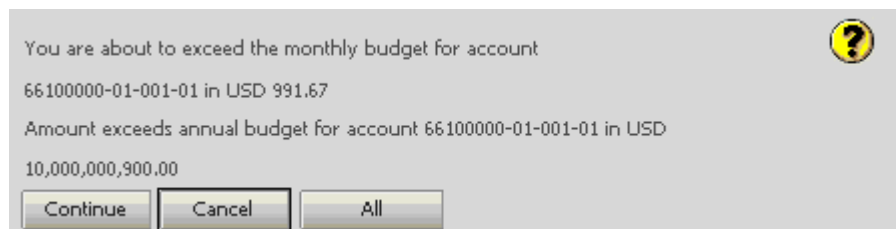
NOTE

- You can find this checkbox in *Financials* → *Chart of Accounts* → *Account Details* pushbutton.
- You can manually select non profit-and-loss G/L accounts to be relevant to the budget by selecting the *Relevant to Budget* checkbox for each G/L account.

In the course of routine work, when you create a transaction against a relevant-to-budget expense G/L account, the application executes a check for deviation from the budget, and if the budget is exceeded, it issues an alert.

If the *Purchase Order*, *Goods Receipt POs*, and *Accounting* checkboxes are selected, the application performs a check for deviation from the budget during the generation of purchase orders, goods receipt POs, and A/P invoices.

If the budget is exceeded, the following dialog box is displayed:



If you defined to block transactions that exceed the budget, the application does not add such transactions and issues an alert to that effect.

Setting Authorizations

For information on authorizations required for budgets, see the document *How to Define Authorizations in Releases 2007 A and 2007 B*, which you can download from the documentation area of the SAP Business One Customer Portal (<http://channel.sap.com/sbocustomer>).

Defining Budget Distribution Methods

You can automatically divide the budget among the months of the year.



NOTE

Budget distribution methods are not relevant for working with an annual.

During the setup of a new company, SAP Business One automatically defines the following 3 common budget distribution methods:

- *Equal* – distributes the budget amount equally among the months of the year.
- *Ascending Order* – distributes the budget amount in an ascending order and is used when you increase your budget expenses over the months of the year.

For example, in January you use only a small proportion of your budget amount, in February you increase your expenses, and so on.

- *Descending Order* - distributes the budget amount in a descending order and is used when you decrease your budget expenses over the months of the year.

For example, in January you use the largest proportion of your budget amount, in February you use a little less, and so on.


These methods cannot be revised. However, you can choose to add additional methods.

Procedure

1. From the SAP Business One Main Menu, choose *Financials* → *Budget Setup* → *Budget Distribution Methods*.

Method	Method Name	Total
1	Equal	12.00

Month	Factor
1	1.00
2	1.00
3	1.00
4	1.00
5	1.00
6	1.00
7	1.00
8	1.00
9	1.00
10	1.00
11	1.00
12	1.00
	12.00

2. In the menu bar, choose *Data* → *Add*, or click  in the toolbar.
3. In the *Budget Distribution Methods - Setup* window, specify the following data:

Field/Button	Activity/ Description	Comments
<i>Method</i>	Internal number automatically assigned to the distribution method.	
<i>Method Name</i>	Specify a name for the distribution	

	method.	
<i>Total</i>	Specify the total value to be distributed among the months.	
<i>Month</i>	A numerical representation of the month of the year.	
<i>Factor</i>	Define the proportion of the total to be assigned to each month.	The factor total has to match the total distribution.
<i>Set as Default</i>	Lets you define a certain distribution method as the default method.	This setting automatically selects the chosen method when you define the budget.

4. To add your chosen method, click the *Add* button.

**NOTE**

You can change the distribution of the budget amounts manually in the *Budget Item Details* window. For more information, see section [Budget Item Details Window](#).

