

# **Budgets for MDA**

**Version 5.0 for Microsoft Dynamics GP 9 & 10  
Install and User Guide**



# Contents

|   |           |
|---|-----------|
| <b>Contents</b> .....                                   | <b>1</b>  |
| <b>SETUP</b> .....                                      | <b>2</b>  |
| Install .....   | 2         |
| Setup .....   | 2         |
| <b>Overview</b> .....                                   | <b>4</b>  |
| <b>Setting Up a Budget</b> .....                        | <b>5</b>  |
| To set up a budget with budgeting at group level: ..... | 5         |
| To set up a budget with budgeting at code level: .....  | 6         |
| To set up a budget with account level detail: .....     | 7         |
| <b>Budget Maintenance</b> .....                         | <b>8</b>  |
| MDA Budget Maintenance .....                            | 8         |
| MDA Budget Calculation Methods .....                    | 10        |
| MDA Budget Group Rolldown .....                         | 12        |
| MDA Budget Account Defaults .....                       | 13        |
| <b>Budget Enquiry</b> .....                             | <b>14</b> |
| MDA Budget Summary Enquiry .....                        | 14        |
| MDA Budget vs Actual Enquiry .....                      | 15        |
| MDA Budget vs Account Level Actual Enquiry .....        | 16        |
| MDA Budget vs Account Level Actual Periods .....        | 17        |
| <b>Reports</b> .....                                    | <b>18</b> |
| MDA Budget Reports .....                                | 18        |
| Budget Summary Report .....                             | 19        |
| Budget vs. Actual Report .....                          | 20        |
| Budget vs. Actual Account Report .....                  | 21        |
| Budget Analysis Report .....                            | 22        |
| Account Defaults Report .....                           | 23        |
| <b>Budget Import / Export</b> .....                     | <b>24</b> |
| MDA Budget Import Definitions .....                     | 24        |
| MDA Budget Export Definitions .....                     | 25        |
| Import / Export File Format .....                       | 26        |
| <b>Maintenance</b> .....                                | <b>27</b> |
| MDA Budget Reconcile .....                              | 27        |
| <b>Appendix A: Great Plains modifications</b> .....     | <b>28</b> |
| <b>Contact us</b> .....                                 | <b>29</b> |

## SETUP

### Install

Before installing Budgets for MDA, please ensure that there are no users logged into Great Plains as this could adversely affect the installation process.

This process will need to be completed on all Workstations on which Great Plains is installed. However, if Great Plains is run from a network (Dynamics.dic is installed in a network location), you only need to install to that location.

1. Select **Run** from the **Start** button.
2. Type **X:\MDA\_BUD.EXE** and press the **Enter** key (where X is the drive letter of the product diskette or cd-rom).
3. Follow the on-screen instructions to complete the install. The install will ask for the Great Plains directory and will install the MDA Budgets chunk file into this directory.
4. Once the install has completed, run Great Plains to load the chunk file.

### Setup

Form security changes, palette modifications, and any necessary file upgrades are not made during installation. Use the Install window to do these automatically by following the steps below. See Appendix A for information on which forms and palettes will be affected.

1. Make sure that no other users are logged into the system.
2. Start Great Plains – if you log in using the ‘sa’ user, the install window will automatically be added to your shortcuts (go to step 7). You **must** login as ‘sa’ to install to a SQL database (Great Plains on Microsoft SQL Server or MSDE).
3. Open the ‘Shortcut Bar’ and select **Add**. Then select **Other Window**.
4. Enter **Install Budgets for MDA** into the **Name** field and then expand the **Nolan Computers MDA Budgets** folder in the Available Windows list.
5. Expand the **Company** folder. Then find and select the **Install Budgets for MDA** window in the list and push the **Add** button.
6. Click on the **Done** button to close the Add Shortcut window.

7. Select **Install Budgets for MDA** from the Shortcut Bar. A window showing all the companies will appear, as illustrated below.



8. To register MDA Budgets, enter your **8 Digit Registration Keys** in the fields provided (You will have received these Registration Keys with your purchase of MDA Budgets). This is required to enable use of MDA Budgets in companies other than the lesson company Fabrikam, Inc.

**Note:** The registration keys may have a built in expiry date. This information is displayed at the bottom of the window (to the left of the Install button).

9. Click on the **Register Button**, you will receive a message indicating that the Registration was successful.
10. The **Add Palette Items** option determines if the install should automatically place entries for MDA Budgets into the appropriate palettes. See Appendix A for more details.
11. The **Set Security** option will set default security for all users to access the alternate forms and reports. This will not replace existing security settings (i.e. will not grant a user access to posting screens if they had previously had access removed).
12. For SQL Installations, make sure the **Build Tables** option is ticked to create the tables on SQL, set permissions to them correctly and install stored procedures.
13. If this install is an upgrade from any previous version of MDA Budgets, or part of a Great Plains upgrade, make sure the **Upgrade Tables** option is ticked. The install window will automatically default this option to ticked if it detects a table upgrade is required.
14. Use the **Mark/Unmark**, **Mark All** and **Unmark All** buttons to mark all the companies to install MDA Budgets to. Finally, push the **Install** button.
15. The **MDA Budgets Install** item may now be removed from the Shortcut Bar.

## Overview

Budgets for MDA is a Nolan Computers add-on developed for Great Plains. It acts in a similar manner to the standard account budgets, but works with MDA groups and codes instead of just accounts.

Any number of budgets can be created and maintained. For each analysis group for each budget, the budget amounts and quantities can be held at either the analysis group level, or at analysis code level. At either level, budgets figures can also be kept at account level.

There are seven calculation methods for budgets. These methods will act at either the group level, or the code level, depending on which level the current analysis group is budgeted at. If the current analysis group is being budgeted at code level, a restriction on which codes the method applies to can be made.

If account level budgeting is also being used, the methods also recalculate the account level figures using predefined accounts.

## Setting Up a Budget

This section outlines the steps that are need to create a budget that budgets at group level, a budget that budgets at code level, and a group that budget at group level with account level detail. For more detailed information on each window, see the following sections.

