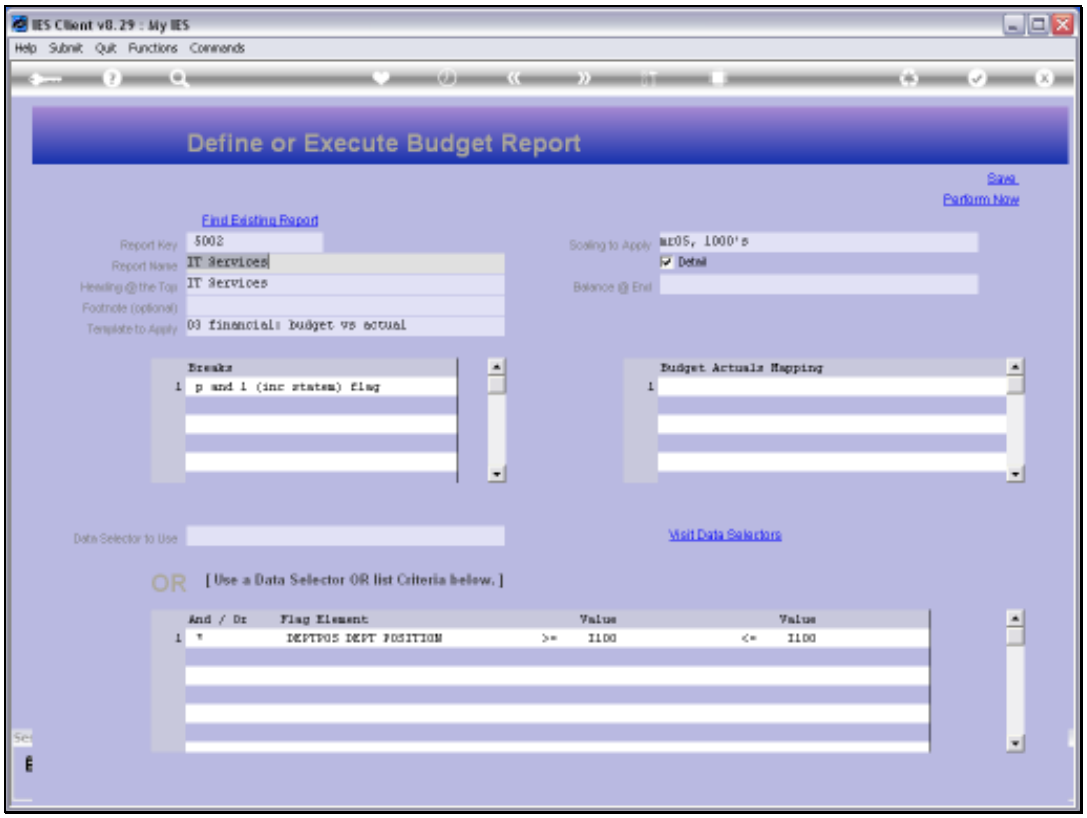
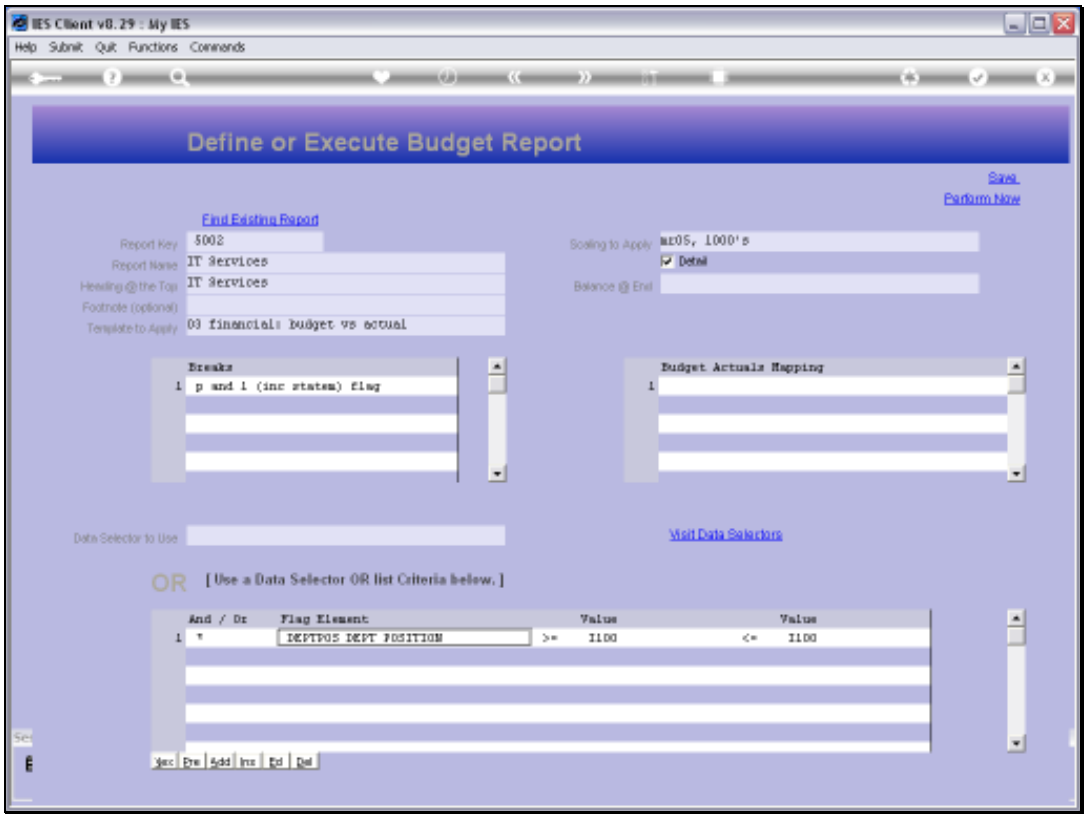


