

MODULE 4: BUDGETS

Module Overview

Two main components of the General Ledger application area are Chart of Accounts and G/L Budgets. The Chart of Accounts provides quick access to G/L accounts and balances, and the Budgets feature provides a comparison between actual amounts and budgeted amounts, by using a combination of the following:

- G/L accounts
- Periods
- Global dimensions
- Budget dimensions

Objectives

The objectives are:

- Explain the Budgets feature in Microsoft Dynamics NAV 2013.
- Explain the **G/L Budgets** page elements.
- Show how to set up budgets manually.
- Explain how to delete budget entries.
- Explain how to create budgets by using the **Copy Budget** function.
- Explain how to create budgets by using the **Export Budget** and **Import Budget** functions.

General Ledger Budgets

A budget is an overview of planned expenses and revenues. It is an important tool for companies, used in business intelligence to measure the actual financial operation of the business against the forecast.

In Microsoft Dynamics® NAV 2013, the Budget feature lets you do the following:

- Create multiple budgets for identical time periods.
- Create simple or complex budgets by selecting a combination of G/L account, period, the two global dimensions, and four budget dimensions.
- Copy budgets from previous periods and revise actual figures or budget figures by using an adjustment factor.
- Export budgets to and import budgets from Microsoft® Excel®.

Setting Up G/L Budget Names

When you want to start entering a budget, the first step is to create a budget name.

You can set up multiple budgets for identical time periods by creating budgets with separate names in the **G/L Budget** page.

When you create a new budget name, you have to determine whether you want to use dimensions.

Global dimensions are available on all budgets, but you can specify four additional budget dimensions on each budget. This means that you can use no more than six budget dimensions.

Budget dimensions can be used to set filters on a budget and add dimension information to budget entries. Budget dimensions let you use dimensions in budgets in the same manner as you use them when you post sales and purchases. For example, you can compare the actual sales by region with the budgeted sales by region.

To set up a G/L budget name, follow these steps:

1. In the **Search box**, type "G/L Budgets", and select the related link.
2. In the **Home** tab on the ribbon, click **New**.
3. In the **Name** field, type a unique identifier for this budget.
4. In the **Description** field, type a short description.
5. In the **Budget Dimension 1 Code** field, click the drop-down list and select the relevant dimension, as needed.

6. In the **Budget Dimension 2 Code** field, click the drop-down list and select the relevant dimension, as needed.
7. In the **Budget Dimension 3 Code** field, click the drop-down list and select the relevant dimension, as needed.
8. In the **Budget Dimension 4 Code** field, click the drop-down list and select the relevant dimension, as needed.
9. Click **OK**.

You can edit the budget by double-clicking the line, or in the ribbon click **Edit Budget**.

Budget Page

You use the **G/L Budget** page to set up budgets.

With the **General** FastTab and **Filters** FastTab, you can specify the budget period and filter G/L accounts and dimensions.

The **Budget Matrix** page displays budgeted amounts in various views. This includes the following:

- G/L accounts in different time periods
- Dimensions in different time periods
- Dimensions and G/L accounts
- Dimensions and Dimensions

Budget Page

To access the **Budget** page, type "G/L Budgets" in the **Search box**, and click the related link. In the **G/L Budget Names** page, on the ribbon in the **Home** tab, click **Edit Budget**.

The **Budget** page contains the following three FastTabs:

- General
- Budget Matrix
- Filters

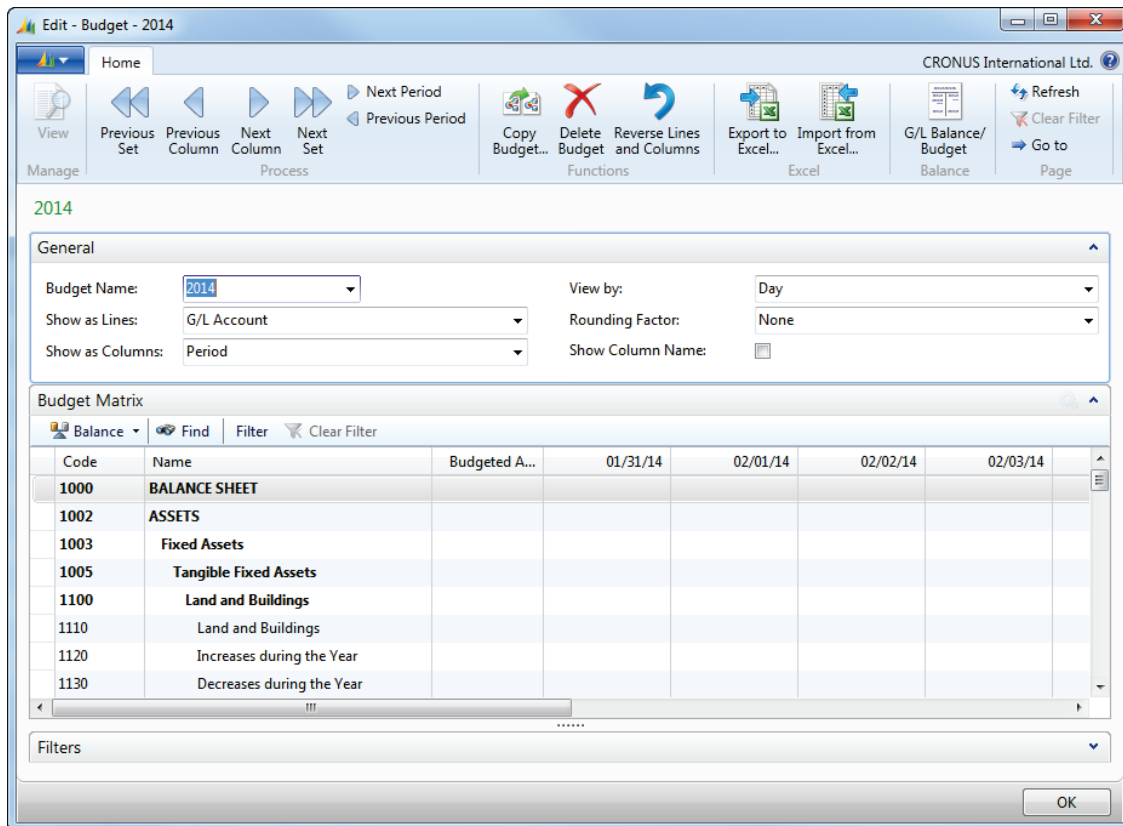


FIGURE 4.1: G/L BUDGET PAGE

General FastTab

On the **General** FastTab, you specify the layout of the **Budget Matrix** page and determine the time intervals for which you want to view budget figures

On the **General** FastTab, the following fields appear:

- **Budget Name** – select the name of the budget on which you want to work.
- **Show as Lines** - select the dimension that you want to show as lines in the **Budget Matrix** FastTab. The options are as follows:
 - Global Dimension 1 and 2.
 - G/L Account.
 - Period.
 - Budget dimensions, if they are specified for the selected budget.

