

Budget Documentation

Table of Contents

INTRODUCTION	1
Technical Support	1
Overview	2
GETTING STARTED	3
Creating a Simple Budget.....	3
Calculating a Budget Using a Formula	6
Change a Range of Budget Accounts	12
Printing Budget Comparison Reports	14
ADVANCED FEATURES	17
Monthly Budgets	17
Using Variables	19
Connecting the Budget to a Spreadsheet.....	22
INDEX.....	25

Introduction

Technical Support

Welcome to the instructional manual for the Budget module of Eagle Business Management System (EBMS). Eagle Solutions is pleased to provide you with instructions and tips regarding the Windows version of EBMS. In the sections following, explanations and examples of the available features in the Budget module of Eagle Business Management System will be explained for optimal use of the System. If you need to reach our staff for further help, contact us using the information below:

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Overview

Budgeting is an important and necessary part of managing a business. A budget is also a valuable tool to help the business owner meet goals and stay abreast of the financial condition of the business.

A budget is really just a financial plan. It can be as simple or as complex as you want it to be, although a certain level of detail is necessary if it is going to be effective. With that in mind, here are some tips to help you get started.

The EBMS Budget module is an important management tool used to project a plan for the New Year or additional future years. This projection becomes a guide to compare actual expenses and income to the projection or budget. The budget system can be used to project income and profits and create a comparison picture to measure the progress of the company.

The budget module within the EBMS system contains tools to set budget values in a variety of methods:

- Manually create budget values for individual months or enter a single budget amount for the entire year
- Enter Formulas to calculate budget values based on percent of sales or percent of another expense
- Copy budget values from the previous year or a formula to increase or decrease the budget from the previous year
- Ability to create the budget value using a complex formulas and variables
- Import budget information directly from an Excel spreadsheet

Start with a simple budget and add complexity by using formulas and variables as needed. Continue with the following steps for details on the budget module of EBMS.

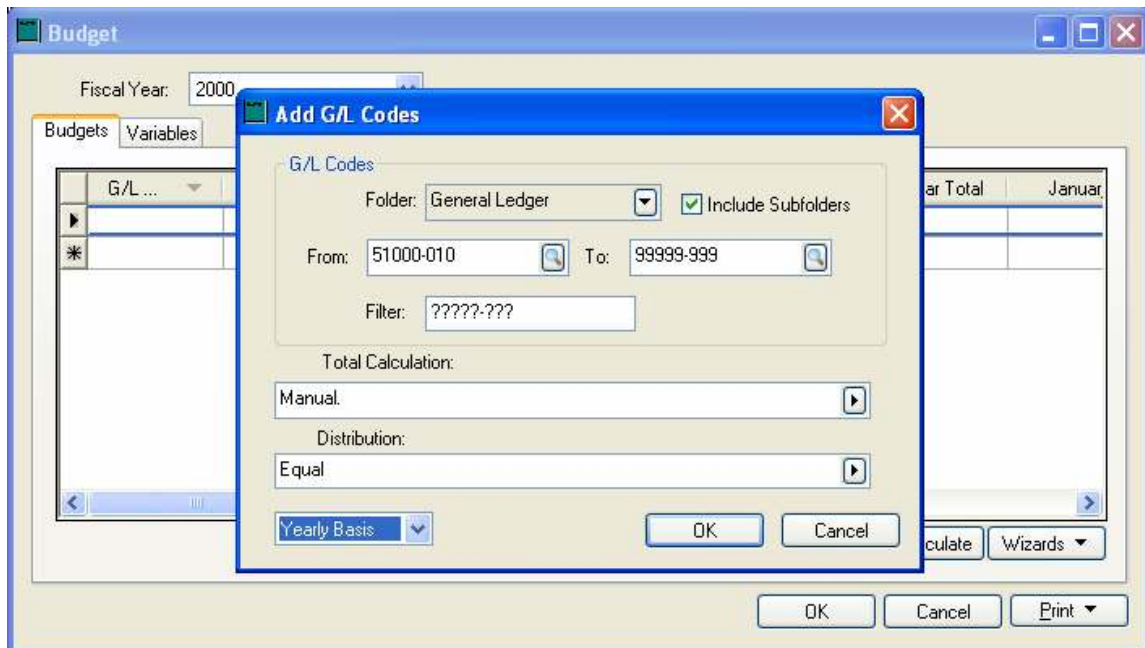
Getting Started

Creating a Simple Budget

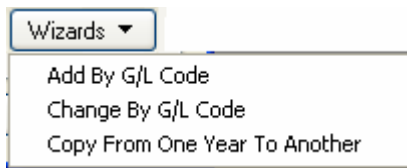
The EBMS budget module can calculate a budget using formulas and variables but it is easy to make the budget more complex than necessary. We recommend that you start with a simple budget and then add complexity as needed. This section explains the steps of creating a simple budget.

Complete the following steps to get started.

1. Select **General Ledger > Budget** from the main EBMS menu. The budget list will be blank if the budget module has not been used before. You can skip the next few steps if budget records already appear.



2. Click on the **Wizards** button and select **Add By G/L Code** option as shown below:



This step is not necessary if the dialog opens automatically

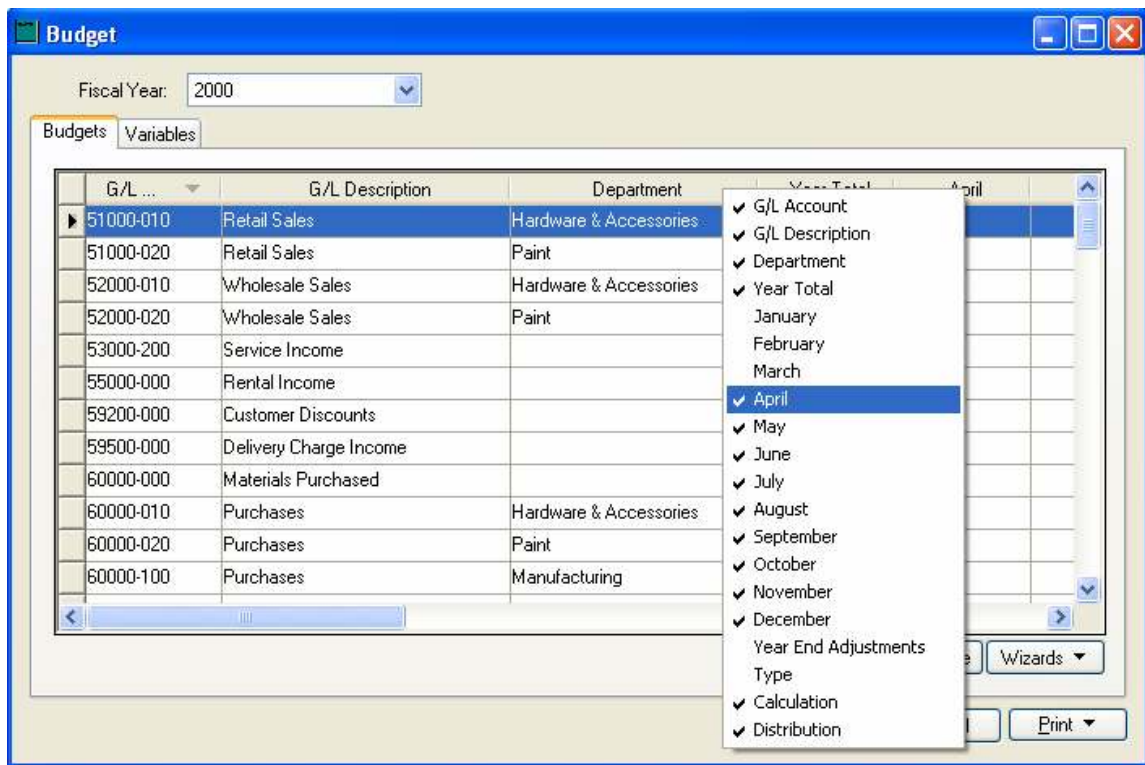
3. Enter the following information into the **Add G/L Codes** wizard dialog as shown above:
 - a. Maintain a folder setting of **General Ledger** so all general ledger accounts are included.
 - b. Enable the **Include Subfolders** option.