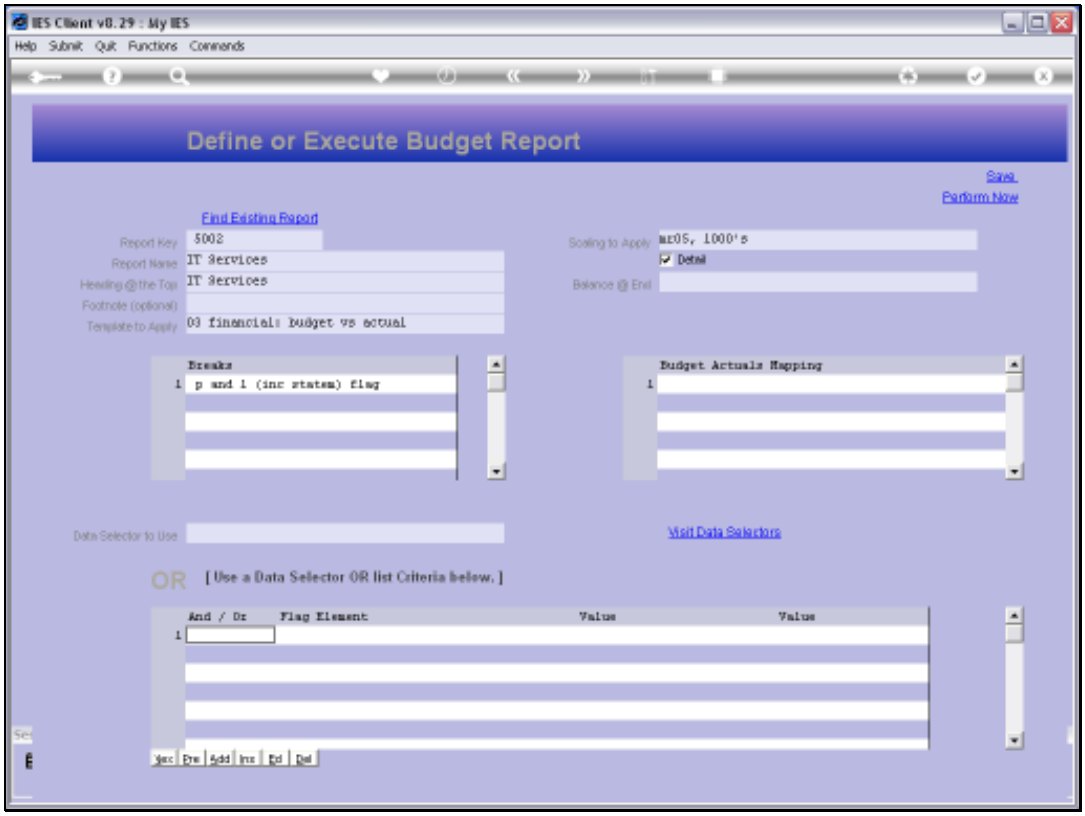
Slide 1

Slide notes: With Budget Report Writer, we have multiple methods to use for Data Selection. Of course, by Data Selection we mean the selection of GL Accounts that are included in the Report results, because all of these Reports use the GL Accounts as the results basis.



