LAWSON®

General Ledger Budgeting User Guide

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Lawson Enterprise Financial Management

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Chapter 1

Overview of Budgeting

The Lawson Budgeting application lets you create budgets based on factors, historical activity or budgets, seasonal trends, projected growth, or inflation rates. You also can allocate an annual or quarterly budget. For example, you can allocate an annual utility budget to the locations or departments in a company based on the space they occupy.

Think of the Budgeting application as a large database file; you do not have to categorize or manipulate data before entry. You directly define data in a file by organizing it in a particular company, accounting unit and account, budget number, and fiscal year.

The following list identifies different ways you can use the Budgeting application to store budgets or other statistical amounts or units. You can:

- Base the current year budget on historical activity or budgets
- Build inflation rates or salary increases into budgets
- Determine seasonal fluctuations in sales and payroll
- Forecast budgets, plan projects, or evaluate performance
- Store calculated ratio values for reporting
- Store statistical balances used to calculate other budgets or used in reports
- Store units and amounts in the same budget
- Create different versions of the same budget
- Use global factors or rates to help calculate amount budgets
- Compare two budgets, or two versions of the same budget

Budgeting Process Flow

The Budgeting application can be divided into three main processes: setup, processing, and accessing data. This section takes a closer look at setting up the Budgeting application and how it is used to organize budget data to forecast spending amounts.

Setup

IMPORTANT Before you set up the Budgeting application, you must set up the General Ledger application.

The core of the Budgeting application is budget entry. When you enter budget information, you can organize the data in a particular company, accounting unit, and account. During budget entry you determine how budgets will be calculated based on the budget components (units, amounts, and rates) you define. You also can forecast budgets for each period, by quarter, or annually.

As you enter budget data you may want to consider the following features that affect budgets. These are optional procedures that you can use depending on your methods for defining budgets:

- Global factors
- User class
- Spread codes

Maintenance options give you the flexibility to change, copy, or delete budgets, create new budgets from existing data, transfer budget amounts, consolidate multiple budgets, and create different versions of the same budget.

Computed budgets provide an alternative method for creating budgets. A computed budget uses customized formulas (compute statements) that you create to determine how a budget is calculated.

Processing

You will use the Budgeting application to perform a variety of transaction processes. In addition to processing double entry budgets (budget journal entries that you create directly in Budgeting), you can interface transactions from other Lawson and non-Lawson application. You also can perform special processing functions, such as budget editing. Budget editing lets you check (edit) your budget for available funds as new commitments and encumbrances are added and released.

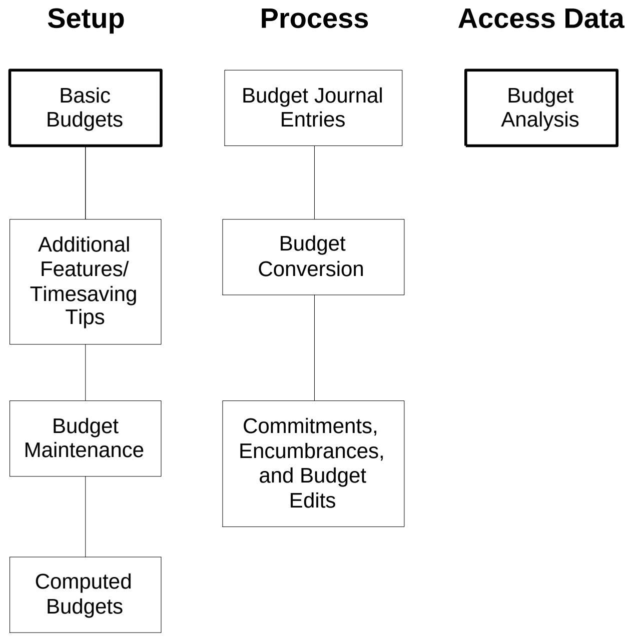
Accessing Data

Accessing data that you have collected is a vital part of using the Budgeting application. After you set up and process your budgets, you can analyze and report on budget data for your company. You can use the reporting functionality to make important business decisions.

Budgeting: A Big Picture

To represent the Budgeting application's major processes, this user guide is divided into three main parts.

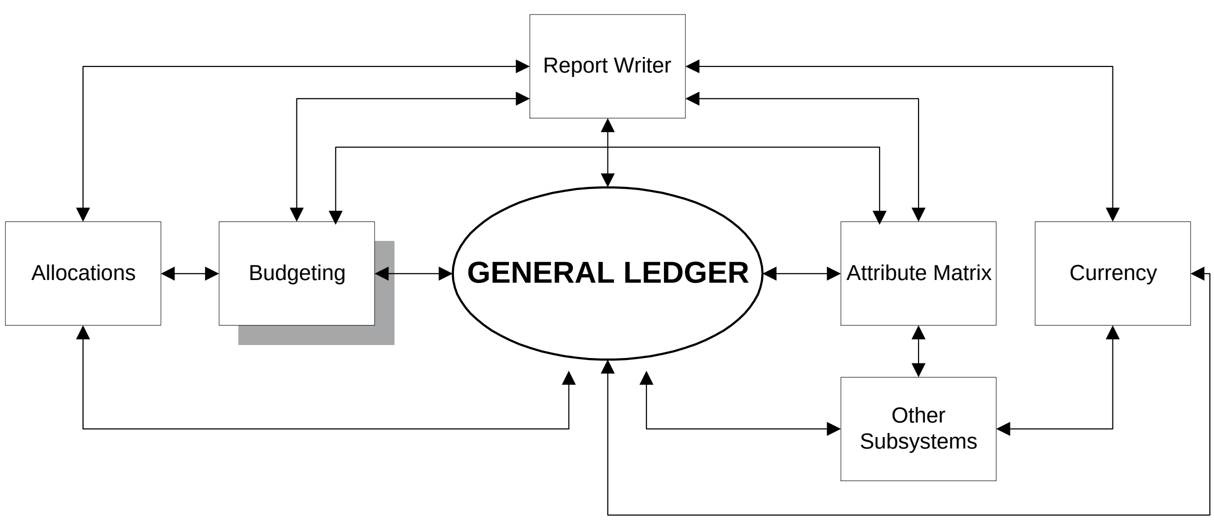
The big picture flow illustrates Budgeting's three main processes, breaks the processes down into sub-processes, and serves as a reminder of where you are in the big picture.



How Budgeting Integrates With Other Lawson Applications

This section explains how the Budgeting application interfaces with other Lawson applications.

Figure 1. Illustration: Budgeting integration with other applications



Non-Lawson Applications

The Budgeting application lets you send data to a non-Lawson application. In addition, Budgeting can receive information from non-Lawson applications, such as budget records, through standard upload processes or custom interfaces.

General Ledger

- The Budgeting application uses the balances in the Lawson® General Ledger application to create compute statements to calculate budgets. You can store actual amounts and units in budgets for inquiry.
- The General Ledger application can inquire on budget amounts stored in Budgeting. General Ledger calculates actual versus budget differences.

Report Writer

- You can use the Lawson® Report Writer application to report budgeting amounts and units from the Budgeting application. Compute statements created in Report Writer are used to derive amounts and budgets.
- The Report Writer application creates customized financial reports that include budgets. Budgets are reported using data dictionary names that are stored in the Report Writer application. Data dictionary names for budget amounts have a suffix of BUD. Budget units data dictionary names have a suffix of BUN.

Allocations

- The Lawson® Allocations application allocates lump sum budgets to departmental budgets by using compute statements and defined formulas.

Attribute Matrix

- The Lawson® Attribute Matrix application provides accounting unit lists that you can use to select the accounting units included for a total name. A total name can be used to calculate a budget.

What is a Budget?

A budget is a projection or estimate of business activity that you calculate for the current or next fiscal year. Budgeted activity is compared to actual activity when the period becomes current.

Budgets are created for a specific company, posting accounting unit, and account. You define budget values based on units, amounts, and rates. Units represent the quantity of an item or service, amounts are defined by a dollar amount for the unit, and rates are multipliers that affect the amount. Additionally, you can forecast budgets for each period, quarter, or year.

How are Posting Accounts Used in Budgets?

A posting account is a detail account that is attached to an accounting unit for the purpose of posting. When you define a posting account, you indicate which detail accounts will be used for an accounting unit.

A budget can store budget amounts for each period for all posting accounts in a company. You can create up to 999 budgets for a posting account per company per year.

Example

Two managers working for LGE Corporation have their own budgets for expenses.

- Manager A, working in the MIS department at the corporate headquarters accounting unit 104, budgets $15,000 for travel (account 53150-0000).

  Manager A's budget entry for each period is 104-53150-0000 $15,000.
- Manager B, working in the restaurant accounting unit 801, budgets $5,850 for travel (account 53150-0000).

  Manager B's budget entry for each period is 801-53150-0000 $5,850.

What Do I Need to Consider When Creating a Budget?

Before you can create budgets, you must define your General Ledger structure. The options you choose in the General Ledger application setup will determine how budget data is organized in a particular company, accounting unit and account, accounting period, budget number, and fiscal year.

Chart of Accounts

If you plan to use budget editing in the Budgeting application, you will need to set up a chart of accounts. A chart of accounts is a defined set of summary and detail accounts for a company that you will use to perform budget edits on.

Summary accounts are used for reporting and inquiry. Detail accounts are used to post journal entries. Detail accounts roll up into summary accounts to provide totals. A detail account consists of an account number (up to six digits) and, optionally, a subaccount number (up to four digits). Subaccount numbers let you further define a detail account.

You can perform budget edits at either the detail or summary level. For more information, see "Processing Commitments, Encumbrances, and Budget Edits" on page 97.

See the *General Ledger User Guide* to learn more about setting up a chart of accounts.

Company

The company is the highest organizational element in the General Ledger application. It can represent any business or legal entity of an organization, such as a corporation, holding company, division, or region.

Structure your company to match your business needs. You must decide if you will need a single company or multiple companies. For more information on company structure, see the *General Ledger User Guide*.

After you set up the General Ledger company, the details used by the Budgeting application include:

- Company number
- Assigned chart of accounts
- Accounting periods
- Budget edit parameters
- Accounting unit levels

NOTE For more information, see "Processing Commitments, Encumbrances, and Budget Edits" on page 97.

Accounting Unit

An accounting unit represents a location within a General Ledger company, such as a division, department, region, or store. By defining accounting units at different levels, you build a structure that resembles your organizational chart. You can define two types of accounting units:

- *Posting accounting units* are used to post journal entries. These accounting units are the lowest level of organization in a general ledger company.
- *Summary accounting units* are used to summarize the activity of lower level accounting units for consolidation and reporting.

Number of Periods

A period represents an amount of time within a company's fiscal year. Each company can have as few as 1 period or as many as 13 periods in which to define and maintain budget journal entries. You can define budget amounts based on the budget values you select in each period.

For example, consider how period 13 is used by the Budgeting application. If you spread an annual budget amount, it is distributed over all periods. You can use 13 periods if your company's fiscal year is set up for 13 periods on Company (GL10.1).

Commitments and Encumbrance Processing

Commitment and encumbrance processing creates records during normal operating processes which can be used to perform budget edits. Budget editing uses current transactions as well as existing commitments, encumbrances, and posted transactions to arrive at an accurate remaining balance of your budgeted funds. The commitments, encumbrances, and posted transactions are compared to the budget detail record to prevent you from exceeding the budgeted amounts. For more information, see "Processing Commitments, Encumbrances, and Budget Edits" on page 97.

Chapter 2

Defining a Basic Budget

The Budgeting application lets you create budgets for a specific company, posting accounting unit, and account. This chapter provides the information that you will need to set up basic budgets.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 23

The following concepts provide background and conceptual information for the procedures within this chapter.

What are Methods for Creating Budgets?

Several methods are available for creating budgets. The method you select will depend on the number of budgets you want to define and how unique or similar the budgets are. The following table describes the available methods.

Entering budgets manually	You can define period budgets based on amounts, units, and rates you enter manually. You can: • Enter units and rates to calculate amounts. • Enter amounts and rates to calculate units. • Enter units and amounts to calculate rates. For example, if you have a budget for labor costs, you can enter the standard labor rate per hour (Rate) and the number of hours (Units). The budget Amount is automatically calculated as Rate * Units. For more information, see "Defining a Period Budget" on page 33. **NOTE** You can assign a name and description to a rate to make it easier for users to select an appropriate rate. This is called a global factor. For more information, see "Defining Global Factors" on page 41.

Spreading amounts in budget entry	If you enter an annual budget, it is spread equally across all periods for the year. For example, if you enter an annual budget of $120,000 and you have 12 periods, a $10,000 budget is populated in each period. You can define and use a spread code to spread budget amounts across periods by using weighted values. Spread codes can represent seasonal fluctuations, working days, weeks each month, or any other relevant values. For example, you can populate 5% of an annual budget in Period 1, 7% in Period 2, 4% in Period 3, and so on. The weighted values you use in a spread code must total 100%. For more information, see "Defining Spread Codes" on page 39.
Converting budgets from a non-Lawson system	You can interface budgets you create in spreadsheets or other applications to the Budgeting application. For more information, see "Converting Existing Budget Data" on page 91.
Duplicating or copying values in budget entry	As a time-saving alternative to typing budget values in each accounting period, you can duplicate or copy existing data. You can enter amounts in specific periods, then duplicate the amounts up to the next period that contains a value. For example, if you want a budget of $10,000 in periods 1 through 6, and a budget of $15,000 in periods 7 through 12, enter $10,000 in period 1 and $15,000 in period 7. The duplicate function populates $10,000 in budget periods 2 through 6, and $15,000 in budget periods 8 through 12 automatically. You also can copy last year's actuals or budgets to create a new budget. For more information, see "Copying a Budget" on page 50.
Copying existing budgets by using a batch program	You can use a batch program to define a new budget by copying from actuals or existing budgets. For more information, see "Copying a Budget" on page 50.

Calculating computed budgets during data entry or by using a batch program	You can create budgets by using a compute statement. A compute statement is an arithmetic calculation that lets you construct your own calculation formulas. For example, you might want to base next year's budget amount on current year totals, factoring in a 5% increase. After you define a computed budget, you can attach a compute statement to a budget detail record and calculate the computed budget. For more information, see "Setting Up Computed Budgets" on page 63.

What are Action Codes?

You can use an action code as an alternative to defining budget values in each accounting period. When you use an action code, period budgets are updated automatically so you do not have to enter the amount or unit for each period. You can select an action code in the Action field on any budget entry form.