- **Show as Columns** - select the dimension that you want to show as columns in the **Budget Matrix** FastTab. The options are the same as in the **Show as Lines** field.
- **View By** - select the time intervals for which you want to view budget figures.
- **Rounding Factor** - select a rounding factor that the program will use to round the amounts in the columns. For example, if you select 1000, then all amounts are shown in thousands.
- **Show Column Name** - select this field if you want column headings to show the descriptive names that you have given dimension values and G/L accounts instead of the corresponding codes.

Budget Matrix FastTab

In the **Budget Matrix** FastTab, you enter and view the budgeted amounts.

The budget matrix is determined by the **Show as Lines** and **Show as Columns** fields on the **General** FastTab. When you first open a budget, G/L accounts are displayed as lines, and periods are displayed as columns. However, you can also show one of the global or budget dimensions as lines or columns. This enables you, for example, to efficiently enter and view a budget by region.

The **Budget Matrix** FastTab contains following buttons:

- **Balance** – show the **G/L Account Balance/Budget** window.
- **Find** – search in the **Budget Matrix** window.
- **Filter** – specify filters for the **Budget Matrix** window.
- **Clear Filter** – remove all the filters on the **Budget Matrix** window.

Filters FastTab

The **Filters** FastTab contains fields used to determine how the information in the **Budget** window appears. This includes the following:

- **Date Filter** - specifies the date interval by which values are filtered. If this field contains starting and ending dates for a time period, the values in the following fields will behave as described:
 - **Net Change** and **Budgeted Amount** fields display the net change on an account during that period.
 - **Balance at Date** and **Budget at Date** fields show the balance from the start to the end dates of the filter.

- **G/L Account Filter** - specifies a filter for G/L accounts so the values in the following fields are based only on the G/L accounts included in the filter:
 - Balance
 - Budget at Date
 - Budgeted Amount
- **Department Filters** and **Project Filters** – display fields based on the global dimensions setup in the general ledger setup. You can use these fields to specify a filter for the two global dimensions so that the values in the following fields are based only on the dimension values included in the filter:
 - Net Change
 - Balance at Date
 - Balance
 - Budget at Date
 - Budgeted Amount
- Four other **Budget Dimension Filters** - specifies a filter for a budget dimension so that the amounts in the budget fields are based only on entries with the dimension values included in the filter.



Note: *The more filters used in the G/L Budget, the more detail is included in management reporting. We recommend that you enter and filter budget information in the same manner as when you are recording G/L entries.*

Budget Page Ribbon

The **Budget** page ribbon provides several functions and overviews related to budgets.

On the **Home** tab, you can scroll to different periods and columns, and use the following functions:

- **Copy Budget** - copies an existing budget to a new one.
- **Delete Budget** – deletes entries of the selected budget.
- **Export to Excel / Import from Excel** - exports a budget from Microsoft Dynamics NAV to an Excel workbook. You can import the budget back into Microsoft Dynamics NAV by using the **Import from Excel** function.
- **Reverse Lines and Columns** – switches the lines to columns and the other way around.
- **G/L Balance/Budget** – browse to the G/L Balance/Budget window.

Creating Budgets Manually

In Microsoft Dynamics NAV 2013, you can create budgets in many ways. This includes the following:

- Manually.
- Copying from an existing budget.
- Importing an exported budget as an Excel spreadsheet.

This lesson includes a demonstration that shows how to create a budget manually and also provides additional budget setup information, such as the following:

- Changing or Adding Dimensions
- Budgeting with Begin-Totals and End-Totals
- Deleting Budget Entries

Demonstration: Create a Budget Manually

Scenario: Sara, the CFO at CRONUS International Ltd., must set up a sales budget for January 2015. Because she analyzes actual sales by business group and customer group, she wants to create the sales budget in the same manner.

The budget must be set up as follows:

- Lines: G/L Account
- Columns: Customer Group
- Date filter: January 2011
- Department (Global Dimension 1) filter: Sales
- Column Names are displayed
- Monthly view

The entries in the following table must be made for January 2015.

G/L Account	Intercompany	Large Business	Medium Business	Private	Small Business
6110	-20000	-15000	-10000	-5000	-1000
6120	-15000	-10000	-8000	-1000	
6130	-10000	-5000	-3000		



Note: Sales are entered negative because they represent credit amounts.

Demonstration Steps

1. Create a new budget name.
 - a. In the **Search box**, type "G/L Budgets", and select the related link.
 - b. In the **Home** tab on the ribbon, click **New**.
 - c. In the **Name** field, type "2015-SALES".
 - d. In the **Description** field, type "2015 Sales budget".
 - e. In the **Budget Dimension 1 Code** field, click the drop-down list and select Business Group.
 - f. In the **Budget Dimension 2 Code** field, click the drop-down list and select Customer Group.
 - g. Click **OK**.



Note: In addition to the two budget dimensions selected in the steps above, you can also use the two global dimensions in this budget.

Before you start to enter budget amounts, first apply several filters to the **Budget** window. The purpose is that only the information, necessary to enter the budget, is displayed. This makes the entry of the budget more efficient. For example, in this demonstration the sales budget is entered on sales G/L accounts. This means that you can hide all the other G/L accounts by applying a G/L account filter.