Budget Documentation

- c. Enter the first revenue account into the **From** general ledger account entry to exclude all the asset and liability accounts.
- d. Enter the last account that is included in the budget process into the **To** entry.
- e. Keep the **Filter** setting as ?????-??? so the budget for all the accounts are created. Review the Change a Range of Budget Accounts section for more details on the **Filter** option.
- f. Set the **Total Calculation** option to **Manual** which will allow the user to enter the budget amount for each account manually. Review the Calculating a Budget Using a Formula section for more details on calculating a budget using a formula.
- g. Set the **Distribution** to **Equal** so that the annual calculation is evenly distributed between the individual months. Review the Variable Monthly Distribution for details on creating budgets with variable values each month.
- h. Set the calculation option to **Yearly Basis** since the budget is entered annually and then distributed monthly. Review the Variable Monthly Distribution section for details on the **Monthly Basis** option.

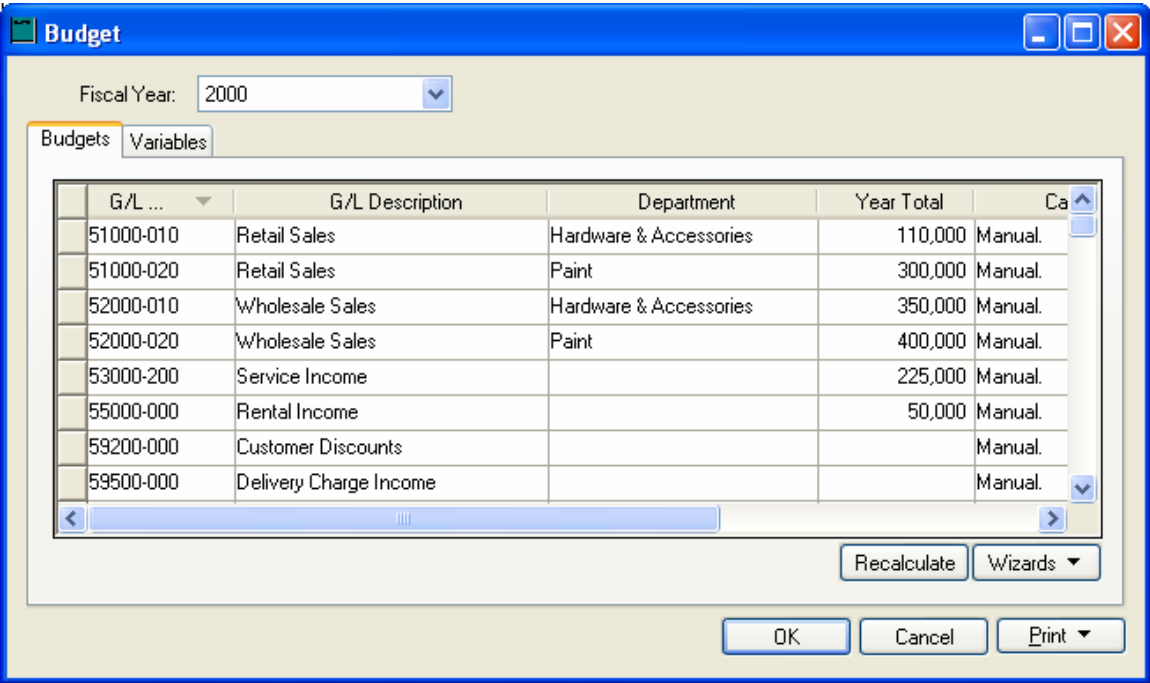
Click the **OK** button and the system will create a record for every account within the **From** and **To** range and within the **Filter** option.

4. Since this example is setup to enter a budget for the year, we can hide the monthly budget columns as shown below:



Right click on any column label and remove the check mark for each month. Review the Features > Column Appearance within the main EBMS documentation for more details.

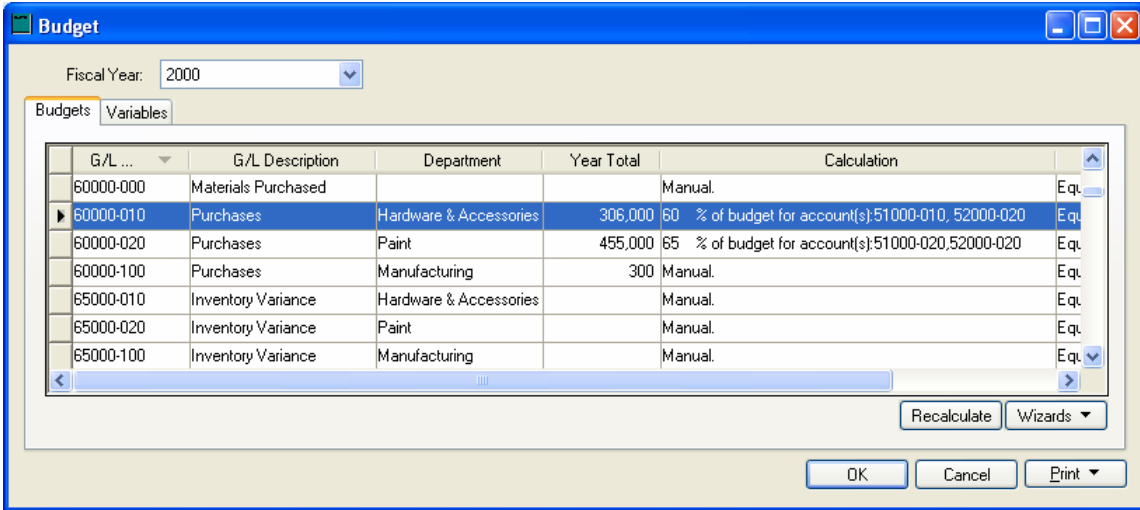
- 5. Enter the projected income for each income account within the **Yearly Total** column as shown below:



