

The Score

Volume 20 Issue 4

Ledger: A Budgeting and Forecasting Primer

Setting baseline target budgets for your sales and costs is important in managing your business. Adagio Ledger provides many flexible methods for entering these amounts.

To manually change budget amounts, from the Edit menu, select Budget Data. There is a second set of budget amounts called Forecasts that are independent of the budget numbers, and both can be used to track different budget values, such as “beginning of year vs. current budgets”.

Annual budget and forecast totals may be added to the main grid by using the column editor. Highlight an account and click the “View” button to look at the values or use the “Edit” button to make changes.

Editing can be done for a single account at a time, or for multiple accounts in a sequence. Companies that use departments can enter budgets for a particular account and each department in a sequence, or for a particular department and each account in sequence. If changes will be made to a set of non-sequential accounts, select Specify account to enter the Account and Department Codes in the target account fields. Budgets may be edited for the current fiscal year or the next fiscal year if it is open, only one year at a time. Please also note that Historical budgets are accessible from import.

The inquiry account is usually the same as the edited account, displaying amount information at the bottom left of the screen, though this could be a base account from which changes are determined. To ensure the edited and inquiry accounts are in sync when entering a sequence of budgets, choose to auto-advance the inquiry account.

There are six ways to update budget amounts. Simple methods include applying an annual total budget across all fiscal periods, the same amount into each period budget, or entering values into each period specifically. More complex methods include incrementing amounts from the previous period with net or percentage changes, or moving values from existing net changes or budgets or forecasts from any fiscal year, either as is, or with modifications. If any of the period budgets have new numbers, the amounts will be displayed in red font, and the “OK” button will also morph into an “Apply” button, which must be clicked to save the changes. This makes it easy to see if amounts have changed.

Using the “Previous” or “Next” buttons will open the next account in sequence but will not save any changes.

Manual entry for non-zero budgets provides protection against accidentally updating

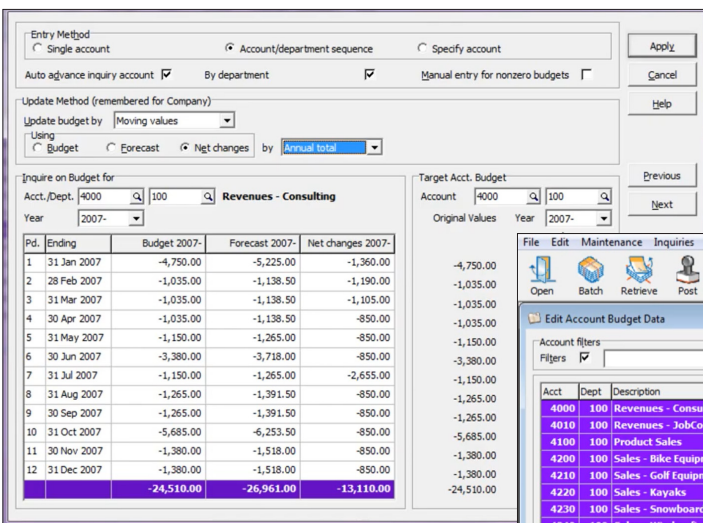
existing budgets while entering in sequence. The saved update method is initially ignored, and the current budget appears instead. Inputting a new budget can still be performed and saved as usual.

To quickly reset a budget amount to zero for one, many, or even all accounts (for only the most recent fiscal calendar), multi-select the desired accounts and click the “Clear” button. Also, quickly transfer amounts for selected accounts from budget to forecast, or forecast to budget, using the “Copy” button.

After all the amounts are defined, use the Company Profile to lock budgets and forecasts from being changed, regardless of the user’s security access.

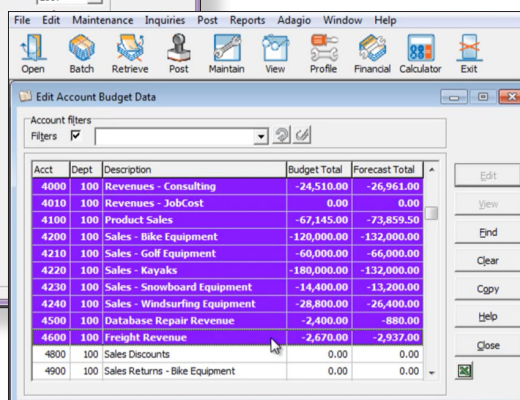
By properly defining Budgets, you can easily track when revenues and expenses are over forecast.