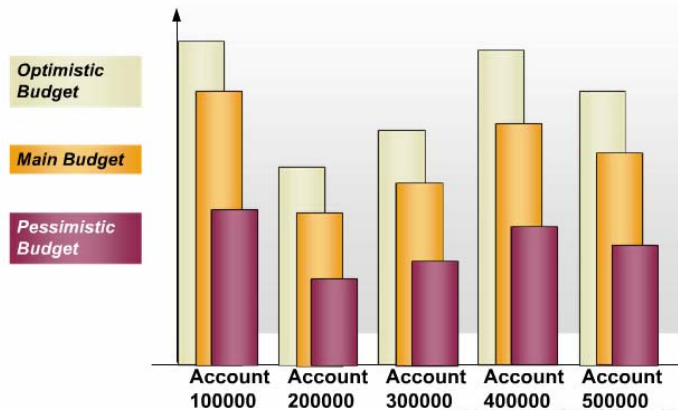
Using Budget Scenarios

Budget scenarios are used mainly for displaying budget reports. Using a scenario, you create a prognosis of a particular situation for the company's budget and obtain important information about what the budgetary balance would be according to the selected scenario.



EXAMPLE

This figure illustrates an optimistic scenario versus a pessimistic scenario. Each budget scenario is assigned to a particular fiscal year.



When you set up a new company, the application provides a default scenario called *Main Budget*. This scenario cannot be altered.

Defining a New Budget Scenario

Procedure

1. From the SAP Business One Main Menu, choose *Financials* → *Budget Setup* → *Budget Scenarios*.

The scenarios assigned to the selected fiscal year are displayed.

#	Budget Name	Based On	Initial Ratio (%)	Rounding Method
1	Main Budget	Main Budget	100	No Rounding
2	Optimistic Budget	Main Budget	120	No Rounding
3	Pessimistic Budget	Main Budget	75	No Rounding

2. In the *Fiscal Year* field choose a different fiscal year to display its assigned scenarios. The options in *Fiscal Year* are based on the posting periods you set in the *Posting Periods* window.



NOTE

You can set a *Fiscal Year* start for the first day of the month only.

3. In the menu bar, choose *Data* → *Add Row* or right-click in the window and choose *Add Row*.
4. In the *Budget Scenarios – Setup* window, specify the following data:

Field/Button	Activity/ Description	Comments
<i>Budget Name</i>	Specify a name for the budget scenario.	This name is unique to that fiscal year.
<i>Based On</i>	Choose the budget scenario on which to base the defined budget scenario.	An independent budget scenario should be based on itself.
<i>Initial Ratio (%)</i>	Set the percentage of the defined budget in relation to its base budget.	
<i>Rounding Method</i>	Select the rounding method for budget amounts in each scenario.	
<i>Copy Scenario</i>	Opens the <i>Copy Budget Scenarios</i> window.	For information, see sections Importing Budget Scenarios and Copying Budget Scenarios .
<i>Import Scenario</i>	Opens the <i>Import Budget Scenarios</i> window.	

5. To save your settings, choose the *Update* button.

**NOTE**

- You can update a particular scenario by going to the *Budget Scenario Definition* window and entering amounts manually, irrespective of the ratio that has been defined.
- In the course of routine work, deviation from the budget is checked against the main budget only. The other scenarios are only for reports.

Importing Budget Scenarios

The *Import Budget Scenario* function lets you import budget data from a company to the company with which you are currently working, and duplicate a budget scenario in the same company, for the same fiscal year or for the next fiscal year.



NOTE

Make sure during the operation that the G/L account codes in the source company match those in the target company.

Procedure

1. From the SAP Business One Main Menu, choose *Financials* → *Budget Setup* → *Budget Scenarios*.
2. Choose *Import Scenario* to open the *Import Budget Scenarios* window.

The window contains the following data:

Field/Button	Activity/ Description	Comments
Original Data		
<i>Choose Company</i>	Select the source company from which to import the source scenario.	
<i>Database Name</i>	Displays the database name of the selected source company.	
<i>Company Name</i>	Displays the company name of the selected source company.	
<i>Original Scenario</i>	Select the required scenario to import.	
Destination Data		
<i>Database Name</i>	Displays the database name of the company you are currently working in, and into which you are importing the budget data (cannot be changed).	
<i>Company Name</i>	Displays the company name of the company you are currently working in, and into which you are importing	

	the budget data (cannot be changed).	
<i>Destination Scenario</i>	Select the target scenario into which you want to import the budget scenario data.	