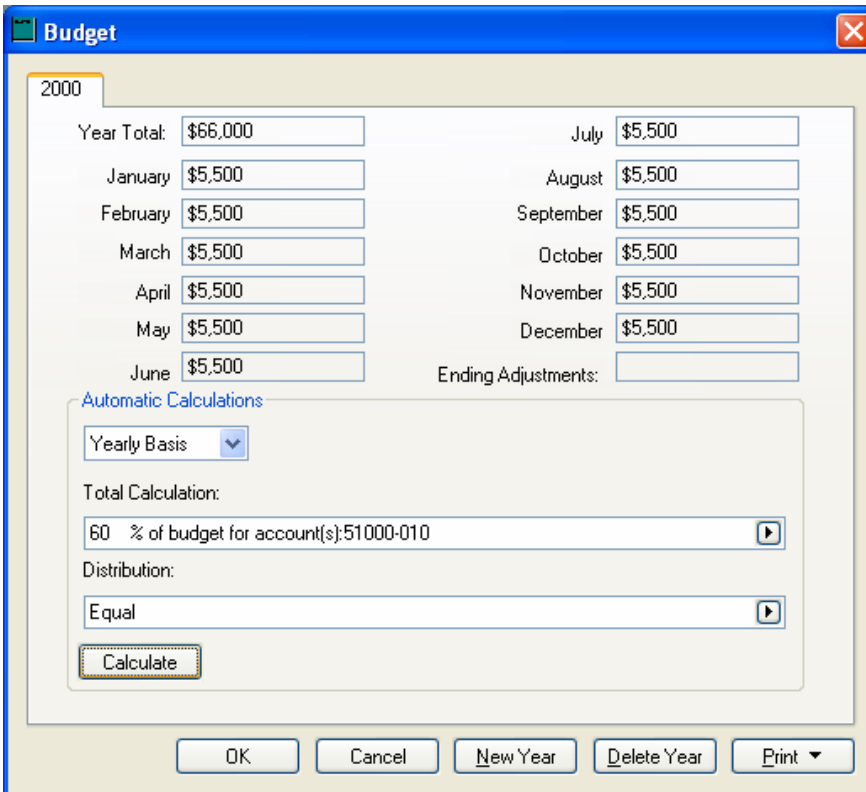
All budget values are entered as whole dollars. Right click on the account and select **Lookup** to view the account detail include actual values from past years. Review the following Calculating a Budget Using a Formula section for details on calculation the budget amount from other accounts.

Calculating a Budget Using a Formula

Budget amounts can be calculated using a formula instead of manually setting the value of each general ledger account. Open the budget list by selecting **General Ledger > Budget** from the mail EBMS menu.



It is easier to manage and test formulas within the general ledger budget dialog. Double click on any account budget record to view the budget settings for each general ledger account as shown below:



Change the **Total Calculation** setting from **Manual** to a formula by clicking on the template option button. Select one of the following **Total Calculation** formula options from the template list:

Manual.
 Is \$____.
 Variable formula.
 ____% of last year.
 ____% of last year account(s): _____.
 ____% of this year.
 ____% of this year account(s): _____.
 ____% of budget for account(s): _____.
 ____% of budget for accounts ____ to ____ with the same department.
 ____% of sales & service income budget.
 ____% of total payroll budget.
 ____% of cost of sales budget.
 ____% of sales & service income budget for department ____.
 ____% of total payroll budget for department ____.
 ____% of cost of sales budget for department ____.
 ____% of sales & service income budget for cost center ____.
 ____% of total payroll budget for cost center ____.
 ____% of cost of sales budget for cost center ____.
 Excel sheet: _____ column: ____ row: ____ file: _____

The most common budget formula is the **__% of budget for account(s): _____** as highlighted above.

Enter a percentage and the source general ledger accounts into the formula template as shown below:

Total Calculation:
 60 % of budget for account(s):51000-010

In the example shown above, the budget for the purchase (cost of sale) account of 60000-010 will be calculated based on 60% of the projected sales within the 51000-010 revenue account. If the sales account budget is changed, the budget for the purchase account will be recalculated using the percentage calculation.

You can also add multiple accounts by placing a comma between the accounts as shown below.

Total Calculation:
 60 % of budget for account(s):51000-010, 52000-020

The account setting can have a partial account code. The following settings will calculate 60% of the budget for all accounts starting with 51:

Total Calculation:
 60 % of budget for account(s):51

Multiple partial account codes can be separated with a comma. The following settings would include all 51000 and 52000 accounts no matter what extension.

Budget Documentation

Total Calculation:
60 % of budget for account(s):51000, 52000

A range of accounts can be used by using the **to** conjunction. The following setting would include all accounts in the range of 51000-010 through 51000-030

Total Calculation:
60 % of budget for account(s):51000-010 to 51000-030

A combination of account settings can be used as shown below:

Total Calculation:
60 % of budget for account(s):51000 to 51000, 55000-000

Another common formula used to create expense budgets is basing the budget on the percent of sales, percent of all income (Sales & Server), or percent of the payroll expense budget. These formula options total general ledger accounts based on the classification of the GL account. For example the following formula will total the budget for all revenue general ledger accounts that are classified as **Sales** or **Service** but excludes accounts that are classified as **Other Income**, **Sale of Assets**, or other miscellaneous income. The **Classification** setting is found within the **Advanced** tab of the general ledger account. Review the General Ledger > Chart of Accounts > Account Classification section within the main documentation for more details on setting the classification of the account.

The **% of sales & service income budget** formula is often used to calculate overhead expense budgets by percent of sales. The following example sets the advertising budget to equal 3.5% of total income and service income. Miscellaneous income would not be included.

Total Calculation:
3.5 % of sales & service income budget.

Calculate payroll overhead costs such as company payroll taxes using the following formula:

Total Calculation:
7.51 % of total payroll budget

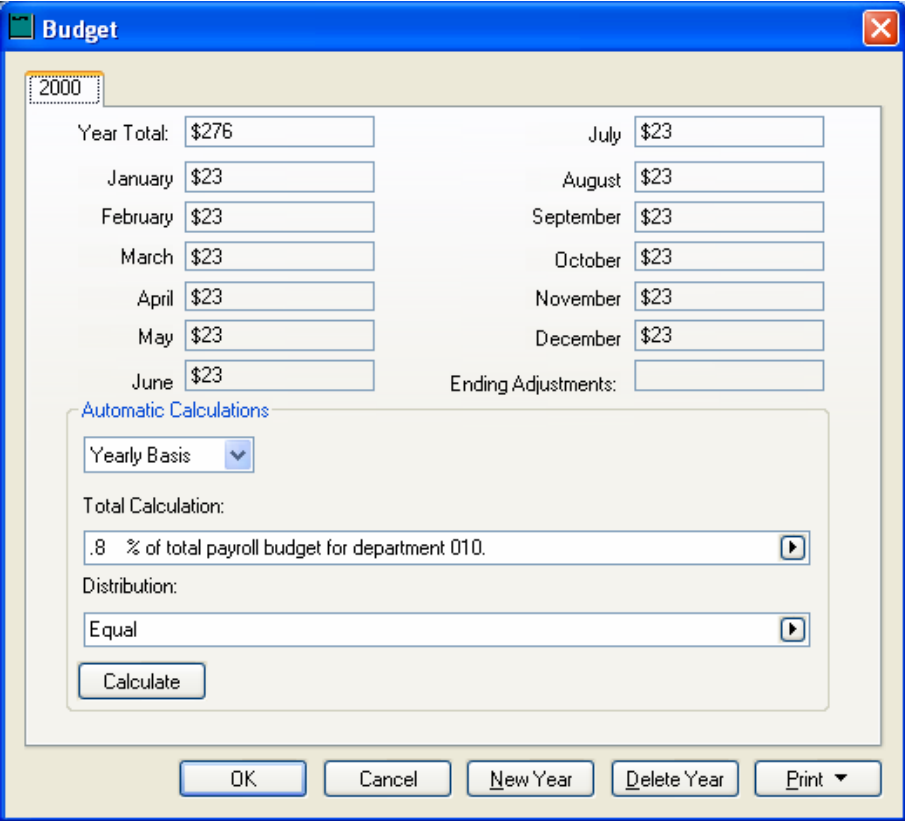
The following formula is similar to the previous formulas but limits the accounts to those within the department or profit center.

The **__% of sales & service income budget for department __**. Formula is useful if the purchase amount is a percentage of all revenue accounts for a specific department. This is a common way to calculate cost of sales within a department.

Total Calculation:
60 % of sales & service income budget for department 020.

