Budget Entry

Overview:
TOPS Version 3.2.1 offers an easy way to enter, update and print yearly budgets for communities. It uses a "spreadsheet" interface similar to popular spreadsheet packages. In addition, a user may enter Budget Notes attached to budget line items explaining the line item.

You can export the budget in several formats including Excel®. After export, the budgets may be altered in another application, like Excel®, then imported back into TOPS Version 3.2.1.

Budget spreadsheet reports can be printed with our without the Budget Notes. In addition, the budget reports can be generated in PDF file where it can be attached to an e mail and sent.

Budget Entry:
Budgets are entered through the Chart of Accounts maintenance screen on the General Ledger menu. When you click the Chart of Accounts button, you will see this screen:

Chart of Accounts
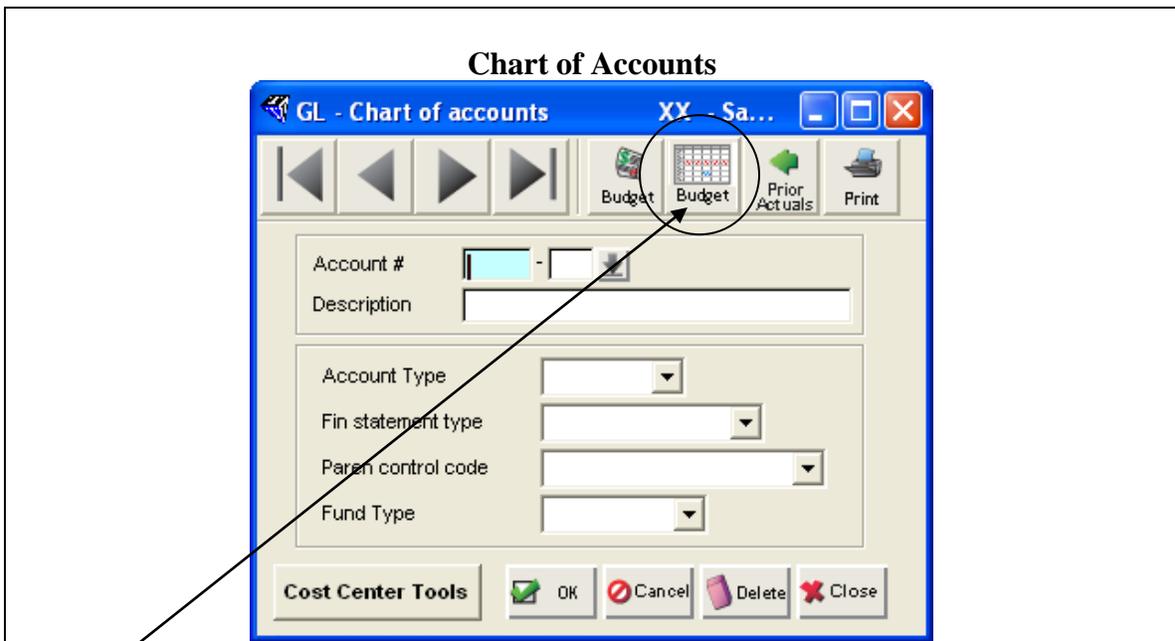
Click on the new Budget Spreadsheet button. Unlike the previous budget entry, you do NOT need to select a GL Account # before clicking on the new Budget button. You can proceed to work with your budgets without selecting a GL Account #.

	Notice the previous budget entry button is still there should you wish to use the budget entry program you are already familiar with, although the new budget entry is quiet a bit easier to use.