2. Enter the budget header.
 - a. Select the 2015 Sales Budget and double-click to open the **Budget** page
 - b. On the **General** FastTab, in the **Show as Lines** field, make sure that G/L Account is selected.
 - c. On the **General** FastTab, in the **Show as Columns** field, click the drop-down list and select Customer Group.
 - d. On the **General** FastTab, select the **Show Column Name** check box.
 - e. On the **General** FastTab, in the **View by** field, click the drop-down list and select month.
 - f. On the **Filters** FastTab, in the **Date Filter** field, enter 010115..013115.
 - g. On the **Filters** FastTab, in the **G/L Account Filter** field, enter 6110..6130.
 - h. On the **Filters** FastTab, in the **Department Filter** field, click the drop-down list and select Sales.
 - i. Click **OK**.

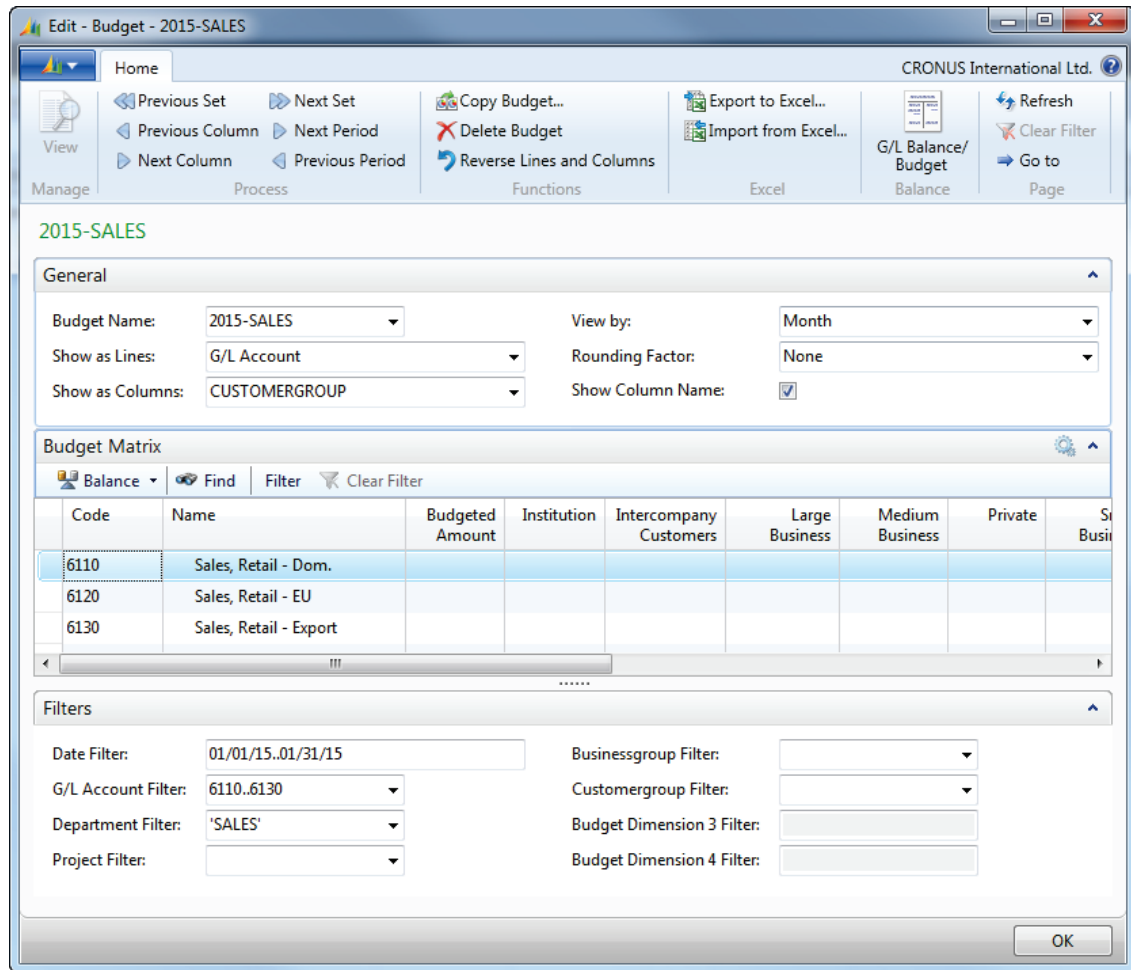


FIGURE 4.2: BUDGET WINDOW

3. Enter the budget lines.
 - a. In the Budget Matrix section, locate and select G/L Account 6110.
 - b. Click in the field **Budgeted Amount** to see the G/L Budget Entries for 6110.
 - c. On the ribbon, click **New** to open the **G/L Budget Entries** window.

The following information will automatically be in each line:

- a. Budget name: 2015-SALES
- b. Date 01-01-2015
- c. G/L account 6110
- d. Department code: SALES.

Enter the following information for account 6110:

- a. In the **Customergroup** field, select **Intercompany Customers**, and in the **Amount** field type "-20000".

- b. In the **Customergroup** field select **Large Business**, and in the **Amount** field type "-15000".
- c. In the **Customergroup** field select **Medium Business**, and in the **Amount** field type "-10000".
- d. In the **Customergroup** field select **Private**, and in the **Amount** field type "-5000".
- e. In the **Customergroup** field select **Small Business**, and in the **Amount** field type "-1000".
- f. Click **OK**
- g. Locate and select G/L Account 6120 in the budget matrix.
- h. Click in the field **Budgeted Amount** to see the G/L Budget Entries for 6120.
- i. On the ribbon, click **New**.

Enter the following information for account 6120:

- a. In the **Customergroup** field, select **Intercompany Customers**, and in the **Amount** field type "-15000".
- b. In the **Customergroup** field, select **Large Business**, and in the **Amount** field, type "-10000".
- c. In the **Customergroup** field, select **Medium Business**, and in the **Amount** field, type "-8000".
- d. In the **Customergroup** field, select **Private**, and in the **Amount** field, type "-1000".
- e. Click **OK**.
- f. Locate and select G/L Account 6130 in the budget matrix.
- g. Click in the **Budgeted Amount** field to see the G/L Budget Entries for 6130.
- h. Click **New**.

Enter the following information for account 6130:

- a. In the **Customergroup** field, select **Intercompany Customer**, and in the **Amount** field, type "-10000".
- b. In the **Customergroup** field, select **Large Business**, and in the **Amount** field, type "-5000".
- c. In the **Customergroup** field, select **Medium Business**, and in the **Amount** field, type "-3000".
- d. Click **OK**.