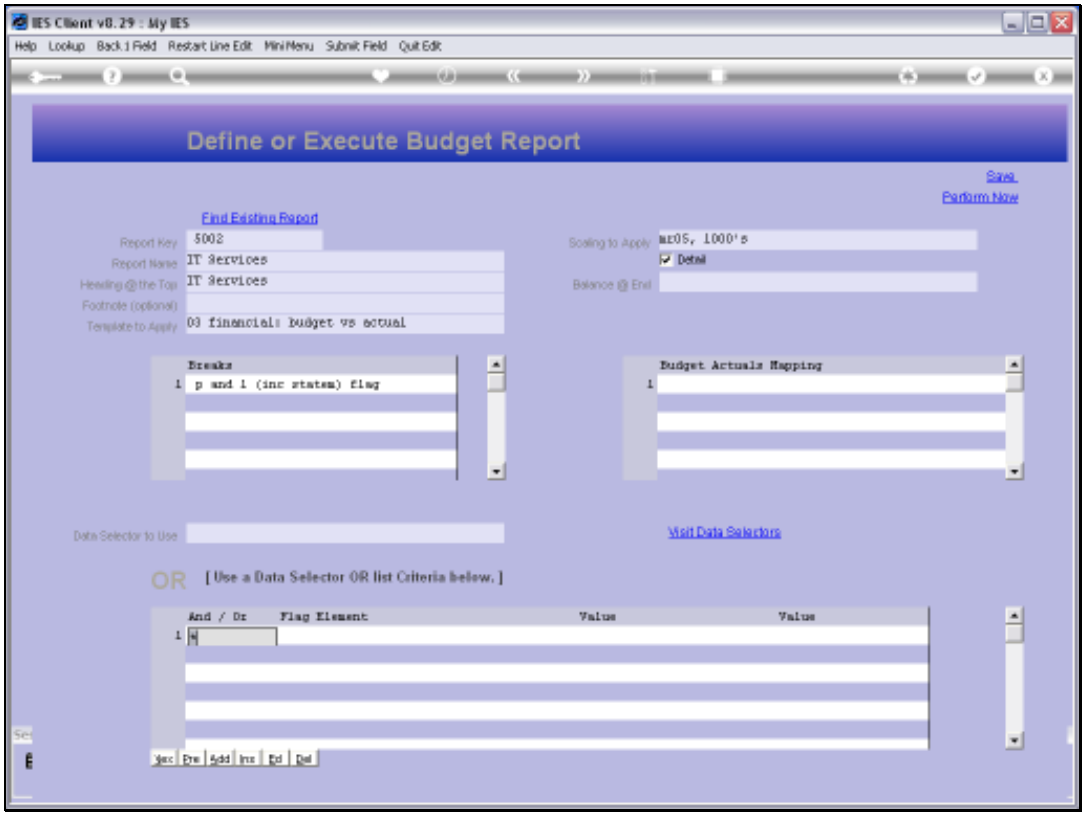
Slide 2

Slide notes: This Report is currently set to select all Accounts in Department I100. But we want to show how this is done, so for the moment we will delete this line.