Some other common formulas:

Or calculate payroll overhead costs for a specific department by using the following formula:



Notice that the general ledger accounts, department, or profit center settings are not validated. It is important that the user tests the **Total Calculate** entry before proceeding. Click on the **Calculate** button to update the budget values in the **Year Total** and monthly budget calculation.

A complete list of formula options including technical details are listed below:

Formula	Output
Manual.	Allows you to set each month manually.
Is \$ ____.	Will set either the Yearly Total (calculated on a Yearly Basis) or each monthly value (Monthly Basis) to the value entered within the formula.
Variable formula.	Review the Using Variables section for more details on this formula option.
____% of last year.	Tries to find a record in glleddet.dbf for this account and the previous year. Copies each field such that BAL_i in glleddet.dbf becomes BUDGET_i in glbgt.dbf. Copies BAL_13 in glleddet.dbf to the yearend adjustment in glbgt.dbf. Multiplies all of them by the percentage.
____ % of last year account(s): _____.	Looks up each record in glleddet.dbf for the previous year and certain accounts that depend on what is passed in. Sums the values of BAL_i in glleddet.dbf to BUDGET_i in glbgt.dbf. Sums the values of BAL_13 in glleddet.dbf to the yearend adjustment in glbgt.dbf. See below for accounts syntax.
____% of this year.	Tries to find a record in glleddet.dbf for this account and the current year.

Budget Documentation

	Copies each field such that BAL_i in glected.dbf becomes BUDGET_i in glbgt.dbf. Copies BAL_13 in glected.dbf to the yearend adjustment in glbgt.dbf. Multiplies all of them by the percentage.
___ % of this year account(s): _____.	Looks up each record in glected.dbf for the current year and certain accounts that depend on what is passed in. Sums the values of BAL_i in glected.dbf to BUDGET_i in glbgt.dbf. Sums the values of BAL_13 in glected.dbf to the yearend adjustment in glbgt.dbf. See below for accounts syntax.
___% of budget for account(s): _____.	Looks up records in glbgt.dbf for this year and certain accounts that depend on what is passed in. There are three possible formats for the range of accounts. First, you can pass a single account. In this case, the months and yearend adjustment are copied from it. Second, you can pass a range of accounts in the form '00000-000to9999-000' with no spaces. In this case, the values are summed from each account within the range inclusively. Third, you can pass several accounts separated by commas in the form '01000-000,02000-000,03000-000' with no spaces. The end result is multiplied by the percentage.
___% of budget for accounts _____ to _____ with the same department.	Sums the values of the months for every budget within the range inclusively that has the same department as the account you are calculating for and the same year. Multiplies by the percentage.
___% of sales && service income budget.	Sums the values of the months for every budget in this year for an account who's classification begins with 'ARS'. Multiplies by the percentage.
___% of total payroll budget.	Sums the values of the months for every budget in this year for an account whose classification begins with 'PYL' or is 'PYBE'. Multiplies by the percentage.
___% of cost of sales budget.	Sums the values of the months for every budget in this year for an account whose classification begins with 'APP' or is 'APCS'. Multiplies by the percentage.
___% of sales && service income budget for department _____.	Sums the values of the months for every budget in this year for an account whose classification begins with 'ARS' and which is in the given department. Multiplies by the percentage.
___% of total payroll budget for department _____.	Sums the values of the months for every budget in this year for an account whose classification begins with 'PYL' or is 'PYBE' and which is in the given department. Multiplies by the percentage.
___% of cost of sales budget for department _____.	Sums the values of the months for every budget in this year for an account whose classification begins with 'APP' or is 'APCS' and which is in the given department. Multiplies by the percentage.
___% of sales && service income budget for cost center _____.	Sums the values of the months for every budget in this year for an account whose classification begins with 'ARS' and which has a glected record for the given cost center in the current year. Multiplies by the percentage.
___% of total payroll budget for cost center _____.	Sums the values of the months for every budget in this year for an account who's classification begins with 'PYL' or is 'PYBE' and which has a glected record for the given cost center in the current year. Multiplies by the percentage.
___% of cost of sales budget for cost center _____.	Sums the values of the months for every budget in this year for an account who's classification begins with 'APP' or is 'APCS' and which has a glected record for the given cost center in the current year. Multiplies by the percentage.
Excel sheet: _____ column: ___ row: _____	Opens the given file and looks up the value on the sheet with the given name

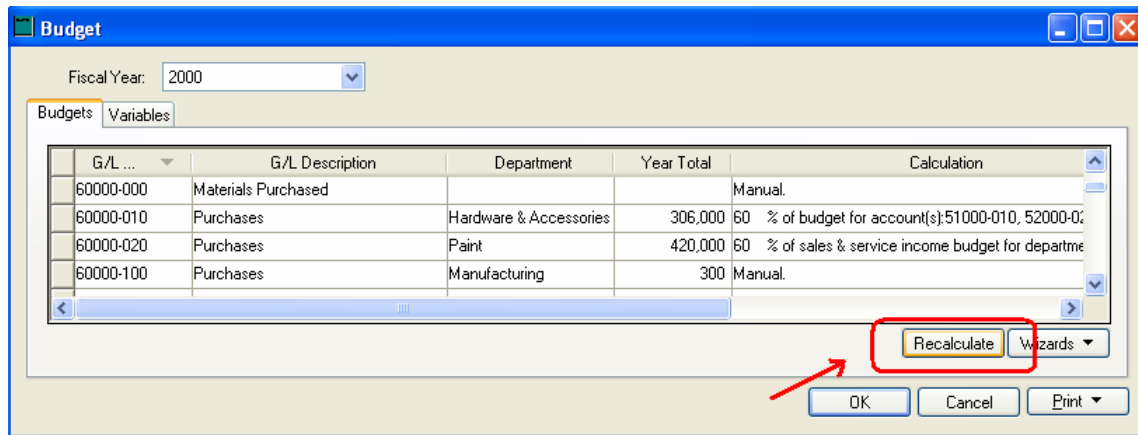
file: _____

in the given row and column numbers. Sets each month equal to that value. Sets the yearend adjustment to 0. Review the Connecting the Budget to a Spreadsheet section for more details.

The budget values are not updated without clicking the **Calculate** button on the budget dialog or clicking on the **Recalculate** button on the budget list.

Budgets values are not recalculated when a formula is changed from a calculation to the **Manual** option.

The budget for all the accounts can be updated by clicking on the **Recalculate** button within the **General Ledger > Budget** dialog as shown below:



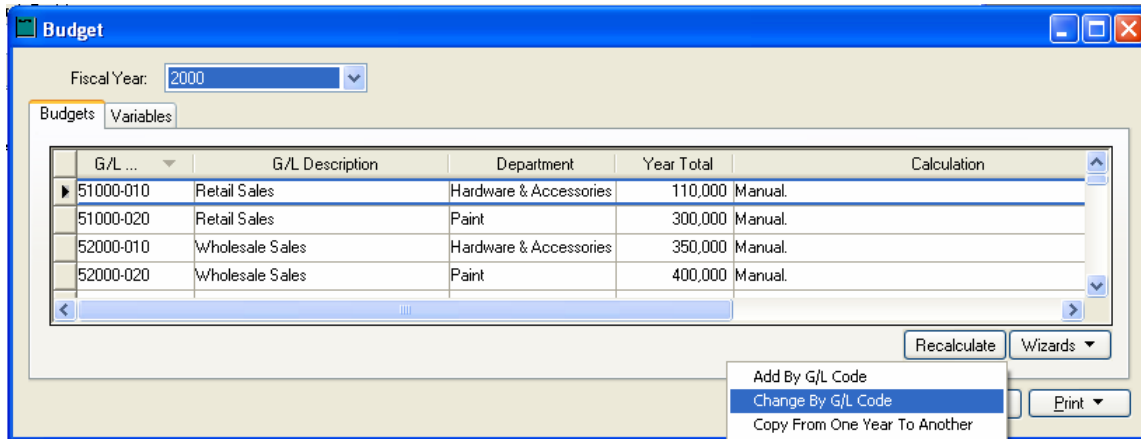
Review the Using Variables section for more complicated formulas to calculate a budget.