The budget amounts for each customer group are now entered.



Note: You can also enter amounts directly in the **Budget** window.

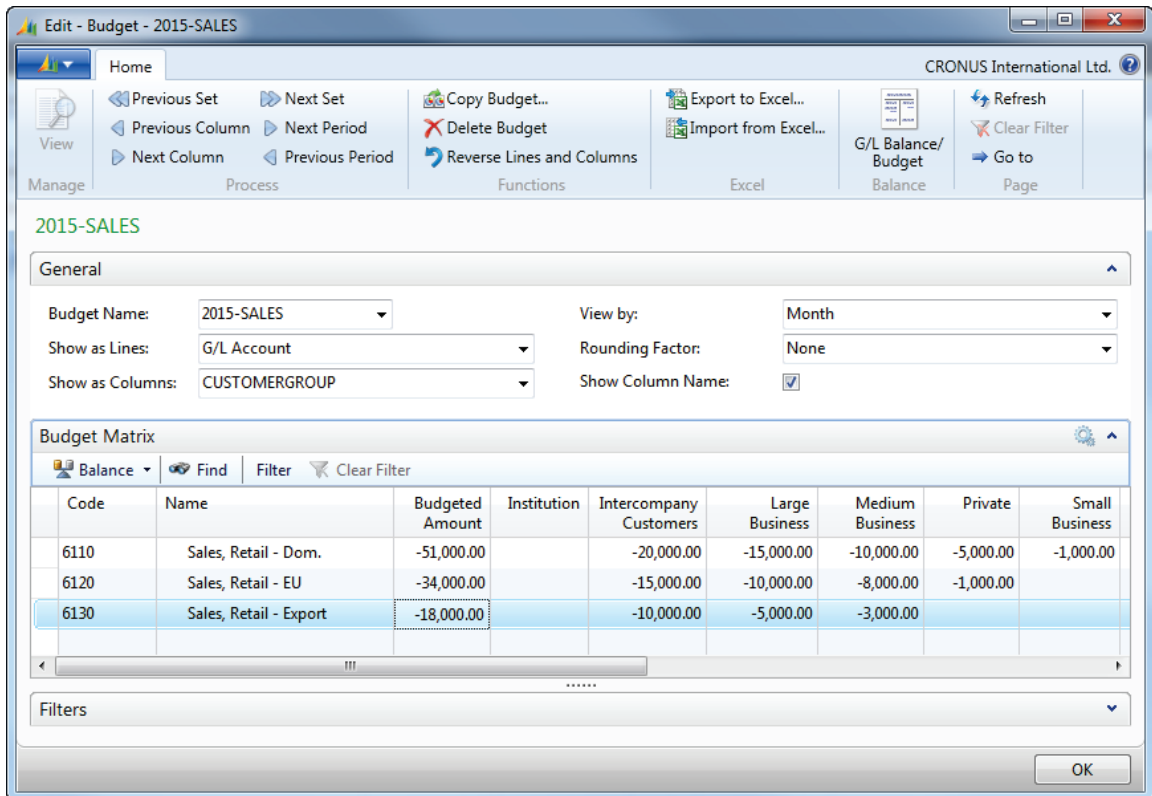


FIGURE 4.3: BUDGET WINDOW


Change or Add Dimensions to Budget Entries

Unlike G/L entries, G/L budget entries can be changed any time.

After budget entries are created, you can change existing dimensions and add dimensions not included in the **G/L Budget** page.

To use all four dimensions when you set up a budget, you can enter budget entries with amounts for each budget row and column, with each dimension combination. You can set up a budget with all four dimensions by using either of the following methods:

- Change the filter every time for each combination.
- Manually enter all the budget entries with different dimension combinations.

 **Note:** When you create a large multidimensional budget for the first time, export the budget structure to Excel to complete the data entry. You can then import the budget into Microsoft Dynamics NAV 2013 by using the **Import to Excel** function.

Budget with Begin Totals and End Totals

You can use Begin Total accounts for entering budget amounts for an account group.

For example, if you use the Sales of Retail accounts that include Begin Total account 6105, Accounts 6110-6190, and End Total account 6195, the system behaves as follows:

- If an amount is entered for Account No. 6105, this value is used as a budget for the account group for 6110 to 6190.
- If amounts are entered for the Begin Total account and for another account of this group, for example 6120, both amounts are added in the End Total account on 6195.