You can select the Budget Options you wish to work with:

Select Budget Options
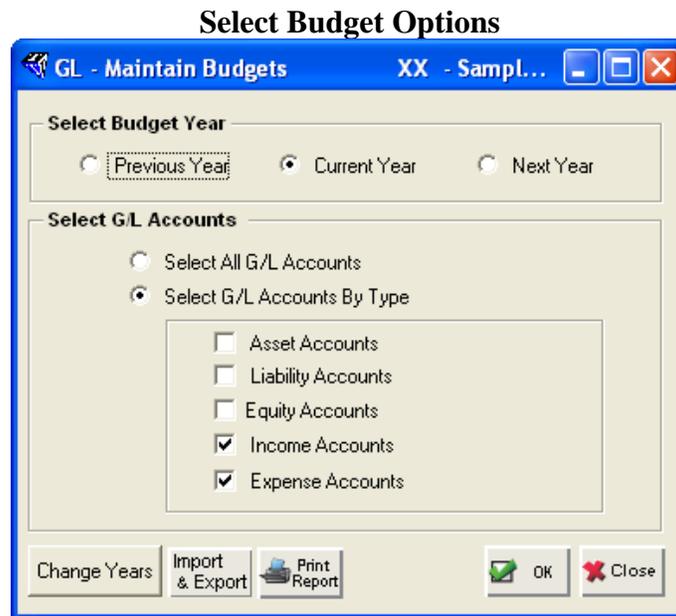
Select Budget Year:
Select from Previous Year, Current Year, or Next Year budgets. Typically, once a budget is approved for a year, it is not changed. Although you may change any of the budgets available on this screen.

The Next Year budget is where you would enter an approved budget for the following year while you are still in the Current Year. The GL Year End Closing gives you the option of moving Next Years Budget to Current Year during the closing process.

Select GL Accounts:
You can select which GL accounts to enter budgets. These options work like this:

- **Select ALL G/L Accounts** – will give you a spreadsheet entry screen for every active account in this community's Chart of Accounts.

- **Select G/L Accounts By Type** – the user can then select the GL account types to include in the spreadsheet entry screen. The account types are:
    - **Asset Accounts** – Cash, accounts receivable, fixed assets and the like. Normally, you would NOT enter budgets for these account types.
    - **Liability Accounts** – amounts owed to others, notes payable, deferred revenue and the like. Normally, you would NOT enter budgets for these account types.
    - **Equity Accounts** – Reserves fund balances, accumulated profit and losses, contributed capital and the like. Normally, you would NOT enter budgets for these account types.
    - **Income Accounts** – Assessment income, late fees, special assessments and the like. Normally you WOULD budget for these account types.

❑ **Expense Accounts** – Insurance, utilities, lawn maintenance and the like. Normally, you WOULD budget for these account types.

Notice that the default checkmarks are next to Income and Expense Accounts. These are the typical account types for entering budgets.

Select the Account Types you wish to enter Budgets for.

Change Years
This lets you label the Previous, Current and Future Budget Years so you know what fiscal years the Budgets are associated with. Start at the **Budget Options** screen above.
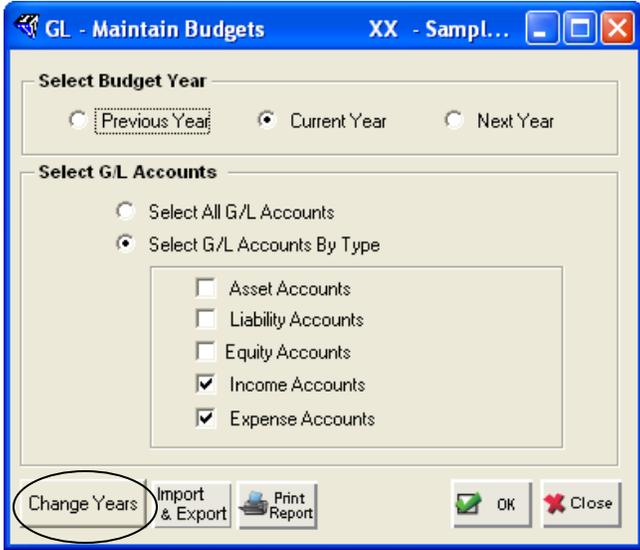
<table>
<tr><td colspan="2" align="center">Budget Options</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td></td><td>Click this button to display or change the 3 years that are available for budgeting, Previous Year, Current Year, Next Year.</td></tr>
</table>

When you click the Change Years button, you will see the 3 years with the year labels:

Budget Years

This simply gives you a way to label the Previous, Current and Future years with the correct year number so that it is clear when you are working with budgets. Make the changes as needed, then Click OK.