### To set up a budget with budgeting at group level:

1. Open the MDA Budget Maintenance window from Cards | Financial | Budgets for MDA | MDA Budget Maintenance.
2. Enter or select a budget and choose actual or preliminary.  
Changes to actual budgets are permanent. When experimenting with a budget, always set it to preliminary.
3. Select a budget year.
4. Select an analysis group.
5. Press the Methods button to open the MDA Budget Calculation Methods window.
6. Select a calculation method and enter the appropriate information for that method.  
*See page 10 for more information on the calculation methods.*
7. Press the Calculate button to run the calculation process. The group level budget figures will be updated for the current analysis group.
8. Select File | Print, or press the print button at the top-right of the window. This will print the budget figures for the current budget and analysis group.
9. Press the Save button to save the budget.

### **To set up a budget with budgeting at code level:**

1. Run through the steps in the previous walkthrough to create a budget which budgets at group level.
2. Select the budget in the MDA Budget Maintenance window.
3. Change the Budget At option from Group Level to Code Level.
4. The program will ask you to confirm the change. Pressing 'Yes' will open the MDA Budget Group Rolldown window.
5. For each analysis code, enter a percentage. The Rolldown process will then set the budget figures of each code to the given percentage of the group level figures.  
The percentages must total 100%. The Total Percentage field will be red if the total is not 100%.
6. Press the Rolldown button to perform the Rolldown process.
7. Next change the Code ID option to 'Specify' and move through the code level budget figures.
8. To view the group level figures again, change the Code ID option to 'All'.
9. Select File | Print, or press the print button at the top-right of the window. This will print the budget figures for the current budget and analysis group.
10. Press the Save button to save the budget.

### To set up a budget with account level detail:

1. Run through the steps in the first walkthrough to create a budget which budgets at group level.
2. Select the budget in the MDA Budget Maintenance window.
3. Click the expansion button for the Group ID field. This will open the MDA Budget Account Defaults window.
4. Add as many accounts to the scrolling window as required, specifying a percentage for each account. An optional description can also be entered.  
*The percentages must total 100%. The Total Percentage field will be red if the total is not 100%.*
5. Click OK to save the account defaults for this group.
6. Mark the Account Level option. The program will ask you to confirm the change. Pressing 'Yes' will create the account level details based on the account defaults entered above.
7. The bottom scrolling window will now show the account level details for the current period. You can change period by clicking on a line in the Period Amounts scrolling window.
8. Select File | Print, or press the print button at the top-right of the window. This will print the budget figures for the current budget and analysis group, including the account level details.
9. If you wish to change the budgeting at Code level, the account level details will be recalculated for each code using the account defaults.
10. Press the Save button to save the budget.

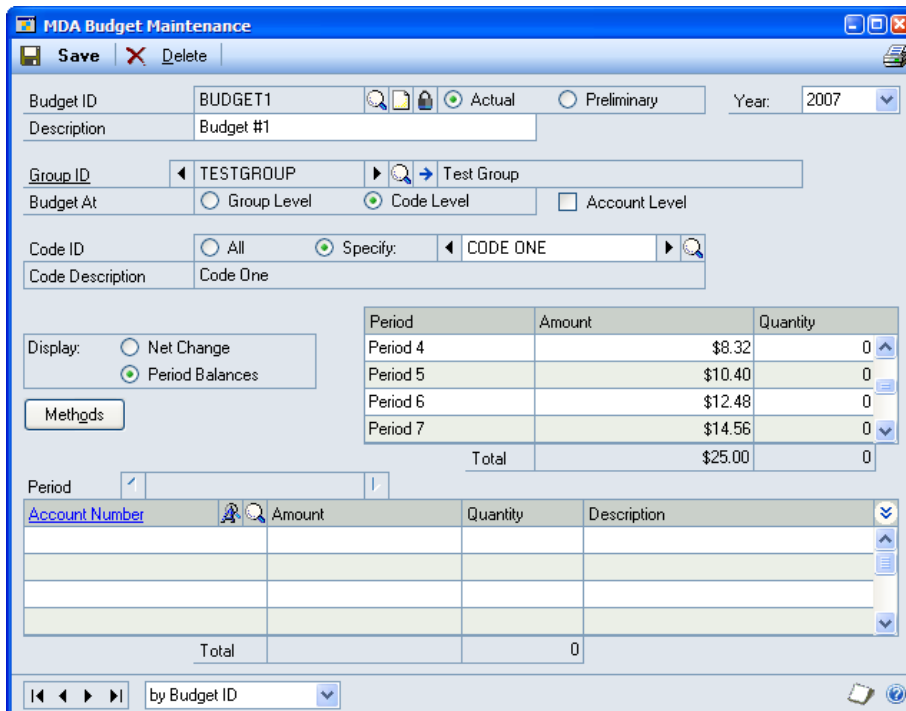
## Budget Maintenance

### MDA Budget Maintenance

#### Location

Cards | Financial | Budgets for MDA | MDA Budget Maintenance

#### Layout



| Period   | Amount  | Quantity |
|----------|---------|----------|
| Period 4 | \$8.32  | 0        |
| Period 5 | \$10.40 | 0        |
| Period 6 | \$12.48 | 0        |
| Period 7 | \$14.56 | 0        |
| Total    | \$25.00 | 0        |

#### Processing

The budget maintenance window is used to create budgets and maintain the budget amounts for each period and account. Budgets can either be preliminary or actual. Actual budgets should be used when you know the amounts are accurate and will not need to be changed. Changes to actual budgets are permanent.

Preliminary budgets should be used when experimenting with various calculations. If you decide to make the preliminary changes permanent, choose 'Actual' or click on the Save button. To cancel changes to a preliminary budget, push the Delete button and choose 'Revert'.

A password can be set on each budget to control access to it. Using the password is optional, but to set one on a budget, click on the Password Padlock button. A window will appear where you can enter a password. The password can be changed at any time. Once a password has been set, it will need to be entered before the budget can be viewed or modified.

The budget year can be any year set-up in Great Plains. If you change the year on an existing budget, all periods for the new year may not appear in the scrolling window. You will need to perform a calculation on the figures to correct this.

Budget figures are held for every analysis group for each budget created. For each group, you can decide whether to budget at the group level, or at the code level.

If you are budgeting at the group level, the Code ID fields will always be disabled and the calculation methods will apply to the group figures.

When budgeting at code level, the Code ID fields will be enabled, allowing you to view each code's figures individually. To view the group total figures, change Code ID to All. The scrolling window will then display the total figures for the group. These group level figures are not editable.

If a group is being budgeted at group level, it can be changed to code level at any time. When changing to code level, the MDA Budget Group Rolldown window will be displayed. This window allows the group amounts to be split over the analysis codes. See page 12 for more details on the MDA Budget Group Rolldown window.