The following table lists each code and the action it performs:

Code	Action
Spread (S)	Distributes the value in period 1 over all periods defined on Company (GL10.1). Differences are added to the budgeted value in the last period.
Duplicate (D)	Copies the value in period 1 to each period until another value is found.
Actual Last Year (A)	Copies last year's posted values into the budget.
Budget Last Year (B)	Copies last year's budgeted values into the budget if the same budget number exists for last year.
Year-to-Date (Y)	Calculates the period budget by using the year-to-date amount or units defined in each period. **NOTE** You can use the Year-to-Date action code on Period Budget, Amounts (FB20.6) or Period Budget, Units (FB20.7) only.
Compute Amounts (C)	Uses an attached compute statement to calculate budget amounts. **NOTE** You can use the Compute Amounts action code on Period Budget, Amounts (FB20.6) or Period Budget, Rate (FB20.1) only.
Compute Units (U)	Uses an attached compute statement to calculate budget units. **NOTE** You can use the Compute Units action code on Period Budget, Units (FB20.7) or Period Budget, Rate (FB20.1) only.
Actual Current Year (R)	Copies current year period values into the budget to help forecast current year budget values.

What is a User Class?

Budget information often is confidential and must be secure to ensure financial accuracy. You can define a user class that lets you determine a list of users who have the authority to add or modify budgets. When you assign a user class to a budget, all users assigned to that user class can access and modify information. Users not defined in the user class can inquire on any budget, but cannot add or change data.

NOTE For more information, see "Defining Budget Header Information" on page 24.

As an option, you can lock budgets to prevent them from being changed or deleted. You can secure the locking procedure by limiting who can lock and unlock budgets.

Procedures in this Chapter

This chapter provides detailed instructions for creating budgets. You can define budgets based on amounts, rates, and units. Or, you can define period, quarterly, or annual budgets. You can also create budgets for multiple accounting units in a single account, and for multiple accounts in a single accounting unit for any time frame. Several forms are available for setting up a basic budget.

Defining a User Class

TIP You cannot create a budget user class that is identical to a user class defined in the Report Writer application.

A user class lets you define users who have access to specific budgets. All users can inquire on budget information, but only those users you define in the user class can modify budget data. This optional procedure describes how to define a user class.

Need More Details? Check out the following concepts:

- "What is a User Class?" on page 22

1. Access Budget User Class (FB01.1).
2. Use this form to identify users who have access to modify specific budgets. Consider the following fields.

User Class	Select a user class that you want to define users for.
User	Type the user identification for those you want to have access to a specific budget. For example, identify users by their Budgeting system login identification. All users in this user class will have access to the budget.

3. To define a new user class name and description, choose New Class to open Define User Class (FB01.2). Select a name that identifies the user class and type a description of the user class.

IMPORTANT You assign a user class to budgets by choosing Lock (FB20.5) on Define Budget (FB20.2). For more information, see "Defining Budget Header Information" on page 24.

Related Reports and Inquiries

To	Use
List all user classes defined on Budget User Class (FB01.1). This list includes each user defined in the user class.	User Class Listing (FB201)

Defining Budget Header Information

You must define a header for each budget you create. The budget header is a shell where you assign a unique budget number to a specific company and fiscal year. To access the Define Budget (FB20.2) subform, select New Budget on Period Budget, Rate (FB20.1). This is your entry point to define budgets. Use this procedure to define budget header information before you define a budget.

STEPS To define budget header information

1. Access Define Budget (FB20.2).
2. Define the budget header information. Consider the following fields.

Company	Select the company that you want to define budget header information for.
Year	When you select a company, the fiscal year defined for that company defaults. You can define header information for any fiscal year.
Budget	Select the new budget number. You can define up to 999 different budget numbers for one company and year. Type a description of the budget.
Currency Code	Select the currency code you want to attach to the budget. **NOTE** The currency you assign to this budget can be different than the base currency.
Allow Amount Decimals	Optional. Select Yes (Y) if you want to allow decimals in your budget. **NOTE** If you select Yes, and change the value to No at a later date, budget amounts can change due to rounding.

Double Entry	This field determines where the budget will be updated. Select Yes if you want to update the budget by using the double entry function on Budget Journal Entry (FB40.1). Select No to update the budget on FB20.1. Select Budget Edits on Release to perform budget edit checks when a budget journal entry is released. **NOTE** If you select Yes, Double Entry will appear under Company on FB20.1. For more information, see "Processing Budget Journal Entries" on page 77.
Commitment Budget	This field determines whether General Ledger commitments are edited against this budget. For more information, see "Processing Commitments, Encumbrances, and Budget Edits" on page 97. **NOTE** If you select Yes here, Commitment Budget will appear under the budget description on FB20.1. **IMPORTANT** You can set up only one commitment budget per year for a company.

3. Select the Add special action to define the new budget header information.
4. Optional. You can select Lock to secure budget data on Lock (FB20.5). Consider the following fields.

Lock Budget	Select Yes (Y) to lock the budget. Locking prevents the budget from being deleted or changed. You can select No (N) to unlock a budget that was previously locked.
User Class	You can select a user class to secure the locking procedure by limiting who can lock and unlock budgets. **NOTE** You define a user class on Budget User Class (FB01.1).

Followup Tasks

After you define the budget header, you may add detail budget records.

- For more information, see "Defining a Period Budget by Rate" on page 26.
- For more information, see "Defining a Period Budget by Amount" on page 28.
- For more information, see "Defining a Period Budget by Unit" on page 30.
- For more information, see "Defining a Budget by Account" on page 31.
- For more information, see "Defining a Budget by Accounting Unit" on page 32.
- For more information, see "Defining a Period Budget" on page 33.

Related Report

To	Use
Back out (unpost), release, unrelease, or delete multiple budget journal entries at one time	Budget Listing (FB145)

Defining a Period Budget by Rate

Budgets are based on three primary components: units, amounts, and rates. Units represent the quantity of an item or service. Amounts represent a total dollar amount for the units and rate. Rates are multipliers that affect the amount. Period Budget, Rate (FB20.1) is the entry point for defining budgets. Use this procedure to create budget detail records based on the units, amounts, and rates you select.

STOP You must define a budget header before you can define a period budget by rate.

Need More Details? Check out the following concepts:

- "What are Methods for Creating Budgets?" on page 18

STEPS **To create budget detail records by period**

1. Access Period Budget, Rate (FB20.1).
2. Enter budget data. Consider the following fields.

Company	Select the company that you want to define a budget for.
Year	When you select a company, the fiscal year defined for that company defaults. You can define budget data for any fiscal year.

Budget	Select the budget number for the budget you want to define. Type a description of the budget. **NOTE** The budget number must be defined in the header information on Define Budget (FB20.2).
Account	Select an accounting unit, account, and, optionally, a subaccount to define a budget for. This is where amounts and other budget data are stored.
Action	Optional. You can use an action code as an alternative to defining budget values in each period. For more information, see "What are Action Codes?" on page 20.
Spread Code	Optional. You can select a spread code defined on Spread Code (FB10.1) to determine how the value is spread over the budget periods. For more information, see "Defining Spread Codes" on page 39. **NOTE** If you select a spread code, you must select Spread (S) in the Action field.
Compute	This field is used only when you define a budget by using a compute statement. For more information, see "Setting Up Computed Budgets" on page 63.
Units	Type the budget units for the accounting unit and account. You can define a factor and units or a rate and units to automatically calculate the budget amount.
Factor	You can type a global factor to calculate the budget amount by using budget units and a standard rate. The budget amount is calculated automatically by multiplying the budget units times the rate defined in the factor. Use Global Factors (FB00.1) to define a global factor. For more information, see "Defining Global Factors" on page 41. **NOTE** If you select a global factor, leave the Rate field blank.

Rate	You can type a rate to calculate the budget amount based on budget units times the rate. **NOTE** If you define a rate, leave the Factor field blank.
Amount	Type the budget amount for the accounting unit and account. You can define a factor and units or a rate and units to automatically calculate the budget amount.

3. Choose New Budget to define a budget header on Define Budget (FB20.2).
4. You can choose By Account to open By Account (FB20.3). Use this subform to define and maintain budget detail for multiple accounting units for a specific account and period. For more information, see "Defining a Budget by Account" on page 31.
5. You can choose By Acct Unit to open By Accounting Unit (FB20.4). Use this subform to define and maintain budget detail for multiple accounts for a specific accounting unit and period. For more information, see "Defining a Budget by Accounting Unit" on page 32.

Related Reports and Inquiries

To	Use
List budgets	Budget Listing (FB220). Past and future budget amounts print for comparison.

Defining a Period Budget by Amount

Budgets are based on three primary components: units, amounts, and rates. Units represent the quantity of an item or service. Amounts represent a total dollar amount for the units and rate. Rates are multipliers that affect the amount. Use this procedure to define each period budget by total amount when you already know each period budget amount and are not specifying units or rate. When defining a budget by amount, you can attach a compute statement (optional) to calculate totals, and compare period year-to-date amounts, last year’s actuals, and last year’s budget.

STOP You must define a budget header before you can define a period budget by amount.

Need More Details? Check out the following concepts:

- "What are Methods for Creating Budgets?" on page 18

NOTE The tasks you perform here are similar to those you performed on Period Budget, Rate (FB20.1). Only fields specific to this budget entry form are listed.

STEPS

To define a period budget by amount

1. Access Period Budget, Amounts (FB20.6).
2. Enter budget data. Consider the following fields.

Compute	Optional. You can select a compute statement to attach to the budget. You use a compute statement to calculate budget amounts. **NOTE** If you attach a compute statement here, the results are reflected in the Amount and Year to Date fields. Otherwise, use Compute by Accounting Unit (FB30.1) or Compute by Account (FB31.1) to attach compute statements to specific accounts and accounting units. For more information, see "Setting Up Computed Budgets" on page 63.
Amount	Type the period budget amounts. **NOTE** If you use this field with the Spread or Duplicate action code, the Budgeting application defaults to the ending balance amount from the previous year's budget or actual. If you use the Year to Date action code, you must calculate the beginning value and select it in this field.

3. Choose New Budget to define a budget header on Define Budget (FB20.2).
4. You can choose By Account to open By Account (FB20.3). Use this subform to define and maintain budget detail for multiple accounting units for a specific account and period. For more information, see "Defining a Budget by Account" on page 31.
5. You can choose By Acct Unit to open By Accounting Unit (FB20.4). Use this subform to define and maintain budget detail for multiple accounts for a specific accounting unit and period. For more information, see "Defining a Budget by Accounting Unit" on page 32.

Related Reports and Inquiries

To	Use
List budgets	Budget Listing (FB220). Past and future budget amounts print for comparison.

Defining a Period Budget by Unit

You can define each period budget amount based on the number of items or service units. Use this procedure when you already know the units you require in each period and want to compare period year-to-date amounts, last year's actuals, and last year's budget units.

STOP You must define a budget header before you can define a period budget by units.

Need More Details? Check out the following concepts:

- "What are Methods for Creating Budgets?" on page 18

NOTE The tasks you perform here are similar to those you performed on Period Budget, Rate (FB20.1). Only fields specific to this budget entry form are listed.

STEPS

To define a period budget by units

1. Access Period Budget, Units (FB20.7).
2. Enter budget data. In the Units field, type the budget units for the accounting unit and account.
3. Choose New Budget to define a budget header on Define Budget (FB20.2).
4. You can choose By Account to open By Account (FB20.3). Use this subform to define and maintain budget detail for multiple accounting units for a specific account and period. For more information, see "Defining a Budget by Account" on page 31.
5. You can choose By Acct Unit to open By Accounting Unit (FB20.4). Use this subform to define and maintain budget detail for multiple accounts for a specific accounting unit and period. For more information, see "Defining a Budget by Accounting Unit" on page 32.

Related Reports and Inquiries

To	Use
List budgets	Budget Listing (FB220). Past and future budget amounts print for comparison.

Defining a Budget by Account

You can define period and year-to-date totals for multiple accounting units for a specific account based on the units and amounts you select. Use this procedure to define budgets by account.

STOP You must define a budget header before you can define a budget by account.

Need More Details? Check out the following concepts:

- "What are Methods for Creating Budgets?" on page 18

STEPS

To define a budget by account

1. Access Period Budget, Rate (FB20.1).
2. Select values in the Company, Year, and Budget fields.
3. Choose By Account to open By Account (FB20.3).
4. Enter budget data. Consider the following fields.

NOTE The tasks you perform here are similar to those you performed on Period Budget, Rate (FB20.1). Only fields specific to this budget entry form are listed.

Account	Select the account that you want to define a budget for. This is where amounts and other budget data are stored.
Units	Type the period budget units for the account. **NOTE** If you change this amount, the change is reflected in the Units fields on Period Budget, Units (FB20.7) and Budget by Period (FB21.1).

Amounts	Type the period budget amounts. **NOTE** If you change this amount, the change is reflected in the Amount fields on Period Budget, Amounts (FB20.6) and Budget by Period (FB21.1).

5. You can choose Computed Budget to open Computed by Account (FB31.1). Use this subform to attach a compute statement to multiple accounting units in an account. For more information, see "Attaching a Compute Statement to a Budget" on page 71.

Related Reports and Inquiries

To	Use
List budgets	Budget Listing (FB220). Past and future budget amounts print for comparison.

Defining a Budget by Accounting Unit

You can define period and year-to-date totals for multiple accounts for a specific accounting unit based on the units and amounts you select. Use this procedure to define budgets by accounting unit.

STOP You must define a budget header before you can define a budget by accounting unit.

Need More Details? Check out the following concepts:

- "What are Methods for Creating Budgets?" on page 18

STEPS **To define a budget by accounting unit**

1. Access Period Budget, Rate (FB20.1).
2. Select values in the Company, Year, and Budget fields.
3. Choose By Acct Unit to open By Accounting Unit (FB20.4).

NOTE The tasks you perform here are similar to those you performed on Period Budget, Rate (FB20.1). Only fields specific to this budget entry form are listed.

4. Enter budget data. Consider the following fields.

Accounting Unit	Select the accounting unit that you want to define a budget for. This is where amounts and other budget data are stored.
Units	Type the period budget units for the accounting unit. **NOTE** If you change this amount, the change is reflected in the Units fields on Period Budget, Units (FB20.7) and Budget by Period (FB21.1).
Amounts	Type the period budget amounts. **NOTE** If you change this amount, the change is reflected in the Amount fields on Period Budget, Amounts (FB20.6) and Budget by Period (FB21.1).

5. You can choose Computed Budget to open Computed by Accounting Unit (FB30.1). Use this subform to attach a compute statement to multiple accounts in an accounting unit. For more information, see "Attaching a Compute Statement to a Budget" on page 71.

Related Reports and Inquiries

To	Use
List budgets	Budget Listing (FB220). Past and future budget amounts print for comparison.

Defining a Period Budget

You can define annual and quarterly period budgets based on the units, rates, and amounts you select. Use this procedure to define period budgets.

STOP You must define a budget header before you can define a period budget.

Need More Details? Check out the following concepts:

- "What are Methods for Creating Budgets?" on page 18

STEPS

To define a period budget

1. Access Budget by Period (FB21.1).
2. Select values in the Company, Year, and Budget, and Account/Accounting Unit fields.
3. Choose New Budget if you want to define a new budget header on Define Budget (FB20.2).

NOTE The tasks you perform on the Annual tab are nearly identical to those on the Quarter, Period, and Compute tabs. The fields identified on the Quarter, Period, and Compute tabs are specific to those forms.