Import/Export Budgets
This allows you to export a budget work file out to another application, like Excel®, make changes to it, then import it back into TOPS Version 3.2.1.

A budget file can be imported from Excel® back into TOPS. However, if you wish to do this, you must *first* EXPORT the budget report from TOPS so the GL Account #'s are properly formatted. If you do not Export the budget report first, you will not be able to import the budget in a format that TOPS can understand.

Starting at the Budget Options screen: **Budget Options**
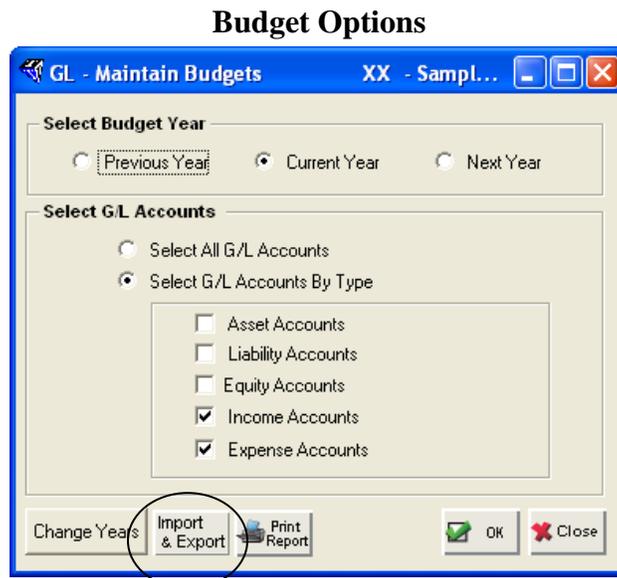
	Click this button to Import or Export a budget work file from/to another application, like Excel®

Once you click the **Import/Export** button, you will see this screen: **Import/Export Budgets**
We'll discuss the Import and Export functions for the Budget.

Import Budgets

Use the Import *ONLY* after you have first exported a budget work file to another application. Budgets created in other applications, like Excel® cannot be imported into TOPS unless they were first exported to the other application. This is because the GL Account #'s have to be formatted correctly so TOPS will recognize the budgets attached to the GL Account #.

Import Budget	Click the Import button to bring in a budget work file from another application, like Excel®. **Note:** You should Export the budget work file FIRST to another application so it has correctly formatted GL Account #'s. If you don't do this, the file Import is not going to be recognized by TOPS.

You will see the Import screen:

Import

First, select the budget year to import. You can import to the Previous, Current or Next Year budget. Only these 3 years are available for budgeting purposes.

Next, click the link named **<u>"click to browse"</u>** to locate the file you wish to Import.

Browse - Locate Import File
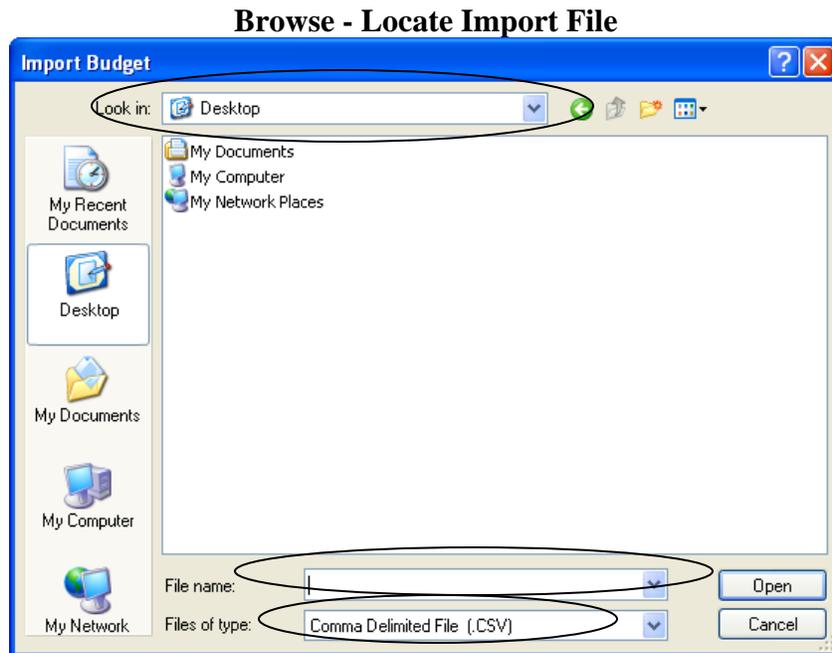
This is the standard Windows browse screen. There are 3 options available on the browse screen:

Look in: Select the location you wish to Import the budget file from.