A group can also be changed from budgeting a code level back to group level. When this is done, all code level figures are deleted, leaving just the group totals.

A budget at group or code level can also have additional account level detail. Default account numbers and percentages are entered in the MDA Budgets Account Defaults window. These are then used to create account level detail lines for each period.

The account level detail lines are maintained at either group or code level, depending on what level the budget is being budgeted at. The quantity field on each line will attempt to pick up the number of decimal places defined for the MDA Group and Account in the Account Analysis Defaults window.



The Account Analysis Defaults window can be opened using the MDA expansion button.

The Description field on a line is an editable text field used to describe the purpose for each account line. It is defaulted from the account defaults.

Additional account level lines can be entered manually by picking an account and entering the figures.

Group and code level figures will not be editable with account level detail. Instead, changes made to the account level figures will update the group and code level amounts.

Calculation methods always apply at the group or code level. All account level detail is recalculated from the default whenever a method is used.

Pressing the Delete button will delete the budget figures for the currently selected Budget ID and Group ID. If no Group ID is specified, the budget figures for all groups will be deleted. If there are no budget figures left against a Budget ID after deletion, you will be given the option to also delete the Budget ID itself.



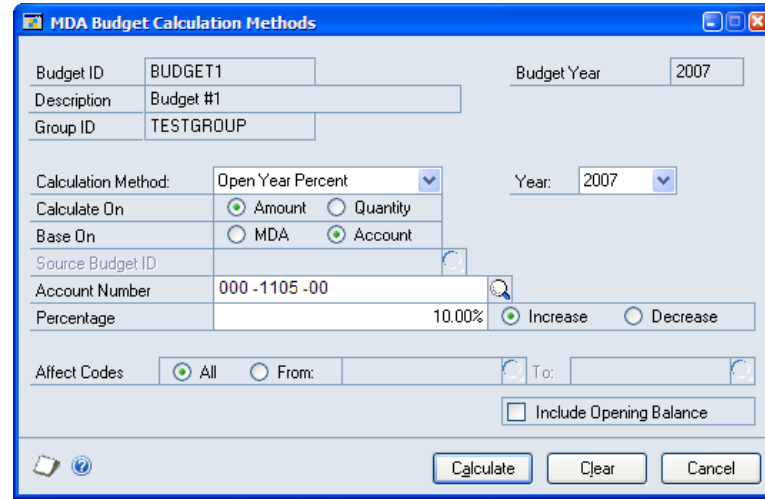
The print button at the top-right of the window will print the amounts for the current budget and group. This is the same as selecting File | Print. See page 19 for details on the report.

## MDA Budget Calculation Methods

### Location

Methods button from MDA Budget Maintenance.

### Layout



The screenshot shows a dialog box titled "MDA Budget Calculation Methods". It contains the following fields and controls:

- Budget ID: BUDGET1
- Description: Budget #1
- Group ID: TESTGROUP
- Budget Year: 2007
- Calculation Method: Open Year Percent (dropdown)
- Year: 2007 (dropdown)
- Calculate On:  Amount  Quantity
- Base On:  MDA  Account
- Source Budget ID: (empty)
- Account Number: 000 - 1105 - 00
- Percentage: 10.00%
- Increase/Decrease:  Increase  Decrease
- Affect Codes:  All  From: (empty) To: (empty)
- Include Opening Balance:
- Buttons: Calculate, Clear, Cancel

### Processing

There are seven calculation methods for budgets. These methods will act at either the group level, or the code level, depending on which level the current analysis group is budgeted at. If the current analysis group is being budgeted at code level, a restriction on which codes the method applies to can be made.

If the current analysis group also has account level detail, the account level lines are recalculated from the updated group or code level figures using the account level defaults.

A full description of the calculation methods is given in the table on the next page. Each of these methods can update either the amount or the quantity figures. Use the Calculate On option to change which one is updated.

| Option                  | Description   |
|-------------------------|---|
| Open Year Percent       | <p>Calculate a new budget based on the actual balances of any year that hasn't been closed, by changing them by a specified percentage.</p> <p>Select the year you want to base the calculations on from the Year list. Enter the percentage by which you want to change the amounts and whether you want to increase or decrease the selected year's amounts in the new budget.</p> <p>If adjusting the budget amounts, the balances used for the calculation can also come from an account. To set this, change the Base On field to Account. An account from which to take the balances will need to be supplied.</p> <p>The budget will be increased or decreased by the percentage you've entered, and the calculated amounts will become the new budget amounts. The actual account or MDA balances won't be affected in any way.</p> |
| Other Budget Percent    | <p>Use this method if you want to copy amounts from another budget and increase or decrease them by a set percentage for the new budget.</p> <p>Enter the ID for the source budget, the percentage by which you want to change the amounts, and whether you want the budget amounts to be increased or decreased.</p> <p>If adjusting the budget amounts, the budget figures can also be taken from an account budget. To set this, change the Base On field to Account. Then select to budget and account number from which to take the balances.</p>  |
| Percent Change          | <p>Calculate a budget based on the current budget amounts or quantities, increasing or decreasing the amounts by a certain percentage.</p> <p>For example, assume your current budget includes £100 for the beginning balance and £200 for each budget period. To decrease the budget by 20%, choose Percent Change as the calculation method, enter the percentage and indicate that you want the amounts decreased. The new budget amounts will include a beginning balance of £80 and period amounts of £160.</p>  |
| Amount Change           | <p>Calculate a budget by increasing or decreasing the current budget amounts or quantities by a specified amount (for posting accounts) or quantity (for unit accounts and quantities).</p> <p>Enter the specified amount and indicate whether you want the current budget amounts to be increased or decreased.</p>  |
| Set Amount              | <p>Enter an amount for each period included in the calculation.</p> <p>Enter the amount and indicate which periods you want included in the calculation. To include beginning balance amounts in the budget calculation, mark the option to include the beginning balances. If you mark this option, beginning balances for all balance sheet accounts will be included.</p>  |
| Yearly Budget Amount    | <p>Enter an amount to be equally divided among all the periods included in the calculation. To include beginning balance amounts in the budget calculation, mark the option to include the beginning balances. If you mark this option, beginning balances for all balance sheet accounts will be included. Enter the amount and specify the periods you want included in the calculation.</p> <p>For example, if you want to divide a yearly budget amount of £1,200 among open periods, enter the amount and choose an open year. The open periods each will have a balance of £100, assuming your fiscal year includes 12 periods (<math>£1,200/12 = £100</math>).</p>   |
| Historical Year Percent | <p>Calculate a budget based on a historical year's actual balances. You can calculate a budget by increasing or decreasing the amounts by a specified percentage. The actual account or MDA balances won't be affected in any way.</p> <p>Choose a year, enter the percentage and indicate whether you want the amounts to be increased or decreased.</p> <p>If adjusting the budget amounts, the balances used for the calculation can also come from an account. To set this, change the Base On field to Account. An account from which to take the balances will need to be supplied.</p> <p>This budget calculation method can only be used with accounts if you are keeping account history.</p>  |

