

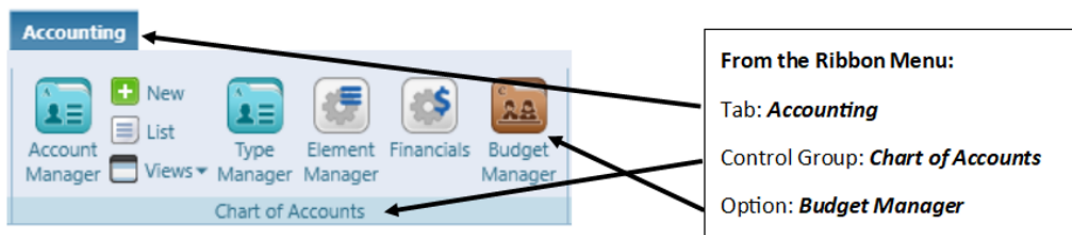
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## How Do You Use the Budget Manager?

Tammy Mason - 2022-07-19 - in Accounting

### How Do You Use the Budget Manager?



### Budget - Sort by Number

List shows general ledger accounts that are associated with the P & L (Profit and Loss) based on their type.

The image shows a screenshot of the 'Budgets' list view in a software application. The list is sorted by 'Number' and displays the following data:

Number	Description	Type	Status
300	Gross Sales	Income	Active
301	Sales-Inventory	Income	Active
302	Trade Discounts Allowed	Income	Active
305	Sales Ret and Allowances	Income	Active
306	Cash Short or Over	Income	Active
307	Sales Inventory Owned By Customers	Income	Active

There is an optional balance column that will show the balance of the account based on the date selection of "This Fiscal Year".

### Budget Manager - Views- Budget

Account 300 - Gross Sales		Expected credit balances are shown as negatives		
Next Fiscal Year	Fiscal Ending Month = 12/December	Update All Accounts		
	Current	New	Change %	Account Balance
Fiscal	\$ 0.00	\$ 134,000.00 <a href="#">Edit</a>	0.00 % <a href="#">Edit</a>	\$ 0.00
January	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00
February	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00
March	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00
April	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00
May	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00
June	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00
July	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00
August	\$ 0.00	<input type="text" value="\$11,166.67"/>	<input type="text" value="0%"/>	\$ 0.00

The date range options for entering budgets are:

- Next Fiscal Year

This is for future budget planning. Only one future “Next Fiscal Year” is available at a time.

- This Fiscal Year

This is the current fiscal year (the year currently open). This means the date has not moved past the last day or the fiscal closing month listed in System Preferences.

- Fiscal Ending XXX-XXXX



Historical fiscal years (which have ended). There could be multiple of these and how many depends on how many fiscal records are in each database.

This is where budgets can be entered for each P&L associated account. The user has the option of entering a different value for each month or entering a fiscal budget and allowing the system to evenly distribute the amount. When updating an existing budget, a change percent can also be used to calculate a new budget at a monthly level or at a fiscal level. Saving the values shown on the window will update the Current Column based on the New Column.

### **Budget Update \$**



Changing the value in the month 1 Budget field will give an option under the red icon to copy all months. This is an attempt to assist with entering the

same values for all 12 months.

Account 300 - Gross Sales		Expected credit balances are shown as negatives		
Next Fiscal Year	Fiscal Ending Month = 12/December	<a href="#">Update All Accounts</a>		
	Current	New	Change %	Account Balance
Fiscal	\$ 0.00	\$ 134,000.00 <a href="#">Edit</a>	0.00 % <a href="#">Edit</a>	\$ 0.00
January	\$ 0.00	<input type="text" value="\$11,166.67"/> 	0% 	\$ 0.00
February	\$ 0.00	<input type="text" value="\$11,166.67"/>	0%	\$ 0.00
March	\$ 0.00	<input type="text" value="\$11,166.67"/>	0%	\$ 0.00
April	\$ 0.00	<input type="text" value="\$11,166.67"/>	0%	\$ 0.00
May	\$ 0.00	<input type="text" value="\$11,166.67"/>	0%	\$ 0.00
June	\$ 0.00	<input type="text" value="\$11,166.67"/>	0%	\$ 0.00
July	\$ 0.00	<input type="text" value="\$11,166.67"/>	0%	\$ 0.00
August	\$ 0.00	<input type="text" value="\$11,166.67"/>	0%	\$ 0.00

### Budget Update %

Changing the value in the month 1 Budget field will give an option under the red icon to copy all months. This is an attempt to assist with entering the same values for all 12 months.