4. Enter budget data. Consider the following form tabs.

Annual

Use this form to disburse a yearly budget amount over all periods defined for the company. Consider the following fields.

- Spread Code: Optional. You can select a spread code defined on Spread Code (FB10.1) to determine how the value is spread over the budget periods. For more information, see "Defining Spread Codes" on page 39.

NOTE If you do not select a spread code here, the values are distributed evenly across all periods.

- Units: Type the period unit value.

NOTE If you change this amount, the change is reflected in the Units fields on Period Budget, Rate (FB20.1) and Period Budget, Units (FB20.7).

- Factor: You can type a global factor to calculate the budget amount using budget units and a standard rate. The budget amount is calculated automatically by multiplying the budget units times the rate defined in the factor. Use Global Factors (FB00.1) to define a global factor. For more information, see "Defining Global Factors" on page 41.
- Rate: You can type a rate to calculate the budget amount based on budget units times the rate.

NOTE If you select a global factor and a rate, the rate in this field overrides the rate defined in the global factor.

- Amount: You can type the period budget amounts.

NOTE If you change this amount, the change is reflected in the Amount fields on Period Budget, Amounts (FB20.6) and Budget by Period (FB21.1).

Quarter	Use this form to distribute an annual budget amount evenly over four quarterly periods.
Period	Use this form to manually define each period amount. **NOTE** The Period function is identical to Period Budget, Rate (FB20.1), except that amounts are not calculated.
Compute	Use this form to calculate the period budget by using compute statements. Consider the following fields: • Compute: You can type or select a compute statement to attach to the budget. **NOTE** You can use Compute by Accounting Unit (FB30.1) or Compute by Account (FB31.1) to attach a compute statement to specific accounting units and accounts. For more information, see "Attaching a Compute Statement to a Budget" on page 71.

Related Reports and Inquiries

To	Use
List budgets	Budget Listing (FB220). Past and future budget amounts print for comparison.

Chapter 3

Setting Up Additional Features/ Timesaving Tips

You might want to consider certain features that affect budgets. This chapter includes some fundamental concepts about budgets, and describes some of the setup procedures you might want to use depending on your methods for defining budgets.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 39

The following concepts provide background and conceptual information for the procedures within this chapter.

What is a Spread Code?

You can use a spread code to distribute an annual budget amount over all the periods defined for your company in a fiscal year, based on the values you define in each period. A spread code can represent seasonal fluctuations, the number of working days or weeks each month, or any other relevant value.

For example, you can enter the number of working days for each period in the Period Value field. The percentage of working days distributed to each period is calculated automatically by dividing the period value by the total value of the spread code. The percentage always totals 100. Any rounding difference is included in the last period.

What is a Global Factor?

A global factor is an amount or percent that represents a universal condition that commonly affects budget amounts. For example, a global factor could be the annual inflation rate, a cost of living increase, or projected productivity increases. You can forecast a budget amount by multiplying a global factor times a units budget.

If you create a global factor for an hourly labor rate for an employee or contract, you can calculate an amounts budget based on the number of hours budgeted times the hourly rate. As the hourly rate changes, the new rate can be automatically applied to the budgets where the global factor previously was assigned.

Procedures in this Chapter

Use the procedures in this chapter to complete optional prerequisite setup for budgets. Define only the components that you require based on the methods you use to create budgets.

- "Defining Spread Codes" on page 39
- "Applying a Spread Code to a Budget" on page 40
- "Defining Global Factors" on page 41
- "Applying a Global Factor to a Budget" on page 42
- "Calculating Rate Budgets (Global Factors)" on page 42

Defining Spread Codes

Spread codes let you spread a budget amount across multiple periods by using weighted values. Spread codes can represent seasonal fluctuations, working days, weeks each month, or any other relevant values. This procedure describes how to define a spread code.

STOP Before you can define a spread code value for a period, you must define the accounting period on Company (GL10.1).

Need More Details? Check out the following concepts:

- "What is a Spread Code?" on page 38

STEPS To define a spread code

- Access Spread Code (FB10.1).

Consider the following fields.

Company	Select the company that you want to define a spread code for.
Year	Select the fiscal year that you want to define a spread code for.
Spread Code / Description	Type a name and description for the spread code.
Period Value	Type the value that you want to use to calculate the spread code percentage. For example, if you have 10 periods and you want to spread 10% to each period, type **10** in all 10 period fields. **NOTE** If you want to modify the percentages, type a new period value. Select the Change special action to automatically recalculate the percentages.

Related Reports and Inquiries

To	Use
List spread codes	Spread Code Listing (FB210)

Applying a Spread Code to a Budget

You can apply a spread code to a budget on any of the budget entry forms. The budget amount is distributed over all periods based on the percentages you defined on Spread Code (FB10.1). Differences are added to the budgeted value in the last period. Use this procedure to apply a spread code to a budget.

Need More Details? Check out the following concepts:

- "What is a Spread Code?" on page 38

STEPS To apply a spread code to a budget

1. Access the appropriate budget entry form for the budget you want to apply a spread code to.

To	Use
Apply a spread code based on units, rates, and amounts	Period Budget, Rate (FB20.1)
Apply a spread code based on a specific account and period	By Account (FB20.3)
Apply a spread code based on a specific accounting unit and period	By Accounting Unit (FB20.4)
Apply a spread code based on period budget amounts	Period Budget, Amounts (FB20.6)
Apply a spread code based on period unit amounts	Period Budget, Units (FB20.7)
Apply a spread code based on annual, quarterly, or period units, rates, and amounts	Budget by Period (FB21.1)

2. Select Spread in the Action field.
3. Select a spread code you defined on Spread Code (FB10.1) in the Spread Code field.
4. Type the annual budget amount in Period 1. The system distributes the amount in each period based on the percentages defined on Spread Code (FB10.1) to equal the amount in Period 1.

Related Reports and Inquiries

To	Use
List spread codes	Spread Code Listing (FB210)

Defining Global Factors

If you will be defining budgets manually, the Budgeting application can automatically calculate the budget amount based on the units and rate you enter. For example, if the budget is for labor costs, you can enter the standard labor rate per hour and the number of hours as the budget units. You can assign a name and description to a rate to make it easier to select an appropriate rate. Use this procedure to define those names and descriptions for rates, called global factors.

Need More Details? Check out the following concepts:

- "What is a Global Factor?" on page 38

STEPS **To define a global factor**

1. Access Global Factors (FB00.1).

TIP Use the Attachment feature in the Factor field to define additional comments or URLs to link the global factor to a document, spreadsheet, web site, or to e-mail the file.

2. Consider the following fields.

Factor/ Description	Type a name and description for the factor that will help users easily recognize and choose an appropriate rate when they define budgets.
Markup Percent	Select No to identify the factor as a rate per hour or per unit.
Sts (Status)	This field determines the status of the account. Select Active to allow posting to the account.
Rate	Type the rate per hour or per unit. **NOTE** You can enter a negative rate.

Related Reports and Inquiries

To	Use
List global factors in Global Factors (FB00.1)	Global Factor Listing (FB200)

Applying a Global Factor to a Budget

Global factors represent universal conditions that affect budget amounts. You can apply a global factor to a rate budget to help calculate the budget amount. Use this procedure to apply a global factor to a budget.

Need More Details? Check out the following concepts:

- "What is a Global Factor?" on page 38

STEPS

To apply a global factor a budget

NOTE When you select a value in the Factor field, leave the Rate field blank.

- Access Period Budget, Rate (FB20.1) or Budget by Period (FB21.1). Select the global factor you want to apply to each period budget amount in the Factor field. The budget amount will be calculated automatically by multiplying the budget units by a standard rate defined in the factor on Global Factors (FB00.1).

Calculating Rate Budgets (Global Factors)

After you define budget parameters you can recalculate budgets, based on the parameters you select, to incorporate global factor rate changes. For example, if you change the inflation global factor on Global Factors (FB00.1) from 10% to 5%, you can use this program to update each period budget amount where that global factor was assigned.

Need More Details? Check out the following concepts:

- "What is a Global Factor?" on page 38

STEPS

To calculate a rate budget

1. Access Budget Calculation - Rates (FB101).
2. To calculate budgets to incorporate global factor changes, Consider the following fields.

Company	Select the company number for the budget you want to recalculate.
Fiscal Year	Type the fiscal year for the budget you want to recalculate.
Budgets	Choose at least one budget number you want to recalculate. You can select up to 10 different budget numbers.
Periods/ Accounting Units/Accounts/ Subaccounts	Optional. Choose the budgets you want to recalculate by selecting a range of budget periods, accounts, or subaccounts, or by selecting specific accounting units.

Chapter 4

Maintaining Budgets

After you set up your initial budget structure, you might need to make adjustments to reflect changes in your company. This chapter focuses on the procedures you will use to maintain your budget structure.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 48

The following concepts provide background and conceptual information for the procedures within this chapter.

What are Budget Versions?

After you define budgets, you will need to maintain your budget data in order to accommodate changes or corrections to budget records. One option you can use to simplify your budget maintenance is to create budget versions.

When you create budget versions, you make copies of an existing budget while maintaining the integrity of the original. This lets you make different versions of the original budget. For example, Budget 1 could have six different versions. You can use budget versions to create an audit trail or to forecast budgets. Budget versions also are used as a control measure; after you create a new version, you cannot change the old versions.

How Does Mass Budgeting Impact Budget Amounts?

You can have up to 999 budgets for a given company. Mass budgeting provides a way for you to simplify your budget maintenance and keep budget amounts current. You use mass budgeting when you want to copy multiple budgets to create new budget records or to change existing budget records. You can create hundreds of budget records at the same time or duplicate budget records across general ledger companies.

Two methods are available to copy entire budgets, multiple budgets, or specific budget information. You can:

- Use Intracompany Mass Budgeting (FB120) to copy, change, or delete multiple budgets within a specific company.
- Use Intercompany Mass Budgeting (FB121) to copy multiple budgets from one company to another company.

Copy Budgets

NOTE Intracompany Mass Budgeting (FB120) will copy a budget designated as Double Entry and/or Commitment, but it creates the new budget without these designations. The copy will create new header (FBHEADER) and detail (FBDETAIL) records, but will not copy existing transactions (FBTRANS) and related records.

You can use the Copy function on Intracompany Mass Budgeting (FB120) to copy existing posted amounts, posted units, and budgets to create new budget records. When you use the Copy function, you create a budget record for all periods of the fiscal year, regardless of which period range you enter. All periods outside the period range will have a zero value. For more information, see "Copying a Budget" on page 50.

Example

In the table below, Budgets 1 and 2 are existing budgets. If you use the Copy function on Intracompany Mass Budgeting (FB120) to copy (From) Budget 1 (To) Budget 2, new budget records 1 and 3 are added to a company. Record 2, which already exists in the original (From) Budget 2, is not affected.

	Original Budgets (From)				**Copy (To)**	
Record No.	**Budget 1**		**Budget 2**		**Budget 2**	
1	61000	$100			61000	$100
2	62000	$200	62000	$400	62000	$400
3	63000	$300			63000	$300

Change Budgets

You can use the Change function on Intracompany Mass Budgeting (FB120) to change existing posted amounts, posted units, and budgets. The Change function will change only existing budget records. No new records are added to the budget.

You also can use the Change function to clear a budget record by selecting the Clear option in the Transfer Amount field. The budget record remains, but the values for the specified periods in that budget are removed.

Example

In the table below, Budgets 1 and 2 are existing budgets. If you use the Change function on Intracompany Mass Budgeting (FB120) to copy (From) Budget 1 (To) Budget 2, only the existing record 2 in the original (From) Budget 2 is changed. No new records are added to the budget.

	Original Budgets (From)				**Change (To)**	
Record No.	**Budget 1**		**Budget 2**		**Budget 2**	
1	61000	$100				
2	62000	$200	62000	$400	62000	$200
3	63000	$300				

Procedures in this Chapter

The procedures in this chapter provide detailed instructions for maintaining budgets. After you complete your budget setup, you can copy budgets to create new budget records, delete budgets, transfer budget amounts, and maintain budget records. You can consolidate multiple budgets and create different versions of the same budget. Several options are available for changing or correcting budget records.

- "Changing a Budget" on page 48
- "Copying a Budget" on page 50
- "Deleting a Budget" on page 52
- "Creating a Budget Template" on page 54
- "Creating a Budget From Actuals" on page 55
- "Transferring a Budget" on page 57
- "Consolidating a Budget" on page 59
- "Creating a Budget Version" on page 61

Changing a Budget

Two methods are available to change budget information. You can change an entire budget or you can change specific budget data. Use this procedure to change a budget.

Need More Details? Check out the following concepts:

- "How Does Mass Budgeting Impact Budget Amounts?" on page 46

Method 1: Changing a Single Budget

IMPORTANT When you change a budget, only budget records for the budget you select in the Budget field on the appropriate form are modified. No new budget records are created.

1. Access Period Budget, Rate (FB20.1).
2. Select values in the Company, Year, and Budget fields. Select the Inquire special action.
3. Access the appropriate form to change budget header and detail information.

To	Use
Change budget header information	Define Budget (FB20.2). For more information, see "Defining Budget Header Information" on page 24.
Change budget information for a single accounting unit and account	Period Budget, Rate (FB20.1). For more information, see "Defining a Period Budget by Rate" on page 26.
Change budget information for multiple accounting units and one account	For more information, see "Defining a Budget by Account" on page 31.
Change budget information for one accounting unit and multiple accounts	For more information, see "Defining a Budget by Accounting Unit" on page 32.

4. Select the Change special action.

Related Reports and Inquiries

To	Use
Compare budgets defined on Define Budget (FB20.2)	Budget Analysis Report (FB295)

Method 2: Changing Specific Budget Data

1. Access Intracompany Mass Budgeting (FB120).
2. On the Main tab, select values in the Company, Fiscal Year, and Budget fields.
3. In the Function field, select Change.
4. Choose the Options tab to identify additional report parameters.

   Consider the following fields.

Transfer Compute	Optional. You can select Clear to remove the compute statement from the budget. The default is No. For more information, see "Setting Up Computed Budgets" on page 63.
Periods	Optional. You can change budgets in a specific period range. Select the beginning and ending periods in these fields. **NOTE** If you leave the beginning field blank, all periods default. If you leave the ending field blank, the beginning period defaults. Valid values are 01-13.

5. On the Ranges tabs, select specific levels and accounts you want to change.

Consider the following fields.

From/Through	On the Levels tab, you can change budgets in a specific variable level range. Select the beginning and ending levels in these fields. **NOTE** To include all levels, type 1 in the From field and 9's in the Through field.
Accounts/ Subaccounts	On the Accounts tab, you can change budgets in a specific account/subaccount range. Select beginning and ending account ranges that you want to copy. **NOTE** If you leave the beginning field blank, all accounts/subaccounts are included. If you leave the ending field blank, the beginning account/subaccount number defaults.

6. Run the report.

Related Reports and Inquiries

To	Use
Compare changes to original budget	Budget Listing (FB220). Past and future budget amounts print for comparison.