3. Choose the *Choose Company* pushbutton to open a corresponding window. Select the required company database and choose the *OK* button.
4. Specify the *Original Scenario* and the *Destination Scenario*.
5. On the right, select the required G/L accounts. All the G/L accounts defined as Relevant to Budget are displayed in this list and all are selected by default.
6. To complete the import procedure, choose the *Execute* button.



NOTE

To duplicate a budget for the next fiscal year, make sure that the source and target scenarios have the same name.

Result

At the end of the import, the application generates a report specifying the number of G/L accounts imported. If the G/L accounts do not exist in the target company, a warning is issued.

Copying Budget Scenarios

The *Copy Budget Scenario* function lets you copy budget data from a budget scenario into a target budget scenario in the same company, for the same fiscal year or for the next fiscal year.

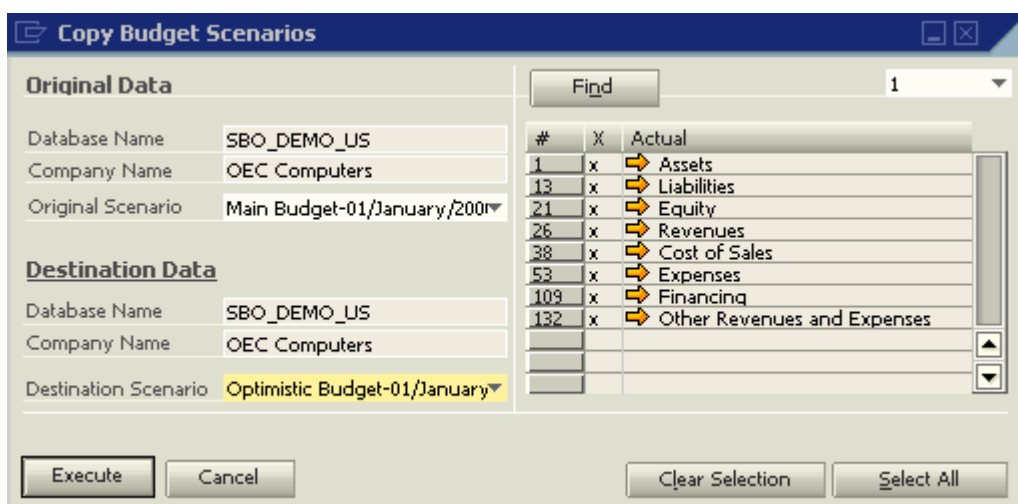


NOTE

Make sure during the operation that the G/L account codes in the source company match those in the target company.

Procedure

1. From the SAP Business One Main Menu, choose *Financials* → *Budget Setup* → *Budget Scenarios*.
2. Choose *Copy Scenario* to open the *Copy Budget Scenarios* window.



The window contains the following data:

Field/Button	Activity/ Description	Comments
Original Data		
<i>Database Name, Company Name</i>	Display your current database name and company name.	
<i>Original Scenario</i>	Select the scenario you want to copy.	
Destination Data		
<i>Database Name, Company Name</i>	Display your current database name and company name.	
<i>Destination Scenario</i>	Select the target scenario to which you want to copy the data from the original budget scenario.	

3. Select the original scenario and the destination scenario of your company.
4. On the right, select the required G/L accounts. All the G/L accounts defined as Relevant to Budget are displayed in this list and all are selected by default.
5. To complete the copy procedure, choose the *Execute* button.



NOTE

To duplicate a budget for the next fiscal year, make sure the source and target scenarios have the same name.

Result

At the end of the copying process, the application generates a report specifying the number of G/L accounts copied.