Account 300 - Sales		Expected credit balances are shown as negatives		
Next Fiscal Year	Fiscal Ending Month = 12/December	<a href="#">Update All Accounts</a>		
	Current	New	Change %	Account Balance
Fiscal	\$ 13,400,000.00	\$ 13,455,833.33 <a href="#">Edit</a>	0.42 % <a href="#">Edit</a>	\$ 0.00
January	\$ 1,116,666.67	<input type="text" value="\$1,172,500.00"/> 	<input type="text" value="5%"/> 	\$ 0.00
February	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
March	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
April	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
May	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
June	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
July	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
August	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
September	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
October	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00
November	\$ 1,116,666.67	<input type="text" value="\$1,116,666.67"/>	0%	\$ 0.00

### Fiscal Update \$

Clicking on the blue budget link above the fiscal budget amount will provide the user with a popup selection box. This is an attempt to assist with entering the same values for all 12 months.

Account 300 - Gross Sales		Expected credit balances are shown as negatives		
Next Fiscal Year	Fiscal Ending Month = 12/December	<a href="#">Update All Accounts</a>		
	Current	New	Change %	Account Balance
Fiscal	\$ 134,000.00	\$ 134,000.00 <a href="#">Edit</a>	0.00 % <a href="#">Edit</a>	\$ 0.00
January	\$ 11,166.67	\$11,166.67	0%	\$ 0.00
February	\$ 11,166.67	\$11,166.67	0%	\$ 0.00
March	\$ 11,166.67	\$11,166.67	0%	\$ 0.00
April	\$ 11,166.67	\$11,166.67	0%	\$ 0.00
May	\$ 11,166.67	\$11,166.67	0%	\$ 0.00
June	\$ 11,166.67	\$11,166.67	0%	\$ 0.00
July	\$ 11,166.67	\$11,166.67	0%	\$ 0.00
August	\$ 11,166.67	\$11,166.67	0%	\$ 0.00

### [Fiscal Update %](#)

Clicking on the blue change % link above the fiscal change % value will provide the user with a popup selection box. This is an attempt to assist with entering the same values for all 12 months.

Account 300 - Gross Sales		Expected credit balances are shown as negatives		
Next Fiscal Year	Fiscal Ending Month = 12/December	<a href="#">Update All Accounts</a>		
	Current	New	Change %	Account Balance
Fiscal	\$ 134,000.00	\$ 134,000.00 <a href="#">Edit</a>	0.00 % <a href="#">Edit</a>	\$ 0.00
January	\$ 11,166.67	\$11,166.67		<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Change % Fiscal Update</b></p> <p>Updates the Change % on all months with a Current Budget Amount</p> <p style="text-align: center;"><b>Budget</b></p> <p>Current Fiscal    \$ 134,000.00</p> <p>Change %        <input type="text" value="0%"/></p> <p>New Fiscal        \$ 134000.00</p> <p style="text-align: right;"><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p> </div>
February	\$ 11,166.67	\$11,166.67		
March	\$ 11,166.67	\$11,166.67		
April	\$ 11,166.67	\$11,166.67		
May	\$ 11,166.67	\$11,166.67		
June	\$ 11,166.67	\$11,166.67		
July	\$ 11,166.67	\$11,166.67		
August	\$ 11,166.67	\$11,166.67		

### [Update Window](#)

The blue Update All Accounts link will provide the user an Update window that will allow them to update all P&L accounts if desired. There are two possible ways to update all P&L Accounts: by a specified % or by copying the values from a previous year.