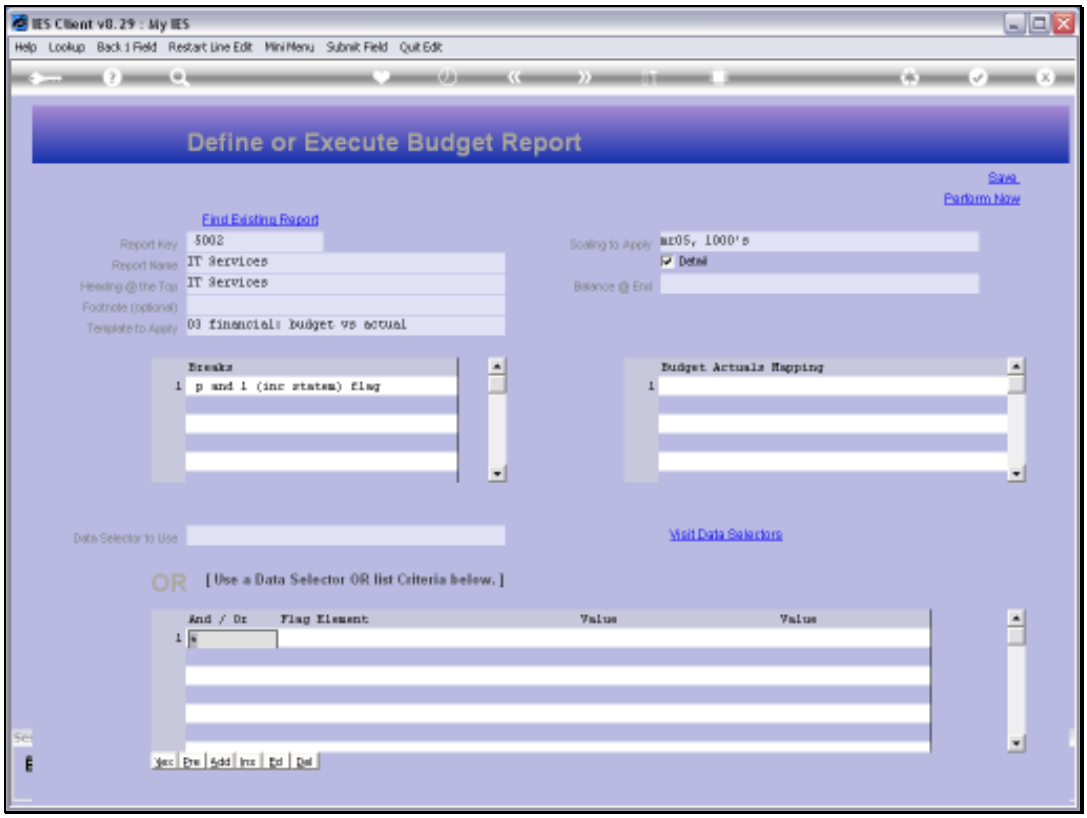


Slide 3

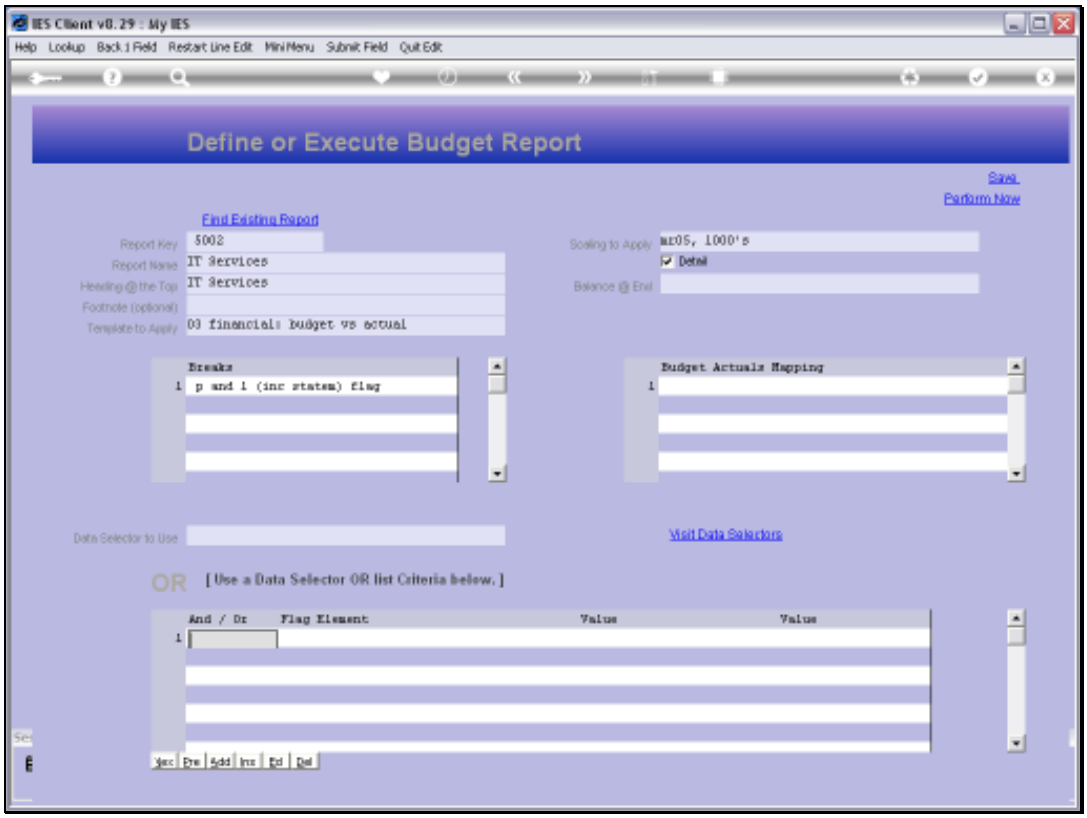
Slide notes: When we use the Criteria 'on the fly', then the 1st Line cannot use "and" or "or", but instead uses an asterisk as indicated by the system.