File name: Enter a file name for this Community's budget file. You can name it whatever you wish.

Files of Type: You can select the File Type to look for. Only files of this type will be shown in the browse window.

Locate the file you wish to Import, click on it, then click the Open button.

You will see a confirmation screen for the budget Import:

Confirm Import

Notice it shows the Budget Year and the file path for the import.

	Click the **Import Now** button to proceed. The file will be imported.

You will see the Import successful message:

Click the **OK** button. The Budget file for the year selected will be saved to the file path you selected. You may then open it with another application, like Excel®.

Export Budgets
Starting at the Import/Export screen, follow these steps:

	Click the **Export Budget** button to export a budget work file to another application, like Excel®.

You will see the Export screen:

Export

First, select the budget year to export. You can export the Previous, Current or Next Year budget. Only these 3 years are available for budgeting purposes.

Next, click the link named **"click to browse"** to choose the file path for the budget file Export.

Browse – Select File Destination
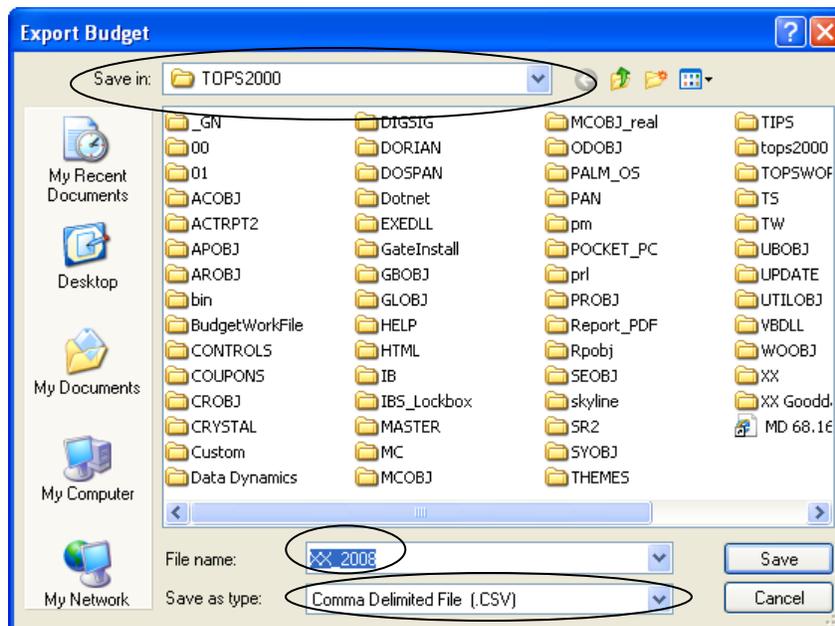
This is the standard Windows browse screen. Browse to select the correct file path where you wish to save the budget file. These are the 3 options available on the browse screen:

Save in: Select the folder location you wish to Export the budget file to.

File name: By default, the Budget file name is the Community ID combined with the Budget Year. You can change the name to whatever you wish.

Type: You can select the Save as file type too, but it automatically defaults to the Excel® file type.

Click the **Save** button when you have selected the correct folder path, File Name and File Type.

You will see a confirmation screen for the budget Export:

Confirm Import

Notice it shows the Budget Year and the file path for the export.

	Click the **Export Now** button to proceed.

You will see the Export successful message:

Click the **OK** button. The Budget file for the year selected will be saved to the file path you selected. You may then open it with another application, like Excel®.