Defining a Budget

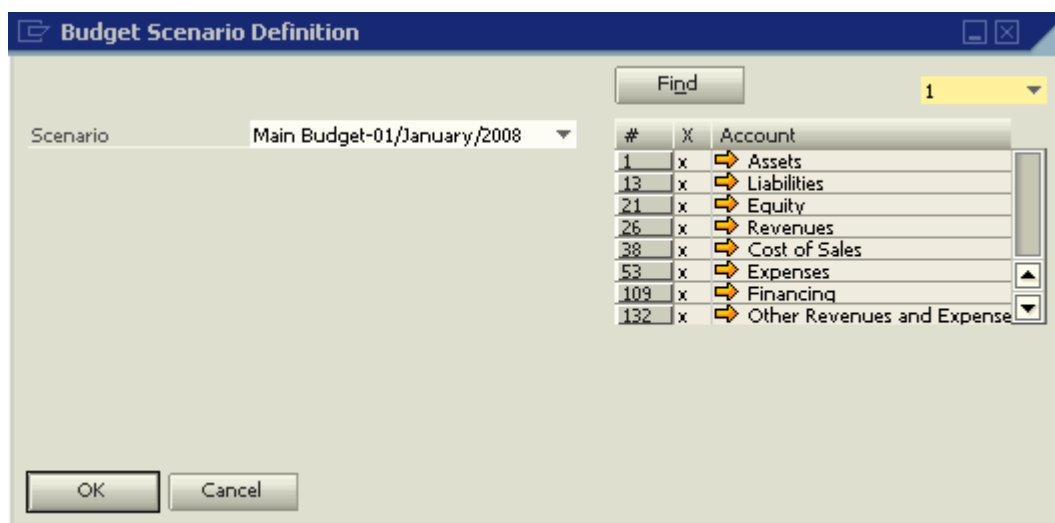
Prerequisites

- The *Budget Initialization* option on the *Budget* tab under *Administration* → *System Initialization* → *General Settings* is selected.
- You have defined the following:
 - Required distribution methods
 - Required budget scenario

Procedure

1. From the SAP Business One Main Menu, choose *Financials* → *Budget Setup* → *Budget*.
2. In the *Budget Scenario Definition* window, choose the required G/L accounts.

The table displays G/L accounts defined as Relevant to Budget in the chart of accounts.



3. In the *Scenario* field, choose the scenario for which you want to define a budget. For information about scenarios, see section [Using Budget Scenarios](#).
4. Choose the *OK* button to open the *Budget Scenarios - Setup (Scenario - XXX)* window.

This window displays G/L accounts defined as Relevant to Budget in the chart of accounts, and for which an amount was entered in the budget.



Budget Scenarios - Setup (Scenario -Main Budget)										
<input type="checkbox"/> Display Accounts with no Budget										
Fiscal Year - 01/01/08										
#	Acct No.	Acct Name	Parent Acct	%	Method	Local		Debit	Credit	Actual
1	41100000-01-001-01	Sales Revenues - Domestic (HO, USA, GA)			Equal				6,000,000.00 USD	-1,455.00 USD
2	41200000-01-001-01	Sales Revenues - Foreign (HO, USA, GA)			Equal				50,000.00 USD	
3	41300000-01-001-01	Sales Revenues - Services (HO, USA, GA)			Equal				1,200,000.00 USD	
4	41400000-01-001-01	Sales Revenues - Freight (HO, USA, GA)			Equal				10,000.00 USD	
5	42100000-01-001-01	Sales Rebates (HO, USA, GA)			Equal			1,000.00 USD		
6	42200000-01-001-01	Sales Discounts (HO, USA, GA)			Equal			200,000.00 USD		
7	44100000-01-001-01	Expense and Inventory Account			Equal			100,000,000,000.00 USD		
8	51100000-01-001-01	COGS - Domestic (HO, USA, GA)			Equal			100,000,000,000.00 USD		897.43 USD
9	51200000-01-001-01	COGS - Foreign (HO, USA, GA)			Equal			35,000.00 USD		
10	51300000-01-001-01	COGS - Services (HO, USA, GA)			Equal			700,000.00 USD		
11	51400000-01-001-01	COGS - Freight (HO, USA, GA)			Equal			5,000.00 USD		-1,050.00 USD
12	61100000-01-001-01	Travel Expense - Accomodation (HO, USA, GA)			Equal			12,000.00 USD		
13	61110000-01-001-01	Travel Expense - Meals (HO, USA, GA)			Equal			3,000.00 USD		
14	61120000-01-001-01	Travel Expense - Entertainment (HO, USA, GA)			Equal			5,000.00 USD		
15	61130000-01-001-01	Travel Expense - Airfare, Rail, Mileage (HO, USA, GA)			Equal			8,000.00 USD		
16	61140000-01-001-01	Travel Expense - Miscellaneous (HO, USA, GA)			Equal			2,000.00 USD		
17	61210000-01-001-01	Payroll Expense - Salaries (HO, USA, GA)			Equal			500,000.00 USD		
18	61230000-01-001-01	Payroll Expense - Tax (HO, USA, GA)			Equal			50,000.00 USD		
19	61240000-01-001-01	Payroll Expense - Vacation (HO, USA, GA)			Equal			25,000.00 USD		
20	61260000-01-001-01	Payroll Expense - Pension/401k (HO, USA, GA)			Equal			25,000.00 USD		
21	61270000-01-001-01	Payroll Expense - Medicare (HO, USA, GA)			Equal			30,000.00 USD		
22	63100000-01-001-01	Office and Building Rent (HO, USA, GA)			Equal			4,000.00 USD		
23	63200000-01-001-01	Utilities (HO, USA, GA)			Equal			6,000.00 USD		
24	63210000-01-001-01	Electricity (HO, USA, GA)			Equal			2,000.00 USD		
25	63300000-01-001-01	Telephone (HO, USA, GA)			Equal			10,000.00 USD		
26	63400000-01-001-01	Insurance (HO, USA, GA)			Equal			25,000.00 USD		
27	64120000-01-001-01	Depreciation - Buildings (HO, USA, GA)			Equal			15,000.00 USD		
28	64160000-01-001-01	Depreciation - Office Equipment (HO, USA, GA)			Equal			10,000.00 USD		
29	64170000-01-001-01	Depreciation - Furniture (HO, USA, GA)			Equal			10,000.00 USD		
30	64180000-01-001-01	Depreciation - Computer Hardware (HO, USA, GA)			Equal			25,000.00 USD		
31	65300000-01-001-01	Office Supplies (HO, USA, GA)			Equal			4,000.00 USD		

