



Budgets End of Year Choices

Table of Contents

Clear – 2016 budget figures will be 0.00	2
Replace with last years actuals	3
Same as last years budget	4
Last years actuals plus a percentage.....	5
Last years budget plus a percentage	6
Bring in Next Years Budget Figures.....	7

At the End of Year you can make the following choices for your Budgets- below are examples of what it will do.

A screenshot of a software dialog box titled "Ledger Period End Routine". The dialog box has a light blue header and a white body. At the top left, there is a text box containing "COLLEGE". Below this is a "Period Selection" section with two dropdown menus: "Current Period:" set to "January 2016" and "Next Period:" set to "February 2016". To the right of these is a checkbox labeled "This is a Year End" which is currently unchecked. Below the dropdowns are two text boxes for "Current Period Year Desc:" and "Next Period Year Desc:", both containing "2016". Underneath is a "Year End Budget Options:" section with a dropdown menu currently showing "Clear" and a percentage input field set to "0". A list of options is displayed below the dropdown: "Clear", "Replace with last years actuals", "Same as last years budget", "Last years actuals plus a percentage", "Last years budget plus a percentage", and "Bring in Next Years Budget Figures". At the bottom of the dialog box are "Perf" and "Cancel" buttons.

Clear – 2016 budget figures will be 0.00

The screenshot shows the 'Ledger Posting Account' window. At the top, the 'Model Account' is 110 and the 'Entity' is COLLEGE. The 'Name' field contains 'Gross Tuition Fees'. Below this is a table of accounts with columns for 'Accou...', 'Sub...', 'Name >>', 'GST Cl...', and 'GST R...'. The selected account is 110, Sub 8, 'Tuition Fees - Yr 8', with a GST rate of 10.00. Below the table are tabs for 'Balances', 'Transactions', 'Budgets', 'Budget Creation', 'Budget Comparison', 'Bank Reconciliation', and 'Notes'. The 'Budgets' tab is active, showing a grid for 2015 and 2016. The 2015 grid shows 'Budget' and 'Revised Budget' columns for each month from Jan to Dec. The 2016 grid shows 'Budget' and 'Revised Budget' columns for each month from Jan to Dec, with values of 0.00. At the bottom, there are buttons for 'Save F2', 'Clear All F5', and 'Exit View Esc'.

The screenshot shows the 'Ledger Period End Routine' dialog box. It has a title bar with the text 'Ledger Period End Routine'. Inside, there is a 'Period Selection' section with 'Current Period' set to 'December 2015' and 'Next Period' set to 'January 2015'. There is a checked box for 'This is a Year End'. Below that, 'Current Period Year Desc' is '2015' and 'Next Period Year Desc' is '2016'. There is a 'Year End Budget Options' dropdown menu set to 'Clear' and a percentage field set to '0'. At the bottom, there are buttons for 'Perform End of Period' and 'Cancel'.

e.g. This clears all current budget figures

The screenshot shows the 'Ledger Posting Account' window after the 'Clear' operation. The 'Model Account' is 110 and the 'Entity' is COLLEGE. The 'Name' field contains 'Gross Tuition Fees'. Below this is a table of accounts with columns for 'Accou...', 'Sub...', 'Name >>', 'GST Cl...', and 'GST R...'. The selected account is 110, Sub 8, 'Tuition Fees - Yr 8', with a GST rate of 10.00. Below the table are tabs for 'Balances', 'Transactions', 'Budgets', 'Budget Creation', 'Budget Comparison', 'Bank Reconciliation', and 'Notes'. The 'Budgets' tab is active, showing a grid for 2016 and 2017. The 2016 grid shows 'Budget' and 'Revised Budget' columns for each month from Jan to Dec, with values of 0.00. The 2017 grid shows 'Budget' and 'Revised Budget' columns for each month from Jan to Dec, with values of 0.00. At the bottom, there are buttons for 'Save F2', 'Clear All F5', and 'Exit View Esc'.