Print Reports
Starting at the Budget Options screen, follow these steps:

	Click the **Print Report** button to print Budget Reports that use the GL financial statement layout for the budget report format.
When you click the **Print Report** button, you will see this reports screen:	
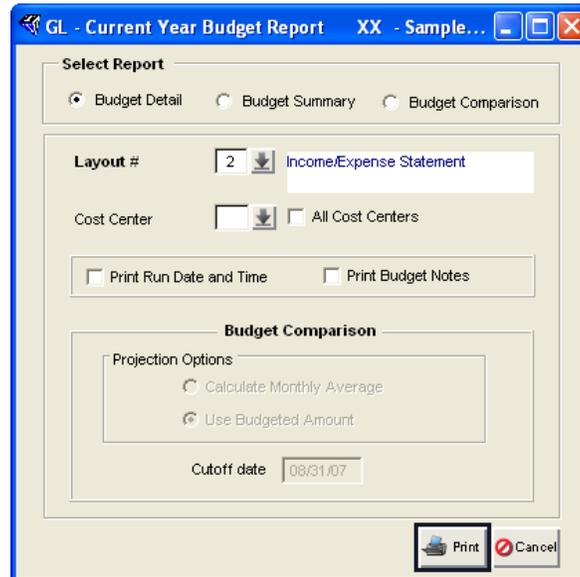
You can choose from 3 report formats, *Budget Detail*, *Budget Summary* or *Budget Comparison*. All of these budget reports will be printed using the financial statement layout format with the headings and account groupings from the selected layout.

Cost Centers – if turned on for a community, you can print a report for a selecte Cost Center using the down browse arrow or check the box for All Cost Centers.

Print Run Date and Time – check this box to have this heading printed.

Print Budget Notes – check this box to include the Budget Notes on the report.

Click **Print** button after selecting the budget report.

Now select the destination for your Budget Reports:

Click the **Print** button to proceed.

Budget Entry
The following section explains how to enter Budgets and Budget Notes so they are available to print on financial statements as a point of comparison.

Start at the Budget Options screen: **Budget Options** To proceed to work with the budgets based on your options, Click OK.	
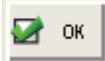
	Click **OK** after making the selection of Budget Account Types and changing any other options on this screen.

You will then see the budget entry screen:

Budget Entry

Navigation:

Use these buttons to work with budgets:

06310-000 Assessment Income	Click on the **GL Account #** to select an account for budget entry.
▶ ✏	Click on this icon to enter a **Budget Note** for the selected GL Account #.
▶ ✏	When the Note icon displays as a colored pencil, it means a **note exists** for the budget line item.
☐ Hide zero accounts	Checkmark this box to suppress displaying GL accounts that have NO budgets entered.
☑ Highlight negative values	This will make negative values (- minus sign) appear red. For Income, it would be Debits because income is normally a Credit. For expenses, it would be Credits because expenses are normally Debits.
✏ Budget Notes	Click this button to switch to the **Budget Notes** screen for all the GL Accounts.
▤ Print Budget	Click **Print Budget** button to print budget spreadsheet reports.
Post to: Current Year (2007) ▾	**Post To** gives you the ability to save the budget to any of the 3 years available, Previous Year, Current Year of Next Year. Use the down browse arrow to select the year.
Save	**Save** the budget changes to the *Post To* year above.
Exit	**Exit** will exit the program discarding any changes that were not saved with the Save button.
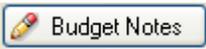
Entering Budgets

From the Budget spreadsheet screen above, you are ready to select a GL Account # where you wish to enter or change a budget. Just click on the GL Account #. You are now ready to enter either of the following:

- **Yearly Budgets** – Enter the total year budget amount, let the budget program spread it evenly across each budget period.
- **Period Budget** – Enter the amounts in the periods where the budget belongs. Use this method where the amounts are not the same amount each period.

** Important Note **

Entering Income Budgets – Unlike the original budget entry program, Income does NOT need to be entered with a minus (-) sign to make it a CREDIT. If you are entering a Budget to a GL Account that is setup as an INCOME account, the new Budget Entry program translates a positive amount to be a CREDIT. So the only time you need to enter an Income budget item with a minus (-) sign is when it is a contra (a DEBIT which is a negative) income amount.