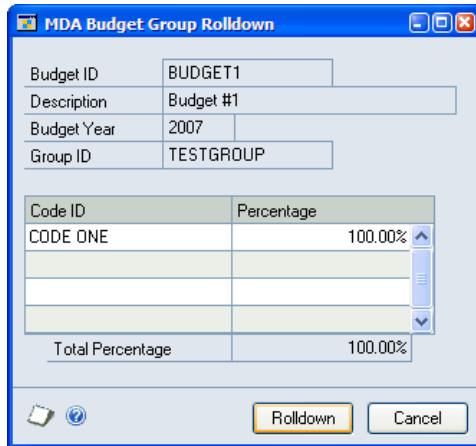


## MDA Budget Group Rolldown

### Location

Opens when changing Budget At from Group Level to Code Level.

### Layout



|             |           |
|-------------|-----------|
| Budget ID   | BUDGET1   |
| Description | Budget #1 |
| Budget Year | 2007      |
| Group ID    | TESTGROUP |

| Code ID          | Percentage |
|------------------|------------|
| CODE ONE         | 100.00%    |
|                  |            |
|                  |            |
|                  |            |
| Total Percentage | 100.00%    |

### Processing

When changing an analysis group from budgeting at group level to budgeting at code level, the MDA Budget Group Rolldown window opens. This displays a list of all the codes for the group with a percentage next to each code.

The percentage determines how much of the group's budget amounts will be rolled down to each code. The percentages must total 100%. Giving a code a percentage of 0% will mean no amounts will be rolled down to that code.

Pressing Cancel means the switching from group level to code level will be cancelled. The group will remain budgeted at group level.



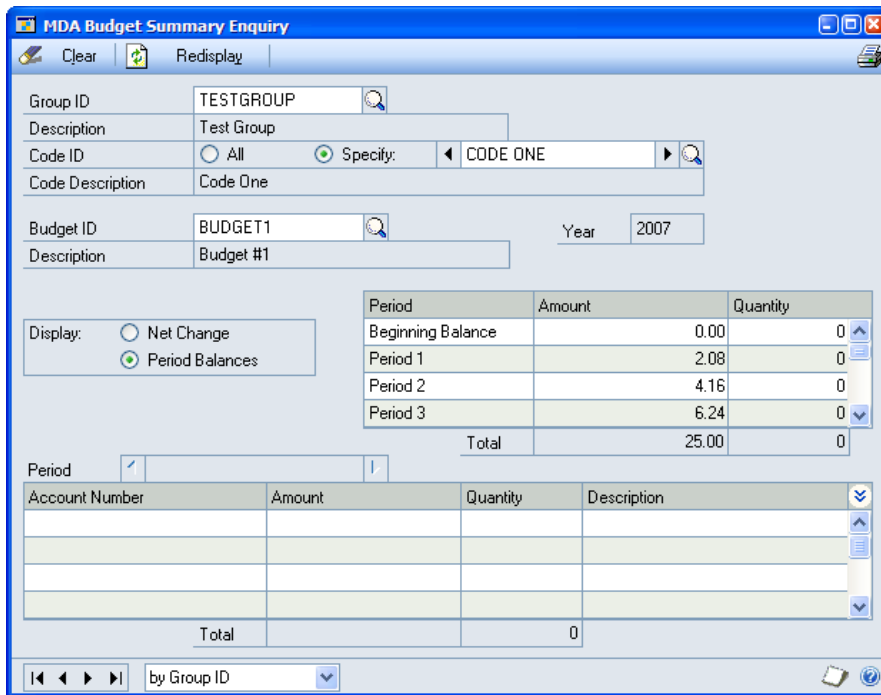
## Budget Enquiry

### MDA Budget Summary Enquiry

#### Location

Enquiry | Financial | Budgets for MDA | MDA Budget Summary

#### Layout



#### Processing

The MDA Budget Summary Enquiry window displays the budget amounts for any budget, analysis group and code. It is useful for viewing the budget figures, but you do not want to change them.

If account level detail is present, the account detail lines will be shown in the bottom scrolling window.

If the analysis group is budgeted at group level for the selected budget, the Code ID fields will be disabled.



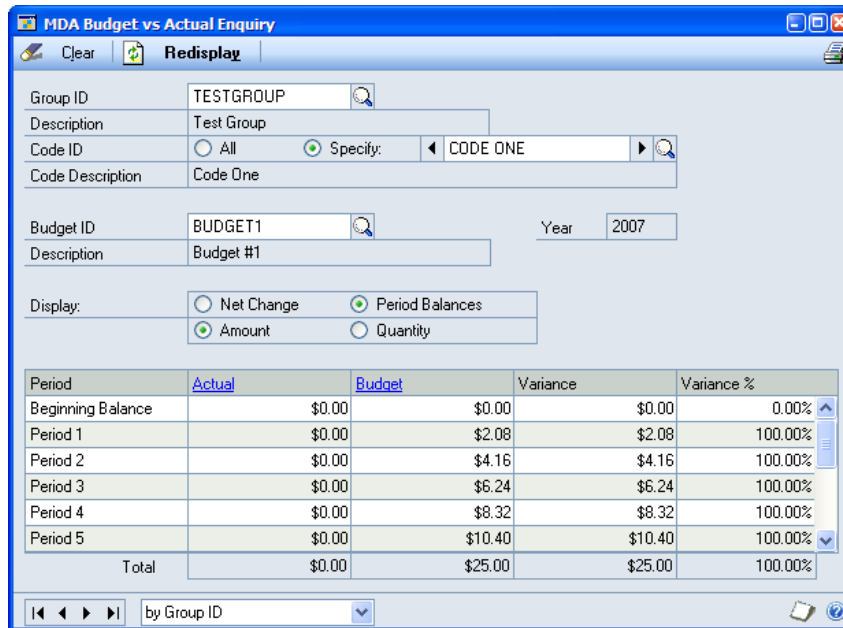
The print button at the top-right of the window will print the amounts for the current budget and group. This is the same as selecting File | Print. See page 19 for details on the report.