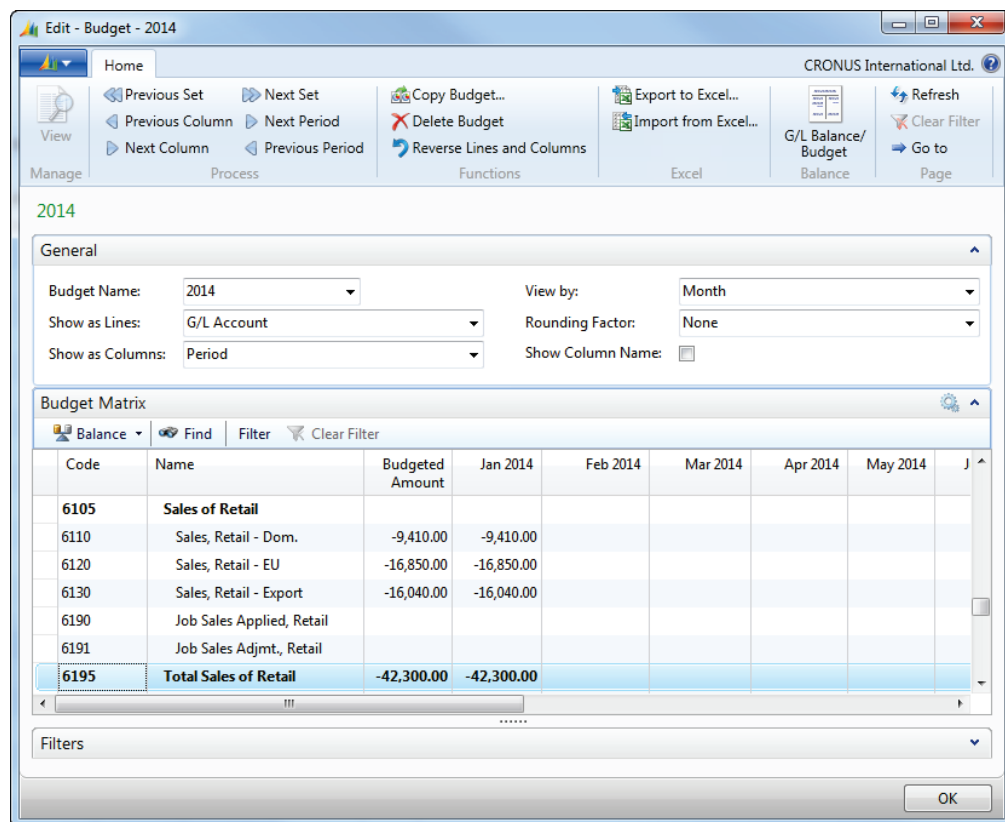


FIGURE 4.4: BUDGET WINDOW

The total amount entered in each instance is not split into partial amounts to the existing G/L accounts of this group.

To compare budget entries with the G/L entries by individual account (and not by an account group), budget information must be entered account by account.

Delete Budget Entries

If you delete a value in a column field in the **Budget** page, a negative budget entry is created in the **G/L Budget Entry** page to maintain the traceability of the budget changes.

Budget Name	Date	G/L Account No.	Description	Department Code	Project Code	Area Code	Salescampaign Code	Amount	Entry No.
2014	02/01/14	6120		SALES				1,000.00	1029
2014	02/01/14	6120		SALES				-1,000.00	1030

FIGURE 4.5: G/L BUDGET ENTRIES

To delete a single budget entry in the **G/L Budget** page, follow these steps:

1. In the **Search box**, type "G/L Budgets", and select the related link.
2. Double-click the budget name of the budget for which you want to delete an entry.
3. In the budget matrix, locate the column line with the budget amount that you want to delete, press the **Delete** key, and then press **Enter**.
4. Close the **G/L Budget Entries** page.

If you want to delete multiple entries of a budget, follow these steps:

1. In the **Search box**, type "G/L Budgets", and select the related link.
2. Double-click the name of the budget for which you want to delete an entry.
3. In the budget matrix, apply filters so that all the entries that you want to delete are visible.
4. In the **Home** tab on the ribbon, click **Delete Budget**.
5. A warning message appears. Click **Yes**.
6. Close the **G/L Budget Entries** page.

Lab 4.1: Create a Budget

Scenario

Sara the CFO at CRONUS International Ltd. has asked you to set up a new January 2015 G/L account budget by areas for medium-sized industrial customers sales.

Name the budget: *Region15 - Sales by Region 2015* and use Budget Dimensions Business Group, Customer Group, and Area. The budgeted revenues are as shown in the following table.

Area	G/L Account	Budgeted Amount
Europe North (EU)	6110	-400,000.00
Europe North (EU)	6120	-100,000.00
Europe North (Non EU)	6130	-80,000.00
Europe South	6120	-120,000.00
America North	6130	-90,000.00
America South	6130	-50,000.00

Exercise 1: Create a Budget

Task 1: Set up the budget name by using the criteria described in the scenario.

High Level Steps

1. Set up the budget name by using the criteria stated in the scenario.

Detailed Steps

1. Set up the budget name by using the criteria stated in the scenario.
 - a. In the **Search box**, type "G/L Budgets", and select the related link.
 - b. In the **G/L Budget** page, click **New**.
 - c. In the **Name** field, type "Region15".
 - d. In the **Description** field, type "Sales by Region 2015".
 - e. In the **Budget Dimension 1 Code** field, click the drop-down list and select Business Group.
 - f. In the **Budget Dimension 2 Code** field, click the drop-down list and select Customer Group.
 - g. In the **Budget Dimension 3 Code** field, click the drop-down list and select Area.
 - h. Click **OK**.

Task 2: Set up the budget by using the criteria described in the scenario.

High Level Steps

1. Set the dimension filters, based on the information stated in the scenario.
2. In the budget matrix, enter the amounts as stated in the scenario.

Detailed Steps

1. Set the dimension filters, based on the information stated in the scenario.
 - a. Select the Region15 budget and double-click.
 - b. On the **General** FastTab, make sure that the **Show as Lines** field shows G/L Account.
 - c. In the **Show as Columns** field, select Area.
 - d. In the **View by** field, click Month.
 - e. Make sure that there is no rounding set, and then select the **Show Column Name** check box.
 - f. Expand the **Filters** FastTab.
 - g. In the **Date Filter** field, enter 010115..013115.
 - h. In the **Department Filter** field, select SALES and then click **OK**.
 - i. In the **Businessgroup Filter** field, select INDUSTRIAL and then click **OK**.
 - j. In the **Customergroup Filter** field, select MEDIUM and then click **OK**.
2. In the budget matrix, enter the amounts as stated in the scenario.
 - a. In the lines of the budget matrix, locate G/L Account 6110.
 - b. Click the area **Europe North (EU)** field.
 - c. Click **New**, in the **Amount** field type "-400000", and then click **OK**.
 - d. Locate account 6120, and then click the **Europe North (EU)** field.
 - e. Click **New**, in the **Amount** field type "-100000", and then click **OK**.
 - f. Locate account 6120 and click the **Europe South** field.
 - g. Click **New**, in the **Amount** field type "-120000", and then click **OK**.
 - h. Locate account 6130 and click the **Europe North (EU)** field.
 - i. Click **New**, in the **Amount** field type "-80000", and then click **OK**.

- j. Locate account 6130 and click the **America North** field.
- k. Click **New**, in the **Amount** field type "-90000", and then click **OK**.
- l. Locate account 6130, and click the **America South** field.
- m. Click **New**, in the **Amount** field type "-50000", and then click **OK**.
- n. In the **budget - REGION15** window, click **OK**.

Copying Budgets

Entering budgets manually can be very time consuming.

To avoid manually entering a new budget, you can use the **Copy Budget** function to copy from existing G/L budget entries or from G/L entries.

