SHERKETYERP

Budgets, assets, and analytic accounting

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Budgets and analytic accounting

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Analytic accounting classifies budget lines through analytic accounts; budgets record periods,
responsible people, companies, and budget lines.

If you need to…	Go to
Prepare account classifications for a budget	Set up analytic accounting and budgetary positions
Create or advance a budget	Create and progress a budget
Read budget amounts or open detail entries	Review budget lines and open entries
Correct a blocked budget action	Budget validation messages
Continue with journal or reporting work	Accounting journals and bank activity or Reports and audit work

Before you start

Prerequisites

Have the budgetary-position information and the budget-line information ready. A budgetary position
contains the accounts used by the budget, while a budget line contains its classification, period,
and amounts.

An analytic account identifies the analytic classification used by a budget line. Access to analytic
accounting controls whether **Analytic Account** is available on a budget line.

Multi-company access controls whether **Company** is included on the budget and its lines.

Result: The records, account access, and company access needed for the next task are clear.

Find an analytic or budget record

An analytic record organizes accounting activity by an analytic classification, while a budget
records planned and compared amounts for a defined period. Use the Accounting destinations to open
an existing record or to start a new record from its list.

The covered destinations are **Analytic Items**, **Analytic Distribution Models**, **Analytic Accounts**, **Analytic Plans**, **Cash Roundings**, **Budgetary Positions**, and **Budgets**.

Prerequisites

- You have access to the Accounting area.
- You know whether you are opening an existing record or starting a new one.

Steps

1. Open the Accounting destination for the record you need.
2. Choose the route that matches your task.

If you need to…	Choose…
Review a saved record	The existing record in the destination list
Start a record	The destination's new-record option

Result: The selected Accounting destination or record is open.

Set up analytic accounting and budgetary positions

Use the budgetary position's accounts and, where needed, an analytic account to classify a budget
line.

Prerequisites

- You have the accounts that belong to the budgetary position.

- Your access includes analytic accounting if the budget line needs an **Analytic Account**.

Steps

1. Add the accounts in **Accounts**.
2. Select an **Analytic Account** on the budget line when analytic accounting is part of the classification.

Result: The budgetary-position accounts are ready for use in budget lines.

Create and progress a budget

A budget records a named period, its responsible person and company, and the lines used to compare
planned, practical, and theoretical amounts.

Prerequisites

- The budgetary position and any analytic account needed by the lines are ready.
- The budget is at the stage where its identity, responsible person, dates, company, and lines are editable.

Steps

1. Enter the budget name in **Budget Name**.
2. Select the responsible person in **Responsible**.
3. Set the budget period using **Period**.
4. Select **Company** when your access includes multiple companies.
5. Add each budget line in **Budget Lines**.
6. Select the next stage action in order.

Order	Select…
First	**Confirm**
Second	**Approve**
Third	**Done**

Result: The budget advances through the available stage actions.

Use the alternative stage actions when the budget needs a different outcome:

If you need to…	Select…
Return the budget to its draft stage	**Reset to Draft**
Cancel the budget	**Cancel Budget**

Result: The budget is either advanced, returned to its draft stage, or cancelled.

Review budget lines and open entries

A budget line is the period-and-classification record whose planned amount is compared with its
practical and theoretical amounts.

Prerequisites

- A budget line is present in **Budget Lines**.
- The line has a budgetary position or an analytic account.

Steps

1. Read **Planned Amount** to see the amount planned for the line.
2. Read **Practical Amount** to see the amount actually earned or spent.
3. Read **Theoretical Amount** to see the amount expected by the current date.
4. Read **Achievement** to compare the practical and theoretical amounts.
5. Select **Entries...** when you need the underlying detail.

The detail route depends on the line's classification:

If the line has…	Entries... opens…
an analytic account	analytic items for that account and period
no analytic account	journal entries for the budgetary position's accounts and period

Result: The budget-line measures are available, and **Entries...** opens the applicable detail
records.

Budget validation messages

Budget validation messages identify the account, classification, or date condition that stops the
budget operation. Correct the named input before trying the budget operation again.

Message	What to do
`The budget must have at least one account.`	Add at least one account to the budgetary position.
`You have to enter at least a budgetary position or analytic account on a budget line.`	Add a budgetary position or an analytic account to the budget line.
`"Start Date" of the budget line should be included in the Period of the budget`	Set the line's start date inside the budget period.
`"End Date" of the budget line should be included in the Period of the budget`	Set the line's end date inside the budget period.

Result: The correction for the displayed budget validation message is identified.

Know what is next

After a budget reaches its intended stage, its lines can lead to the underlying analytic or journal
detail, and the budget can lead to reporting and audit work.

Select **Entries...** on a budget line when you need the detail records. Continue with Accounting
journals and bank activity for journal-entry work or
Reports and audit work for reporting and audit work.

Result: You know whether to open line detail or continue with journal and reporting work.