Copying a Budget

Copying budgets provides a quick way to duplicate budget information without having to redefine existing budgets. When you copy a budget, the Budgeting application only adds budget records. Existing records in the company you are copying to are not changed or affected.

Two methods are available to copy entire budgets, multiple budgets, or specific budget information to create new budgets. You can copy budgets within a specific company on Intracompany Mass Budgeting (FB120) or you can copy budgets from one company to another on Intercompany Mass Budgeting (FB121).

Use this procedure to copy budget data.

Need More Details? Check out the following concepts:

- "How Does Mass Budgeting Impact Budget Amounts?" on page 46

Method 1: Copying Budgets Within a Specific Company

IMPORTANT If you want to create budget records with decimals, you must define a header on Define Budget (FB20.2) and set the Allow Amount Decimals flag to Yes (Y). If you create a budget that does not include decimals, a header is created automatically when you run Intracompany Mass Budgeting (FB120).

NOTE Intracompany Mass Budgeting (FB120) will copy a budget designated as Double Entry and/or Commitment, but it creates the new budget without these designations. The copy will create new header and detail records, but will not copy existing transactions and related records.

- Access Intracompany Mass Budgeting (FB120). The following options are available to copy budgets within a specific company.

Option 1: Copying Actuals to Budget

- You can use the Copy function to copy actual budget amounts to create new budget records. For more information, see "Creating a Budget From Actuals" on page 55.

Option 2: Revising Existing Budget Data

- You can use the Change function to revise a budget with new budget data. For more information, see "Changing a Budget" on page 48.

Option 3: Creating Budget Templates

- You can use the Copy function to create a budget template. This option lets you copy an existing budget without transferring budget amounts. For more information, see "Creating a Budget Template" on page 54.

Method 2: Intercompany Mass Budgeting

IMPORTANT The From and To companies you use on Intercompany Mass Budgeting (FB121) must have a relationship defined on Intercompany Relationships (GL25.1). See the *General Ledger User Guide* for more information on defining intercompany relationships.

1. Access Intercompany Mass Budgeting (FB121) to copy budget information from one company to another.
2. Consider the following tabs.

From tab	Use the From tab to identify the budgets that you want to copy from. Consider the following fields. • Company/Fiscal Year/Budget: Select values to identify the budgets that you want to copy from.
To tab	Use the To tab to identify the budgets that you want to copy to. Consider the following fields. • Company/Fiscal Year/Budget: Select values to identify the budgets that you want to copy to. • New Description: Optional. You can type a new budget description. • Amounts and Computes: Optional. This field determines whether amounts and compute statements are transferred when you copy budgets. The default is Yes.
Levels tab	Use the Levels tab to copy budgets in a specific variable level range.
Accounts tab	Use the Accounts tab to copy budgets in a specific accounts or subaccounts range.

Deleting a Budget

TIP You can delete a version of a budget. For more information, see "Creating a Budget Version" on page 61.

You can delete entire budgets, specific budget data, or historical data. You have the option of deleting budget information online, specific budget information in a batch program, or historical budgets.

IMPORTANT You cannot recover budget data after a budget has been deleted.

Need More Details? Check out the following concepts:

- "How Does Mass Budgeting Impact Budget Amounts?" on page 46

Option 1: Deleting Budgets Online

- Access the appropriate form to delete budget information online.

To	Run
Delete individual budget detail records	Period Budget, Rate (FB20.1) – or – Budget by Period (FB21.1) • Select the company, fiscal year, and budget number, accounting unit, and account for the budget record you want to delete. For more information, see "Defining a Basic Budget" on page 17. • Choose the Delete special action.
Delete an entire budget	Define Budget (FB20.2) • Select the company, fiscal year, and budget number for the budget header you want to delete. For more information, see "Defining a Basic Budget" on page 17. • Choose the Inquire special action. • Choose the Delete special action.

Option 2: Deleting Budgets in a Batch Program

NOTE For more information, see "Copying a Budget" on page 50.

1. Run Intracompany Mass Budgeting (FB120) to delete budgets in a batch program.
2. Select the company, fiscal year, and budget number for the budget record you want to delete.
3. To delete an entire budget, select Delete in the Function field

   – or –

   To delete specific budget information, select Delete in the Function field. Select the range of information you want to delete in the Level, Account, and Subaccount fields.

Option 3: Deleting General Ledger History

IMPORTANT General Ledger history must be at least two years old before you can delete it.

NOTE See the *General Ledger User Guide* for more information on deleting General Ledger history.

- Run General Ledger History Delete (GL300) to delete all record types at the same time or to delete each record type separately.

  Consider the following fields.

Fiscal Year	Type the fiscal year for which you are deleting budgets. You cannot delete current year or future year transactions. You also cannot delete last year transactions until last year is final closed.
Archive Records	Indicate if you want to archive records in a CSV file. The default is No.
Budgets	You can select the budget number you are deleting. If you leave this field blank, all budgets within the fiscal year selected are deleted.

Files Updated by General Ledger History Delete (GL300)

The following files are updated when you delete General Ledger history using General Ledger History Delete (GL300).

Budget Header	FBHEADER
Budget Detail	FBDETAIL

Creating a Budget Template

You can copy an existing budget without transferring budget amounts, to create a budget template. Budget records are added to the template to create a shell for a new budget. You can define the new budget on Period Budget, Rate (FB20.1) or Budget by Period (FB21.1). Use this procedure to create a budget template.

STEPS

To create a budget template

1. Run Intracompany Mass Budgeting (FB120).
2. On the Main tab, select values in the Company, Fiscal Year, and Budget fields. In the Function field, select Copy.
3. On the Options tab, Consider the following fields.

Transfer Compute	Select No (N) to prevent the transfer of the compute statement to the budget you want to create. For more information, see "Setting Up Computed Budgets" on page 63.
Transfer Amount	Select No (N) to keep the actual amounts from being transferred to the new budget.
Add Zero Amounts	Select No (N) to keep actual zero amounts from being added to the Budget field.

Creating a Budget From Actuals

You can copy actual budget data from existing budgets to create new budgets. Use this procedure to copy actual budget amounts to create new budget records.

STEPS To create a budget using actual amounts

1. Access Intracompany Mass Budgeting (FB120).
2. On the Main tab, Consider the following fields.

Function	Select Copy (M) to copy information from one budget to another to create a new budget.
To Company/ Fiscal Year/ Budget	Select the company number, fiscal year, and budget number that you want to copy budget information to.
Copy Fiscal Year	Select the fiscal year that you want to copy budget information from.
Copy Actuals	Select a value in the Actuals field to determine whether actual data is copied as Amounts (A), Units (U), or Both (B).

3. Choose the Options tab to identify additional parameters. Consider the following fields.

Transfer Compute	Optional. Select a value to determine whether the compute statement is transferred to the budget you want to create. The default is No. For more information, see "Defining a Compute Statement" on page 67. **NOTE** If you select Yes, enter a compute name in the Compute Name field. You can select Clear only if you use the Change function. For more information, see "Changing a Budget" on page 48.
Compute Name	Optional. Select a compute statement to attach to the budget you want to create. For more information, see "Attaching a Compute Statement to a Budget" on page 71.
Transfer Amount	Select Yes (Y) to transfer the actual amounts to the new budget.
Add Zero Amounts	Select Yes (Y) to copy only records that contain data.

Periods	Optional. You can copy budgets in a specific period range. Select the beginning and ending periods in these fields. **NOTE** If you leave the beginning field blank, all periods default. If you leave the ending field blank, the beginning period defaults. Valid values are 01-13.

4. Choose the Ranges tab to identify level and account information. Consider the following fields.

From/Through	On the Levels tab, you can copy budgets in a specific variable level range. Select the beginning and ending levels in these fields. **NOTE** To include all levels, type 1 in the From field and 9's in the Through field.
Accounts/ Subaccounts	On the Accounts tab, you can copy budgets in a specific account/subaccount range. Select beginning and ending account ranges that you want to copy. **NOTE** If you leave the beginning field blank, all accounts/subaccounts are included. If you leave the ending field blank, the beginning account/subaccount number defaults.

Transferring a Budget

NOTE This procedure uses the translation rates defined on Company Translation Rates (CU20.1) and the translation code defined on Translation Code (CU05.1). See the *General Ledger User Guide* for details.

You can transfer budget amounts for purposes of reporting and consolidation. You can transfer budget amounts from one company to another, or from one budget in a company to another budget in the same company. If currency rates for the budgets differ, the amounts are translated, using translation codes in the currency table. When you run this program for balance sheet budgets, year-to-date budgets are translated. When you run it for income statement budgets, period budgets are translated. Use this procedure to transfer budgets.

STEPS

To transfer a budget

1. Access Currency Translation (FB195).
2. Information is transferred based on the From Company/To Company parameters. Consider the following fields.

Run Group	Select the run group for the accounts and accounting units to transfer from.
From Company, To Company	Select the company number that you want to transfer budgets from. Select the company number that you want to transfer budgets to. If you are transferring between budgets within the same company, select the same 'From' and 'To' company. **NOTE** A currency relationship must exist between the From Company base currency and the To Company base currency. See the *General Ledger User Guide* for more information on defining currency relationships. A currency relationship must also be set up between the 'from' budget currency and the 'to' budget currency.
From Budget	Select the budget number that you want to transfer from.
To Budget	For intra-company transfers, enter a new budget number that you want to transfer to.
Translation Rate	To override the translation rate assigned to the To Currency, enter a different translation rate.
Currency	Select the currency of the To Budget.

Translation Level	Optional. You can select the variable level that you want to consolidate and transfer budgets at. You can select: • 0 (Blank) = Consolidates and transfers budgets at the company level. This option requires an accounting unit to store budgets in. • 1-4 = Levels. Consolidates and transfers budgets at a specific variable level. • 5 = All Posting AU. Consolidates and transfers budgets for all posting accounting units. The default is 0.
Account Detail	Optional. This field determines the level of account detail. The default is Subaccount (S), which transfers amounts at the subaccount level. If you select Account (A), amounts are consolidated and transferred at the account level.
Budgets	Select the budget number you want to transfer. You must select at least one budget; you can include up to 10 different budgets.
Fiscal Year	Select the fiscal year you are transferring budgets in. If you leave this field blank, the current year defaults. **IMPORTANT** The fiscal year that you run this program for must be the same fiscal year defined on Currency Table Translation Rates (CU20.1). See the *General Ledger User Guide* for details.
Periods	Select a beginning and ending period range that you want to transfer budgets in. If you leave the beginning period blank, budgets are transferred for all periods within your company. If you leave the ending period blank, the beginning period defaults.
Consolidate Units	This field determines whether units are consolidated into one amount. The default is No.
Update	This field determines whether budget information is updated in the To Company. The default is No, which only creates a report that shows the changes. If you select Replace Records, the existing records are replaced by the transferred records. If you select Append Records, new records are added to the existing records.
Report	This field determines if the report prints.

NOTE In the Type field, "A YTD - Amounts" displays for balance sheet budgets and "P Period" displays for income statement budgets.

3. Run Budget Interface Maintenance (FB65.1) to display and maintain budget information you are translating. For more information, see "Interfacing Budgets" on page 93.
4. After you review your budget information, run Budget Interface (FB165) to load the translated budgets. For more information, see "Converting Budget Information" on page 95.
5. Use the Budget Entry subforms (FB20.x) to verify that the information is correct.

Consolidating a Budget

You can transfer up to 10 budgets from the Lawson environment to a non-Lawson environment, such as a spreadsheet. Use this procedure to consolidate multiple budgets into a CSV file.

STEPS

To consolidate a budget

1. Access Remote Budget Consolidation (FB141).

2. To consolidate budget data, Consider the following fields.

Company	Select the company number that you want to consolidate budgets for.
Budgets	Select the budget number that you want to consolidate. **NOTE** You can select up to 10 different budget numbers.
Periods	Type the beginning and ending period range that you want to consolidate budgets for. **NOTE** If you leave the beginning field blank, budgets are consolidated for all periods within your company. If you leave the ending field blank, the beginning period defaults.
Fiscal Year	Optional. Type the fiscal year that you want to consolidate budgets for. **NOTE** If you leave this field blank, the current year defaults.
Consolidate at Level	Optional. Select the variable level that you want to consolidate budget records at. The default is 0. If you select: • 0 (Blank): Budgets are consolidated at the company level and require an accounting unit to store budgets in. • 1-5 Levels: Budgets are consolidated at a specific variable level. Selecting any of these options consolidates budgets for all posting accounting units within the selected level.
Accounting Unit	Optional. If you want to consolidate at the company level, select the accounting unit that you want to include budgets for.

Creating a Budget Version

Budget versions can be used to provide an audit trail, to forecast data, to project budgets, or as a control measure. You can make copies of existing budgets while keeping the integrity of the original, or you can delete specific versions of a budget.

Each time you run this program, you create a budget version. You cannot create multiple versions at one time. You can maintain and modify only the current budget version. After a new version is created, you cannot change the old versions. Use this procedure to create budget versions.

Need More Details? Check out the following concepts:

- "What are Budget Versions?" on page 46

STEPS **To create a budget version**

1. Access Budget Version (FB122).
2. Consider the following fields.

Function	Select Version (V) to create a version of a budget. Version numbers increase in sequential order. Select Delete (D) to remove budget versions.
Company/Fiscal Year/ Budget	Select the company number, fiscal year, and budget number that you want to create a budget version for.
Versions	Optional. You can select a range of budget versions to delete.
Version Description	Optional. You can type a description for the budget version you want to create.

Followup Task

- You can modify the current budget version on Period Budget, Rate (FB20.1), Period Budget, Amounts (FB20.6), Period Budget, Units (FB20.7), or Budget by Period (FB21.1). For more information, see "Defining a Basic Budget" on page 17.

Related Reports and Inquiries

To	Use
Compare past budget versions	Budget Analysis (FB95.1)
View specific budget versions or all versions for specific budget	Budget Listing (FB220)
Print budget versions	Budget Analysis Report (FB295)

Chapter 5

Setting Up Computed Budgets

You have the option to create budgets by using a compute statement. After you define a computed budget, you can attach a compute statement to a budget detail record and calculate a computed budget.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 67

The following concepts provide background and conceptual information for the procedures within this chapter.

What is a Computed Budget?

A computed budget uses customized formulas that you create to determine how a budget is calculated. Before you can create a computed budget, you will need to define Lawson data dictionary names, total names, and a compute statement to create your customized calculation formulas.

What is the Data Dictionary?

TIP You can run Data Dictionary Listing (RW205) to create a data dictionary listing or see the *Report Writer User Guide*. You also can view a list of data dictionary names and how their parameters are used on Compute Statement (RW50.1).

Data dictionary names provide a shortcut to, or a simplified way to access information you want to use to calculate a budget. Lawson provides a data dictionary which contains a set of predefined names that you use to access information for these calculations. For example, if you select CPBUD, the current period budget amounts are retrieved. Select CYDAMT to include current year-to-date actual amounts. You cannot change or add to the predefined dictionary.