Because you can use options like date change formulas and adjustment factors, the **Copy Budget** function can save you time when you create budgets for different periods.

Copy Budget Batch Job

To access the **Copy Budget** function, follow these steps:

1. In the **Search box**, type "G/L Budgets" and select the related link.
2. Double-click a budget name to open the **Budget** page.
3. On the **Home** tab on the ribbon, click **Copy Budget**.

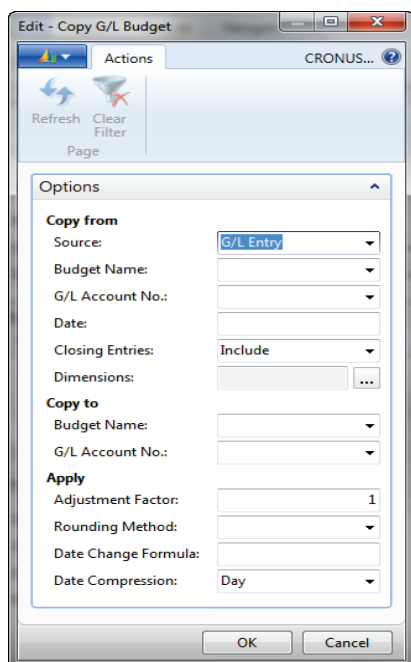


FIGURE 4.6: COPY G/L BUDGET



Note: The **Copy Budget** function is also available from the **G/L Account Balance/Budget** and **G/L Balance/Budget** pages.

You use the **Copy from** area to determine where the copied budget entries come from. The fields within this area are specified based on the selection in the **Source** field:

- **G/L Entry** - the budget is based on actual G/L entries for a specified period. When you select **G/L Entry**, specify the following:
 - An account range and a date range in the **G/L Account No.** and **Date** fields to determine the information to be copied.
 - Whether to include **Closing Entries**.
- **G/L Budget Entry** - the budget is based on G/L Budget entries of an existing budget. When you select **G/L Budget Entry**, specify the following:
 - Existing **Budget Name** to copy from.
 - Account range and a date range in the **G/L Account No.** and **Date** fields to filter the information copied.

For both **Source** options, choose the **Dimensions** field and follow these steps:

- Click to select the **Selected** check box for each dimension to be copied to the new budget entries.
- Set additional filters for the copying process by defining Dimension Value Filters.

You use the **Copy to** area to specify where the copied budget information is to be sent. The following fields are included:

- **Budget Name** - enter the name of the new budget or click the field to select an existing budget name.
- **G/L Account No.** - enter the G/L account number if one or more ledger entries must be copied to one G/L account.

The **Apply** area includes several calculation options that you can use when you copy budgets. This includes the following:

- **Adjustment Factor** - enter an adjustment factor that the source entries are multiplied by during the copy process. For example, an adjustment of 1.1 increases the amounts by 10 percent and an adjustment of .89 decreases the amounts by 11 percent.

- **Rounding Method** - specify how the new budget entries are rounded.
- **Date Change Formula** - enter a formula that calculates the date for the new entries based on the entries being copied. For example, enter 1M for the next month.
- **Date Compression** - compress the entries copied by a selected period to reduce the number of new entries created.

Demonstration: Copy Budget Entries

Scenario: Phyllis, the accounting manager at CRONUS International Ltd., is asked to prepare an expense budget for December 2014. Because she expects that the company will make the same expenses as in the same period in 2013, Phyllis decides to create the budget based on actual G/L entries.

To reduce the data entry time, Phyllis decides to use the **Copy Budget** function with the following criteria:

- Increase the December 2013 amounts by 4 percent.
- Round the budget amounts to tenths.
- Create budget entries by department.

Demonstration Steps

1. Create a new budget named 2014-EXP.
 - a. In the **Search box**, type "G/L Budgets" and then click the related link.
 - b. In **Home** tab on the ribbon, click **New**.
 - c. In the **Name** field, type "2014-EXP".
 - d. In the **Description** field, type "2014 Expense budget".
 - e. Click **OK**.
2. Fill in the **Copy Budget** window.
 - a. In the **G/L Budget Names** window, select the 2014-EXP line, and then in the **Home** tab on the ribbon click **Edit Budget**.
 - b. In the **Home** tab on the ribbon, click **Copy Budget**.
 - c. In the **Source** field, click the drop-down list and select **G/L Entry**.
 - d. In the **G/L Account No.** field, enter 8100..8690.
 - e. In the **Date** field, enter 120113..123113.
 - f. In the **Closing Entries** field, click the drop-down list, and select **Exclude**.
 - g. In the **Dimensions** field, click the **Department** dimension.
 - h. Click **OK**.

- i. Under **Copy to**, in the **Budget Name** field, click the drop-down list and select 2014-EXP budget.
- j. In the **Adjustment Factor** field, type "1.04".
- k. In the **Rounding Method** field, click the drop-down list and select TEN.
- l. In the **Date Change Formula** field, type "+1Y".
- m. Click **OK**.
- n. Click **Yes** to start the copy process.
- o. Click **OK**.
- p. In the **Filters** FastTab of the **Budget** window, enter the following filters:
 - **Date Filter:** 120114..123114.
 - **G/L Account Filter:** 8100..8690.

You can now review the entries for December 2014. Notice that the amounts are rounded to tenths. Compared with the G/L account balance of December 2013, the copied budget is four percent higher.

Lab 4.2: Copy a Budget

Scenario

Some weeks have passed since you created the January 2015 sales budget. You are now asked to create new sales budget entries for February 2015.

February sales are budgeted to be 10 percent greater than those in January.

You decide to use the **Copy Budget** function instead of manually entering the budget. Review the February entries after you run the copy function.

Exercise 1: Copy a Budget

Task 1: Access the Copy G/L Budget Batch Job

High Level Steps

1. Open the **G/L Budget**, and open the **Copy Budget** function.

Detailed Steps

1. Open the **G/L Budget**, and open the **Copy Budget** function.
 - a. In the **Search box**, type "G/L Budgets", and select the related link.
 - b. Select the REGION15 budget, and then on the ribbon click **Edit Budget**.
 - c. In the **Home** tab on the ribbon, click **Copy Budget**.