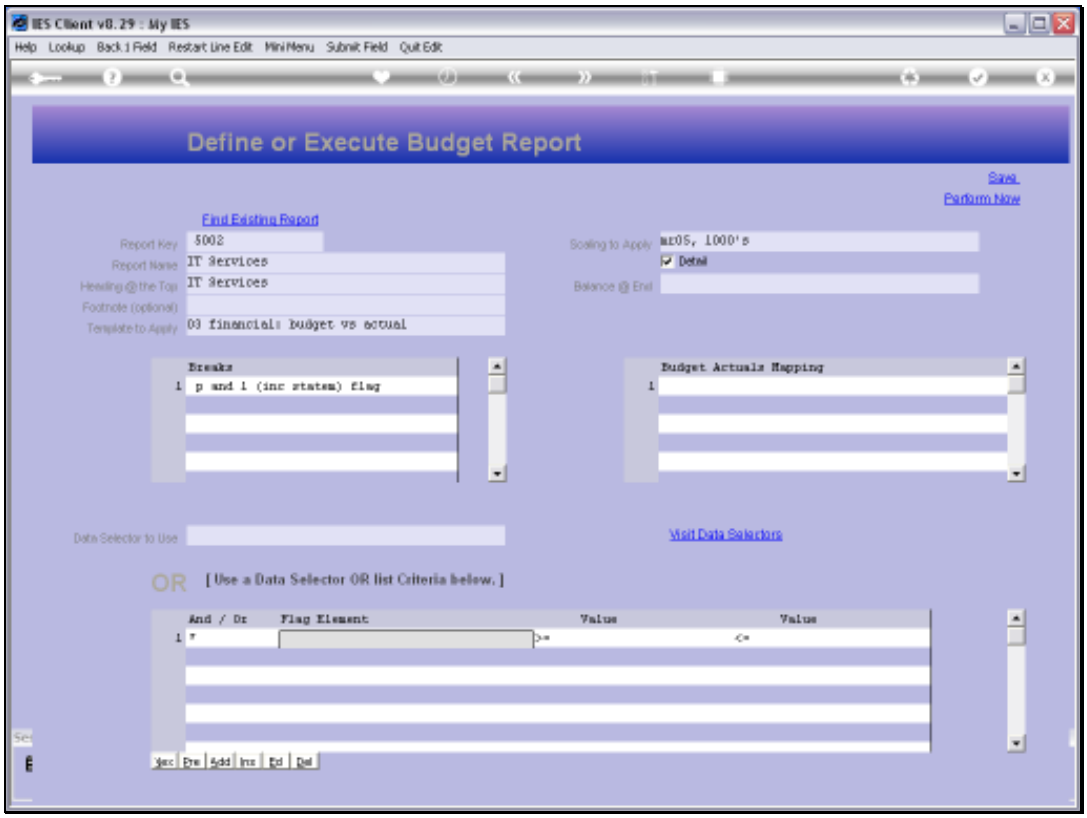
Slide 4
Slide notes:



Slide 5
Slide notes:

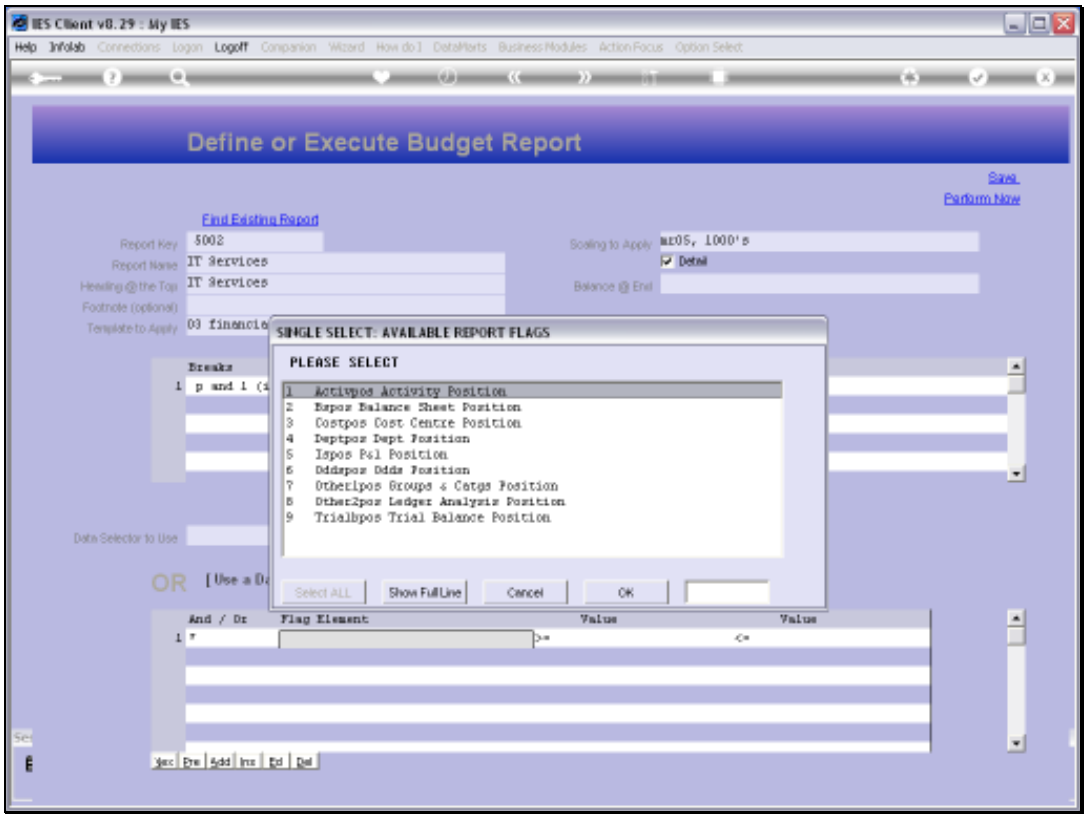


Slide 6
Slide notes:



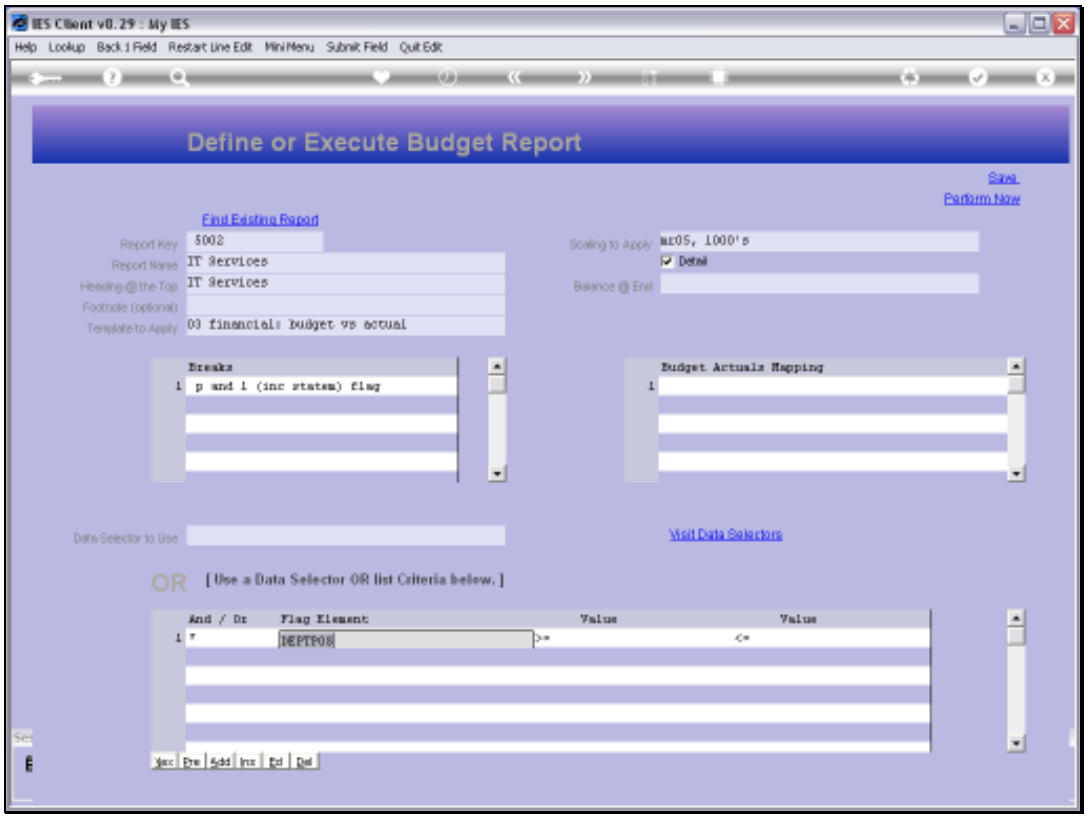
Slide 7

Slide notes: Then we select the Flag Element to use for Account Selection.