## MDA Budget vs Actual Enquiry

### Location

Enquiry | Financial | Budgets for MDA | MDA Budget vs. Actual

### Layout



The screenshot shows the 'MDA Budget vs Actual Enquiry' window with the following search criteria:

- Group ID: TESTGROUP
- Description: Test Group
- Code ID:  All  Specify: CODE ONE
- Code Description: Code One
- Budget ID: BUDGET1
- Description: Budget #1
- Year: 2007
- Display:  Net Change  Period Balances  Amount  Quantity

| Period            | Actual | Budget  | Variance | Variance % |
|-------------------|--------|---------|----------|------------|
| Beginning Balance | \$0.00 | \$0.00  | \$0.00   | 0.00%      |
| Period 1          | \$0.00 | \$2.08  | \$2.08   | 100.00%    |
| Period 2          | \$0.00 | \$4.16  | \$4.16   | 100.00%    |
| Period 3          | \$0.00 | \$6.24  | \$6.24   | 100.00%    |
| Period 4          | \$0.00 | \$8.32  | \$8.32   | 100.00%    |
| Period 5          | \$0.00 | \$10.40 | \$10.40  | 100.00%    |
| Total             | \$0.00 | \$25.00 | \$25.00  | 100.00%    |

### Processing

The MDA Budget vs Actual Enquiry window is used to view the budget and actual amounts for a particular group, code and budget. The variance amount and percentage is also displayed, so you can analyse the differences between the actual amounts and the budgeted amounts.

The display can also be switched to show quantities. The actual, budget, variance and variance percentage fields then display the quantity information.



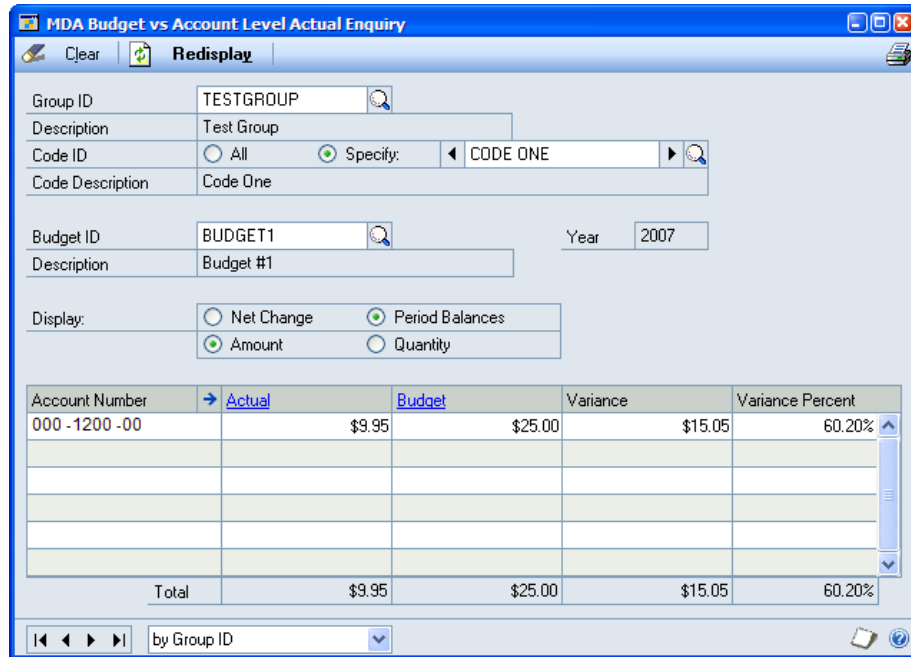
The print button at the top-right of the window will print the budget vs. actual amounts for the current budget and group. This is the same as selecting File | Print. See page 20 for details on the report.

## MDA Budget vs Account Level Actual Enquiry

### Location

Enquiry | Financial | Budgets for MDA | MDA Account Budget vs. Actual

### Layout



| Account Number | Actual | Budget  | Variance | Variance Percent |
|----------------|--------|---------|----------|------------------|
| 000 -1200 -00  | \$3.95 | \$25.00 | \$15.05  | 60.20%           |
| Total          | \$3.95 | \$25.00 | \$15.05  | 60.20%           |

### Processing

The MDA Budget vs. Account Level Actual Enquiry window is used to view the account level budget and actual amounts for a particular group, code and budget. The variance amount and percentage is also displayed, so you can analyse the differences between the actual amounts and the budgeted amounts.

The display can also be switched to show quantities. The actual, budget, variance and variance percentage fields then display the quantity information.

The scrolling window shows all the accounts that have budget or actual amounts for the current MDA group. The expansion button opens the MDA Budget vs Account Level Actual Periods window which displays the accounts figures for each period.



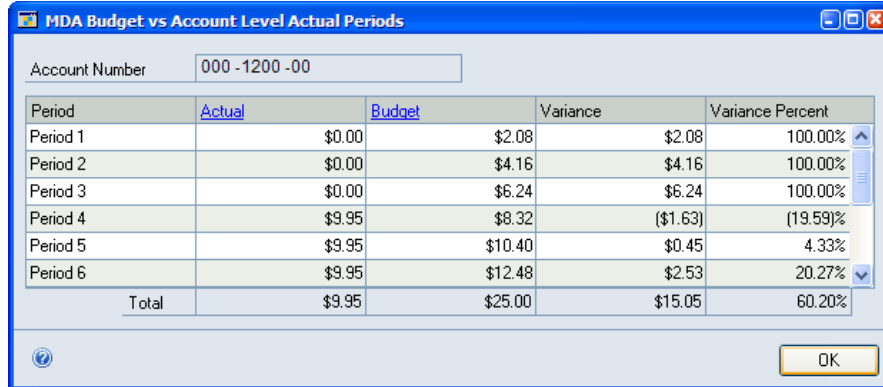
The print button at the top-right of the window will print the budget vs. actual amounts for the current budget and group. This is the same as selecting File | Print. See page 21 for details on the report.

