Budget Workshop Assistant
Current Release - Version 2.32

Introduction

With the release of Version 2.15 you now have much more power available to you than you ever had before. Not only do you have improved import options from our General Ledger Files, but you also have new options that allow you to totally customize the appearance of your reports. This customization includes the titles at the top of the page and the titles at the top of each column.

Getting Started

When you first enter the Budget Workshop Assistant you will be advised that your printer might need to be reconfigured to COMPRESSED or CONDENSED print. This means that this report requires wide paper and if you are going to print on narrow paper you must configure your printer before attempting to print this report. Enter the appropriate acknowledgment once you have done so.

If you are entering the program for the first time you will be advised that no work file currently exists. To create the new and empty work file press the (F8) key. This will take you to the Other Options Menu. You must now execute Option 1 to create the empty work file.

Importing Files From Your General Ledger

To import data from your General Ledger System you must go to the Other Options Menu. This is accomplished by pressing the (F8) key when you are at the main screen. Option 2 on this menu will allow you to import data from your General Ledger System. Importing data is done by using your different file keys such as A96, T96, etc. You may import as many different years as you have on your General Ledger System. It does not matter in which order you import the different years. Once you have selected Option 2 you will be asked for the File Access Key. This is the three letter key that identifies the file year such as A96, T96, etc. You will next be asked for the beginning department number from which to start the import. This department number should be the department number of your first department containing income accounts. For the purpose of preparing the budget we only want income and expense accounts and we want to exclude asset and liability accounts. The default is department 300 since this is how we teach you to setup your chart of accounts.

Next you will be asked for the effective month of the import. When importing the current fiscal year it is often advantageous to import activity for the first half of the year. By doing this you would simply double the actual experience to project the full years experience. If you want to do this enter the month through which you want this import to be effective. Leave this entry with a value of zero to import year-to-date activity. You may import files as many times as necessary to obtain updated information. When doing an import the following data will be received:

General Ledger Account Number
General Ledger Account Title
General Ledger Account Type Code
Original Budgeted Amount
Amended Budgeted Amount
Actual Experience

Creating the New Years File

Once you have completed the import process you are ready to create the new years information area. This is done by selecting Option 3 on the Other Options Menu. Once you have selected Option 3 you will be asked for the File Access Key of the year from which the new year should be built. This should normally be the File Access Key of the current fiscal year. Next you must enter the File Access Key to be assigned to the new fiscal year. You will be asked to verify the accuracy of the data you entered and upon doing so the new year will be built.

The main screen of the Budget Workshop Assistant

The main screen of the Budget Workshop Assistant has the look and feel of a spread sheet, but in this case you can only update the right most column. This column should contain the budget numbers for the upcoming fiscal year.

The top left of the screen will indicate all of the years that have been imported into the system. The middle two columns display data for the current fiscal year. You can look at numbers from previous fiscal years by using the TAB key. Use SHIFT and TAB to move backwards in time and use only the TAB key to move forwards.

At the top middle of the screen you will see any Scan Limits that are currently in effect. Scan Limits can be activated by pressing the (F7) key. This will allow you to isolate on a particular fund or department. When Scan Limits are in effect the totals at the top of the screen will represent only those accounts, and any printing to be done will be restricted to those accounts. Scan Limits can be cleared by pressing the (F7) key and entering zeroes for the fund number.

Updating the New Years Budget Information

To manually enter the new budget you need only move through the file by using your up and down arrow keys and your page up and page down keys. To update a particular item simply highlight that item, press the (ENTER) key, enter the desired value and press either (ENTER), up arrow, or down arrow. You will notice that as you make entries the totals at the top of the screen are changed immediately.

Mass Formula Calculation - Save yourself some time!

In the Other Options Menu there is an option called Mass Formula Calculation. This option will allow you to set the new years budget based on the current budget in another fiscal year. You have the option of setting the new values equal to the old or increasing or decreasing them via a percentage. You can also limit these adjustments to funds, departments, line items, or a combination of the three.

Once you have selected this option you will be asked for the File Access Key of the year from which the calculations are to be based. Next you will be asked for an action code which will tell the program to either increase (+), decrease (-), or set the new budget equal (=) to the old figures. If you entered (+) or (-) you will be asked for the percentage of change. To enter 3 percent you must enter “3.00000”. To enter 4 and one half percent you must enter “4.50000”.

Next you will be asked for the type of rounding to be used. In most cases I would tell the computer to round to the highest dollar. Next you will be asked to select the type of accounts to be processed. You can select both income and expense accounts or you can isolate on one of the two.