You can see a video of this primer on Softrak’s YouTube Channel here:
<https://youtu.be/8m2iFGLg4cE>



Pd.	Ending	Budget 2007-	Forecast 2007-	Net changes 2007-
1	31 Jan 2007	-4,750.00	-5,225.00	-1,360.00
2	28 Feb 2007	-1,035.00	-1,138.50	-1,190.00
3	31 Mar 2007	-1,035.00	-1,138.50	-1,105.00
4	30 Apr 2007	-1,035.00	-1,138.50	-850.00
5	31 May 2007	-1,150.00	-1,265.00	-850.00
6	30 Jun 2007	-3,380.00	-3,718.00	-850.00
7	31 Jul 2007	-1,150.00	-1,265.00	-2,655.00
8	31 Aug 2007	-1,265.00	-1,391.50	-850.00
9	30 Sep 2007	-1,265.00	-1,391.50	-850.00
10	31 Oct 2007	-5,685.00	-6,253.50	-850.00
11	30 Nov 2007	-1,380.00	-1,518.00	-850.00
12	31 Dec 2007	-1,380.00	-1,518.00	-850.00
		-24,510.00	-26,961.00	-13,110.00

To quickly reset a budget amount to zero, multi-select the desired accounts and click the “Clear” button.



Acct	Dept	Description	Budget Total	Forecast Total
4000	100	Revenues - Consulting	-24,510.00	-26,961.00
4010	100	Revenues - JobCost	0.00	0.00
4100	100	Product Sales	-67,145.00	-73,859.50
4200	100	Sales - Bike Equipment	-120,000.00	-132,000.00
4210	100	Sales - Golf Equipment	-60,000.00	-66,000.00
4220	100	Sales - Kayaks	-180,000.00	-132,000.00
4230	100	Sales - Snowboard Equipment	-14,400.00	-13,200.00
4240	100	Sales - Windsurfing Equipment	-28,800.00	-26,400.00
4500	100	Database Repair Revenue	-2,400.00	-880.00
4600	100	Freight Revenue	-2,670.00	-2,937.00
4800	100	Sales Discounts	0.00	0.00
4900	100	Sales Returns - Bike Equipment	0.00	0.00

There are six ways to update budget amounts.

Brought to you by...



BAMPH Consulting Services
29A Microsoft Drive, Elizabeth Park
Christ Church BB15092 Barbados
Tel: (246) 230-5277
(246) 271-0681 / 2
Email: PeterB@BAMPH.biz
Web: www.BAMPH.biz

Can't Edit Posted OE Invoice

Question: In the Company Profile, we turned ON the option: Allow editing of invoices/credits. In the Allowable editing fields, we turned ON every field. The user belongs to a Security Group which has full rights in OE.

Yet, when I double click on a posted Invoice to add a Reference (PO #), we still are unable to edit the field. In fact, all the fields are still read-only. What am I missing?

Answer: Like all Templates, the Company Profile and/or Maintenance | Template are only applicable to any new Security Groups. For existing Security Groups, edit the Template and then select the Editable Fields tab. Here you need to select which things this group can edit.

Multiple Items on Invoice Spec

Question: I have a very basic invoice specification file and I have 6 invoice items to add to the invoice. However I can't seem to get the invoice to display more than 5 of the 6 items, no matter how I shift things around on the spec. There is more than enough room on the page, and I'd rather not have the lines all squished together. What is wrong with my spec that's preventing all of the items from displaying?

Answer: In general with invoice specifications, the number of details that print on a form will depend on the heights of the header, detail and footer sections. Subtract the height of the header and footer sections from the total page height to get the remaining amount reserved for details. Then divide this remaining amount by the height of the detail section to get the approximate maximum number of details per page.

There is nowhere in Adagio Invoices specs (or any other spec form type except AP check advices) to set a maximum number of details per page. So the solution has to do with section heights.

If you can only get 5 or so details on a single page, this likely means that either your header or footer sections are quite large, or similarly the height of the detail section is quite large.

You would need to determine how to organize the information so that the section heights can be made smaller, in order to fit more details on the page.

If you feel there is more than enough room on the page to accommodate details, then perhaps start with the detail sections and respective heights on the spec. This may require some assistance from your Adagio consultant.

Restore Deleted Invoice Batches

Question: Is there a way to restore cancelled or deleted batches in the Invoices module?

Answer: Yes. Recover Batches has been added as a feature in the Invoices 9.3B which was released this past fall.

There is also an option in the Security Group: Delete Batch, that can be set to prevent the accidental deletion of batches.

Access Violation in OrderEntry

Question: On one Adagio User Profile, no matter what workstation they log into they get this error:

"Access violation at address 00409CB4 in module OrderEntry.exe'. Read of address FFFFFFFFC"

This only happens when they try to search a historical invoice more than once in a session in the OE module. It is not her workstation as others logged into OE on it and it worked fine.

Answer: Ask your IT technician to delete and then recreate the user's network profile. This should resolve the problem.

You can find more tips like this in the Softrak Technical Support Forum at www.softrak.com through the Client Portal.