## MDA Budget vs Account Level Actual Periods

### Location

Opened from the account number expansion button

### Layout



| Period   | Actual | Budget  | Variance | Variance Percent |
|----------|--------|---------|----------|------------------|
| Period 1 | \$0.00 | \$2.08  | \$2.08   | 100.00%          |
| Period 2 | \$0.00 | \$4.16  | \$4.16   | 100.00%          |
| Period 3 | \$0.00 | \$6.24  | \$6.24   | 100.00%          |
| Period 4 | \$9.95 | \$8.32  | (\$1.63) | (19.59)%         |
| Period 5 | \$9.95 | \$10.40 | \$0.45   | 4.33%            |
| Period 6 | \$9.95 | \$12.48 | \$2.53   | 20.27%           |
| Total    | \$9.95 | \$25.00 | \$15.05  | 60.20%           |

### Processing

The MDA Budget vs Account Level Actual Periods window displays the periods figures for an account in the MDA Budget vs Account Level Actual Enquiry window. Selecting a different account in the enquiry window will cause this window to update.

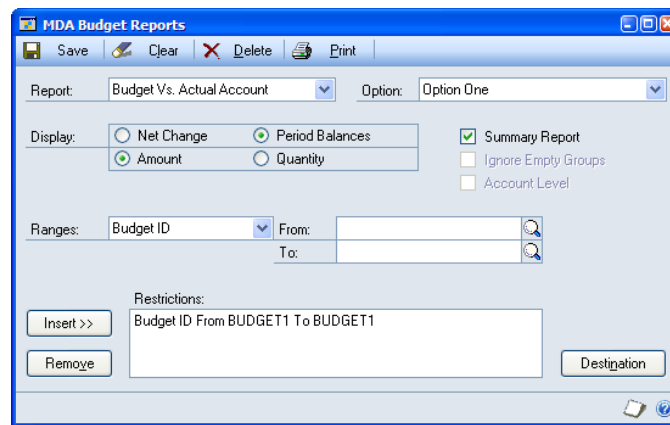
## Reports

### MDA Budget Reports

#### Location

Reports | Financial | Budgets for MDA | MDA Budget Reports

#### Layout



#### Processing

There are five reports that can be printed from the MDA Budget Reports window, the Budget Summary report, the Budget vs. Actual report, the Budget vs. Actual Account report, the Budget Analysis report and the Account Defaults report.

Any number of options can be defined for each report. The options define settings such as the range of analysis groups and codes to print, and the report's destination.

The Display options allow you to specify whether you want the Net Change amounts or the Period Balances shown on the report. This option is not applicable for the Budget Analysis report.

Whether to print the amounts or quantities can also be selected. This option is not applicable to the Budget Summary and Account Defaults reports.

The Summary Report tick box specifies whether the report will print in summary or not. See the information on the individual reports for details on how it affects the report.

The Ignore Empty Groups tick box can be used to restrict which analysis groups are printed. If it is ticked, analysis groups with no budget figures for the current budget will not be printed on the report. This does not apply to Budget Summary report, as it always ignores empty analysis groups, codes and periods.

For the Budget Summary report, the Account Level option indicates whether to show account level details. Any budget that does not include account level detail will not be printed with this option on.

The Ranges section enables you to specify from and to values for the Budget ID, Analysis Group and Analysis Code. The Restrictions window displays the current from and to values. The Insert and Remove buttons are used to add and delete the restrictions.

The Destination button opens a standard report destination window, which allows you to specify where the report should be printed to.

Once all the settings have been set up, the Print button will print the selected report. The current report option will also be saved when the report is printed.



## Budget vs. Actual Report

### Layout

```

System: 15/10/99 10:55:29 AM The World Online, Inc. Page: 1
User Date: 15/10/99 MDA BUDGET VS ACTUAL REPORT User ID: LESSONUSER1
General Ledger

Ranges: From: To:
Budget ID: FRED FRED
Group ID: SPARE SPARE
Code ID: First Last

Display: Period Balances
Budget Amount
  
```

```

-----
Group ID: SPARE Spare Group
Code ID: FRED Fred
Budget ID: FRED Fred
Year: 1999
-----

```

| Period          | Actual   | Budget     | Variance   | Variance Percent |
|-----------------|----------|------------|------------|------------------|
| Opening Balance | \$0.00   | \$120.00   | \$120.00   | 100.00%          |
| Period 1        | \$0.00   | \$240.00   | \$240.00   | 100.00%          |
| Period 2        | \$65.00  | \$360.00   | \$295.00   | 81.94%           |
| Period 3        | \$65.00  | \$480.00   | \$415.00   | 86.46%           |
| Period 4        | \$215.00 | \$600.00   | \$385.00   | 64.17%           |
| Period 5        | \$215.00 | \$720.00   | \$505.00   | 70.14%           |
| Period 6        | \$215.00 | \$840.00   | \$625.00   | 74.41%           |
| Period 7        | \$215.00 | \$960.00   | \$745.00   | 77.60%           |
| Period 8        | \$215.00 | \$1,080.00 | \$865.00   | 80.09%           |
| Period 9        | \$215.00 | \$1,200.00 | \$985.00   | 82.08%           |
| Period 10       | \$215.00 | \$1,320.00 | \$1,105.00 | 83.71%           |
| Period 11       | \$215.00 | \$1,440.00 | \$1,225.00 | 85.07%           |
| Period 12       | \$215.00 | \$1,560.00 | \$1,345.00 | 86.22%           |
|                 | \$215.00 | \$1,560.00 | \$1,345.00 | 86.22%           |

### Information

The Budget vs. Actual report displays the budget and actual amounts for analysis groups and codes. The variance amount and percentage are displayed, so you can analyse the differences between the actual amounts and the budgeted amounts.

When printed in detail, amounts for analysis codes are shown where the analysis group is budgeted at code level. When printed in summary, or where the analysis group is budgeted at group level, only the group level budget amounts are displayed.

Either the Net Change amounts, or the Period Balances can be displayed, depending on the setting on the window where the report is printed from.