Examples of Data Dictionary Names

Data Dictionary Name	Description
CPBUD	Current Period Budget
CPBUN	Current Period Budget Units
CYDBUD	Current Year-to-Date Budget

Parameters

For General Ledger data dictionary names, you can specify the accounting units and accounts from which you want to retrieve data using any of the following parameters:

Company and Accounting Unit	Accounts	Subaccounts
• a company and an accounting unit • a company group and an accounting unit • a list of accounting units	• a range of accounts • an account group	• a range of subaccounts • a subaccount group

TIP When you select data dictionary names, you can Drill Around to see the optional parameters allowed.

Most data dictionary names accept parameters. These parameters identify more specifically what data is to be retrieved. Parameters attached to a data dictionary name are unique from and operate in addition to any compute parameters you define and use with a compute statement.

Name	Description	Parameters
CPBUD	Current Period Budget	This variable accepts a budget parameter and an optional accounting unit parameter. CPBUD(23) - Current period budget for budget number 23 CPBUD(,111) - Current period budget for accounting unit (111). Budget number will be specified later.

What is a Total Name?

A total name is used to gather account and accounting unit balances for use in compute statements or ratios. You define a total name to identify any combination of accounting unit, account, or subaccount balances for a company or company group as if they were one amount. Defining a total name is important because you cannot use account or accounting unit ranges in a compute statement.

IMPORTANT You must define a total name before you can use it in a compute statement.

Total names are used in compute statements and are referenced by the data dictionary suffix TOT. For example, if you create a SALES total name and you want to include the current period total in a compute statement, the data dictionary name for it is CPTOT(SALES). CP represents current period, TOT is the data dictionary name that identifies the file as a total name, and SALES is the total name you assigned.

What is a Compute Statement?

A compute statement is an arithmetic equation that consists of Lawson data dictionary names, operation symbols, and numeric values that let you create customized calculation formulas. In the Budgeting application, you can use compute statements to calculate budget amounts or units.

The following are examples of compute statements.

Budget	Compute Statement	Explanation
To calculate a budgeted amount multiplied by a percentage	CPBUD(101) * 1.05	CP represents current period BUD is the data dictionary name 101 represents the budget number * represents multiply 1.05 is the percentage
To calculate the average of two current period budgets	(CPBUD(90) + CPBUD(95)) / 2	CP represents current period BUD is the data dictionary name 90 and 95 are the budget years + represents add / represents divide 2 represents the number that the sum total is divided by

What is Budget Control?

You can inquire on budgets to review or compare data at specific levels. You use budget controls to determine if you must calculate the budget to incorporate any changes.

Budget controls let you

- View all valid budgets for a specific company.
- View budgets for a single fiscal year.
- View budgets for all company fiscal years.

When you inquire on a budget, the following information will display: budget number, fiscal year, budget description, whether General Ledger commitments are edited against this budget, whether the budget is updated using the double entry function, the last date the budget was calculated or changed, whether the budget can be modified, and whether changes have been made to the budget since it was last calculated.

Procedures in this Chapter

This chapter provides detailed instructions for creating compute statements and defining total names which let you create customized budget calculation formulas.

IMPORTANT If you will be using Attribute Matrix, you will want to define your attributes, values and lists before you create computed budgets. See the *General Ledger User Guide* for instructions on setting up Attribute Matrix.

Defining a Compute Statement

A compute statement is an arithmetic equation consisting of Lawson data dictionary names, total names, and numeric values that lets you create customized calculation formulas. In the Budgeting application, you use compute statements to calculate budget amounts or units. Use this procedure to define a compute statement.

STOP You must load the Report Writer data dictionary before you can set up computed budgets in the Budgeting application. If the data dictionary was not loaded as part of your initial installation, run Data Dictionary Load (RW590) to load the predefined dictionary.

Need More Details? Check out the following concepts:

- "What is the Data Dictionary?" on page 64
- "What is a Compute Statement?" on page 66

STEPS **To define a compute statement**

1. Access Compute Statement (RW50.1).
2. Define the name and folder for the compute statement. Consider the following fields.

Compute	Select the name of the compute statement you want to define. Type a description for the compute statement.

Folder	Select the folder where you want to store compute statement information. Fore more information about defining and using folders, see the *Report Writer User Guide*.

3. Define the compute statement equation. Consider the following fields.

Compute Line	Type the calculation formula for the compute statement. Compute statements are arithmetic equations consisting of data dictionary names and operation symbols. Valid operation symbols are: + for addition - for subtraction * for multiplication / for division ** for exponents ABS for absolute values Considerations before constructing a compute statement: 1. Data dictionary items can be given parameters such as periods, column numbers, budget numbers, total names, and accounting unit overrides. 2. You can use parentheses to determine the order of operations within arithmetic equations. 3. You can define a maximum combination of 40 numbers and data dictionary items for each formula. For example, the compute statement (CPBUD*CPAMT) / 100 is equivalent to three. Any item preceding or following an operation symbol counts as one element.
Select Usage, list	Select which applications you want to use the compute statement in.
Default Header	Optional. Type a default heading used by the desktop Report Writer Designer.

Related Reports and Inquiries

To	Use
List data dictionary names and the parameters they accept	Data Dictionary Listing (RW205)
List all compute statements	Compute Listing (RW250)

Defining a Total Name

A total name can be used with a special data dictionary name in a compute statement. You can define a total name to identify any combination of companies, accounting units, accounts, and subaccounts as if they were one amount. Use this optional procedure to define total names that you want to use in a compute statement.

Need More Details? Check out the following concepts:

- "What is a Total Name?" on page 65

TIP When you define a total name, you do not need to create a new total name for each fiscal year. The Report Writer application stores totals by fiscal year. When you use a total name in a new fiscal year, the total name for that new year is created automatically and a new balance is generated.

STEPS

To define a total name

1. Access Total Names (RW70.1).
2. Define a total name to be used in a compute statement. Consider the following fields.

Year	Type the fiscal year that you want to define a total name for.
Total Name/ Description	Select a name that you want to identify as the total name. Type a description for the total name.

3. On the Main tab, define the basic characteristics of the total name. Consider the following fields.

Folder	Type or select a folder where you want to store total names. **NOTE** You can define folders on Folder (RW01.1).
Type	Type or select how totals are accumulated. You can select Amounts, Units, Currency, Budget Amounts, Budget Units, or Reporting Currency.
Budget	If you selected Amount or Unit in the Type field, select the budget number to use for accumulating totals.

4. Choose the Single Ranges tab to define one set of data you want to associate with the total name.

Consider the following tabs on the Single Ranges tab.

Account Units	Use this tab to define accounting unit information for the total name. Choose from the following fields: • Company • Accounting Unit – or – • Company Group • Account Unit List • Level Group **NOTE** If you select an accounting unit, leave the Accounting Unit List field blank.
Accounts	Use this tab to define additional account information for the total name. Choose from the following fields: • Chart of Account • Summary Account – or – • Account List • Major Account Range • Account Group • Subaccount • Subaccount Group **NOTE** If you select an account range, leave the Account Group field blank. If you select a subaccount leave the Subaccount Group blank.

– or –

Choose the Multiple Ranges tab to define a total name that includes multiple ranges. A total range includes a company group, an accounting unit list, a level group, an account group, subaccount ranges, or a subaccount group.

5. Optional. On the Main tab, choose Calculate to open Total Value (RW70.2). Use this form to inquire on and calculate total name values for each period and year, and review them for accuracy.

Attaching a Compute Statement to a Budget

After you define a compute statement and the total names that you will be using, you can attach a compute statement to a budget detail record. You can attach a compute statement to multiple accounts in a specific accounting unit, to multiple accounting units in a specific account, or to an individual budget record. Use this procedure to attach a compute statement to a budget detail record.

Need More Details? Check out the following concepts:

- "What is a Compute Statement?" on page 66

Option 1: Attaching a Compute Statement to Multiple Accounts in an Accounting Unit

1. Access Period Budget, Rate (FB20.1). Select the company number, fiscal year, and budget number for the budget you want to attach a compute statement to.
2. Choose By Acct Unit to access By Accounting Unit (FB20.4).
3. Choose Computed Budget to open Computed by Accounting Unit (FB30.1).
4. Select the accounting unit that contains the accounts you want to attach compute statements to. Select the Inquire special action.
5. Select the Add line action and the Compute name for each account you want to attach a compute statement to. Select the Change special action.

Option 2: Attaching a Compute Statement to Multiple Accounting Units in an Account

1. Access Period Budget, Rate (FB20.1). Select the company number, fiscal year, and budget number for the budget you want to attach a compute statement to.
2. Choose By Acct to access By Account (FB20.3).
3. Choose Computed Budget to open Computed by Account (FB31.1).
4. Select the account that contains the accounting units you want to attach compute statements to. Select the Inquire special action.
5. Select the Add line action and the Compute name for each accounting unit you want to attach a compute statement to. Select the Change special action.

Option 3: Attaching a Compute Statement to an Individual Budget Record

1. Access the appropriate form to attach a compute statement to an individual budget record.

To	Use
Attach a compute statement to a beginning balance amount	Period Budget, Amount (FB20.6)
Attach a compute statement to a period budget amount	Budget by Period (FB21.1)

2. Select the company number, fiscal year, budget number, accounting unit, and account for the budget you want to attach a compute statement to. Select the Inquire special action.
3. If you are using Period Budget, Amounts (FB20.6), select Compute Amounts in the Action field to perform the compute action against budget amounts.
4. In the Compute field, select the compute statement you want to attach to a budget.
5. Select the Change special action.

Option 4: Attaching a Compute Statement to an Existing Budget

- You can use Intracompany Mass Budgeting (FB120) to mass add compute statements to an existing budget or to a budget you are creating. On the Options tab, choose the Change special action. Select Yes in the Transfer Compute field and select a compute name to attach to the budget.

Related Reports and Inquiries

To	Use
List computed budgets by accounting unit	Computed by Acct Unit Listing (FB230)
List computed budgets by account	Computed by Account Listing (FB231)

Calculating a Computed Budget

After you define a compute statement and the total names that you will use, you are ready to calculate the computed budget. You can calculate budgets on the same forms you use to define budgets, or you can run a batch program to recalculate existing budgets. Use this procedure to calculate budgets by using a compute statement.

STOP Before you calculate a budget, you must define any compute statements and total names you will use to calculate the budget.

Need More Details? Check out the following concepts:

- "What is a Compute Statement?" on page 66
- "What is a Total Name?" on page 65

STEPS

To calculate a computed budget

NOTE This procedure covers only aspects of budget setup that are unique to computed budgets. For more information, see "Defining a Basic Budget" on page 17.

1. Access the appropriate form to define a budget by using a compute statement.

To	Use
Define period computed budgets by rate	Period Budget, Rate (FB20.1)
Define period computed budgets by amount	Period Budget, Amounts (FB20.6)
Define period computed budgets by units	Period Budget, Units (FB20.7)
Define period computed budgets by account	By Account (FB20.3)
Define period computed budgets by accounting unit	By Accounting Unit (FB20.4)
Define computed budgets by period	Budget by Period (FB21.1)

2. Choose New Budget and use the subform that appears to define a budget header.
3. Choose the budget you want to define by selecting the appropriate company number, year, budget number, and account category combination.
4. If you are using By Account (FB20.3) or By Accounting Unit (FB20.4), choose Computed Budget to open the subform you will use to attach a compute statement.
5. Define the budget by using the compute statement. Consider the following fields.

Action	To compute budget amounts, select Compute Amounts (C) as the action to perform. To compute budget units, select Compute Units (U).
Compute	Select the compute statement you want to use to calculate the budget. For more information, see "Defining a Compute Statement" on page 67.

6. Choose the Add or Change special action to calculate the budget.

Option: Calculating a Budget with a Batch Program

As an option, you can use a batch program to recalculate existing budgets by using compute statements.

- Run Budget Calculation - Computes (FB100).

  Consider the following fields.

Company	Select the company number for the budget you want to recalculate.
Fiscal Year	Type the fiscal year for the budget you want to recalculate.
Budgets	Select at least one budget number you want to recalculate. You can select up to 10 different budget numbers.
Periods	Select the beginning and ending period range that you want to calculate budgets for. **NOTE** If you leave the beginning field blank, budgets are calculated for all periods within your company. If you leave the ending field blank, the beginning period defaults.
Override Compute	Optional. You can select a compute statement to use to recalculate the budget. If you do not select an override compute statement, the compute statement defined for the budget is used.
Save Compute	You can assign the override compute to the existing budget. If you do not want to replace the compute statement in the existing budget, select No. The default is No.

Inquiring on Budgets Using Budget Control

TIP You can compare budgets for two companies on Budget Analysis (FB95.1). For more information, see "Analyzing Budgets" on page 115.

After you define budget data, you can inquire on budgets to review or compare data at specific levels. You use budget controls to determine if you must calculate the budget to incorporate any changes. Use this optional procedure to analyze budget data.

Need More Details? Check out the following concepts:

- "What is Budget Control?" on page 66

STEPS
To inquire on a budget

1. Access Budget Control (FB25.1) to display all valid budgets for a specific company.

2. Consider the following fields to determine if the budget needs to be recalculated to incorporate any changes.

Company	Select the company number that you want to view budget status for.
Year	This field displays the year you defined in budget header information for the company on Define Budget (FB20.2). You can type a different year.
Action	Optional. Select the line action you want to perform.
Budget	This field displays the budget number.
Curr	This field displays the budget currency.
Year/ Budget Description	These fields display the budget fiscal year and budget description.
Cmt Bud	If, on Define Budget (FB02.2), you specified this as the budget against which commitments are edited, Yes will appear in this column.
Dbl Ent	If, on Define Budget (FB02.2), you specified that this budget is updated by the double entry functionality of Budget Journal Entry (FB40), Yes will appear in this column
Calc	This field displays the last date the budget was calculated.
Change	This field displays the last date the budget was modified.
Lock/Calc Flag	If the budget is locked, Lock (L) appears and the budget cannot be changed. For more information, see "Defining Budget Header Information" on page 24. If the last calculation date is before the last changed date, Calculation (C) appears. You must recalculate the budget to incorporate the changes.

Chapter 6

Processing Budget Journal Entries

This chapter describes how to process budget journal entries in the Budgeting application. You process budget journal entries to record changes in budget amounts or units, if you use double entry budgets.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 81

The following concepts provide background and conceptual information for the procedures within this chapter.

What is a Double Entry Budget?

NOTE For more information, see "Processing Commitments, Encumbrances, and Budget Edits" on page 97.

If you edit your budget for any reason during the year, you may be required to track budget transactions for the purposes of reporting and accountability. Double entry budgets can be used separately or with commitments as an additional budget control device.

If you use double entry budgeting, changes to your budget amounts can be made only through a process of balancing budget journal entries within the Budgeting application. Budget journal entries record any changes to the amounts or units assigned to a budget and must be balanced between two or more budget records. This concept is similar to accounting, where debits must equal credits. Double entry budgeting creates an audit trail. If you create a budget version before posting occurs, then you can also compare budget balances and budget transactions between the original and adjusted versions of a single budget.