**Account 300 - Gross Sales** Expected credit balances are shown as negatives

Next Fiscal Year ▼ Fiscal Ending Month = 12/December [Update All Accounts](#)

**[Update all Accounts by %](#)**

Select Data to Update ?

Update Close

**Budget Change**

Change select budget % ▼

Change % 3%

<input type="checkbox"/>	Code	Description	Current	Change %	Change Amount	New
<input type="checkbox"/>	300	Gross Sales	(\$1,000,000.00)	0%	\$0.00	\$0.00
<input type="checkbox"/>	301	Sales-Inventory	(\$1,000,000.00)	0%	\$0.00	\$0.00
<input type="checkbox"/>	302	Trade Discounts Allowed	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	305	Sales Ret and Allowances	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	306	Cash Short or Over	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	307	Sales Inventory Owned By Cus	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	310	Freight Billed	(\$50,000.00)	0%	\$0.00	\$0.00
<input type="checkbox"/>	312	Insurance Chgd Customer	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	400	Cost of Sales-Drop Shipmt	\$500,000.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	401	Cost of Sales - Inv Items	\$500,000.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	402	Cost of Sales - Count Adjustm	\$10,000.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	403	Cost of Sales - Standard Cost	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	404	Purchases-Before Computer	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	405	Purch Returns and Allow	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	406	Cost of Sales - Billed Cost Var	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	407	Cost of Sales - Owned By Cus	\$0.00	0%	\$0.00	\$0.00
<input type="checkbox"/>	410	Freight Paid on Purchases	\$35,000.00	0%	\$0.00	\$0.00

Update all accounts will give the user the option to update all P&L associated accounts by a certain percentage rate. Only those accounts with a current value can be increased or decreased by a percentage rate.

**[Copy Budget Amounts](#)**

Select Data to Update						
Update Close						
Budget Change		Code	Description	Copy From This Fiscal Year	To Next Fiscal Year	Difference
<input type="checkbox"/>	300	Gross Sales		(\$1,000,000.00)	\$0.00	(\$1,000,000.00)
<input type="checkbox"/>	301	Sales-Inventory		(\$1,000,000.00)	\$999,999,999.99	(\$1,000,999,999.99)
<input type="checkbox"/>	302	Trade Discounts Allowed		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	305	Sales Ret and Allowances		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	306	Cash Short or Over		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	307	Sales Inventory Owned By Cu:		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	308	Income from Testing		(\$36,000.00)	(\$48,000.00)	\$12,000.00
<input type="checkbox"/>	310	Freight Billed		(\$50,000.00)	\$0.00	(\$50,000.00)
<input type="checkbox"/>	312	Insurance Chgd Customer		\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	400	Cost of Sales-Drop Shipmt		\$500,000.00	\$0.00	\$500,000.00

Update all accounts will also give the user the option to copy a budgets from one fiscal period to another. All accounts can be selected to be copied, or individual accounts can be selected.

## Budget P&L Reports

Cost Center budgeting is not available. The cost center control is not an option in the Budget Reports.

Waterloo Specialties					
Profit & Loss - Standard		2/7/2019			
Date Selected: As of 12/31/2019					
		Balance	Budget	Variance	Variance %
<b>Income</b>					
300	Gross Sales	\$11,258.47	\$0.00	\$11,258.47	0.00%
302	Trade Discounts Allowed	-\$350.52	\$0.00	\$350.52	0.00%
600	Cash Discounts	-\$149.70	\$0.00	\$149.70	0.00%
<b>Total Income</b>		<b>\$10,758.25</b>	<b>\$0.00</b>	<b>-\$10,758.25</b>	<b>0.00%</b>
<b>Cost of Sales</b>					
310	Freight Billed	-\$536.08	\$0.00	\$536.08	0.00%
400	Cost of Sales-Drop Shipmt	\$18,425.83	\$0.00	-\$18,425.83	0.00%
410	Freight Paid on Purchases	\$425.68	\$0.00	-\$425.68	0.00%
<b>Total Cost of Sales</b>		<b>\$18,315.43</b>	<b>\$0.00</b>	<b>-\$18,315.43</b>	<b>0.00%</b>
<b>Total Gross Profit</b>		<b>-\$7,557.18</b>	<b>\$0.00</b>	<b>\$7,557.18</b>	<b>0.00%</b>