Replace with last years actuals

This replaces the budgets with the total **actual expenses** figure from last year e.g. \$198415 /12 (as per screen shot below)

The screenshot shows the 'Ledger Posting Account' window. At the top, the Model Account is '110' and the Name is 'Gross Tuition Fees'. The Entity is 'COLLEGE'. Below this is a table of accounts with columns for Account, Sub, Name, GST Cl., and GST R. The account '110 8 Tuition Fees - Yr 8' is selected. The main area displays budget data for 2015 and 2014. The 2015 data shows a 'Revised Budget' column with values increasing from 100.00 in Jan to 1200.00 in Dec. The 2014 data shows a 'Y.T.D.' of 840.00 and a 'Next Year' column with values increasing from 150.00 in Jan to 1200.00 in Dec.

The 'Ledger Period End Routine' dialog box is shown. It contains fields for 'Current Period' (December 2015) and 'Next Period' (January 2015). There is a checked box for 'This is a Year End'. The 'Current Period Year Desc' is 2015 and the 'Next Period Year Desc' is 2016. Under 'Year End Budget Options', the option 'Replace with last years actuals' is selected. There is also a checkbox for 'Create projected budget based on actuals to date' which is unchecked. Buttons for 'Perform End of Period' and 'Cancel' are at the bottom.

The screenshot shows the 'Ledger Posting Account' window after the budget update. The 2015 data is now highlighted in yellow. The 2016 data is shown in the 'Budget' column, with values of 16527.96 for Jan through Nov, and 16607.33 for Dec. The 'Year to Date' total for 2016 is 198415.00. The '2016' label is circled in red. The 2014 data remains visible below.

Same as last years budget

This will take the Year to date budget figure e.g. \$7800 /12 and put in the 2016 budget figure.

The screenshot shows the 'Ledger Posting Account' window. At the top, the 'Model Account' is 110 and the 'Entity' is COLLEGE. The main table lists accounts with columns for 'Name', 'GST Cl.', and 'GST R.'. The selected account is '110 8 Tuition Fees -Yr 8' with a GST rate of 10.00. Below the table are tabs for 'Balances', 'Transactions', 'Budgets', 'Budget Creation', 'Budget Comparison', 'Bank Reconciliation', and 'Notes'. The 'Budgets' tab is active, showing a grid for '2015' and 'Next Year' (2016) with columns for 'Budget' and 'Revised Budget' for each month. The 'Year to Date' for 2015 is 7800.00. The 'Next Year' Y.T.D. is 8400.00. Buttons for 'Save', 'Clear All', and 'Exit View' are at the bottom.

The 'Ledger Period End Routine' dialog box is shown. It has a 'Period Selection' section with 'Current Period' set to 'December 2015' and 'Next Period' set to 'January 2015'. There is a checked box for 'This is a Year End'. The 'Current Period Year Desc.' is '2015' and the 'Next Period Year Desc.' is '2016'. Under 'Year End Budget Options', 'Same as last years budget' is selected. There is a checkbox for 'Create projected budget based on actuals to date' which is unchecked. Buttons for 'Perform End of Period' and 'Cancel' are at the bottom.

The screenshot shows the 'Ledger Posting Account' window with updated budget data. The 'Year to Date' for 2015 is now 7800.00. The 'Next Year' Y.T.D. is 8400.00. The 'Budget' column for 2016 is highlighted in yellow, showing values of 649.74 for months Jan through Nov, and 652.86 for Dec. The 'Revised Budget' column for 2016 is also highlighted in yellow, showing values of 12320 for months May through Dec. The 'Budget' column for 2015 is highlighted in yellow, showing values of 100.00 for Jan, 200.00 for Feb, 300.00 for Mar, and 400.00 for Apr. The 'Revised Budget' column for 2015 is highlighted in yellow, showing values of 12320 for months May through Dec. The 'Year to Date' for 2015 is 7800.00. The 'Next Year' Y.T.D. is 8400.00. Buttons for 'Save', 'Clear All', and 'Exit View' are at the bottom.