## Budget vs. Actual Account Report

### Layout

|                 |                       |             |                                     |              |             |
|-----------------|-----------------------|-------------|-------------------------------------|--------------|-------------|
| System:         | 15/10/99              | 11:04:45 AM | The World Online, Inc.              | Page:        | 1           |
| User Date:      | 15/10/99              |             | MDA BUDGET VS ACTUAL ACCOUNT REPORT | User ID:     | LESSONUSER1 |
|                 |                       |             | General Ledger                      |              |             |
| Ranges:         | From:                 | To:         |                                     |              |             |
| Budget ID:      | FRED                  | FRED        |                                     |              |             |
| Group ID:       | SPARE                 | SPARE       |                                     |              |             |
| Code ID:        | First                 | Last        |                                     |              |             |
| Display:        | Period Balances       |             |                                     |              |             |
|                 | Budget Amount         |             |                                     |              |             |
| Budget ID       | Description           |             |                                     |              |             |
| -----           | -----                 |             |                                     |              |             |
| Group ID        | Description           |             |                                     |              |             |
| -----           | -----                 |             |                                     |              |             |
| Code ID         | Description           |             |                                     |              |             |
| -----           | -----                 |             |                                     |              |             |
| Account Number  | Description           |             |                                     |              |             |
| -----           | -----                 |             |                                     |              |             |
| Period          | Actual                | Budget      | Variance                            | Var. Percent |             |
| -----           | -----                 | -----       | -----                               | -----        |             |
| FRED            | Fred                  |             |                                     |              |             |
| SPARE           | Spare Group           |             |                                     |              |             |
| 000-1101-00     | Cash in Bank - Canada |             |                                     |              |             |
| Period 1        | \$0.00                | \$0.00      | \$0.00                              | 0.00%        |             |
| Period 2        | \$65.00               | \$0.00      | (\$65.00)                           | 0.00%        |             |
| Period 3        | \$65.00               | \$0.00      | (\$65.00)                           | 0.00%        |             |
| Period 4        | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 5        | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 6        | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 7        | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 8        | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 9        | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 10       | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 11       | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| Period 12       | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |
| -----           | -----                 | -----       | -----                               | -----        |             |
| Account Totals: | \$215.00              | \$0.00      | (\$215.00)                          | 0.00%        |             |

### Information

The Budget vs. Actual Account report displays the budget and actual amounts for budgets with account level detail. The variance amount and percentage are displayed, so you can analyse the differences between the actual amounts and the budgeted amounts.

When printed in detail, amounts for analysis codes are shown where the analysis group is budgeted at code level. When printed in summary, or where the analysis group is budgeted at group level, only the group level budget amounts are displayed.

Either the Net Change amounts, or the Period Balances can be displayed, depending on the setting on the window where the report is printed from.

# Budget Analysis Report

## Layout

System: 15/10/99 11:23:58 AM The World Online, Inc. Page: 1  
 User Date: 15/10/99 MDA BUDGET ANALYSIS REPORT User ID: LESSONUSER1  
 General Ledger

Ranges: From: To:  
 Budget ID: FRED FRED  
 Group ID: SPARE SPARE  
 Code ID: First Last

Display: Budget Amount

| Budget ID | Description | Actual | Current Period Budget | Variance | Var. %  | Actual   | Year To Date Budget | Variance   | Var. % |
|-----------|-------------|--------|-----------------------|----------|---------|----------|---------------------|------------|--------|
| -----     |             |        |                       |          |         |          |                     |            |        |
| Group ID  | Description |        |                       |          |         |          |                     |            |        |
| -----     |             |        |                       |          |         |          |                     |            |        |
| Code ID   |             | Actual | Current Period Budget | Variance | Var. %  | Actual   | Year To Date Budget | Variance   | Var. % |
| -----     |             |        |                       |          |         |          |                     |            |        |
| FRED      | Fred        |        |                       |          |         |          |                     |            |        |
| SPARE     | Spare Group |        |                       |          |         |          |                     |            |        |
| INFINITY  |             | \$0.00 | \$60.00               | \$60.00  | 100.00% | \$107.50 | \$660.00            | \$552.50   | 83.71% |
| LAST      |             | \$0.00 | \$60.00               | \$60.00  | 100.00% | \$107.50 | \$660.00            | \$552.50   | 83.71% |
| -----     |             |        |                       |          |         |          |                     |            |        |
|           |             | \$0.00 | \$120.00              | \$120.00 | 100.00% | \$215.00 | \$1,320.00          | \$1,105.00 | 83.71% |
| -----     |             |        |                       |          |         |          |                     |            |        |

## Information

The Budget Analysis report displays the budget vs. actual figures for the current period and the year-to-date total. The Great Plains user date is used when determining the current period.

When printed in detail, amounts for analysis codes are shown where the analysis group is budgeted at code level. When printed in summary, or where the analysis group is budgeted at group level, only the group level budget amounts are displayed.

Restrictions on the Analysis Code are also ignored when printing in summary.



## Account Defaults Report

### Layout

```

Date: 15/10/99          The World Online, Inc.      Page: 1
Time: 11:09:00 AM     MDA BUDGET ACCOUNT DEFAULTS      User: LESSONUSER1
                        General Ledger

Ranges:      From:      To:
Budget ID    FRED
Group ID     First      Last

Sorted By:   Budget ID/Analysis Group ID

Budget ID    Description
-----
Group ID     Description
-----
Account Number  Description      Percentage
-----
FRED          Fred
SPARE        Spare Group
000-1200-00   Accounts Receivable    50.00%
000-1260-00   Employee Advances      50.00%
  
```

### Information

The Account Defaults report displays the default accounts and percentages defined for each budget and MDA group.

Restrictions on the Analysis Code are ignored for this report.

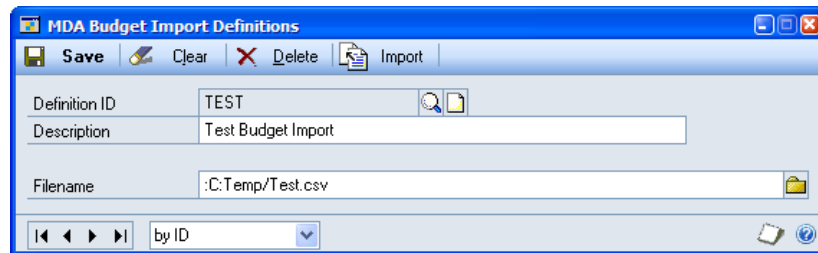
## Budget Import / Export

### MDA Budget Import Definitions

#### Location

Tools | Utilities | Financial | Budgets for MDA | MDA Budget Import

#### Layout



#### Processing

The MDA Budget Import Definitions window allows budget figures saved in a text file to be imported into the Budgets for MDA module. The import file must be in the correct format, which is the same as the export file format and is described below.