IMPORTANT You identify a budget as a double entry budget when you define your budget header information on Define Budget (FB20.2). For more information, see "Defining Budget Header Information" on page 24. Any changes to the budget must be made on Budget Journal Entry (FB40.1).

Example

You manage the budget for School District 822 for the City of Oz. Because of unanticipated and significant increases in energy costs last winter, the budgeted amounts in the Utilities expense account are not enough to cover gas and electricity costs for the school year. You will need to move funds from the Maintenance expense account to the Utilities expense account to cover the additional costs by releasing and posting the journal entries to update the budget balances.

If you use double entry budgeting, create a budget entry to transfer funds from the Maintenance expense account to the Utilities expense account. You will create two budget journal entries: one taking funds from the Maintenance expense account, and one transferring funds to the Utilities expense account.

What is a Budget Journal Entry?

Budget journal entries are entries you create to control the maintenance transactions within your budgets. If you use double entry budgeting, changes to your budget amounts can be made only through a process of balancing budget journal entries within the Budgeting application. Budget journal entries let you track the movement of funds between budget accounts.

What Happens When I Release a Budget Journal Entry?

After you enter budget journal entries and make necessary corrections, you must release budget journal entries before you can post them.

Before Release

A budget journal entry must meet the following criteria before you can release it:

- The budget journal entry must be in balance
- For a company that uses control totals, the budget journal entry must also have matching control and budget journal entry totals

Results of Release

Releasing a budget journal entry:

- Changes the budget journal entry status to Released
- Makes the budget journal entry transaction lines available for posting
- If you set the budget to perform budget editing, and also set it for Budget Edits on Release, budget editing occurs.

What Happens When I Post a Budget Journal Entry?

Posting is the process of updating budget detail records with new transactions. You can post budget journal entries by using Budget Double Entry Posting (FB190) or the Post special action on Budget Journal Control (FB45.1). Running the posting programs:

- If you set the budget to perform budget editing, budget editing occurs.
- Posts released budget journal entries to update the budget balances
- Changes budget journal entry transaction lines and header records to Historical status on Budget Journal Control (FB45.1).

When Would I Back out a Budget Journal Entry?

You can unpost an incorrect budget journal entry from the budget detail account. This process of removing the transaction balances from the detail account is called backing out. Backing out changes the status of a budget journal entry from History to Released. You can back out any historical entries. After you back out the budget journal entry, you can unrelease, correct, release, and repost it.

Procedures in this Chapter

Double entry budget processing is a multi-step process. Use the following procedures to complete the process after your initial setup.

Defining a Budget Journal Entry

If you defined your budget as double entry, you use this program to adjust the amounts or units assigned to the budget by adding budget journal entries for a budget.

IMPORTANT If you selected the double entry option on Define Budget (FB20.2), you must use this procedure to add or change budget amounts or units.

Need More Details? Check out the following concepts:

- "What is a Double Entry Budget?" on page 78

STEPS

To define a budget journal entry

NOTE You must leave the Journal number field blank when adding a new journal entry.

1. Access Budget Journal Entry (FB40.1).
2. Choose New Journal Entry to display Define Budget Journal (FB40.2).
3. Select the company number, fiscal year, budget number, and journal type for the budget journal entry you want to add. Consider the following field.

Type	Choose the type of journal entry. Valid values are Normal, Intercompany, or Multiple Budgets. Use Normal for journal entries within a single budget. Use Intercompany for transferring amounts or units between companies. Use Multiple Budgets for transferring amounts or units between budgets.

4. Select the Add special action.
5. Return to Budget Journal Entry (FB40.1) to add budget journal entry transaction lines.

TIP To add another page of journal entries, use the Add form action. The form clears and you can continue to enter additional detail lines for the entry. If you create multiple transaction lines, you can use **(F2)** to copy a field value from the previous transaction line. To copy and reverse the previous transaction amount use **Shift+ (F2)** in the Amount field.

NOTE Although units do not need to balance, amounts must balance before a budget journal entry can be released.

You can add up to five transaction lines at a time for the budget journal entry. Consider the following fields.

IMPORTANT For any transaction line:

If the Company field is blank, the company number defined on the header is the default. If the number entered in the Company field does not match the company in the header, the Journal Type must be Intercompany (I). If the Budget field is blank, the budget number defined on the header is the default, If the number entered in the Budget field does not match the budget in the header, the Journal Type must be Intercompany (I) or Multiple Budgets (B).

Company Number	The company number for which you are adding budget journal entries.
Budget Number	The budget to which you are adding journal entries.
Period	This is the period the amount will be posted to on the budget detail record. You can select a value between 0-13. A value of 0 indicates that the amount or unit value that you enter is a beginning balance. **NOTE** Income statement accounts do not allow beginning balance entries.
Account	Select an accounting unit and account for the transaction you want to change.
Amount/Units	Enter the amount or units value to be posted.
Description	Type a description of the budget journal entry you want to change.

6. Choose Speed Entry to open Budget Speed Entry (FB40.3). On this form, you can define multiple budget journal entry transaction lines at once. You can define up to 10 detail lines.
7. If you want to display totals for the budget journal entry, choose Totals to open Budget Journal Entry Totals (FB40.5).

Followup Tasks

- If you want to display budgets that are flagged for double entry budgeting for a specific company, access Budget Control (FB25.1). Choose the Inquire special action. For more information, see "Inquiring on Budgets Using Budget Control" on page 74.

Related Reports and Inquiries

To	Use
Create a detailed listing of each budget journal entry transaction for a selected status or all statuses, for a range of journal numbers, or for a specific budget number or fiscal year.	Budget Journal Edit Listing (FB240)

Releasing a Budget Journal Entry

After you review unreleased budget journal entries and make necessary changes, you can release the entries. When you release a budget journal entry, the status changes to Released. This makes the budget journal entry transaction lines available for posting. Use this procedure to release budget journal entries.

STOP A budget journal entry must be in balance and, for a company that uses control totals, must have matching control and system amounts before you release it.

Need More Details? Check out the following concepts:

- "What is a Budget Journal Entry?" on page 79
- "What Happens When I Release a Budget Journal Entry?" on page 79

STEPS

To release a budget journal entry

- Access the form you want to use to release budget journal entries.

To	Use
Release an individual budget journal entry	Budget Journal Entry (FB40.1). Select the budget journal entry you want to release and choose the Release special action.
Release one or more budget journal entries for a company	Budget Journal Control (FB45.1). Select the journal entries you want to release. Select the Release line action next to each entry you want to release. Select the Change special action.

IMPORTANT After a budget journal entry is released, it can no longer be maintained on Budget Journal Entry (FB40.1) unless you unrelease it. For more information, see "Maintaining a Budget Journal Entry" on page 87.

Related Reports and Inquiries

To	Use
Inquire on a released budget journal entry	Budget Journal Entry (FB40.1) Budget Journal Control (FB45.1)
List detailed budget journal entry transaction information	Budget Journal Edit Listing (FB240)

Posting a Budget Journal Entry

You can post budget journal entries any time after you release them. Use this procedure to post budget journal entries to update budget detail records.

Need More Details? Check out the following concepts:

- "What is a Budget Journal Entry?" on page 79
- "What Happens When I Post a Budget Journal Entry?" on page 79

STEPS **To post a budget journal entry**

- Run Budget Double Entry Posting (FB190). Consider the following fields.

Company/ Company Group	Select the company number or company group you want to post budget journal entries for. **NOTE** You can select a value in only one of these fields. Both fields are optional.
Fiscal Year	You can type the fiscal year that you want to process the budget journal entries for. If you leave this field blank, the current fiscal year defaults.
Budget	Select the budget number you want to post budget journal entries for.
Run Option	You can determine posting options for budget journal entries. If you select A, all budget journal entries will post to the General Ledger provided none of the entries contains errors. If any budget journal entry contains an error, none will post. If you select P, only budget journal entries containing no errors will post. Select R to run a report only.
Updt Journals Only	You can determine whether to include only updated budget journal entries in the report. The default is Yes. If you select No, all journal entries (including those previously posted) that meet the parameters you defined in the company, fiscal year, and budget number fields will print.
Page Break	You can determine whether each budget journal entry prints on a separate page. The default is Yes.

Option for Posting Budget Journal Entries

TIP A History status will display for transactions that have been posted.

- Access Budget Journal Control (FB45.1). Select the company you want to post budget journal entries for. Choose the Inquire form action to display journal entries for the current period and fiscal year. Select the Post line action next to each released journal entry you want to post. Choose the Change form action.

Related Reports and Inquiries

To	Use
Inquire on a wide range of budget balances. The command buttons transfer you to different inquiry subforms that are updated when you run Budget Double Entry Posting (FB190).	Budget Analysis (FB95.1)
List detailed budget journal entry transaction information	Budget Journal Edit Listing (FB240)

Copying a Budget Journal Entry

If you want to define a budget journal entry that is similar to an existing entry, you can quickly copy the existing budget journal entry, and then make necessary changes. Use this procedure to copy a budget journal entry.

STEPS

To copy a budget journal entry

1. Access Budget Journal Entry (FB40.1).
2. Choose New JE to open Define Budget Journal (FB40.2).
3. Inquire on the budget journal entry you want to copy.

NOTE You can copy a budget journal entry with any status, including History.

4. Choose Copy to open Additional Information (FB40.4).
5. Use Additional Information (FB40.4) to select options for copying the budget journal entry. Consider the following fields.

NOTE You don't assign a period to the budget entry that you are creating because one budget journal entry may have transaction lines that cover a number of periods.

New Entry	The New Entry company and fiscal year use the default values from the Existing Entry fields unless you override the values.
Budget	Type a New budget number for the new entry you want to create.
Type, Journal	Select a journal type and an existing journal entry number to be used for process control of the double budget entry detail. **NOTE** Leave the New Journal field blank. The system automatically creates the control group number.
New Description	Type a description for the new journal number. The description will default on each transactions line. **NOTE** If you leave this field blank, the journal header description defaults.

Maintaining a Budget Journal Entry

You can change any of a budget journal entry's parameters after you have defined them. Use this procedure to maintain a budget journal entry.

STOP Only a budget journal entry with a status of Unreleased can be maintained.

STEPS To maintain a budget journal entry

1. Access Budget Journal Entry (FB40.1).
2. Select the company number, fiscal year, budget number and journal number you want to perform maintenance on. Select the Inquire special action.
3. Change the applicable fields on the detail lines. Select the Change line action next to the budget journal entry you want to maintain.
4. Select the Change form action.

Followup Tasks

- Release the journal entry. For more information, see "Releasing a Budget Journal Entry" on page 83.
- Post the journal entry. For more information, see "Releasing a Budget Journal Entry" on page 83.

Related Reports and Inquiries

To	Use
Create a detailed listing of each budget journal entry transaction.	Budget Journal Edit Listing (FB240)

Maintain an Interbudget Relationship

You can add, change, or delete interbudget relationships. Use this procedure to add an interbudget relationship.

STEPS To Maintain an Interbudget Relationship

1. Access Interbudget Relationships (FB35).
2. Select a company and budget to modify.
3. Update budget and account fields as needed.

Related Reports and Inquiries

To	Run
To view annual amounts for specific budgets or all budgets for a selected company and year	Intercompany Relationship Listing (FB215)

Backing Out a Budget Journal Entry

NOTE You can back out budget journal entries on Budget Journal Control (FB45.1) even if the back out option on Company (GL10.1) is set to No.

You can back out or unpost an incorrect budget journal entry by backing out the entry. After you back out the budget journal entry, you can unrelease, correct, release, and repost it. Use this procedure to back out a budget journal entry.

Need More Details? Check out the following concepts:

- "What is a Budget Journal Entry?" on page 79
- "When Would I Back out a Budget Journal Entry?" on page 80

STEPS

To back out a budget journal entry

1. Access Budget Journal Control (FB45.1).
2. Inquire on the company, fiscal year, and budget for the budget journal entry you want to back out.
3. Select the Back out line action next to the History budget journal entry you want to unrelease, and then select the Change form action. This changes the budget journal entry status to Released.
4. Select the Unrelease line action next to the budget journal entry you want to unpost, and then select the Change form action. This changes the status of the budget journal entry to Unreleased.

Followup Tasks

If you want to make corrections to the budget journal entry you backed out, perform the following tasks:

- Use Budget Journal Entry (FB40.1) or Budget Journal Control (FB45.1) to change the budget journal entry.
- Release the budget journal entry. For more information, see "Releasing a Budget Journal Entry" on page 83.
- Post the budget journal entry. For more information, see "Posting a Budget Journal Entry" on page 84.

Related Reports and Inquiries

To	Use
Create a detailed listing of each budget journal entry transaction	Budget Journal Edit Listing (FB240)

Deleting a Budget Journal Entry

You can delete a budget journal entry if it has a status of Unreleased. Use this procedure to delete budget journal entries created in the Budgeting application.

STOP A budget journal entry must have a status of Unreleased before you can delete it. You can change the status of a History entry to Released. For more information, see "Backing Out a Budget Journal Entry" on page 89. Change the status from Released to Unreleased using Budget Journal Control (FB45.1) .

Need More Details? Check out the following concepts:

- "What is a Budget Journal Entry?" on page 79

STEPS

To delete a budget journal entry

IMPORTANT You cannot recover budget journal entries once they have been deleted. Deleted budget journal entries leave no audit trail. If you want an audit trail, copy the original entry and reverse the values on Additional Information (FB40.4). For more information, see "Copying a Budget Journal Entry" on page 87.

- Choose the Delete line action and the Change form action for selected budget journal entries on Budget Journal Control (FB45.1).

  – or –

  Use Define Budget Journal (FB40.2) to inquire on the entry and choose the Delete form action.

Related Reports and Inquiries

To	Use
Create a detailed listing of each budget journal entry transaction to determine which entry you want to delete	Budget Journal Edit Listing (FB240)

Chapter 7

Converting Existing Budget Data

If you create budget information in a non-Lawson application, you can import that data into the Budgeting application. After you import data, you may need to make changes or corrections to your budgets.

This chapter provides the information that you will need to interface budgets from a non-Lawson application, edit and update imported budgets, and create budget and header detail records.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What is Budget Conversion?" on page 92

What is Budget Conversion?

If you create budgets in a third-party budgeting application or in a spreadsheet, you must map data fields in your budget to the Budget Conversion (FBUDGETREL) database file before you can interface the budget to the Budgeting application. You can find information about the mapping process on the Lawson support site.

After you define your conversion options and transfer your non-Lawson data to the Budgeting application, you are ready to update the imported data and create budget and header detail records.

You can use the following budget interface programs and files to import data into the Budgeting application.

Online program Batch program Report program	Budget Interface Maintenance (FB65.1) Budget Interface (FB165) Budget Interface Listing (FB265)
Interface file	Budget Conversion (FBUDGETREL)
Updated files	Budget Header (FBHEADER) Budget Detail (FBDETAIL) General Ledger Consolidation (GLCONSOL)

Procedures in this Chapter

Use the procedures in this chapter to interface non-Lawson budget data into the Budgeting application, define non-Lawson conversion options, and convert the budget data to the General Ledger application.