Last years actuals plus a percentage

This will use the actual expenses figures from 2015 and add the percentage you choose e.g. \$198415 actuals plus 10% = 218256 /12

The screenshot shows the 'Ledger Posting Account' window. At the top, the Model Account is '110' and the Name is 'Gross Tuition Fees'. The Entity is 'COLLEGE'. Below this is a table of accounts with columns for Account, Sub, Name, GST Cl., and GST R. The account '110 8 Tuition Fees -Yr 8' is highlighted in blue. Below the table are tabs for Balances, Transactions, Budgets, Budget Creation, Budget Comparison, Bank Reconciliation, and Notes. The 'Budgets' tab is active, showing a grid of budget data for 2015 and 2014. The 2015 data shows a total of 7800.00 for the year. The 2014 data shows a total of 810.00 for the year. The 'Next Year' section shows a total of 8400.00 for the year.

The screenshot shows the 'Ledger Period End Routine' dialog box. The Entity is 'COLLEGE'. The 'Period Selection' section has 'Current Period' set to 'December 2015' and 'Next Period' set to 'January 2015'. The 'This is a Year End' checkbox is checked. The 'Current Period Year Desc' is '2015' and the 'Next Period Year Desc' is '2016'. The 'Year End Budget Options' dropdown is set to 'Last years actuals plus a percentage' and the percentage is '10%'. There is a checkbox for 'Create projected budget based on actuals to de' which is unchecked. The 'Perform End of Period' and 'Cancel' buttons are at the bottom.

The screenshot shows the 'Ledger Posting Account' window after the budget update. The Model Account is '110' and the Name is 'Gross Tuition Fees'. The Entity is 'COLLEGE'. The account '110 8 Tuition Fees -Yr 8' is highlighted in blue. The 'Budgets' tab is active, showing a grid of budget data for 2016 and 2015. The 2016 data shows a total of 218256.50 for the year. The 2015 data shows a total of 7800.00 for the year. The 'Next Year' section shows a total of 8400.00 for the year. The '2016' and '2015' labels in the 'Set Revised Bud.' column are circled in red.

Last years budget plus a percentage

This uses the last years budget figure e.g. 7800 adds 12% on it = 8736 /12

The screenshot shows the 'Ledger Posting Account' window. At the top, the 'Model Account' is '110' and the 'Entity' is 'COLLEGE'. Below this is a table with columns 'Accou...', 'Sub...', 'Name >>', 'GST Cl...', and 'GST R...'. The second row is highlighted in blue and shows '110', '8', 'Tuition Fees - Yr 8', and '10.00'. Below the table are tabs for 'Balances', 'Transactions', 'Budgets', 'Budget Creation', 'Budget Comparison', 'Bank Reconciliation', and 'Notes'. The 'Budgets' tab is active, showing a 'Year to Date' budget of 7800.00 for 2015. Below this is a grid of budget data for 2015 and 2014, with columns for 'Budget' and 'Revised Budget' for each month. The '2015' section shows a total budget of 7800.00. The '2014' section shows a total budget of 810.00. A yellow box highlights the 'Year to Date' budget of 7800.00 for 2015.

The screenshot shows the 'Ledger Period End Routine' dialog box. It has a 'Period Selection' section with 'Current Period' set to 'December 2015' and 'Next Period' set to 'January 2015'. There is a checked box for 'This is a Year End'. Below this, 'Current Period Year Desc' is '2015' and 'Next Period Year Desc' is '2016'. The 'Year End Budget Options' section has a dropdown menu set to 'Last years budget plus a percentage' and a percentage field set to '12'. There is an unchecked checkbox for 'Create projected budget based on actuals to date'. At the bottom are 'Perform End of Period' and 'Cancel' buttons. A yellow box highlights the 'Last years budget plus a percentage' option and the '12' percentage field. An arrow points from the 'Year to Date' budget of 7800.00 in the screenshot above to the '12' percentage field in this dialog box.

Ledger Posting Account

Model Account: 110 Gross Tuition Fees Entity: COLLEGE

Accou...	Sub...	Name >>	GST Cl...	GST R...	E
110	7	Tuition Fees -Yr 7	G3	10.00	
110	8	Tuition Fees -Yr 8	G3	10.00	