Any number of definitions can be created, each with a description and path to the import file. Pressing the Import button will run the import process for the current import definition.

Budget figures can be imported over the top of existing figures. In this case, the old figures are deleted first, then the new figures imported.

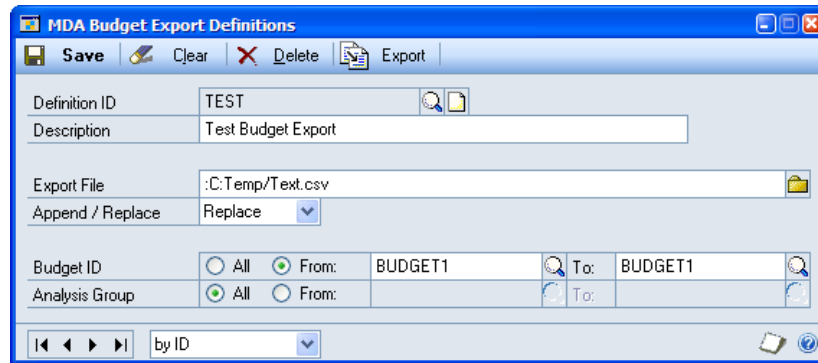
Figures can also be imported for budgets that do not exist

## MDA Budget Export Definitions

### Location

Tools | Utilities | Financial | Budgets for MDA | MDA Budget Export

### Layout



The screenshot shows the 'MDA Budget Export Definitions' window. It features a menu bar with 'Save', 'Clear', 'Delete', and 'Export'. The main area contains several fields: 'Definition ID' (TEST), 'Description' (Test Budget Export), 'Export File' (:C:\Temp\Text.csv), and 'Append / Replace' (Replace). Below these are sections for 'Budget ID' and 'Analysis Group', each with radio buttons for 'All' and 'From', and input fields for 'To:'. The 'Budget ID' 'From' field is set to 'BUDGET1'. At the bottom, there are navigation arrows and a dropdown menu set to 'by ID'.

### Processing

The MDA Budget Export Definitions window allows budget figures to be exported to a text file. The format of the file is described below.

Any number of definitions can be created. Each definition has a description, a file name to export to and an option for appending to or replacing the file. The budgets and groups export can also be restricted.

Pressing the Export button will run the export process for the current export definition.

## Import / Export File Format

The file format used for the budget import and export is defined below. The file is a text file with each field separated by a comma.

| Field                                    | Import Notes  |
|--|---|
| Budget ID                                | Budget ID will be created if it does not exist.   |
| Budget Year                              | Specifies the year that this budget will be set to.<br>If importing to an existing budget, this field can be left blank to leave the budget's year unchanged.                     |
| Group ID                                 |   |
| Code ID                                  | Optional. If present, budget will switch to budgeting at code level.  |
| Account Number                           | Optional. If present, budget will switch to budgeting with account level detail.  |
| Description                              | Optional. Only applicable with an Account Number.   |
| Number of Periods                        | The number of period fields in the import/export file. There should be this number of period amount fields and period quantity fields.<br>Does not include the beginning balance. |
| Beginning Balance Amount                 | Amount for the beginning balance period. Negative amounts are in the format -1.1  |
| Period Amounts (one field per period)    | Amounts for each period with one field per period. Negative amounts are in the format -1.1  |
| Beginning Balance Quantity               | Quantity for the beginning balance period. Negative quantities are in the format -1.1   |
| Period Quantities (one field per period) | Quantities for each period with one field per period. Negative quantities are in the format -1.1  |

The first part of the line contains the budget, group, code and account that the period figures are for. The last field shown here contains the number of periods in the import file:

```
"TEST",1999,"TEST","", "000-1100-00", "",12,
```

The second part is the period amounts. The first field shown here is the beginning balance. Then there is one field for each period:

```
0.00,50.00,0.00,75.00,0.00,50.00,0.00,25.00,25.00,33.50,0.00,0.00,8.00,
```

The last part is the period quantities. Again, the first field is the beginning balance, followed by one quantity field per period.

```
0,25,0,30,0,20,0,10,10,20,0,0,5
```

All these parts together make up one line in the import file. There can be any number of lines in an import file.

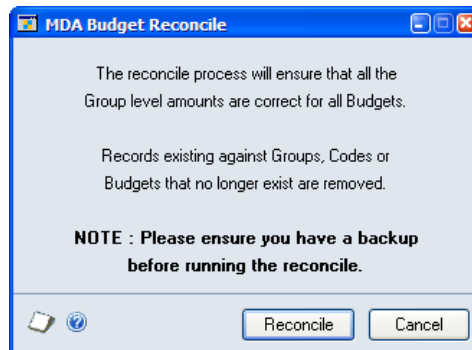
## Maintenance

### MDA Budget Reconcile

#### Location

Tools | Utilities | Financial | Budgets for MDA | MDA Budget Reconcile

#### Layout



#### Processing

The MDA Budget Reconcile first makes sure that analysis groups and codes exist for the MDA budget figures, and that accounts exist for account level figures. It then recalculates the code level amounts to match the sum on its account level figures, and finally recalculates the group level figures to match the sum on its code level amounts.

The reconcile process should be run after deleting any MDA analysis groups or codes, or any accounts used in budgeting.

## Appendix A: Great Plains modifications

The Budgets for MDA windows are available on the following menu for the companies selected during install:

### **Cards | Financial | Budgets for MDA**

MDA Budget Maintenance      Main budget maintenance window.

### **Enquiry | Financial | Budgets for MDA**

MDA Budget Summary      Enquiry window for budgets.

MDA Budget vs. Actual      Comparison of budget figures to actual analysis.

MDA Account Budget vs. Actual      Comparison of account level budget to actual.

### **Tools | Utilities | Financial | Budgets for MDA**

MDA Budget Reconcile      Reconcile procedure for budgets.

MDA Budget Import      Import process for budget figures.

MDA Budget Export      Export process for budget figures.

### **Reports | Financial | Budgets for MDA**

MDA Budget Reports      Reports window for budgets.

## Contact us

We welcome comments regarding the usefulness of the Nolan Business Solutions documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: [info@nolanbusinesssolutions.com](mailto:info@nolanbusinesssolutions.com).

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