Header


Field/Button	Activity/ Description	Comments
<i>Fiscal Year</i>	The fiscal year linked to the selected budget scenario.	
<i>Display Accounts with no Budget</i>	Lets you display G/L accounts for which no budget amount has been entered.	

Row Details

Field/Button	Activity/ Description	Comments
<i>Acct No.</i>	The G/L account code as defined in the chart of accounts.	
<i>Acct Name</i>	The G/L account name.	
<i>Parent Acct</i>	You can determine the budget amount of a specific G/L account according to a percentage calculated from an existing budget amount of another G/L account. Use the TAB key to display a list of G/L accounts with budget amounts, select the required G/L account, and specify a value in the % field to the right.	The option of linking budget amounts to parent accounts is used for calculations only. For this reason, the budget amount entered in the <i>Parent Acc.</i> field and divided among its child G/L accounts, is not actually deducted from the budget of the parent account. However, the budget amounts are managed separately for each G/L account.
<i>%</i>	If you have selected a parent	If the parent account's budget

	account for a certain G/L account, specify the proportionate budget percentage you want to allocate to the child G/L account.	is \$1000 and you define 10%, the child account's budget is \$100.
<i>Method</i>	Select a default monthly budget distribution method from those defined in your company	You can define a different method for each G/L account.
<i>Local Debit / Credit</i>	Specify an amount in local currency for each G/L account.	The budget is checked against the debit side; therefore, you must specify an amount in the <i>Debit</i> field. The <i>Credit</i> side is optional.
<i>System Debit, Credit</i>	Let you manually change the system currency budget amounts, which were calculated according to the amounts in local currency multiplied by the relevant exchange rate.	By default, these fields are hidden.
<i>Actual</i>	Displays the G/L account's balance to date based on its local currency journal entries in SAP Business One.	
<i>Actual (SC)</i>	Displays the G/L account's balance to date based on its system currency journal entries in SAP Business One.	By default, this field is hidden.
<i>Actual – Future - Local, Actual – Future - System</i>	Displays the future balance of the G/L account. The future balance displays the amounts of open purchase orders and goods receipt POs.	By default, these fields are hidden.

**NOTE**

- You display or hide columns in this window by clicking  (*Form Settings*) and selecting the relevant fields.
 - When you create a new budget that includes accounts without previous budget definitions, the window does not display any accounts. In such a case, select the *Display Accounts with no Budget* checkbox.
5. For each account, you can change the budget amount, percentage, and distribution method. You can also change the distribution of the budget amounts manually using the *Budget Item Details* window.
 6. To save your changes, choose the *Update* button.