Continue with the following section - Change a Range of Budget Accounts to set the same formula for a range of accounts.

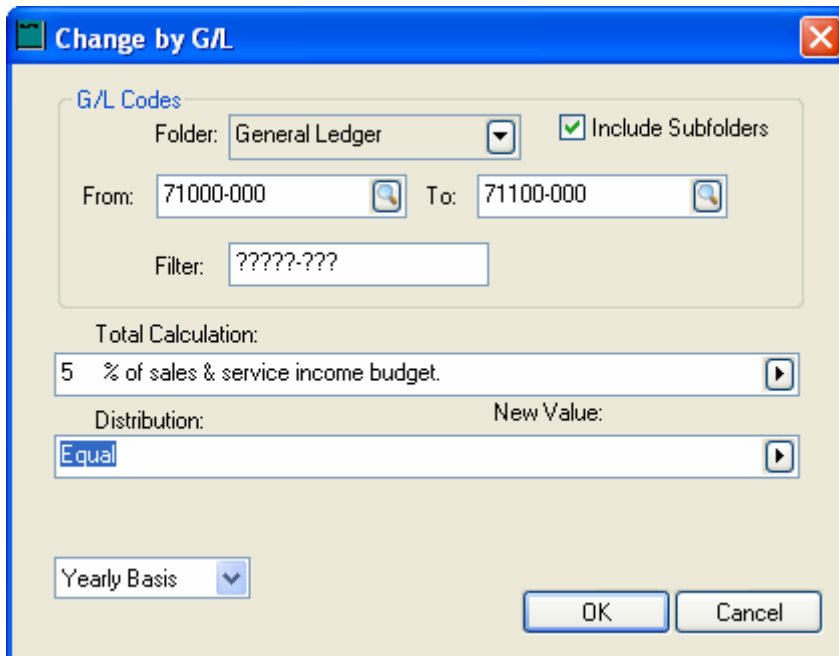
Change a Range of Budget Accounts

The budget settings for a range of accounts can be changed simultaneously using the **Change By G/L Code** wizard. This wizard can save a considerable amount of time if the settings are similar for a range of accounts.

Open the budget list by selecting **General Ledger > Budget** from the main EBMS menu.



Click on the **Wizard** button and select the **Change By G/L Code** option. The following dialog will open:



The range or general ledger codes affected by the wizard are set using the following **G/L Codes** options:

1. Select a general ledger **Folder** to limit the changes to a specific general ledger folder.
2. Disable the **Include Subfolders** option to only affect the accounts within the selected **Folder**.

3. Enter the range within the **From** and **To** entries.
4. If the **Filter** setting is set to **?????-???** all accounts are included. The **Filter** can be used to only include some of the accounts. For example a **Filter** setting of **?????-000** will only include accounts with a 000 extension. A **5????-???** will only include accounts that start with a number 5.

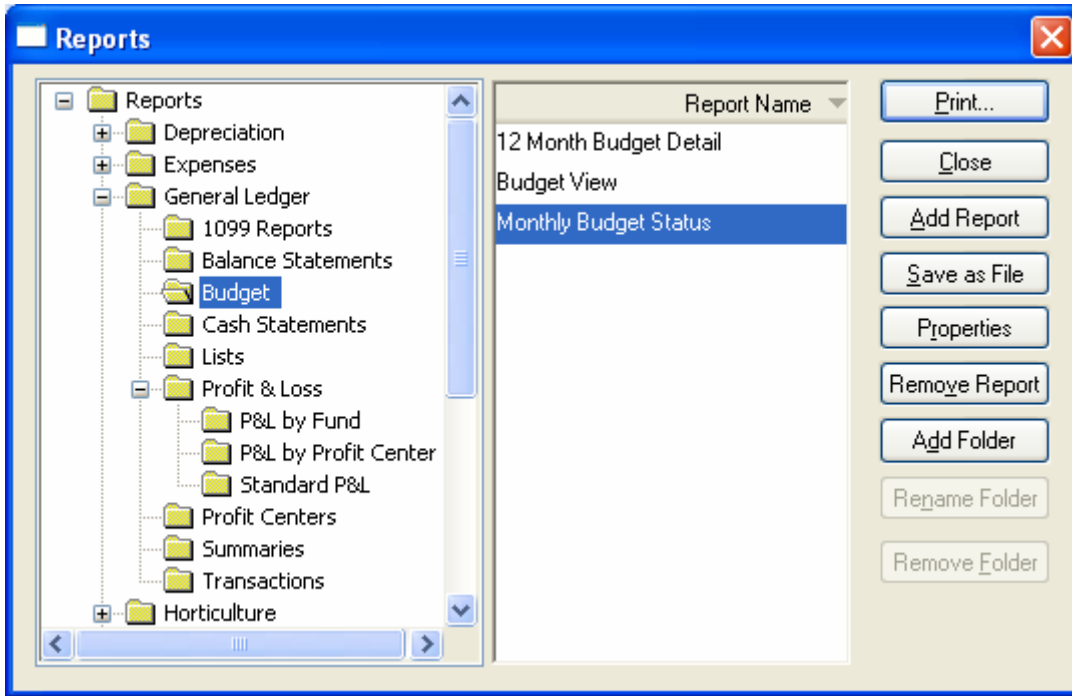
Set the **Total Calculation**, **Distribution**, or type (**Yearly Basis**, **Monthly Basis**) that need to be changed for all accounts included in the **G/L Codes** options. Click **OK** to complete change.

This wizard is useful to change the **Distribution** or calculation basis (**Yearly Basis** or **Monthly Basis**) for a large range of accounts. Review the Calculating a Budget Using a Formula section for more details on the settings within the **Change by G/L** wizard.

Click **OK** to change accounts.

Printing Budget Comparison Reports

Printing reports to compare the monthly or year to date expenses to the budget is a powerful business management tool. View the budget report options by selecting **File > Reports** from the main EBMS menu.



Select **Reports > General Ledger > Budget** from the report groups.

Use the **12 Month Budget Detail** to view the budget if variable monthly budget values are set.

Use the **Budget View** option to compare the budget numbers from one year to the next.

