

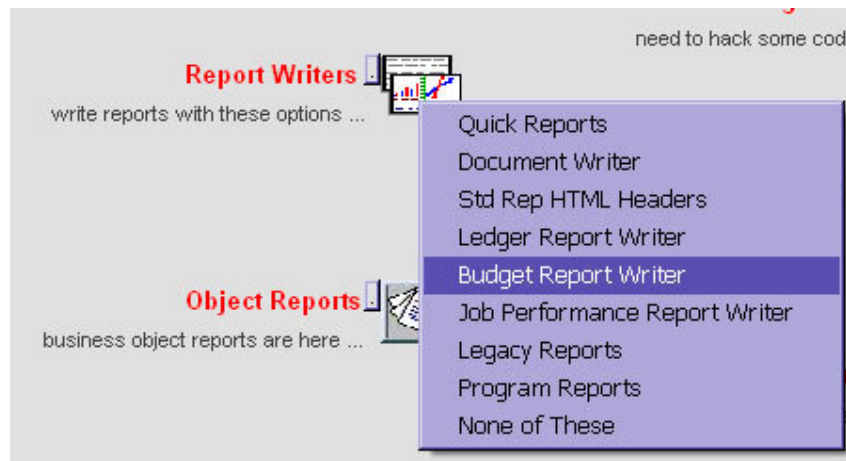
IES REPORT WRITERS: Budget Reports

Introduction

The Budget Report Writer is one of a range of Report Writers available in IES, for production of your own custom tailored Budget reports. This is an easy Report Writer to use, and requires no Programming skills, just point and click, and some creative thinking.

Where to find it

In the Business Objects Module, select Report Writers, then select Budget Report Writer (you can also access this option from the Report Warehouse, in the Management Reports Division).




How to define a Budget Report


A Budget Report has a Key in the range 0001 – 9999, and it has a Name for identification.

Each Report uses a specific Data Selector, which is the object that understands the rules of which Accounts will be used in the current Report. (Data Selectors are re-usable, and the same Data Selector can also be used with another Report. You can read all about how to create Data Selectors in the User Manual for Data Selectors. There is also quite a range of ready-made Data Selectors on the Ledger, which is the basis for Budget Reports.)


The 'Mail Address' and 'File Path' fields are optional, and provide alternatives to standard Printer Output, which is otherwise the default for these Budget Reports.

The remaining few Fields define the actual Report, and it is really very simple to do, yet allow the creation of many different Budget Reports.

Have you used your IES  today?



Define or Execute Budget Report



Report Key:

Report Name:

Data Selector to Use:

Breaks	
1	oth2

Mail Address:

Default File Path:

Template to Apply:

Scaling to Apply:

Include Detail Y/N:

Heading @ the Top:

Footnote (optional):

Balance @ End:

Budget Actuals Mapping	
1	

Hint: Unless a Mail or File Path is set, this Report outputs directly to Printer, and prints up to 200 characters wide ...

We will now zoom in on the Fields that define what the Report will look like: -

Breaks	
1	oth2

Mail Address:

Default File Path:

Template to Apply:

Scaling to Apply:

Include Detail Y/N:

Heading @ the Top:

Footnote (optional):


Balance @ End:

Budget Actuals Mapping	
1	

BREAKS

Any parameters specified here determine how the Report will break for sub totals. Up to 3 breaks with sub-totals are allowed per Report type.

Any of the following abbreviations may be used: -

Have you used your IES  today?

IES REPORT WRITERS: Budget Reports

- bs balance sheet position
- is income statement position
- dep department position
- act activity position
- trial trial balance position
- odd odds position
- cost cost centre position
- oth1 other1 position
- oth2 other2 position

The break indicators work with in tandem with the Chart of Accounts, and the Report Flags specified on the Ledger Master for each Account.

TEMPLATE

The Template determines the layout for the Report, and you may choose from the following options: -

- 01 12 monthly values & total : financial
- 02 12 monthly values & total : physical
- 03 budget var% previous var% actuals : financial
- 04 budget var% previous var% actuals : physical
- 05 budget & notes

SCALING

Financial Values on the Report may be presented in a number of formats, e.g. normal with 2 decimals, or with no decimals as 10's, 100's, 1000's, etc.

DETAIL Y/N

For Summary Reports, please state 'N', for Detail Account Lines please state 'Y'.

HEADING

Heading to appear at the top of each output page. This field is required.


FOOTNOTE

Optional footnote, if specified, will appear at the end of each output page.

BALANCE @ END

If anything is stated here, it should be a Period key as found on the 'periods' file. The 'balance at end period' is an optional parameter, and to be used ONLY when you want to COMBINE Balance at end of stated Period PLUS 'mapped' values as indicated, e.g. Balance at end period '13' + mapped values 'e14' + 'e15' ...

Note: This is an unusual facility not often used. Rather, it is an IES tool to overcome some anomalies in your processing history, i.e. when you choose a Template that includes Actuals comparison (03 or 04), then if the Movement figures on the Actuals for the Comparative Periods do not paint the true

Have you used your IES  today?