Result

The budget is defined for the selected accounts, enabling you to perform an analysis by comparing the defined budget with the actual business activity.

Budget Item Details Window

Use this window to manually change the distribution of the budget amounts.

Procedure

1. From the SAP Business One Main Menu, choose *Financials* → *Budget Setup* → *Budget*.
2. Choose the required G/L account.
3. To access a detailed display of the G/L account's budget, double-click the required row number in the table, or right-click the row and choose *Row Details*.

The *Budget Item Details* window is displayed for the selected G/L account.

Month (2008)	Local	System	%
January	16,666.67 USD	16,666.67 USD	8.333
February	16,666.67 USD	16,666.67 USD	8.333
March	16,666.67 USD	16,666.67 USD	8.333
April	16,666.67 USD	16,666.67 USD	8.333
May	16,666.67 USD	16,666.67 USD	8.333
June	16,666.67 USD	16,666.67 USD	8.333
July	16,666.67 USD	16,666.67 USD	8.333
August	16,666.67 USD	16,666.67 USD	8.333
September	16,666.67 USD	16,666.67 USD	8.333
October	16,666.67 USD	16,666.67 USD	8.333
November	16,666.67 USD	16,666.67 USD	8.333
December	16,666.63 USD	16,666.63 USD	8.337
For Reconciliat.			100.000

- The budget amount is distributed among the months according to the selected method.
- You can manually change the amount for each month.
- The Header area displays the following data:

Field/Button	Activity/ Description	Comments
<i>Account Number</i>	The code of the selected G/L account.	
<i>Account Name</i>	The name of the selected G/L account.	
<i>Total (Local)</i>	The total budget amount in local currency defined for the selected G/L account.	
<i>Total (System)</i>	The total budget amount in system currency defined for the selected G/L account.	

4. Change the following data, as needed:

Field/Button	Activity/ Description	Comments
<i>Month</i>	The month of the year.	
<i>Local</i>	The budget amount in local currency that was distributed to each month.	
<i>System</i>	The budget amount in system currency that was distributed to each month.	
<i>%</i>	The proportion out of the overall budget amount that was distributed to each month.	
<i>For Reconciliation</i>	If the total of the % column is not 100, this row displays the amount remaining to be distributed.	
<i>Remarks</i>	Specify special remarks for each month, if required.	Note that the remarks are saved per month, so make sure to click the name of the relevant month before entering your remarks.
<i>Update Differences</i>	If you change the monthly budget amounts and, as a result, the total budget value is not fully allocated, choose this button to specify the remaining value in the budget amount of the last month.	

5. To save your changes, choose the *Update* button.

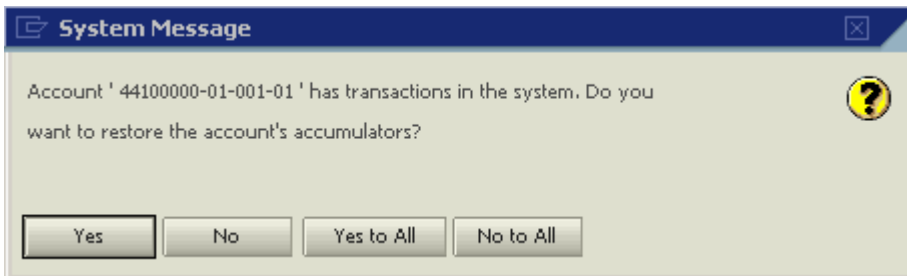


NOTE


If you change the budget amounts manually, the *Method* column in the *Budget Scenarios – Setup* window changes to *Man. (manual)* and is marked in red in the corresponding G/L account row.

