



Set up a New Budget

Budgets are created under <<GL, Budgets>>. Each budget must have a **Record ID** consisting of an ID (short description) field and a Long Description field which uniquely identifies that budget.

- **Ledger** - Select the owner, property or management group ledger from the Find List.
- **Title** - Type in the title you want printed on the budget reports.
- **Start of Year** - Enter the start of the budget year.
- **Budget Style** - Select from the Find List the budget style. Choices are:
 - Month and Quarter to Date
 - Month and Year to Date
 - Quarter and Year to Date
- **Round Amounts to the Nearest Dollar** - Put a check in this check box if you want amounts rounded to the nearest dollar rather than having cents printed. If your budget numbers exceed \$100,000 we recommend that you mark this checkbox.

Line Items

Each account defined in Setup, Accounts will display as a line item on the budget screen. They are sorted by ledger code, with the ledger code and long description listed. There are 4 page tabs, one for each quarter, with a total for the year at the far right. There are two ways to enter line item amounts.

Golden 2018 [Budget]					
ID	GOLDEN18	Golden 2018			
Ledger	GOLDEN: Harrison S. Golden [Owner]				
Title	Golden Budget for 2018				
Start of Year	1/1/2018				
Budget Style	Month and Year to Date	<input type="checkbox"/> Round Amounts to the Nearest Dollar			
	Account	January	February	March	Total Year
	4010 Management Fee	Edit			\$0.00
	4020 Leasing Fee Income	Edit			\$0.00
	4110 Rent	Edit			\$0.00
	4120 Late Fee	Edit			\$0.00
	4210 Bank Interest Earned	Edit			\$0.00
	4220 Miscellaneous Income	Edit			\$0.00
	4230 Deposit Interest	Edit			\$0.00
	4240 Discounts Taken	Edit			\$0.00
	Total Income	\$0.00	\$0.00	\$0.00	\$0.00
	Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	Total Income Minus Expenses	\$0.00	\$0.00	\$0.00	\$0.00
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Edit

Clicking the Edit button on a line item will bring up a screen which lists each month and a total with three columns, one for the Budget entry, one that will display the Year to Date totals and one that will display Last Year totals.

You can enter amounts in any or all months in the budget column, or you can enter a total for the year in the Total field and the system will divide it evenly between the 12 months.

If you had a budget for the owner last year you can copy last year's amounts to this year's budget.

Click Post to Post your entries to the budget and go back to the Edit Budget screen.

Edit Budget Line Item

Profile Search

Dashboard

Internet Publishing

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

4110 Rent

	Budget	Year To Date	Last Year
January		\$1,815.00	\$0.00
February		\$1,815.00	\$0.00
March		\$1,815.00	\$0.00
April		\$1,815.00	\$0.00
May		\$1,140.00	\$0.00
June		\$1,140.00	\$0.00
July		\$0.00	\$0.00
August		\$0.00	\$0.00
September		\$0.00	\$0.00
October		\$0.00	\$0.00
November		\$0.00	\$0.00
December		\$0.00	\$1,815.00
Total	21600	\$9,540.00	\$1,815.00

Copy Last Year Amounts to Budget

Help Post Cancel

Golden 2018 [Budget]

ID: GOLDEN18 Golden 2018

Ledger: GOLDEN: Harrison S. Golden [Owner]

Title: Golden Budget for 2018

Start of Year: 1/1/2018

Budget Style: Month and Year to Date Bound Amounts to the Nearest Dollar

Account	January	February	March	Total Year
4010 Management Fee				\$0.00
4020 Leasing Fee Income				\$0.00
4110 Rent	\$1,800.00	\$1,800.00	\$1,800.00	\$21,600.00
4120 Late Fee				\$0.00
4210 Bank Interest Earned				\$0.00
4220 Miscellaneous Income				\$0.00
4230 Deposit Interest				\$0.00
4240 Discounts Taken				\$0.00
Total Income	\$1,800.00	\$1,800.00	\$1,800.00	\$21,600.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Income Minus Expenses	\$1,800.00	\$1,800.00	\$1,800.00	\$21,600.00

1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Page Tabs

To see the different months displayed on the screen use the page tabs to move through the quarters.

You can also enter amounts in the fields on the quarterly page tabs. The total will change as amounts are entered.

Golden 2018 [Budget]					
ID	GOLDEN18	Golden 2018			
Ledger	GOLDEN: Harrison S. Golden [Owner]				
Title	Golden Budget for 2018				
Start of Year	1/1/2018				
Budget Style	Month and Year to Date				<input type="checkbox"/> Round Amounts to the Nearest Dollar
Account		July	August	September	Total Year
4010 Management Fee	Edit				\$0.00
4020 Leasing Fee Income	Edit				\$0.00
4110 Rent	Edit	\$2,000.00	\$1,800.00	\$1,800.00	\$21,800.00
4120 Late Fee	Edit				\$0.00
4210 Bank Interest Earned	Edit				\$0.00
4220 Miscellaneous Income	Edit				\$0.00
4230 Deposit Interest	Edit				\$0.00
4240 Discounts Taken	Edit				\$0.00
Total Income		\$2,000.00	\$1,800.00	\$1,800.00	\$21,800.00
Total Expenses		\$0.00	\$0.00	\$0.00	\$0.00
Total Income Minus Expenses		\$2,000.00	\$1,800.00	\$1,800.00	\$21,800.00
<input type="radio"/> 1st Quarter <input checked="" type="radio"/> 2nd Quarter <input type="radio"/> 3rd Quarter <input type="radio"/> 4th Quarter					