Use the **Monthly Budget Status** report to compare the budget to actual expenses as shown below:

Quality Hardware	Monthly Budget Status			Year to Date		
	Quality Hardware Fiscal Year: 2000 All Accounts					
	February			Year to Date		
	Budget	Actual	Difference	YTD Budget	YTD Actual	Difference
Operating Revenue						
51000-010 Retail Sales	9,167.00	26,387.75	-17,220.75	18,334.00	49,483.67	-31,149.67
51000-020 Retail Sales	25,000.00	232.00	24,768.00	50,000.00	6,252.75	43,747.25
52000-010 Wholesale Sales	29,167.00	2,005.95	27,161.05	58,334.00	17,271.93	41,062.07
52000-020 Wholesale Sales	33,333.00	237.35	33,095.65	66,666.00	237.35	66,428.65
53000-200 Service Income	18,750.00	-	18,750.00	37,500.00	-	37,500.00
55000-000 Rental Income	4,167.00	-	4,167.00	8,334.00	-	8,334.00
59200-000 Customer Discounts	-	(4.74)	4.74	-	(27.93)	27.93
59500-000 Delivery Charge Income	-	-	-	-	-	-
Total Operating Revenue	119,584.00	28,858.31	90,725.69	239,168.00	73,217.77	165,950.23
Cost of Sales						
Cost of Goods Sold						
Purchases						
60000-000 Materials Purchased	-	-	-	-	-	-
60000-010 Purchases	25,500.00	152,182.45	-126,682.45	51,000.00	183,241.15	-132,241.15
60000-020 Purchases	35,000.00	35.30	34,964.70	70,000.00	1,066.10	68,933.90
60000-100 Purchases	25.00	-	25.00	50.00	-	50.00
Total Purchases	60,525.00	182,217.75	-91,692.75	121,050.00	184,307.25	-63,257.25
Inventory Variance						
65000-010 Inventory Variance	-	(133,996.30)	133,996.30	-	(137,772.39)	137,772.39
65000-020 Inventory Variance	-	281.60	-281.60	-	3,021.80	-3,021.80
65000-100 Inventory Variance	-	-	-	-	-	-
65500-000 Materials used within a Job	-	1,700.00	-1,700.00	-	2,200.00	-2,200.00
65700-100 Increased value of Manufactured Goods	-	-	-	-	-	-
65900-000 Work In Process Variance	-	(2,390.11)	2,390.11	-	(2,850.11)	2,850.11
Total Inventory Variance	-	(134,404.81)	134,404.81	-	(135,400.70)	135,400.70
Total Cost of Goods Sold	60,525.00	17,812.94	42,712.06	121,050.00	48,906.55	72,143.45
Labor						
66100-000 Wages	-	1,757.78	-1,757.78	-	4,294.01	-4,294.01
66100-010 Wages	2,875.00	2,357.40	517.60	5,750.00	5,091.65	658.35
66100-020 Wages	4,667.00	3,076.20	1,590.80	9,334.00	6,654.66	2,679.34
66100-100 Wages	-	-	-	-	-	-
66100-200 Wages	-	-	-	-	-	-
66200-200 Warranty Labor	-	-	-	-	-	-
67000-000 Subcontract Labor	-	-	-	-	-	-
68000-000 Commissions	-	-	-	-	-	-
68000-010 Commissions	-	-	-	-	-	-
Total Labor	7,542.00	7,191.38	350.62	15,084.00	16,040.32	-956.32
Other Cost of Sales						
68000-020 Commissions	-	-	-	-	-	-
69200-000 Vendor Discounts	-	(42.00)	42.00	-	(242.70)	242.70
69500-000 Freight Charges	-	-	-	-	-	-
Total Other Cost of Sales	-	(42.00)	42.00	-	(242.70)	242.70
Total Cost of Sales	68,067.00	24,962.32	43,104.68	136,134.00	64,704.17	71,429.83
Grand Total:	51,517.00	3,895.99	47,621.01	103,034.00	8,513.60	94,520.40
Operating Expenses						
General						

Advanced Features

Monthly Budgets

The EBMS budget system allows the user to manage budgets on an annual basis or monthly basis. An annual budget distributed evenly to the twelve months is the easiest budget management method since only a single budget value is required per account instead of 12. A user may wish to create a monthly budget to be more accurate throughout the year. Complete the following steps to set the budget values per month.

Open an account budget dialog by clicking on the **Budget** button within any general ledger account. Go to **General Ledger > Chart of Accounts** to open a general ledger account. The budget dialog can also be used by opening the budget list (**General Ledger > Budget**) and double clicking on any detail line.

The screenshot shows a 'Budget' dialog box for the year 2000. It contains input fields for the Year Total and monthly values from January to December. The Year Total is \$250,000. Monthly values are: January (\$21,580), February (\$21,580), March (\$13,140), April (\$21,580), May (\$21,580), June (\$21,580), July (\$21,580), August (\$21,580), September (\$21,580), October (\$21,580), November (\$21,580), and December (\$21,060). There is an 'Ending Adjustments' field. Below these is an 'Automatic Calculations' section with a dropdown for 'Yearly Basis', 'Total Calculation' set to 'Manual', and 'Distribution' set to 'Manual'. A 'Calculate' button is present. At the bottom are buttons for 'OK', 'Cancel', 'New Year', 'Delete Year', and 'Print'.

Month	Budget Value
Year Total	\$250,000
January	\$21,580
February	\$21,580
March	\$13,140
April	\$21,580
May	\$21,580
June	\$21,580
July	\$21,580
August	\$21,580
September	\$21,580
October	\$21,580
November	\$21,580
December	\$21,060

The monthly and annual budget values can be changed individually if both the **Total Calculation** and the **Distribution** options are set to **Manual**. Notice that the **Year Total** equals the combined total of all the monthly values. If the user changes the **Year Total**, the monthly totals are adjusted by prorating the values. Clear the **Year Total** and the monthly totals are cleared as well.

Set the **Distribution** to **Equal** to always distribute the **Year Total** evenly between the 12 months. Click on the **Calculate** button after the **Distribution** is changed to recalculate monthly values.

Budget Documentation

The **Ending Adjustments** (13th month) value must always be entered manually. The value in the 12th month may vary if the **Year Total** can not be evenly divided by 12 months.

The **Automatic Calculations** setting should be set to **Monthly Basis** if each month is calculated separately by the matching month represented within the **Total Calculation** setting. For example, if the setting is **60% of budget for account(s): 51000-010** then each month within the account will equal 60% of the budget value of each individual month of the 51000-010 account. Notice that the **Distribution** setting is invalid if the budget is calculated on a **Monthly Basis**. Use the **Yearly Basis** to calculate the budget based on the year. The **Distribution** setting is required if the **Yearly Basis** is used.

The calculation settings can be changed within a range of accounts at the same time by using the **Change By G/L** wizard. Review the Change a Range of Budget Accounts section for more details on the **Change By G/L** wizard.

Using Variables

Variables can be used within the EBMS budget system to calculate more complex budget formulas. For example, a budget may be calculated using a formula of multiple accounts. The variables are setup and assigned within the **Variables** tab of the main budget dialog. Select **General Ledger > Budget** from the main EBMS menu and click on the variables tab.

Variable	Calculation	Value
COSPayroll	TotalPayroll - OHPayroll	90,500.00
OHPayroll	100 % of budget for account(s): 74	103,938.00
TotalPayroll	100 % of total payroll budget	194,438.00
TotalSales	1\$ 5000000 .	5,000,000.00

The first column of the **Variables** list is the **Variable** label. The **Variable** label is case sensitive and may not contain spaces. The calculation options are the same as the formulas used within the **Total Calculation** setting of the **Budgets** tab. Review the Calculating a Budget Using a Formula section for more details on formula options.

The **Calculation** column can also consist of an equation using static values and other variables separated by standard math operators. In the example shown above, the **COSPayroll** variable equals the **TotalPayroll** less the **OHPayroll** ($\text{COSPayroll} = \text{TotalPayroll} - \text{OHPayroll}$).