Defining Budgets after the Commencement of Activity

When you define a budget amount for a G/L account that already has a bookkeeping balance, SAP Business One displays the following dialog box:



Choose one of the following:

Field/Button	Activity/ Description	Comments
Yes	Copies the current G/L account's bookkeeping balance to the <i>Actual</i> column. This means that SAP Business One considers the current bookkeeping balance as its starts to calculate the used budget amounts.	 EXAMPLE If you specify a budget amount for a G/L account with a current bookkeeping balance of USD 1000 and you choose <i>Yes</i> , SAP Business One copies the USD 1000 bookkeeping balance to the <i>Actual</i> column, and starts counting the used budget amount from this value.
No	Ignores the G/L account's current bookkeeping balance and starts calculating the used budget as of this moment (zero budget amount used).	
All	Confirms the action for all the selected G/L accounts.	
Not for All	Rejects the action for all the selected G/L accounts.	

Creating Budget Reports

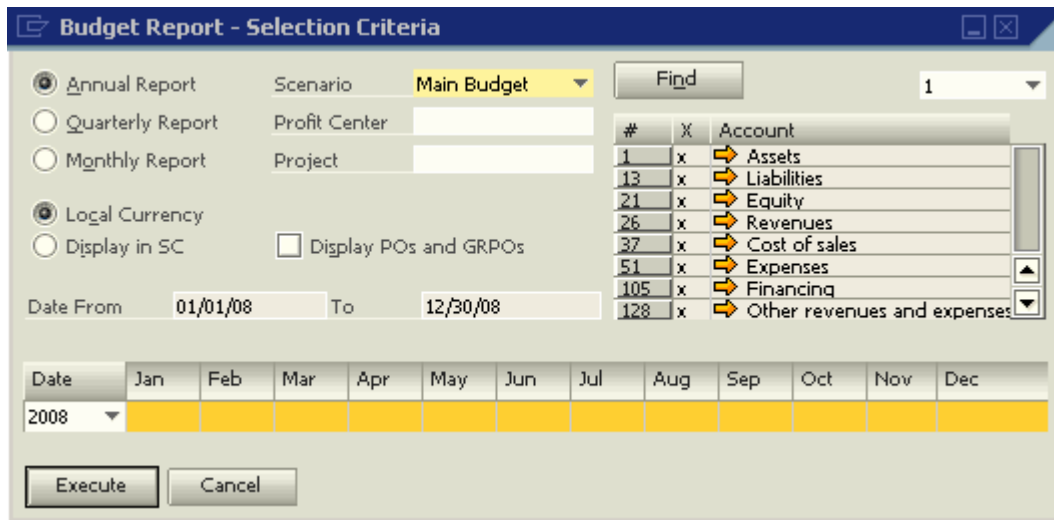
Budget Report

This report analyzes the business activities that occur during a defined period, with reference to a selected budget scenario. Use this window to specify selection criteria for the Budget report.

Procedure

- From the SAP Business One Main Menu, choose *Financials* → *Financial Reports* → *Budget Reports* → *Budget Report*.

The *Budget Report – Selection Criteria* window opens:



- If you are working with a multiannual company, choose the desired fiscal year.
- Specify the following data:

Field/Button	Activity/ Description	Comments
<i>Scenario</i>	Select the required budget scenario and the required range of G/L accounts.	Budget scenarios are displayed according to the selected fiscal year.
<i>Profit Center, Project</i>	Specify a profit center and/or a project to display relevant G/L accounts only.	
<i>Annual Report, Quarterly Report or Monthly Report</i>	Specify the time frame for the report.	
<i>Local currency or Display in SC (system currency)</i>	Specify whether to display the report in local or system currency.	
<i>Display POs and GRPOs</i>	The amount in the <i>Future</i> column of the budget report includes open purchase orders and open goods receipt POs.	
<i>Date</i>	Select a fiscal year. Use the months bar to select the required date range. Click the first required month, hold down the	



SHIFT key, and click the last required month.
You can select the entire year by clicking *Date*.