- "Interfacing Budgets" on page 93
- "Converting Budget Information" on page 95

Interfacing Budgets

You need to interface non-Lawson data into the Budgeting application before you define your conversion options. Use this procedure to import your non-Lawson data, review your interface records, and define conversion options.

Need More Details? Check out the following concepts:

- "What is Budget Conversion?" on page 92

STEPS **To interface budget data**

1. Prepare the interface file. The file must be an importable format such as a comma-separated value (CSV) file and the file fields must match the order and data type of the fields in the Budget Conversion (FBUDGETREL) file. This file layout is available on the internet support site.
2. Transfer the CSV file to your Lawson server. You can use a standard transfer utility such as **ftp**.
3. Use the Import (**importdb**) command to load the data into the Budget Conversion file.
4. Access Budget Interface Maintenance (FB65.1) to define budget conversion information.

   Consider the following fields.

Run Group	Select the run group name you assigned when you transferred data from a non-Lawson application. **NOTE** The run group name is stored in the Budget Interface file.
Sequence	You can type the transaction sequence number. The sequence number is a user-defined value to identify the order of transactions.

Organization Code	Select an organization code that identifies the GL company and accounting unit where the converted balances are stored. **NOTE** The organization code is defined on Organization Relationships (GL08.1).
Account Code	Select an account code that identifies the GL account and subaccount where the converted balance information is stored. **NOTE** The account code is defined on Account Relationships (GL09.1).
Year	Type the fiscal year for the budget conversion.
Budget	Type the budget number that you want to convert data to.
Currency	This field determines displays the currency code that is attached to the budget. **NOTE** Leave this field blank to default the base currency.
Type	This field determines whether the values in the Amount field are period balances or year-to-date balances.
Units	This is the units by period converted from your non-Lawson application data. If the values are incorrect, you can make the necessary changes.
Factor	You can select a global factor you defined on Global Factors (FB00.1) to calculate the budget amount. **NOTE** If you select a global factor, leave the Rate field blank.
Rate	You can select the rate that affects the period budget amount. For example, you can use the inflation rate or an employee's hourly contract salary. **NOTE** If you define the rate, leave the Factor field blank.

Amount	This is the amount by period converted from your non-Lawson application data. If the values are incorrect, you can make the necessary changes.

5. Select the Add special action.

Converting Budget Information

After you review or modify the budget conversion options that you defined on Budget Interface Maintenance (FB65.1), you can convert non-Lawson budget data. Use this procedure to convert budget information to the General Ledger application.

Need More Details? Check out the following concepts:

- "What is Budget Conversion?" on page 92

STEPS

To convert budget information

- Run Budget Interface (FB165).

Consider the following fields.

Run Group	You can select a run group name you defined on Conversion Budget (FB65.1) that you want to convert.
Report	This field determines how the budget defined in the run group is updated when you run FB165. The default is Report Only (R), which only prints the report. You can select Update and Report (U) to update the budget and print the report.
Update	This field determines how the accounts for the budget defined in the run group are updated. Select from the following options: • Merge (M): Adds the conversion amount to the existing budget detail records • Replace (R): Replaces the existing budget detail records with the conversion amount • Ignore Duplicate (I): Does not update the existing budget detail records with the conversion amount. This is the default option.
Conversion Method	You can convert budgets either by accounting unit or by level. The default is Both. Select Accounting Unit (A) to convert budgets by company and accounting unit. Select Level (L) to convert budgets by company and level.

IMPORTANT After you run Budget Interface (FB165), use the Budget Entry subforms (FB20.x) to view and maintain your imported data.

Related Reports and Inquiries

To	Use
List budget conversion records	Budget Interface Listing (FB265)

Chapter 8

Processing Commitments, Encumbrances, and Budget Edits

This chapter describes how to set up the General Ledger application to process commitments and encumbrances, and perform budget editing in the Budgeting application. You also will learn how to perform budget edits for a group of accounting units/accounts.

Concepts in this Chapter

TIP To skip directly to the procedures, see "Procedures in this Chapter" on page 103

The following concepts provide background and conceptual information for the procedures in this chapter.

What Are Commitments?

A commitment (also called an encumbrance) is a reservation of funds for requested products and services. An commitment record is created from many Lawson applications and is used during budget editing as part of the calculation to arrive at the remaining budget balance.

The following is a list of Lawson modules that can create and update commitment records in General Ledger.

- (RQ) Requisitions
- (AC) Project Accounting
- (AP) Accounts Payable
- (CA) Cost Allocations
- (CB) Cash Management
- (EE) Employee Expense
- (GL) General Ledger
- (PO) Purchase Order
- (PR) Payroll
- (RJ) Recurring Journal

What Is Budget Editing?

The system can check (edit) your budget for available funds as new commitments and encumbrances are added and released. Budget editing utilizes the posted transactions, new and existing commitment and encumbrance records to arrive at an accurate remaining balance of your budgeted funds. This process keeps you from exceeding the budget amounts. You also have the option of defining a tolerance percent. If a purchase order is received that exceeds the budgeted amount, but does notexceed the tolerance level, that purchase order will be accepted.

You can choose the period date range budget (Period, Year to Date, or Annual) and the level (Detail or Summary) of the edit.

IMPORTANT During budget editing, the actual budgeted numbers are not changed, but simply compared to a summary of actuals, commitments, and encumbrances.

Detail Level

The system will use a posting account to edit the budget. Because each transaction line could be within the available budgeted amount, but the total of all the lines for the same posting account might be over the available amount, edits will occur at the point of entry and upon release.

Example

LGE Corporation has an annual budget of $60,000 for accounting unit 201, account 55110. Year to date, there are actual amounts of $10,000, leaving a remaining budget balance of $50,000.

Company	4321
Accounting Unit	201
Account	55110

Annual Budget	$60,0000
Actuals	10,000
Budget Balance	$50,000

On May 1st, a purchasing agent at LGE Corporation enters a requisition for one computer at a cost of $2,000.

With a total budget of $60,000 and a new commitment of $2,000, the system calculates that the new requisition added to the $10,000 in actuals is within the budget.

Annual Budget	$60,000
Actuals	10,000
Commitment/Encumbrance	2,000
Budget Balance	$48,000

On July 10th, a purchasing agent at LGE Corporation enters a purchase order for two computers at a cost of $1,500 each. When determining if the purchase order is within the remaining budget, the system adds together the $10,000 in actuals, the $2,000 commitment, and the new $3,000 encumbrance and compares the total to the budgeted amount. Because the amount does not exceed the full budget amount, the new encumbrance is allowed.

Annual Budget	$60,000
Actuals	10,000
Commitment/Encumbrance	5,000
Budget Balance	$45,000

Summary Level

The system will use a budget edit group to edit the budget. A *budget edit group* is a group of accounts and optionally accounting units grouped together for budget editing purposes. To learn how to create the budget edit group, see the *General Ledger Budgeting User Guide*. The edit will occur upon release of the transaction.

Example

LGE Corporation has an annual budget of $60,000 for the budget edit group called Equipment. This includes computer, printer, and desk accounts 55110 through 55130. Year to date, there are actual amounts totaling $50,000, leaving a remaining budget balance of $10,000.

Company	4321	
Accounting Unit	201	
Budget Edit Group= Equipment:	**Account:**	
Computer	55110	
Printer	55120	
Desk	55130	
Computer Budget		$10,000
Printer Budget		5,000
Desk Budget**Total Annual Budget**		45,000
		$60,000
Computer Actuals	$10,000	
Printer Actuals	2,000	
Desk Actual**Computer Actuals**	38,000	
	$50,000	
Budget Edit Group Balance	$10,000	

On May 1st, a purchasing agent at LGE Corporation enters a requisition for one computer at a cost of $2,000.

With the total budget of $60,000 and a new commitment of $2,000, the system calculates that the new requisition added to the $50,000 in actuals is within the budget. The system allows the requisition because the total budget for the budget edit group has not been exceeded, but the computer budget has been.

Computer Budget		$10,000
Printer Budget		5,000
Desk Budget**Total Annual Budget**		45,000
		$60,000
Computer Actuals	$10,000	
Printer Actuals	2,000	
Desk Actual**Computer Actuals**	38,000	
	$50,000	
Commitment/Encumbrance	2,000	
Budget Balance	$8,000	

How do I Correct Budget Edit Errors?

You will receive an error message any time a commitment or encumbrance exceeds the budget for an account for which budget edits are set up. Because commitments and encumbrances can originate in many different Lawson applications and follow different paths, the process for correcting a budget error is not the same for each transaction. There are four ways to correct the budget error messages:

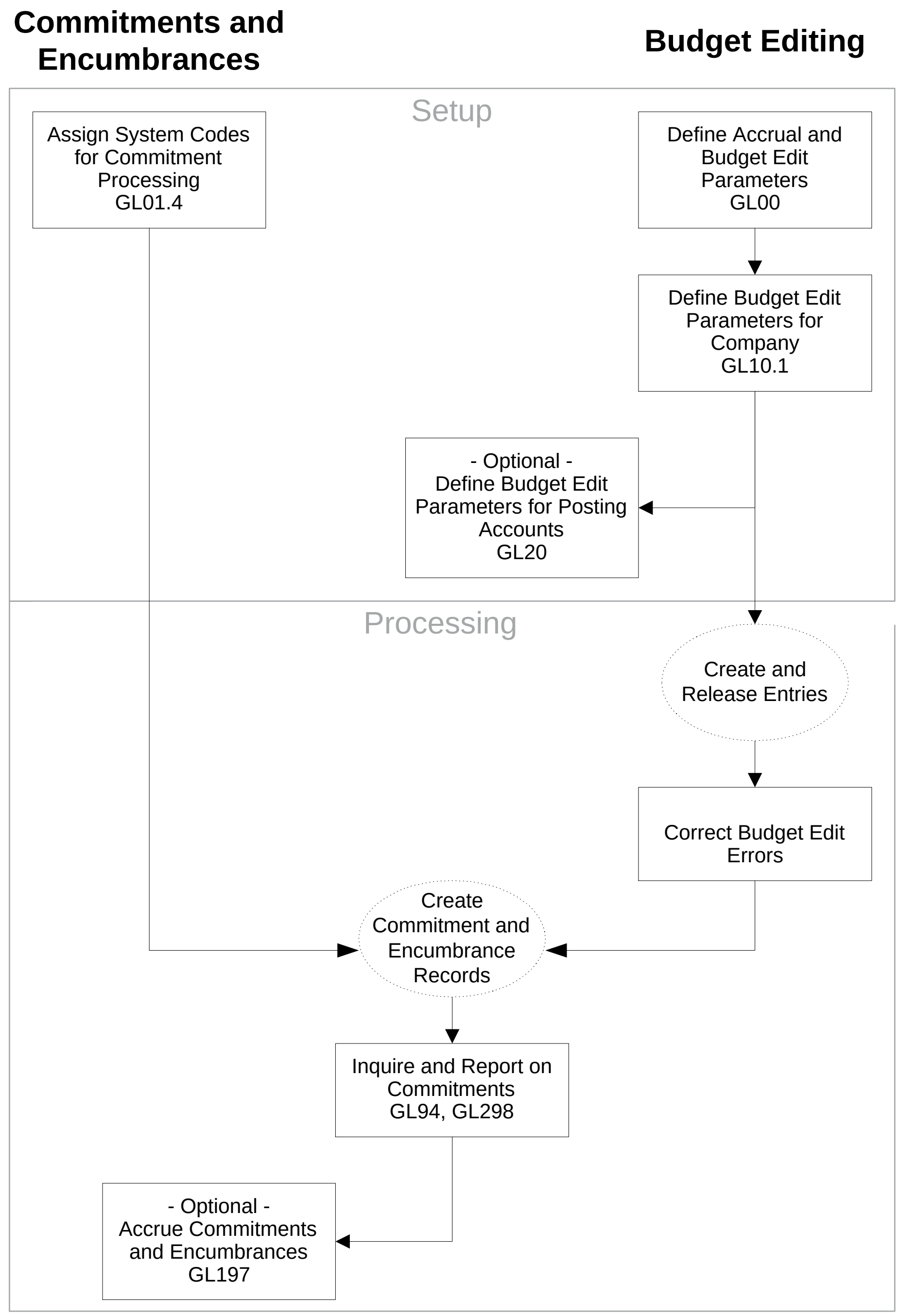
1. Reduce the amount of the obligation in the application where the commitment or encumbrance originated.
2. Move the obligation to a different posting account in the application where the commitment or encumbrance originated.
3. Move the budgeted amounts to different posting accounts in the Budgeting application. Use the Budget Entry form (FB20.x) you created your budget on to move budget amounts. For more information, see "Defining a Basic Budget" on page 17. For summary budget editing, you could re-define your budget edit group. For more information, see "Defining Budget Edit Groups" on page 110.
4. Turn off the budget editing flag for the selected account on Accounting Units-Accounts (GL20.1). See the *General Ledger User Guide*.

TIP You can use the Copy option on Define Budget Journal (FB40.2) to copy an existing budget journal entry, and then make any necessary changes. For more information, see "Copying a Budget Journal Entry" on page 87.

How Do Commitments and Budget Edits Work in Lawson General Ledger?

The following graphic provides an overview of setup and processing commitments and budget edits in General Ledger.

Figure 2. Overview of commitments, encumbrances, and budget edits in General Ledger



Procedures in this Chapter

Use the procedures described in this chapter to set up and process General Ledger commitments and encumbrances and to perform budget edits.

STOP You must set up a commitment budget in the Budgeting application before budget edits can take place in the General Ledger application. To learn how to define a commitment budget, see "Defining Budget as Commitment Budget" on page 109.

Assigning System Codes for Commitment Processing

Use this procedure to select which Lawson applications you want to allow processing of commitments and budget editing from.

STEPS **To assign system codes for commitment processing**

1. Access System Codes (GL01.4).
2. Click the Inquire form function to display your system codes.
3. Select each Lawson system code that you want to create encumbrances, commitments or budget edits from. Consider the following fields.

Suspend SL Process	This field lets you process Strategic Ledger information separately from your daily processing to maximize processing efficiency. If you choose Yes, Strategic Ledger information is not interfaced to Strategic Ledger until you run Transaction Interface (SL195). This reduces processing time on the interface to General Ledger. You can run Transaction Interface (SL195) at any time to load information for use in the Strategic Ledger application.