The **COSPayroll** variable can now be used within the **Budget** calculation within the general ledger account as shown below:

Budget [Close]

2000

Year Total:	\$63,938	July	\$5,328
January	\$5,328	August	\$5,328
February	\$5,328	September	\$5,328
March	\$5,328	October	\$5,328
April	\$5,328	November	\$5,328
May	\$5,328	December	\$5,330
June	\$5,328	Ending Adjustments:	

Automatic Calculations

Yearly Basis ▾

Total Calculation: ▶

Distribution: ▶

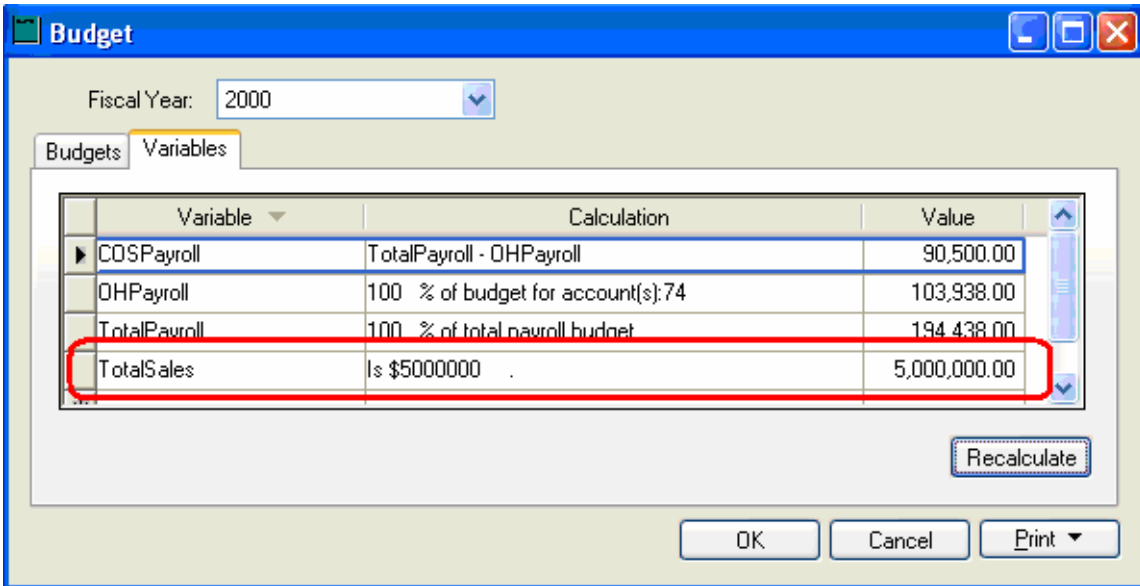
Calculate

Any undefined variables in this formula will be temporarily assigned the value 0.

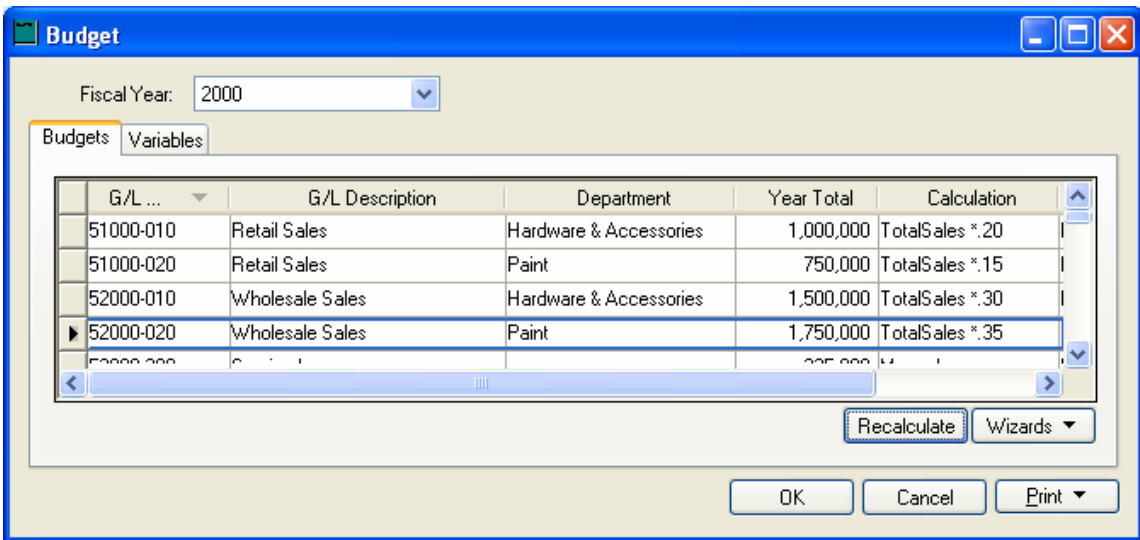
OK Cancel New Year Delete Year Print ▾

Select the **Variable Formula** option by clicking on the right arrow by the **Total Calculation** entry. Then type in the formula using the **COSP Payroll** variable. In the example above, only 25% of the cost of sales payroll labor is to be added as a budget. This calculation can be created by entering the equation as shown above.

Another example of using a variable is by creating a total sales value within the **Variables** tab as shown below:



A value of 5 million dollars is entered into the **TotalSales** variable. Now enter a variable formula into the **Calculation** column of the **Budgets** tab as shown below:



This method allows the user to adjust the total sales number in one location, with the **Variables** tab without recalculating the each revenue account manually.

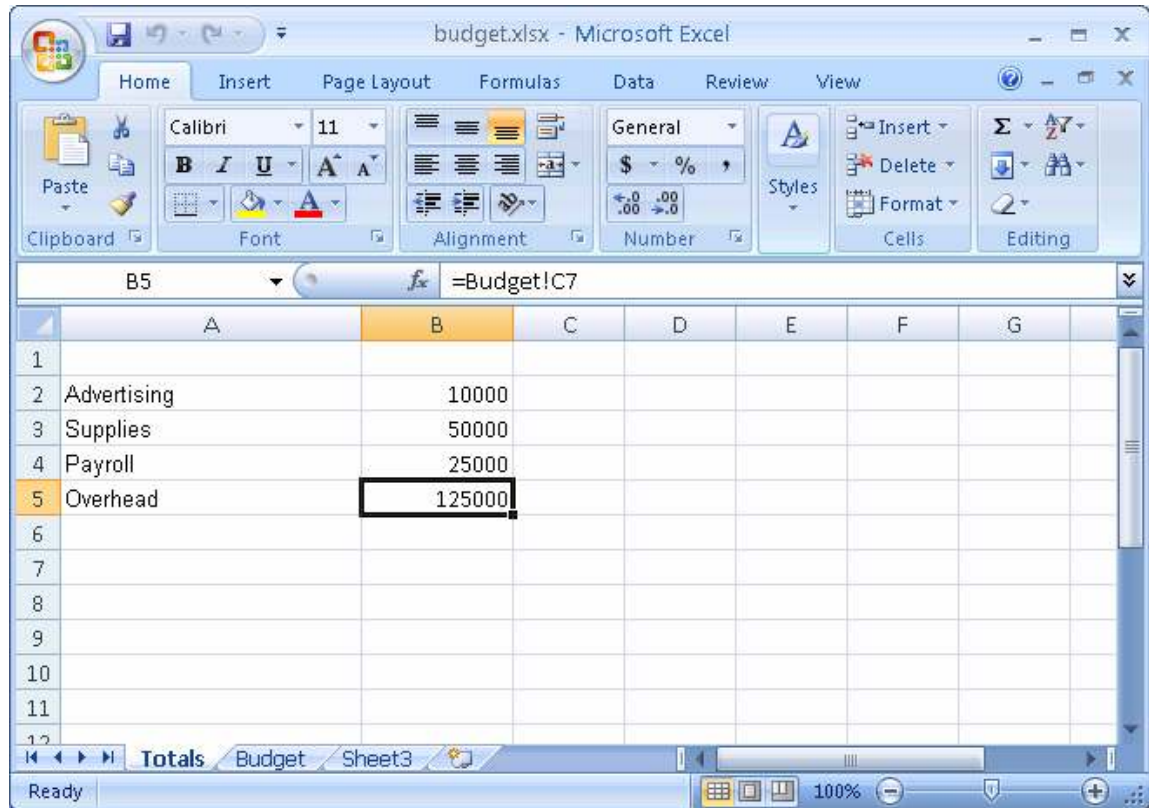
The EBMS system will display an error message if the variable formulas are not valid. Using variables within the budget module gives the use a lot of flexibility to setup the budget properly and efficiently.