Yearly Budgets
This is where you enter the total year amount and let the program spread it for you evenly across each budget period. This will work whether your fiscal year is 12 periods, 6 periods or quarterly (4 periods).

Enter Yearly Amount

Notice when you enter an amount in the *Total Yr* column it asks whether you wish to spread the amount evenly across the periods. To have the program do this for you, answer **Yes**. A **No** will let you enter the amount in each period manually.

The Yearly Budget amount will be spread evenly across the periods like this:

You are located at the first period ready to change any of the period amounts if you wish.

To make the individual period amounts add back to the *Total Yr* amount, any needed rounding will be done in the last budget period for the year.

Use the Yearly Budget spreading function to save time in budget entry where it makes sense.

Remember – enter Income budgets without a minus (-) sign. The budget program will automatically translate this as normal income which is a CREDIT.

Period Budgets
Use this method where the amounts are not the same amount each period. You can enter the budget amount for only 1 period, for several periods or however you wish to distribute the budget based on how the income or expenses will actually happen during the budget year.

Enter Period Amounts

Enter the amount(s) in the periods where they belong, press Tab key to record them.

Update Total Year Amount

Once you press the Tab key to record a budget amount in a period, the Total Yr amount is updated as well as the period amount.

Continue to enter budget amounts using the Yearly Budgets or Period Budget methods.

Remember – enter Income budgets without a minus (-) sign. The budget program will automatically translate this as normal income which is a CREDIT.

Post to: Current Year (2007) ▼	Before Saving the budgets, make sure you have selected the correct **Budget Year** to save it to at the bottom of the screen. The budget can be saved to Previous Year, Current Year or Next Year. ****Warning**** - be careful not to overwrite a Budget Year you do not wish to change.
Save	Click on the **Save** button to save the budgets entered once you have confirmed the selection of the "Post To" Year.

Budget Notes
Notes let you enter an explanation for line items in the budget. Notes are attached to particular budget line items. Notes can be printed on the budget spreadsheet report with the budget line item. The budget reports with Notes could be sent to community officers so they could understand each budget line items.

Budget Notes are limited to 250 characters per Note. You can enter as much of an explanation for a particular budget line item as you wish up to this limit.

There is only 1 Budget Note for a GL Account. There are not separate Budge Notes for each Budget Year (Previous, Current, Next). The Budget Notes cannot be copied from one year to the next because only 1 set of Budget Notes are stored.

There are two ways to enter Notes.
- **Quick Notes** – pop-up a Note box to enter a Budget Note for one of the budget line items.
- **All Notes** – switch screens from the budget spreadsheet to a full Budget Notes screen.

Notes can be entered, changed or deleted using any of these two methods.

Quick Notes:	
Enter a Budget Note quickly when on a selected budget line item in the spreadsheet.	
▶ 🖉	Click on this icon on a budget line item where you wish to enter a Budget Note.

Quick Note
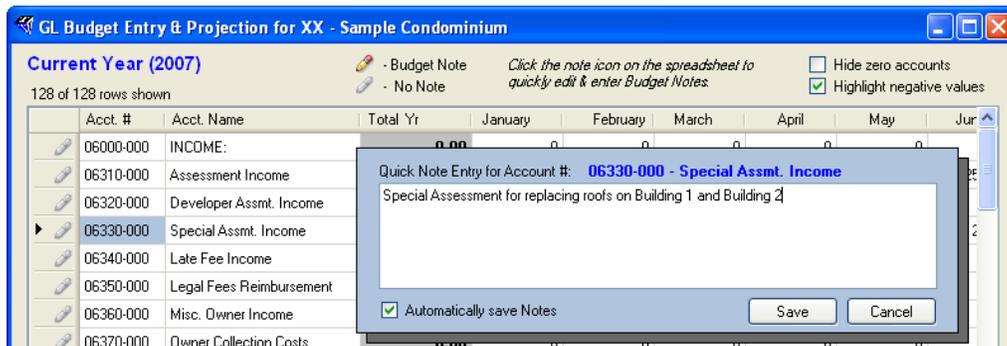
If a Budget Note exists for that line item, it will be displayed. You can change it as necessary. If no Note exists, you may add one.
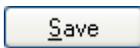
	Save the Budget Note to record it.