IES REPORT WRITERS: Budget Reports

picture, but rather the Closing Balance at final prior Period PLUS all Movement does paint the true picture, then state this final Prior Period as 'Balance at end' – IES will then overcome the problem for you.

Hint: Ignore this prompt, until the day you really need it, and then it will become apparent how to put it to good use.

BUDGET ACTUALS MAPPING

This is an optional Modifier parameter for use in cases where very specific Budget Actual Mapping comparison is required. If nothing is specified here, Budget Actuals Comparison is done according to 'Budget Actuals Starts At', i.e. for the number of consecutive Actuals Comparison according to the Latest Budget settings.

When would you use this? Let us consider an example :-

Say periods are as follows /

17 May 1999

18 Jun 1999

...

24 Dec 1999

25 Jan 2000

...

28 Apr 2000

29 13th Period Yearend

29 May 2000

...

37 Dec 2000

...

41 Apr 2001


Say your previous Budget runs thru periods 17 - 28, and new Budget runs thru periods 29 - 41. Normally the Budget Actuals comparison would be for Actuals on Periods 17 - 28, modified perhaps by Expected values for periods 25 - 28, i.e. Jan 2000 to Apr 2000. However, let us say that in May 1999 you posted rather abnormal Journals on some Accounts, and the Actuals for that month really puts the Budget / Actual comparison skew, you may now 'Map' a Modifier parameter to state that you want the following to be displayed as 'Actuals Comparison' on Budget Screens and Budget Management Reports :-

a18 a18 a19 a20 a21 a22 a23 a24 e25 e26 e27 e28

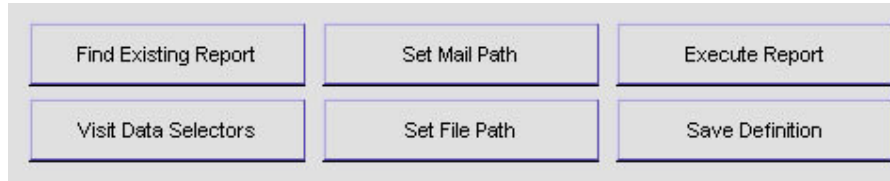
where 'a18' means use 'Actual' for period '18', and 'e25' means use 'Expected' for period '25', etc. Therefore, in this example we are saying we do not want to use 'May 1999' Actuals, but rather we use 'June 1999' actuals twice, to still have 12 comparative Values, and for the last 4 months of the Financial Year we Use Expected instead of Actuals (Actuals not available yet).

Note: Please specify only in format as explained above, separating parameters by a space, and you may use up to 3 lines.

Hint: Ignore this prompt, until the day you really need it, and then it will become apparent how to put it to good use.

Have you used your IES  today?

Note: When a Budget Report is executed, it ALWAYS operates on the Current New Budget as specified on the Budget Control Parameter screen (there can be multiple Budgets in place on the system at any time).



The function Buttons are provided for the following: -

FIND EXISTING REPORT

To assist you in locating and retrieving an existing Report Definition.

SET MAIL PATH

To help you define an e-mail address as the usual output format for the Report, instead of sending the output to the Printer, which is otherwise the default.

EXECUTE REPORT

To perform the Report.

VISIT DATA SELECTORS

A useful link to create, modify or view Data Selectors.

SET FILE PATH

To help you define a File Path as the usual output format for the Report, instead of sending the output to the Printer, which is otherwise the default.


SAVE DEFINITION

To save the Report Definition after it has been defined or modified.

ADVICE: The Budget Report Writer is very much dependent on the Chart of Accounts setup. The best advice with this Report Writer is to experiment with it, i.e. define a Report, execute it, modify the parameters, view the results again, and in the process discover how it can be used to produce many different layouts and results. If the Chart of Accounts is not suitable to derive the correct results with the Budget Report Writer, then you may have to use the Document Writer instead, the latter being quite independent of how the Chart of Accounts is structured.

How to modify a Budget Report

When the system opens the Budget Report screen, just specify or lookup the existing Budget Report key, and modify as required before saving the new version.

Have you used your IES  today?

How to get the Report on your Menu

The Budget Reports are not put on Menus. You simply retrieve the Budget Report to perform, and execute it.

Budget Report Results may of course be posted in the Custom Division (or Private Division) of the Report Warehouse.

Report Alternatives


If there is a Budget Report format that you need to do, and cannot achieve it with the Budget Report Writer, then you may also use another Report Writer in addition, for some Budget Reports.

You will have access to Query Builder. The Query Builder (in User Services), is an alternative to the Budget Report Writer, or can be used in addition. Query Builder can report on the Ledger (data source = ledgermast), and all the Budget Fields are visible.

Document Writer is able to produce just about any Report format you can dream up, and can also be used for creating Budget Reports.

© Infolab, 2005.

This Documentation is copyrighted by Infolab (Pty) Ltd. [www.infolab.cc] All rights are reserved. Licensed INFOLAB Business Partners and Users are granted permission, for internal use ONLY, to reproduce the Documentation, and to include amendments dealing with specific instructions local to your installation.

Have you used your IES  today?