Task 2: Use the January 2015 Sales Budget to Copy From and To

High Level Steps

1. Using budget entries, copy from the January 2011 sales budget.

Detailed Steps

1. Using budget entries, copy from the January 2011 sales budget.
 - a. In the **Source** field, select **G/L Budget Entry**.
 - b. In the **Budget Name** field, select REGION15.
 - c. In the **Date** field, enter 010115..013115 and press **Enter**.
 - d. Under **Copy to**, in the **Budget Name** field, select REGION15.
 - e. In the **Adjustment Factor** field, type "1.1" and press **Enter**.
 - f. In the **Date Change Formula** field, type "1M" and press **Enter**.
 - g. Click **OK**.
 - h. Click **Yes** to start the copy process.
 - i. Click **OK**.

Task 3: Open the February Budget and Review the Entries

High Level Steps

1. Access and review the February entries.

Detailed Steps

1. Access and review the February entries.
 - a. In the **Date** field, enter 010115..022815
 - b. Set the **View by** field to show Month.
 - c. Review the entries, noticing that the filters are set and amounts are increased by 10 percent.

Exporting and Importing Budgets

Microsoft Dynamics NAV 2013 provides the option of creating budgets by using export and import functions.

You can export budgets to Excel by using the Export Budget to Excel batch job. As soon as budgets are exported, you can do the following:

- Use Excel to modify and add to the budget.
- Create new budgets based on the exported budget figures.

You can import budgets from Excel by using the Import Budget from Excel batch job. When you import budgets from Excel, you have the following possibilities:

- Import previous exported budgets from Microsoft Dynamics NAV.
- Create new budgets entries.
- Add budget entries to an existing budget.



Note: Before you create a budget in Excel, we recommend that you export a budget from Microsoft Dynamics NAV 2013 to obtain the correct format.

Export Budget to Excel Batch Job

You can access the Export Budget to Excel batch job from the **Budget** page by clicking **Export to Excel** in the **Home** tab on the ribbon.

This batch job contains two sections:

- Options
- G/L Budget Entry

The **G/L Budget Entry** FastTab is automatically populated with the **Budget Name**, **Global Dimension**, and **Budget Dimension** filters specified on the **Filter** FastTab.

These filters determine the entries exported to Excel and can be changed. However, only the budget dimensions contained on the selected budget can be used.



Note: If filters are set for dimensions on the **G/L Budget Entry** FastTab, the same dimensions must be specified on the **Options** tab in the **Column Dimensions** field. If the same dimensions are not used, dimension information is lost when the budget is exported to Excel.

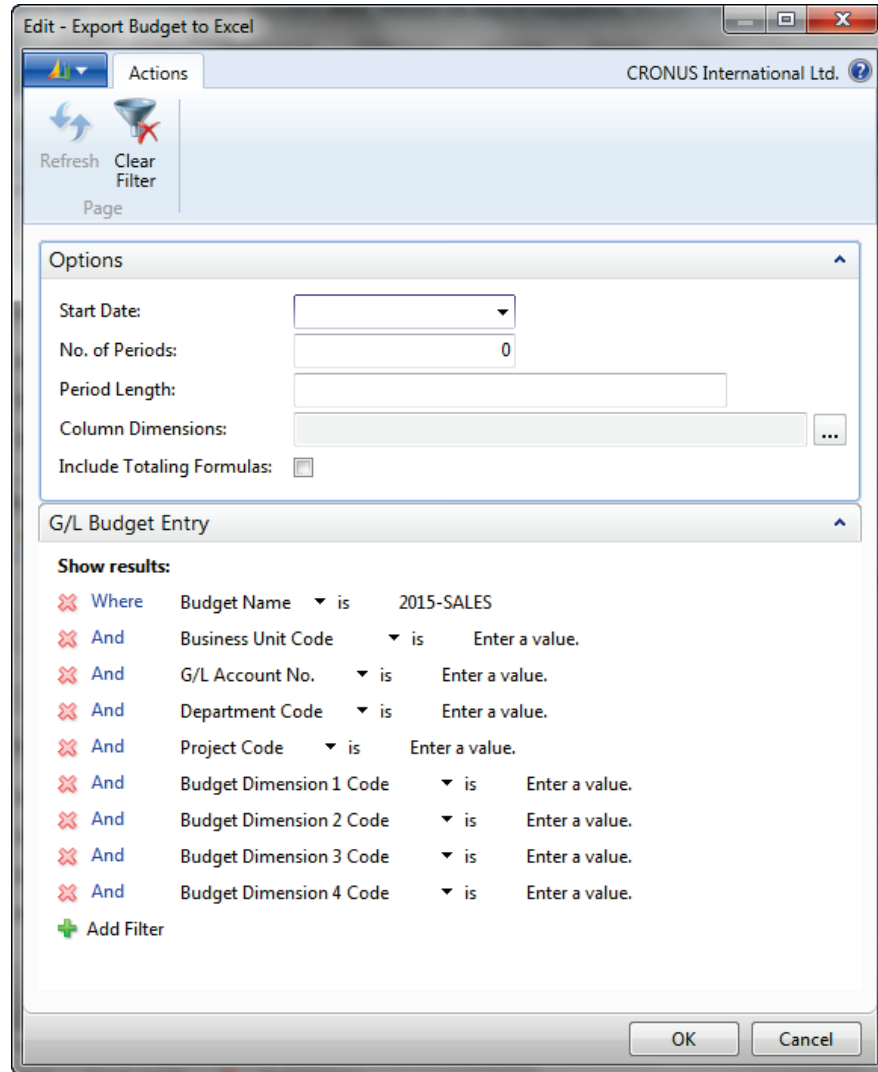


FIGURE 4.7: EXPORT BUDGET TO EXCEL

The **Options** FastTab contains the following fields:

- **Start Date** - identifies the first date to be included in the exported budget.
- **No. of Periods** - identifies the number of accounting periods to be included in the exported budget. The total time for the budget is determined by the combination of this field and the **Period Length** field.
- **Period Length** - uses a formula to determine the length of the accounting periods to be included in the exported budget. For example, 1M for one month.
- **Column Dimensions** - determines which dimensions are displayed as columns in the exported budget. These must include the dimensions set as filters on the **G/L Budget Entry** tab.