The next series of questions relates to account number ranges to be processed based on fund, department, and line item numbers. You can enter an upper and lower limit for each group and by doing so you can select the accounts to be effected. Remember too that you can do multiple calculations and one calculation run will not effect a previous calculation run if the options entered are correct. A good example of this is manipulating the payroll budget. For example is all of your salary related line item numbers ranged from 100 to 199, your employer matching line item numbers ranged from 230 to 250, and you wanted to increase only these accounts by five percent while setting all of the other budget figures to a three percent increase. You would accomplish this by doing the following three adjustments:

Process 1 - Process the entire file telling the system to increase all values by three percent. When entering the Fund, Department and Line Item ranges enter zeroes for the low ranges and nines for the high ranges.

Process 2 - Process a limited portion of the file telling the system to increase all values by five percent. When entering the Funds, Department and Line Item ranges leave the fund and department ranges wide open by putting in zeroes for the low limit and nines for the high limit, and then set the Line Item low limit to 100 and the high limit to 199.

Process 3 - Process a limited portion of the file telling the system to increase all values by five percent. When entering the Fund, Department and Line Item ranges leave the fund and department ranges wide open by putting in zeroes for the low limit and nines for the high limit, and then set the Line Item low limit to 230 and the high limit to 250.

Finally you will be asked to verify the accuracy of your entries and upon doing so your request will be processed.

Printing a Report

We have gone to a lot of trouble to give you as many report printing options as possible. To print a report you must first press the (F5) key which will take you to the screen where you can customize your report parameters. On our report you have room for the following for each line item printed:

General Ledger Account Number
General Ledger Account Title
Six Columns of Information

What goes into the six available columns is completely up to you and you use the File Access Keys and the Data Field Selection Codes to define them. The most common column definition for this report is as follows:

Column 1 - Previous Years Current/Amended Budget
Column 2 - Previous Years Actual Experience
Column 3 - Current Years Original Budget
Column 4 - Current Years Current/Amended Budget
Column 5 - Current Years Actual Experience through first half of year
Column 6 - Proposed (New/Amended) Budget for the new year

If your fiscal begins on January 1, 1997, your column definition might look something like this:

Field	Key	Field-Title	Selection
(1)	A95	Year - 1995	1
(2)	A95	Year - 1995	2
(3)	A96	Year - 1996	3
(4)	A96	Year - 1996	1
(5)	A96	Year - 1996	2
(6)	A97	Year - 1997	1

If your fiscal year began on October 1, 1997, your column definition chart mike look something like this:

Field	Key	Field-Title	Selection
(1)	A95	1995 - 1996	1
(2)	A95	1995 - 1996	2
(3)	A96	1996 - 1997	3
(4)	A96	1996 - 1997	1
(5)	A96	1996 - 1997	2
(6)	A97	1997 - 1998	1

The column entitled “Field-Title” refers to the title that will appear at the top of each column, right below the pre-programmed entry that defines the Data Field Selection Code.

The bottom half of the screen allows you to define other miscellaneous options that will allow you to print different types of reports. Any changes that you make to any of the configuration fields will remain until you change them. To update the fields on this screen press the (F4) key.

Report Titles

Pressing the (F3) key while on the Print Control Screen will cause a screen to appear which will allow you to modify the report title. The system comes with a pre-programmed title, but you can change that title, and possibly add a few more, to suit your requirements. As you will see the report can accommodate three title lines and you can define them. The first line is required, even though you may change the contents of the title, while the second and third are optional. If you put something in all three titles you will get three title lines. If you put something in the second title but not the third, you will get only two title lines. If you put something in the third title and leave the second title blank, the report will skip a line between the first and third title line.

Line Items that no longer exist

It is not uncommon that line items are dropped from your chart of accounts as you enter into a new fiscal year. When this happens it causes a problem in that we don’t want the line item to show up in the column for the current year, but we do need it to show up in the appropriate columns so that the totals will be correct. When a line item has been eliminated from a fiscal year, the word “Eliminated” will appear in the area where the amount would have been printed. If you do not like the word “Eliminated” and would like to change the word displayed to another value, you can do this on the same screen where you were able to change your report titles. When making this entry you will probably want to right justify your entry so that your report will look more attractive. If you decide to change the value of this entry, you might want to experiment with the actual printing of the report until you get the results you desire.

Printer Assignment and Control

While on the Print Control Screen you will notice that your current printer assignment is displayed at the bottom of the screen. This is the printer, or spool file (MINE-999) that your printed output will be directed to. Pressing the F10 key while holding down the SHIFT key will cause a screen to appear that will allow you to change your printer assignment and view your spool file, if you have been using it..

Actually Printing the Report

If all of your parameters are correct, and you are on the Print Control Screen, press the (F10) key to start the printing of the report.