## Month/Year Budget

Date Selected: As of 02/07/2019

	February Balance	February Budget	February Variance	February Variance %
<b>Income</b>				
300 Gross Sales	\$3,842.76	\$0.00	-\$3,842.76	0.00%
302 Trade Discounts Allowed	-\$195.48	\$0.00	\$195.48	0.00%
600 Cash Discounts	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Income</b>	<b>\$3,647.28</b>	<b>\$0.00</b>	<b>-\$3,647.28</b>	<b>0.00%</b>
<b>Cost of Sales</b>				
310 Freight Billed	-\$66.80	\$0.00	\$66.80	0.00%
400 Cost of Sales-Drop Shipmt	\$4,237.20	\$0.00	-\$4,237.20	0.00%
410 Freight Paid on Purchases	\$79.13	\$0.00	-\$79.13	0.00%
<b>Total Cost of Sales</b>	<b>\$4,245.53</b>	<b>\$0.00</b>	<b>-\$4,245.53</b>	<b>0.00%</b>
<b>Total Gross Profit</b>	<b>-\$602.25</b>	<b>\$0.00</b>	<b>\$602.25</b>	<b>0.00%</b>

Date Selected: As of 02/07/2019

YTD 2019 Balance	YTD 2019 Budget	YTD 2019 Variance	YTD 2019 Variance %	Fiscal budget
\$11,258.47	\$0.00	-\$11,258.47	0.00%	\$0.00
-\$350.52	\$0.00	\$350.52	0.00%	\$0.00
-\$149.70	\$0.00	\$149.70	0.00%	\$0.00
<b>\$10,758.25</b>	<b>\$0.00</b>	<b>-\$10,758.25</b>	<b>0.00%</b>	<b>\$0.00</b>
-\$536.08	\$0.00	\$536.08	0.00%	\$0.00
\$18,425.83	\$0.00	-\$18,425.83	0.00%	\$0.00
\$425.68	\$0.00	-\$425.68	0.00%	\$0.00
<b>\$18,315.43</b>	<b>\$0.00</b>	<b>-\$18,315.43</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>-\$7,557.18</b>	<b>\$0.00</b>	<b>\$7,557.18</b>	<b>0.00%</b>	<b>\$0.00</b>

## Previous Month/Year Budget

Date Selected: As of 02/07/2019

	February 2019 Balance	February 2019 Budget	February 2019 Variance	February 2019 Variance %
<b>Income</b>				
300 Gross Sales	\$3,842.76	\$0.00	-\$3,842.76	0.00%
302 Trade Discounts Allowed	-\$195.48	\$0.00	\$195.48	0.00%
600 Cash Discounts	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Income</b>	<b>\$3,647.28</b>	<b>\$0.00</b>	<b>-\$3,647.28</b>	<b>0.00%</b>
<b>Cost of Sales</b>				
310 Freight Billed	-\$66.80	\$0.00	\$66.80	0.00%
400 Cost of Sales-Drop Shipmt	\$4,237.20	\$0.00	-\$4,237.20	0.00%
410 Freight Paid on Purchases	\$79.13	\$0.00	-\$79.13	0.00%
<b>Total Cost of Sales</b>	<b>\$4,245.53</b>	<b>\$0.00</b>	<b>-\$4,245.53</b>	<b>0.00%</b>
<b>Total Gross Profit</b>	<b>-\$602.25</b>	<b>\$0.00</b>	<b>\$602.25</b>	<b>0.00%</b>