4. To generate the Budget report, choose the *Execute* button.

Account Name	Budget	Actual	Future	Total	Difference	Difference in %
Revenues	-1,258,996.01 USD	-1,455.00 USD	-380.00 USD	-1,835.00 USD	-1,257,161.01 USD	99.854
Income - Income	-1,258,996.01 USD	-1,455.00 USD	-380.00 USD	-1,835.00 USD	-1,257,161.01 USD	99.854
Sales Revenue - Sales Revenue	-1,258,996.01 USD	-1,455.00 USD	-380.00 USD	-1,835.00 USD	-1,257,161.01 USD	99.854
41100000-01-001-01 - Sale	999.99 USD	-1,455.00 USD	-380.00 USD	-1,835.00 USD	2,834.99 USD	***
41200000-01-001-01 - Sale	-50,000.00 USD				-50,000.00 USD	100.000
41300000-01-001-01 - Sale	-1,200,000.00 USD				-1,200,000.00 USD	100.000
41400000-01-001-01 - Sale	-10,000.00 USD				-10,000.00 USD	100.000
42100000-01-001-01 - Sale	2.00 USD				2.00 USD	100.000
42200000-01-001-01 - Sale	2.00 USD				2.00 USD	100.000
Cost of sales	735,022.00 USD	-152.57 USD		-152.57 USD	735,174.57 USD	***
Cost of Goods - Cost of Goods Sold	735,022.00 USD	-152.57 USD		-152.57 USD	735,174.57 USD	***
COGS - Cost of Goods Sold	735,022.00 USD	-152.57 USD		-152.57 USD	735,174.57 USD	***
51100000-01-001-01 - CO	2.00 USD	897.43 USD		897.43 USD	-895.43 USD	-44,771.500
51200000-01-001-01 - CO	35,000.00 USD				35,000.00 USD	100.000

The Budget report displays the following data:

Header

Field/Button	Activity/ Description	Comments
<i>Date From, To</i>	The fiscal year of the budget scenario.	
<i>Display Subtotals</i>	Displays subtotals next to title G/L accounts.	If you deselect this checkbox, budget balances are displayed only next to active G/L accounts.

Row Details

Field/Button	Activity/ Description	Comments
<i>Account Name</i>	Displays the account/title code and name.	
<i>Budget</i>	The amount entered in the budget definition.	
<i>Actual</i>	The G/L account balance for the selected period.	
<i>Future</i>	The amount from open purchase orders and goods receipt POs linked to the G/L account.	This column is displayed when the <i>Display POs and GRPOs</i> checkbox is selected.
<i>Total</i>	Displays the overall total of both the actual budget amount used plus the future amount to be used.	<i>Total = Actual + Future</i>
<i>Difference</i>	The difference between the budget amount and the <i>Total</i> column.	<i>Difference = Budget amounts - (Actual + Future)</i>

Difference in %	Calculation of the difference in percentage terms.	
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- To access different levels of detail in the report, click and choose the desired level at the bottom right field.



EXAMPLE

Select 1 to display only the drawers, or select 4 to display all your G/L accounts, down to the active G/L accounts.

- To add a graphic display to the Budget report, click .



- In the *Chart Style* field, select a graph display. The graph options are as follows:
 - Line Graph
 - Draw Line Graph
 - Bar Graph
 - Spline Graph

To print the graph with the Budget report, select the *Print Graph* checkbox.

Balance Sheet, Trial Balance, and Profit and Loss Statement Budget Reports

You can generate these reports according to a specific scenario.

To open the relevant report, from the SAP Business One Main Menu, choose *Financials* → *Financial Reports* → *Budget Reports* → *Balance Sheet/Trial Balance/Profit and Loss Statement Budget Reports*.

Printing Budgets and Budget Reports

SAP Business One lets you print windows, documents, and reports. You can set default print templates for budgets and the budget report.


Procedure

1. From the SAP Business One Main Menu, choose *Financials* → *Budget Setup* → *Budget*.
Alternatively, choose *Financials* → *Financial Reports* → *Budget Reports* → *Budget Report*.
2. From the *File* menu, choose *Print*.



NOTE

You can edit the default templates or create new ones by using Print Layout Designer (PLD).

From the *Tools* menu, choose *Print Layout Designer*, or click  in the toolbar.






For more information about PLD, see the *How to Customize Printing Templates with the Print Layout Designer* document, which you can download from the documentation area of the SAP Business One Customer Portal (<http://channel.sap.com/sbocustomer>).

Database Tables Reference

For more information about database tables (fields/content), see *Database Tables Reference Online Help* (available to all partners/customers at / <https://www.sdn.sap.com/irj/sdn/businessone>).

Icons and Typographic Conventions

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, titles of graphics and tables.
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, source code, names of variables and parameters as well as names of installation, upgrade and database tools.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.

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