All Notes:

Displays a full Budget Notes screen where you can enter or edit Notes for any line item. This can be handy when you want to review the existing Notes for your budget. Remember, there can only be 1 Budget Note per budget line item.

	Click this button to show all **Budget Notes** for all the GL Accounts.

All Notes
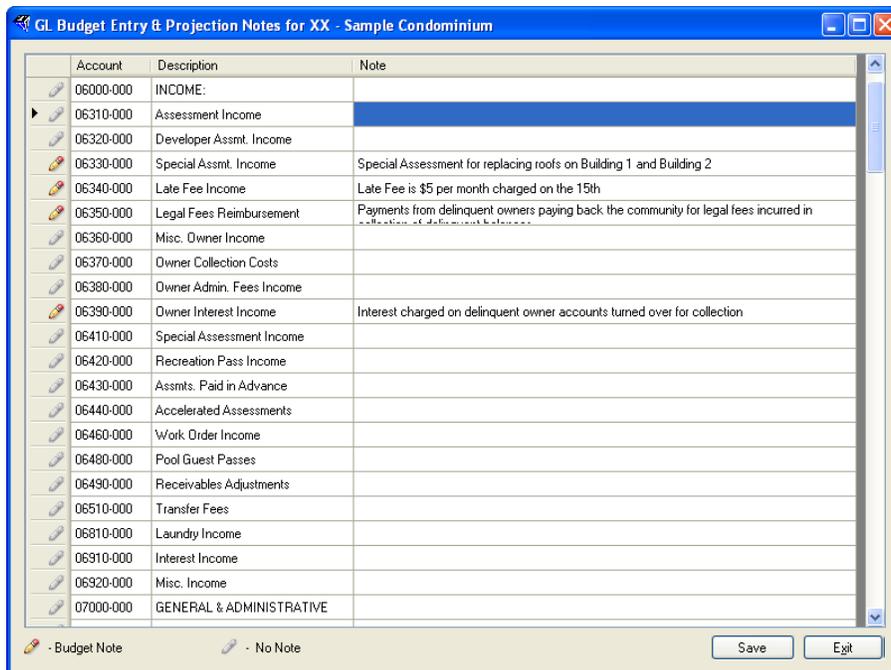
Click on any of the GL Account #'s to enter, change or delete a Budget Note.

	Click **Save** to record the Budget Notes entered on this screen.

Printing Budgets
Use this option to not only print budget reports, but also when you wish to export/import budgets to another application or generate a PDF file so you can attach the budget to e-mail. All of this is done through the Print Budgets area.

Print Budget	Click **Print Budget** button to print the budget spreadsheet reports.

You will see the Report Options: **Report Options** **Print Budget** **Report View Options** ☑ Suppress Zero Balance Accounts ☑ Alternate Row Color ☑ Include Notes **Other Options** ☐ Export Report Print   Cancel Checkmark the options you wish for the printed report.

☑ Suppress Zero Balance Accounts	Checkmark this to only print GL Accounts with Budgets.
☑ Alternate Row Color	Checkmark this to print an alternating shaded row to make it easier to read across on this landscaped report.
☑ Include Notes	Checkmark this to print the Budget Notes on the spreadsheet report.
☐ Export Report	Checkmark this button to export the budget report. This will be covered in more detail below.
Print	Click **Print** after selecting the report options.
Cancel	Click **Cancel** to exit the print budgets.

Export Report:

This is how you can export the report to another application, like Excel®, or generate a report file to attach to e mail. When you checkmark this option, then click the **Print** button, you will see the print preview window with export formats:

Print Preview

Notice the Export Report box. Use this to select the export options and the file path.