AC Commit (Commitments)	This field determines if commitments are update in Project Accounting (AC). Choose Yes or No to determine if the system code will update commitments in Project Accounting (AC). **NOTE** If you choose Yes (and therefore activate commitments) for Requisitions (RQ), you must also choose Yes for Purchase Order (PO) and Accounts Payable (AP). If you activate commitments for Purchase Order (PO), you must also choose Yes for Accounts Payable (AP).
AC Commit Pct (Commitment Percentage)	You can type a percentage to include additional costs to commitments in Project Accounting for overhead fringe benefits. The percentage is calculated and added to commitment amounts when you inquire or report on activity commitments.
AC Bud (Budget Edit)	This field determines if budgets are edited in Project Accounting. Choose Yes or No to edit budgets in Project Accounting. If you choose Yes, the system verifies commitment amounts under the budget based on options you choose on Activity Group (AC00.1).
GL Commit (Commitments)	Choose Yes or No to determine if commitments are created in General Ledger for transactions that originate in the system code. **NOTE** If you choose Yes (and therefore activate commitments) for Requisitions (RQ), you must also choose Yes for Purchase Order (PO) and Accounts Payable (AP). If you activate commitments for Purchase Order (PO), you must also choose Yes for Accounts Payable (AP).

GL Bud (Budget Edit)	Choose Yes or No to determine if budgets are edited in General Ledger for the system code. The system allows you to track actual balances, commitments, and encumbrances compared to budgeted amounts. But the system will not prevent you from exceeding budgeted amounts if you set the GL Commit field to Yes and the Budget Edit field to No. **NOTE** The GL Commit field must be set to Yes before you can set the Budget Edit field to Yes. **NOTE** The system will allow you to track actual balances, commitments, and encumbrances compared to budgeted amounts, but wouldn't prevent you from exceeding budgeted amounts if you set the Commit field to Yes and the Budget Edit field to No.

4. Optional. If you choose commitment processing for Requisitions (RQ) and Purchase Order (PO), set the commitment date options.
   a. Highlight the RQ or PO line.
   b. At the bottom of the page, in the Details box, choose the Commit Date link to access Commit Date Options (GL01.6). Consider the following fields.

PO tab	**PO Encumbrance Date Options**	Choose PO Date or PO Delivery Date. If you choose PO date, the encumbrance is compared to the budget for the period in which the PO date falls. If you choose Delivery Date, the encumbrance is compared to the budget for the period in which the purchased item is planned to be delivered. If you choose System Date, the encumbrance is compared to the budget for the period in which the system date falls. The default is PO Delivery Date.
	Received Not Invoiced AC Update Options	Choose Yes and the Received, Not Invoiced Report (PO135) creates accruals in Project Accounting (AC).
RQ tab	**RQ Commitment Date Options**	Choose RQ Delivery Date or RQ Creation Date. If you choose RQ Delivery Date, the commitment is compared to the budget for the period in which the requested item is delivered. If you choose RQ Creation Date, the commitment is compared to the budget for the period in which the requisition is created. The default is RQ Delivery Date.

Defining Budget Edit Parameters

If you want to edit budgets you must assign the accounts you want the system to perform the edits on. You can enable budget editing for all detail accounts under a summary account. Use this procedure to define budget edit parameters.

Need More Details? Check out the following concepts:

- "What Is Budget Editing?" on page 98

STEPS

To define budget edit parameters

1. Access Chart of Accounts (GL00.1). To enable budget editing at the summary level, choose More beside the summary account that you want to enable budget editing for. The Summary Account Options (GL00.5) subform appears.
2. Choose the Commitments tab. Indicate that you want to allow Budget Edit processing to occur for the summary account.
3. Optional. To enable budget editing at the detail account level, return to Chart of Accounts (GL00.1). Choose Accounts, next to the account you want to enable budget editing for. The Detail Account (GL00.3) subform appears.
4. Select More next to the detail account that you want to enable budget editing for. The Account Information (GL00.4) appears.
5. Choose the Commitments tab. Indicate that you want to allow Budget Edit processing to occur for the detail account. If you leave the Budget Edit field blank, the system will use the summary account value.

Defining Budget Edit Parameters for Company

Use this procedure to define budget editing parameters at the company level.

Need More Details? Check out the following concepts:

- "What Is Budget Editing?" on page 98

STEPS

To define budget edit parameters for company

1. Access Company (GL10.1).
2. Define the budget edit range and type for the company. Consider the following fields on the Main tab. For more information about Company, see the *General Ledger User Guide*.

Budget Edit Date Range	Select how the system will edit your budget. N = No Edit P = Period Budget Y = Year to Date Budget A = Annual Budget
Budget Edit Type	Select the type of edit you want. Detail: The system will use a specific accounting unit and account to edit the budget. Summary: The system will use a group of accounting units or accounts to edit the budget. To use Summary type, you must define a budget edit group on Budget Edit Group (FB11.1). For more information, see "Defining Budget Edit Groups" on page 110.

Defining Budget Edit Parameters for Posting Accounts

This is an optional step. Use this procedure to define budget edit parameters for accounting units. The parameters you define will override the parameters on the chart of accounts. If you do not define a parameter, the system will use the chart of accounts value.

Need More Details? Check out the following concepts:

- "What Is Budget Editing?" on page 98

STEPS To define budget edit parameters for accounting units

1. Access Accounting Units - Accounts (GL20.1).
2. Type or select the company and accounting unit that you want to define budget editing for. To learn more about accounting units, see the *General Ledger User Guide*.
3. Choose Accounts to access Posting Accounts (GL20.2). Locate the account you want to want to define budget editing for.
4. Choose More to access Account Options (GL20.3). Consider the following field.

Budget Edit	Indicate whether you want the system to edit the budget. If you leave this field blank, the system will use the chart of accounts value.

Defining Budget as Commitment Budget

If you perform budget edits, you must define a commitment budget. The commitment budget record is used during budget editing as part of the calculation to arrive at the remaining budget balance. Use this procedure to define a budget as a commitment budget.

IMPORTANT After you set up your company for commitments and budget editing in the General Ledger application, you must define a commitment budget in the Budgeting application before budgeting editing can take place. This includes selecting one budget within the company to be the commitment budget and, optionally, creating budget edit groups. For more information, see "Defining Budget Edit Groups" on page 110.

STEPS To define budget as commitment budget

1. Access Period Budget, Rate (FB20.1).
2. Choose New Budget to access Define Budget (FB20.2).

NOTE While not specifically tied to commitments, the Double Entry budget field on FB20.2 can be used separately or with commitments as an additional budget control function. For more information, see "What is a Double Entry Budget?" on page 78.

3. Consider the following field.

Commitment Budget	This field determines whether General Ledger commitments are edited against this budget. Select Yes to define this budget as a commitment budget. **NOTE** If you select Yes here, Commitment Budget will appear under the budget description on FB20.1. **IMPORTANT** You can set up only one commitment budget per year for a company.

Followup Tasks

- If you want to display budgets that are flagged for commitment processing for a specific company, access Budget Control (FB25.1). Choose the Inquire special action. For more information, see "Inquiring on Budgets Using Budget Control" on page 74.

Defining Budget Edit Groups

If you use summary budget editing, you will use budget edit groups to define the accounts and, optionally, the accounting units that will be included in the budget edit groups. Use this procedure if you want to perform budget edits.

IMPORTANT If you selected the Summary budget edit option on Company (GL10.1), the summary option will be used only if budget edit groups exist. If not, the system will edit the budget as if the Detail option had been selected.

Need More Details? Check out the following concepts:

- "What Is Budget Editing?" on page 98

STEPS **To define budget edit groups**

1. Access Budget Edit Group (FB11.1).
2. Consider the following fields.

Company	Select the company number for the budget edit group definition.

Budget Edit Group	Assign a budget edit group name that will be used for commitment editing. **NOTE** Lists or groups used to define the budget edit group may contain accounts and accounting units from multiple companies. Only those accounts and accounting units from the company for which you are defining a budget edit group will be included.
Organization Selection	Select a single accounting unit, an accounting unit list, or a group of level ranges to establish the posting account(s) that will be used in the budget edit group.
Account Selection	Select a summary account, an account group, or an account list to establish the detail accounts that will be used in the budget edit group. **NOTE** You must select at least one of these account options.
Subaccount Group	Optional. You can select a subaccount group if you are using an account group for major accounts and want to include subaccounts in the budget edit group. **NOTE** If no subaccounts are selected, only the major detail accounts will be added.

3. Choose Add special action to save the budget edit parameters you just selected.
4. Select Build to add (build) detail records for the budget edit group defined for the company.
5. If you want to inquire on an existing budget edit group, choose Preview to display Budget Edit Group List (FB11.2).

NOTE When you build, all accounting unit/ account combinations will be listed even if the posting accounts are not valid.

Related Reports and Inquiries

To	Use
Build or Rebuild the FBFUNDAMT data file and related detail	Budget Edit Group Build (FB111)
Create a listing of one budget edit group or all groups	Budget Edit Group Listing (FB211)

Inquiring on Commitments and Encumbrances

Use this procedure to inquire online or report on commitments and encumbrances.

Need More Details? Check out the following concepts:

- "How do I Correct Budget Edit Errors?" on page 101

TIP Use (RW) Report Writer to create customized reports of the encumbrance amounts (ENC), encumbrance units (ENU), commitment amounts (CMT) or commitment units (CMU).

STEPS

To inquire on commitments and encumbrances

1. Access Commitment Analysis (GL94.1).
2. Use this form to display a wide range of commitment and encumbrance information. Select organization, account, and period inquiry criteria. Use the Drill Around feature to display additional information. Use the following table to help you navigate from the main form.

To display	Choose
Account detail for budgeted totals, actuals, commitments or encumbrances, and remaining budget	Account to access Account (GL94.2)
Commitment account detail	More (*) next to the line item on GL94.2 to access Commitment Account Detail (GL94.6)
Account totals for budgeted totals, actuals, commitments or encumbrances, and budget balances	Totals to access Account Totals (GL94.3)
Accounting unit detail for budgeted totals, actuals, commitments or encumbrances, and budget balances	Acct Unit to access Accounting Unit (GL94.4)
Commitment accounting unit detail	More (*) next to the line item on GL94.4 to access Commitment Acct Unit Detail (GL94.7)
Accounting unit totals for budgeted totals, actuals, commitments or encumbrances, and budget balances	Totals on GL94.4 to access Accounting Unit Totals (GL94.5)

Options for Inquiring on Commitments and Encumbrances

1. Access GL Commitment Analysis Report (GL298).
2. Use this form to create a printed report for commitment analysis. Consider the following fields.

Report Type on the Main tab	Select whether you want to print commitment analysis or commitment detail.
Budget on the Other Options tab	Type or select the commitment budget you want to report on.

Chapter 9

Analyzing Budgets

All of the setup and processing covered in earlier parts of this user guide is done for one reason - to let you analyze and report on budget data for your company. You can use the reporting functionality to make better business decisions. This chapter provides an overview of the analysis and reporting capabilities available to you in the Budgeting application.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What is Budget Analysis?" on page 116

What is Budget Analysis?

The Budgeting application includes online analysis forms that you can use to view budget information in an online format, which means you don't have to wait for a printed report to analyze data. Budget Analysis (FB95.1) lets you compare a wide range of account information based on company, account, and period criteria you define. You can compare only companies that have the same account structure. The following options are available to analyze budget data:

- You can compare budgets for two companies with the same account structure.
- You can compare account period totals for two companies with the same account structure.
- You can compare accounting unit totals for two companies with the same account structure.
- You can compare budget totals for two companies with the same account structure based on the parameters you select.

Procedures in this Chapter

You can inquire and report on budget amounts based on criteria you define. Use these procedures to select the data on which you want to perform your analysis and to view the detailed information.

- "Inquiring on Budgets Using Budget Analysis" on page 117
- "Reporting on Budgets" on page 118

Inquiring on Budgets Using Budget Analysis

Use this procedure to view and analyze current budget data online, based on company, budget, and account and period parameters you define.

Need More Details? Check out the following concepts:

- "What is Budget Analysis?" on page 116

TIP To display the associated detail lines for a selected transaction, use the Drill Around feature.

STEPS **To inquire on budgets using Budget Analysis**

1. Access Budget Analysis (FB95.1).
   Consider the following fields.

Company (1)	Select the company number, fiscal year, budget number and accounting unit or accounting list for the first budget you want to compare. **NOTE** Optional. You can select a specific version of the budget to compare. If you leave this field blank, the current version of the budget defaults.
Company (2)	Select the company number, fiscal year, budget number and accounting unit or accounting list for the second budget you want to compare. **NOTE** Optional. You can select a specific version of the budget to compare. If you leave this field blank, the current version of the budget defaults.
Accounts	Select specific account parameters you want to view.
Type	Select whether you want to display amounts or units. If left blank, the default is Amounts (B).
Periods	Select a specific period range to view.
Rounding	Select the decimal place amounts or units are rounded to. If left blank, the default is Whole (W).

Allow Zero Amounts	Optional. Select whether you want zero budget amounts to display. If left blank, the default is Yes (Y).

2. Choose Account to open Account, Period (FB95.2). You can use this subform to compare account period totals for both companies, or two budgets in the same company.
3. Choose AcctUnit to open Accounting Unit, Period (FB95.4).You can use this subform to compare accounting unit period totals for both companies, or two budgets in the same company.
4. Choose Totals to open Totals (FB95.6). You can use this subform to compare beginning balances, period totals, and ending balances for both companies, or two budgets in the same company.

Related Reports and Inquiries

To	Use
Print budget comparison amounts for both companies	Budget Analysis Report (FB295)

Reporting on Budgets

If you edit your budget for any reason during the year, you may be required to provide budget comparison reports for the purpose of accountability. A budget audit report lets you compare your original budget to the revised budget or compare two versions of a single budget. Depending on the parameters you define, you can:

- report either summary or posting account information
- report only the balances within each budget record
- report both balances and transaction detail

Use this procedure to create a budget audit report.

NOTE The Transaction Detail option is used only on double entry budgets. For more information, see "Defining a Basic Budget" on page 17.

STEPS **To report on budgets**

1. Access Budget Audit (FB296) to create a printed report for budget comparisons.
2. On the Main tab, you can select company and account inquiry criteria.

TIP To display the associated detail lines for a selected transaction, use the Drill Around feature.

3. On the Other Options tab, you can further define the parameters for the report.
4. On the Output Options tab, you can define the print parameters for the report.

   Consider the following fields on the Output Options tab.

Acct Unit Level Type	You can select whether you want to compare summary or posting level amounts.
Level Depth	This field lets you narrow the amounts to be compared to a specific level. Select 0 to compare amounts at the company level. Select 1-4 to compare amounts at the summary level. If you leave this field blank, all postings will be compared.
Transaction Detail	You can select whether you want to create a budget transaction detail section on the summary report. **NOTE** You can use this option only on double entry budgets. For more information, see "Defining a Basic Budget" on page 17.

Appendix A

Documentation Conventions and Support

Documentation Conventions

This document uses specific text conventions and visual elements.

Text Conventions

This	Represents
bold	A key name or function key name. For example, **Shift** is a key name and **Help (F1)** is a function key name. A value or command that you must type exactly as it appears. A program or file name.
italics	A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable.

Visual Elements

STOP Information that you must know before you attempt the procedure or process.

IMPORTANT Important information that you must consider when you perform the procedure.

CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.

WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions

To find Lawson documentation, see the user interface or http://support.lawson.com. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- Which services are standard maintenance and which are billable

To find the *Global Support Manual*, see http://support.lawson.com. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

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