- **Include Totaling Formulas** - If selected, creates sum formulas in Excel based on the Totaling fields used in the **Chart of Accounts** window. Using this function means that if you alter budget figures in Excel, the Excel cells used as totaling fields are at the same time updated.

You must specify the **Start Date**, **No. of Periods**, and **Period Lengths** fields to run the export batch job.



Note: The settings in the **Show as Lines** and **Show as Columns** fields do not affect the budget export. The exported budget always displays the lines as G/L accounts and the columns (displayed as dimensions and periods) are determined in the Export to Excel batch job.

Exported Budgets

When you have exported the budget, the Excel spreadsheet has the following base structure:

- The Budget Name and Dimension filters appear in the upper-left.
- The G/L accounts appear in the rows.
- The dimensions, if they are specified, and periods appear in the columns.

To import budgets into Microsoft Dynamics NAV 2013, the base structure of the exported budget must not change. Therefore, we recommend that you create the budget structure in Microsoft Dynamics NAV 2013 and then run the export process.

You can add more dimension columns and dimension value filters after the export - but before importing the completed budget amounts - as long as these changes are made to both the excel spreadsheet and budget dimensions in Microsoft Dynamics NAV 2013.

When you have made all changes, save the Excel spreadsheet.

Import Budget from Excel Batch Job

You can access the Import Budget from Excel batch job from the **Budget** page by clicking **Import from Excel** in the **Home** tab on the ribbon.

This batch job contains two options:

- Import from
- Import to

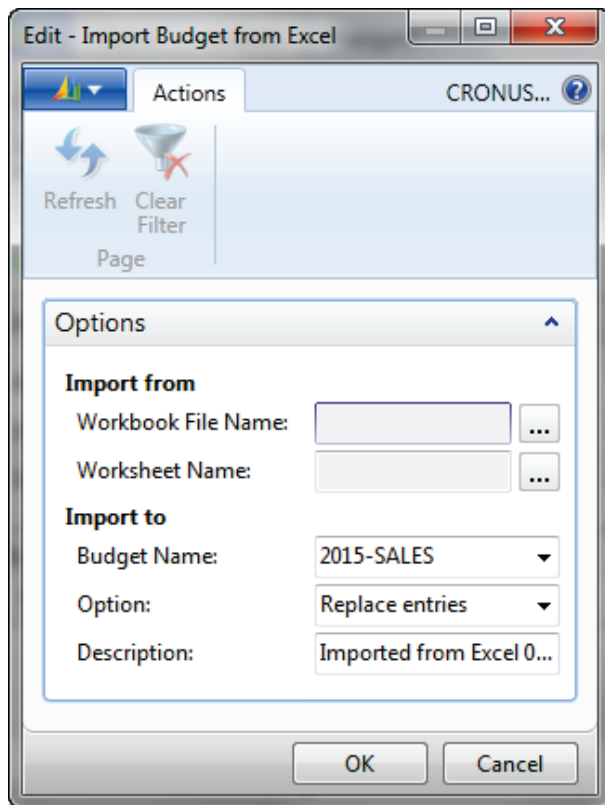


FIGURE 4.8: IMPORT BUDGET FROM EXCEL

The fields on the **Options** FastTab include the following:

- **Workbook File Name** - specifies the path of the saved Excel budget.
- **Worksheet Name** - identifies the worksheet from the Excel workbook to be imported.
- **Budget Name** - specifies the budget in Microsoft Dynamics NAV 2013 to which entries will be imported.
- **Option** - identifies the method that is used to import budget entries. The options are as follows:
 - Replace Entries: Imported entries replace existing entries with the same dimension, date, and G/L account combination.
 - Add Entries: Imported entries are added to existing entries with the same dimension, date, and G/L account combination. Use this option to create a single consolidated budget from several other individual budgets created in separate Excel worksheets.
- **Description** - specifies a description that is assigned to the imported budget entries to help differentiate between other budget entries.



Note: Before importing the budget, close Excel.

Module Review

Module Review and Takeaways

The budget sections explained the **G/L Budget** page and setting up budgets. The various processes available when you work with budget entries were also explained. This includes the following:

- Changing and adding dimensions.
- Deleting and copying budget entries.
- Exporting and importing budgets.

Although budgeting is not a required component of the program, this feature provides better insight into a company's financial status.

Test Your Knowledge

Test your knowledge with the following questions.

1. When you import budgets from Excel, what option is best suited to create a single consolidated budget from several other individual budgets created in separate Excel worksheets?
 - () Append Entries
 - () Add Entries
 - () Replace Entries
 - () Combine Entries
2. What is the maximum number of dimensions that you can use in a budget?
 - () 2
 - () 4
 - () 6
 - () 8

3. In the **Copy Budget** function, what adjustment factor is used to increase the budgeted amounts by 15 percent?
- .15
 - 1.5
 - 1.15
 - 15
4. What is not true about the **Copy Budget** function?
- You can select dimensions to be copied to the new budget entries.
 - You can use dimension value filters in the copy process.
 - You can use G/L entries as the source for the new budget entries.
 - You can choose to add or replace entries.
5. Which of the following is not an option in the **Show as Lines** and **Show as Columns** fields?
- Business Unit
 - Dimension Value
 - G/L Account
 - Period

Test Your Knowledge Solutions

Module Review and Takeaways

1. When you import budgets from Excel, what option is best suited to create a single consolidated budget from several other individual budgets created in separate Excel worksheets?
 - () Append Entries
 - (√) Add Entries
 - () Replace Entries
 - () Combine Entries
2. What is the maximum number of dimensions that you can use in a budget?
 - () 2
 - () 4
 - (√) 6
 - () 8
3. In the **Copy Budget** function, what adjustment factor is used to increase the budgeted amounts by 15 percent?
 - () .15
 - () 1.5
 - (√) 1.15
 - () 15
4. What is not true about the **Copy Budget** function?
 - () You can select dimensions to be copied to the new budget entries.
 - () You can use dimension value filters in the copy process.
 - () You can use G/L entries as the source for the new budget entries.
 - (√) You can choose to add or replace entries.

5. Which of the following is not an option in the **Show as Lines** and **Show as Columns** fields?

Business Unit

Dimension Value

G/L Account

Period