Click the down **browse arrow** to see the export format:
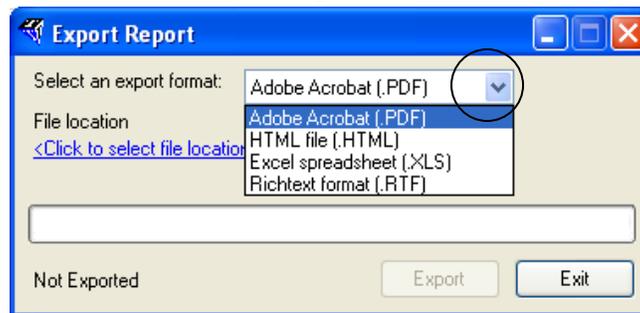
You can chose from these file formats:

- **Adobe Acrobat (PDF)** – use this format to get a report file to attach to e mail.
- **HTML file (HTML)** – use this format to publish to a web site.
- **Excel Spreadsheet (.XLS)** – use this format to export the report into Excel®.
- **Richtext format (RTF)** – use this format to export the report to Word® or other word processor.

Click or arrow down to the export format you wish.
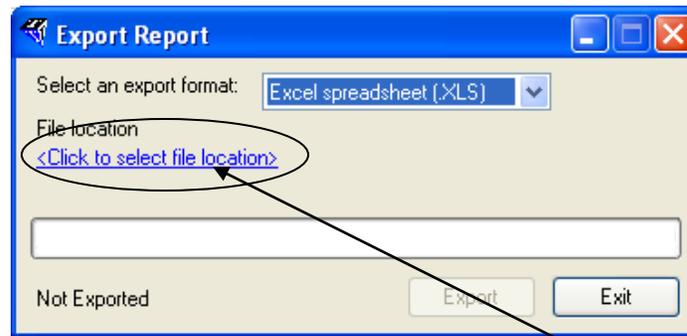
Select Export Path	
Once you select the export format, you are ready to select the location where you want the report file saved. Notice the "Click to select file location" link above.	

Select Save Location
Notice the default file naming convention used. The default file name is made up of these 3 components:
XX_ – Community ID
GLBudget
Date exported
You may overtype to change the file name to whatever you wish.
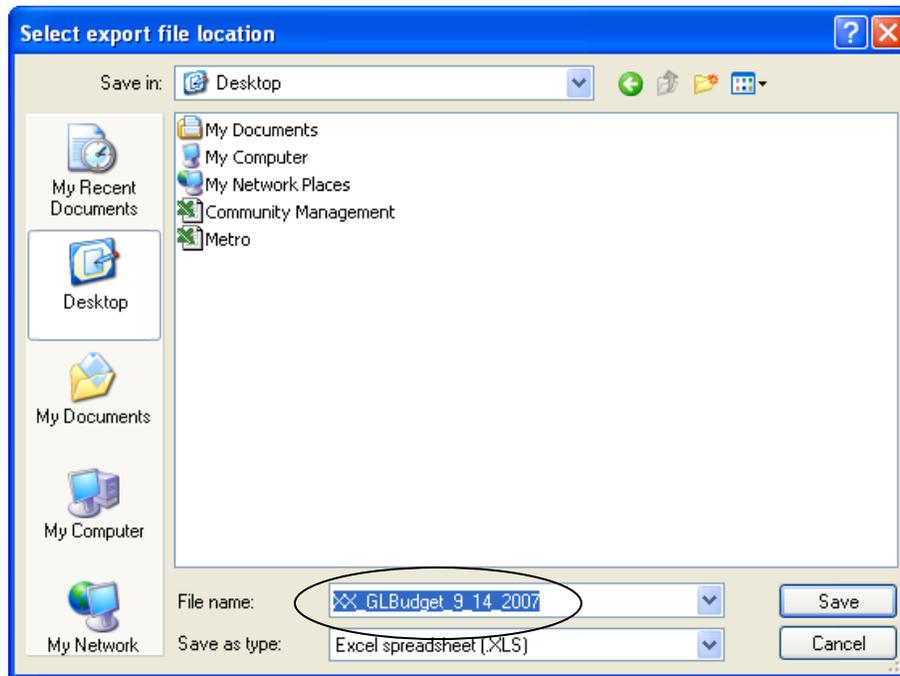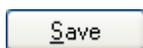
	Follow standard Windows procedures by clicking the **Save** button to save the file to the desired location. You can then open it with another application or attach it to an e mail.