1 Balances | 2 Transactions | 3 Budgets | 4 Budget Creation | 5 Budget Comparison | 6 Bank Reconciliation | 7 Notes

Open Bal 0.00 Set Revised Bud. **2016** Year to Date 8736.00 8736

Budget		Revised Budget		Budget		Revised Budget	
Jan	727.70	12320	727.70	May	12320	727.70	12320
Feb	727.70	12320	727.70	Jun	12320	727.70	12320
Mar	727.70	12320	727.70	Jul	12320	727.70	12320
Apr	727.70	12320	727.70	Aug	12320	727.70	12320
Open Bal	0.00	Y.T.D.	7800.00	Next Year	Set To Cur. Year	Next Y.T.D.	8400.00
Jan	100.00	May	500.00	Jan	150.00	May	550.00
Feb	200.00	Jun	600.00	Feb	250.00	Jun	650.00
Mar	300.00	Jul	700.00	Mar	350.00	Jul	750.00
Apr	400.00	Aug	800.00	Apr	450.00	Aug	850.00

Save F2 Clear All F5 Exit View Esc

Bring in Next Years Budget Figures

The figures that are in Next Year will be transferred to the 2016 budget figures

Ledger Posting Account

Model Account: 110 Gross Tuition Fees Entity: COLLEGE

Sub...	Name >>	GST Cl...	GST R...	Bar...	BSI
7	Tuition Fees -Yr 7	G3	10.00		
8	Tuition Fees -Yr 8	G3	10.00		

1 Balances | 2 Transactions | 3 Budgets | 4 Budget Creation | 5 Budget Comparison | 6 Bank Reconciliation | 7 Notes

Open Bal 0.00 Set Revised Bud. **2015** Year to Date 7800.00 147899

Budget		Revised Budget		Budget		Revised Budget	
Jan	100.00	12320	500.00	May	12320	900.00	12320
Feb	200.00	12320	600.00	Jun	12320	1000.00	12320
Mar	300.00	12320	700.00	Jul	12320	1100.00	12320
Apr	400.00	12320	800.00	Aug	12320	1200.00	12379
Open Bal	0.00	Y.T.D.	8100.00	Next Year	Set To Cur. Year	Next Y.T.D.	8400.00
Jan	10.00	May	50.00	Jan	150.00	May	550.00
Feb	20.00	Jun	60.00	Feb	250.00	Jun	650.00
Mar	30.00	Jul	70.00	Mar	350.00	Jul	750.00
Apr	40.00	Aug	80.00	Apr	450.00	Aug	850.00

Save F2 Clear All F5 Exit View Esc

Ledger Period End Routine

COLLEGE

Period Selection

Current Period: December 2015 Next Period: January 2015

This is a Year End

Current Period Year Desc: 2015 Next Period Year Desc: 2016

Year End Budget Options: **Bring in Next Years Budget Figures** % 0

Create projected budget based on actuals to date

Perform End of Period Cancel

Ledger Posting Account

Model Account: 110 ... Gross Tuition Fees Normal usage
 Entity: COLLEGE

Accou...	Sub...	Name >>	GST Cl...	GST R...	E
110	7	Tuition Fees - Yr 7	G3	10.00	
110	8	Tuition Fees - Yr 8	G3	10.00	

1 Balances | 2 Transactions | 3 Budgets | 4 Budget Creation | 5 Budget Comparison | 6 Bank Reconciliation | 7 Notes

Open Bal: 0.00 Set Revised Bud. Year to Date: 8400.00

2016

Budget		Revised Budget		Budget		Revised Budget	
Jan	150.00	12320	550.00	12320	Sep	950.00	12320
Feb	250.00	12320	650.00	12320	Oct	1050.00	12320
Mer	350.00	12320	750.00	12320	Nov	1150.00	12320
Apr	450.00	12320	850.00	12320	Dec	1250.00	12379

Open Bal: 0.00 **2015** Y.T.D.: 7800.00

Next Year Set To Cur. Year Next Y.T.D.: 8400.00

Jan	100.00	May	300.00	Sep	900.00	Jan	150.00	May	550.00	Sep	950.00
Feb	200.00	Jun	600.00	Oct	1000.00	Feb	250.00	Jun	650.00	Oct	1050.00
Mer	300.00	Jul	700.00	Nov	1100.00	Mer	350.00	Jul	750.00	Nov	1150.00
Apr	400.00	Aug	800.00	Dec	1200.00	Apr	450.00	Aug	850.00	Dec	1250.00

Save F2 | Clear All F5 | Exit View Esc