Review the Connecting the Budget to a Spreadsheet section to use a spreadsheet to calculate complex formulas within a spreadsheet.

Connecting the Budget to a Spreadsheet

Budget values within EBMS can be copied directly from a Microsoft Excel spreadsheet by completing the following steps:

1. Create budget values within a spreadsheet as shown below:



It is recommended to create a sheet (labeled **Totals** in the example shown above) that contains the totals that will be passed to the budget within EBMS. Since EBMS addresses the spreadsheet cells by row and column numbers, this step will assist in maintaining the exact location. Notice that the budget calculations are done within the **Budget** tab of the spreadsheet example shown above.

2. Close the spreadsheet and open the budget list by going to **General Ledger > Budget** from the main EBMS menu.
3. Open a specific account by double clicking on the account line. The dialog is shown below:
4. Select the **Excel Sheet** formula from the **Total Calculation** option list as shown below. Review the Using Variables section for more details on these options.

Budget

2000

Year Total: \$10,000

January \$833

February \$833

March \$833

April \$833

May \$833

June \$833

July \$833

August \$833

September \$833

October \$833

November \$833

December \$837

Ending Adjustments:

Automatic Calculations

Yearly Basis

Total Calculation:
Excel Sheet: Totals Cell: B2 File: C:\ebms\Budget03.xls

Distribution:
Equal

Calculate

OK Cancel New Year Delete Year Print

5. The **Excel** formula template requires the following 4 references within the Excel spreadsheet:
 - a. The **sheet** label which is found at the bottom of the Excel spreadsheet. The first sheet in the sample spreadsheet shown above is labeled *Totals*.
 - b. Enter the **Cell** reference code. This code must be a simple column letter + row number such as A1, B5, etc
 - c. Enter the **file** name. Note that the full path of the file must be entered including the file path and extension. Only Excel .XLS files are currently supported.

Click on the **Calculate** button to test the connection. The **Total Calculation** template entries will not check for file and sheet entry errors or invalid row or column values.

Repeat these steps for each value that you wish to copy from the spreadsheet to the EBMS budget list. Use the **Change by GL Code** wizard from the budget list dialog to set the **Excel** formula for a range of accounts. Enter the **sheet** and **file** settings for the entire range and then change the individual **row** and **column** values for each account. Review the Change a placePlaceTypeRange of PlaceNameBudget Accounts section for details in setting a range of accounts to **Excel**.

Index

1	
12 Month Budget Detail	14
Use	14
A	
A1	22
Account	6, 17
60000-010	6
Chart	17
Add By G/L Code	3
Add G/L Codes	3
Advanced	6
APCS	6
APP	6
ARS	6
Assets	6
Automatic Calculations	17
B	
B5	22
BAL_13	6
BAL_i	6
Budget	1, 3, 6, 12, 14, 17, 19, 22
Budget button	17
clicking	17
Budget Comparison Reports	14
Printing	14
Budget dialog	6
Budget View	14
Use	14
BUDGET_i	6
gleddet.dbf	6
C	
Calculate button	6, 17, 22
clicking	6
Calculating a Budget Using a Formula	3, 6
Calculation	19
Cell	22
Enter	22
Change	6, 17, 22
Total Calculation	6
Use	22
Year Total	17
Change By G/L	17
Change By G/L Code	12
select	12
Chart	17
Accounts	17
Classification	6
Clear	17
Year Total	17
Clicking	6, 17
Budget button	17
Calculate button	6
Recalculate button	6
Connecting the Budget to a Spreadsheet	22
Copies BAL_13	6
COSPayroll	19
Creating	3
Simple Budget	3
Creating a Simple Budget	3
D	
Disable	12
Include Subfolders	12
Distribute	17
Year Total	17
Distribution	12, 17
change	12
Set	17
E	
Eagle Business Management System	1
Eagle Software	1
Eagle Solutions	1
EBMS	1, 2, 17, 19, 22
EBMS Budget	2
EBMS menu	6, 12, 14, 19, 22
Ending Adjustments	17
Enter	22
Cell	22
Enter Formulas	2
Equals	17, 19
TotalPayroll	19
Excel	22
set	22
Excel Sheet	22
Select	22
F	
Filter	3, 12
Folder	12
Following	6, 12
G/L Codes	12
Total Calculation	6
G	
G/L	12
G/L Codes	12
following	12
General Ledger	3, 6, 12, 14, 17, 22
selecting	6, 12

Budget Documentation

setting.....	3	Select General Ledger	3, 19
GL	6	Selecting	6, 12, 19, 22
GL Code	22	Change By G/L Code	12
Glbgtdbfglccdet.....	6	Excel Sheet	22
Glccdet.....	6	General Ledger	6, 12
Gleddetdbfglccdet.....	6	Variable Formula	19
BUDGET_i	6	Service	6
yearend	6	Setting	3, 6, 12, 17, 22
Glleddetdbfglccdet.....	6	Distribution	3, 17
I		Excel.....	22
Include Subfolders	3, 12	General Ledger	3
Disable	12	Manual.....	17
K		Monthly Basis	17
Keep	3	Total Calculation	3, 12
Filter	3	yearend	6
L		Simple Budget.....	3
Lookup	3	Creating.....	3
M		Since EBMS	22
Manual	3, 6, 17	Support@EagleBusinessSoftware.com.....	1
set	17	T	
Manual Revision 7.1.213.143 February 2007	1	Technical Support	1
Microsoft Excel	22	Tests	6
Monthly Basis	3, 6, 12, 17	Total Calculate	6
set	17	Total Calculate	6
Monthly Budget Status	14	tests	6
Use	14	Total Calculation	3, 6, 12, 17, 19, 22
Monthly Budgets	17	Change	6
O		following	6
OHPayroll	19	Set	3, 12
Other Income	6	TotalPayroll	19
Overview	2	equals.....	19
P		Totals	22
PlaceNameBudget Accounts	12	TotalSales	19
PlaceTypeplaceRange	12	U	
Change.....	12	Use.....	14, 17, 22
Plan.....	2	12 Month Budget Detail.....	14
Printing.....	14	Budget View	14
Budget Comparison Reports.....	14	Change.....	22
Printing Budget Comparison Reports	14	Monthly Budget Status	14
PYBE	6	Yearly Basis	17
PYL	6	Using Variables	19
R		V	
Recalculate button	6	Variable Formula.....	19
clicking	6	Select	19
S		Variable Monthly Distribution	17
S 6, 17		Variables	19
Sales	6	Variables list.....	19
Sales & Server.....	6	W	
		Wizards button	3, 12
		Www.EagleBusinessSoftware.com	1
		X	
		XLS	22

Y

Year Total6, 17
 changes.....17
 Clear.....17
 distribute.....17
Yearend6

gleddet.dbf..... 6
 Sets 6
Yearly Basis 3, 6, 12, 17
 Use 17
Yearly Total..... 3, 6