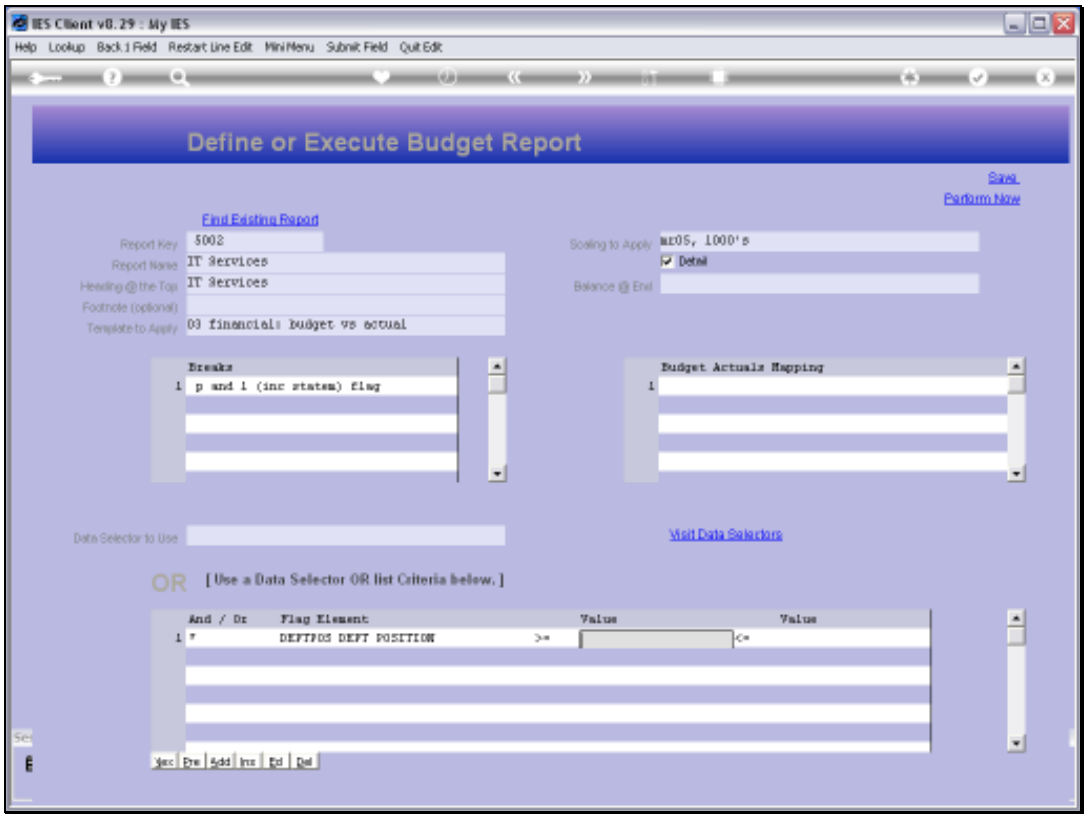
Slide 8

Slide notes:



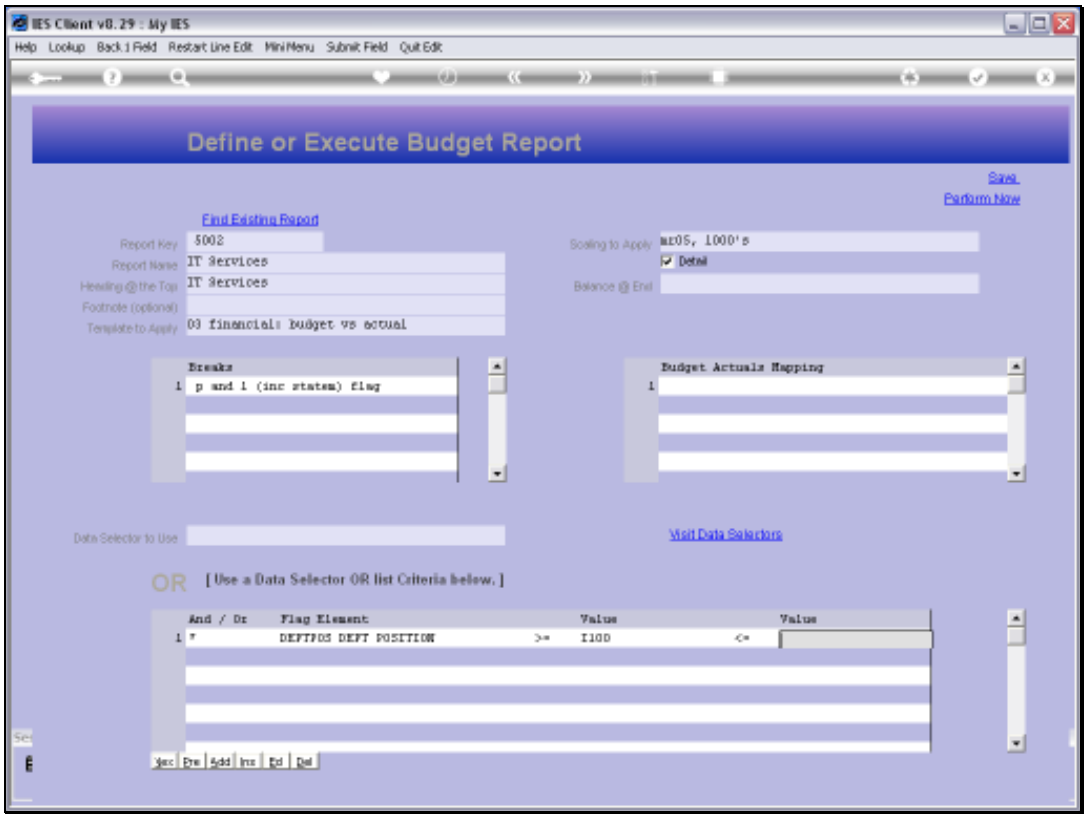
Slide 9

Slide notes:

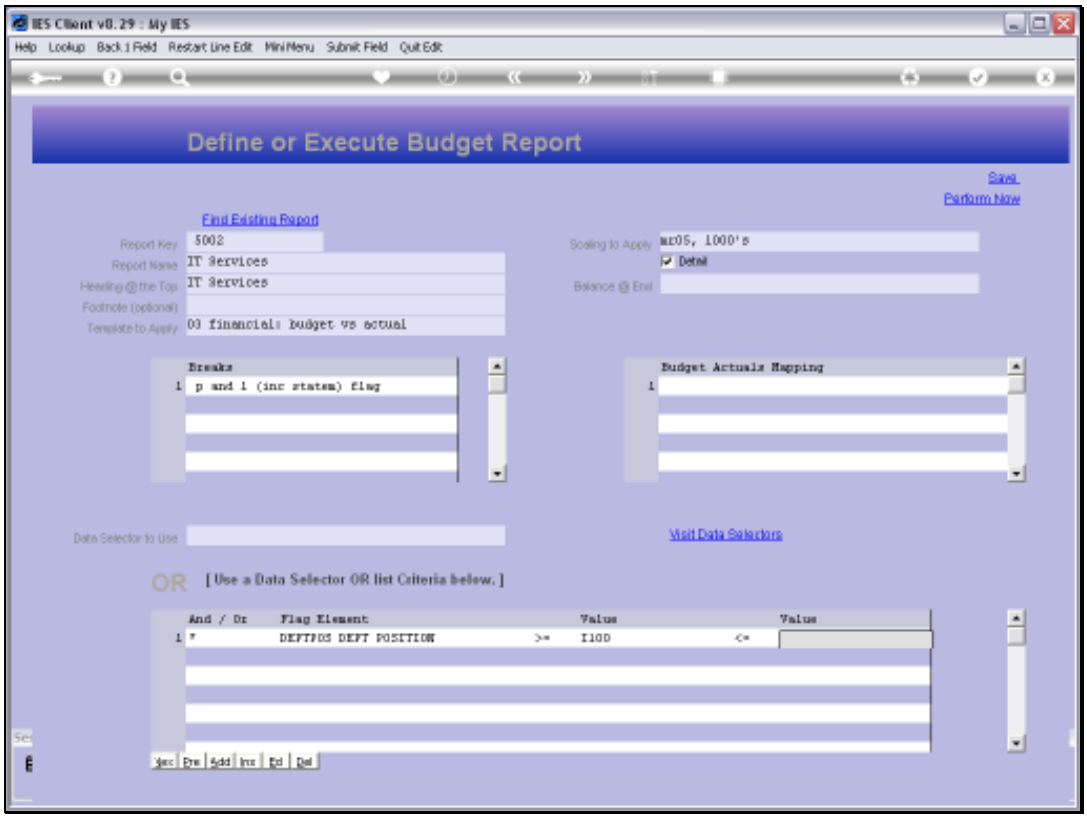


Slide 10

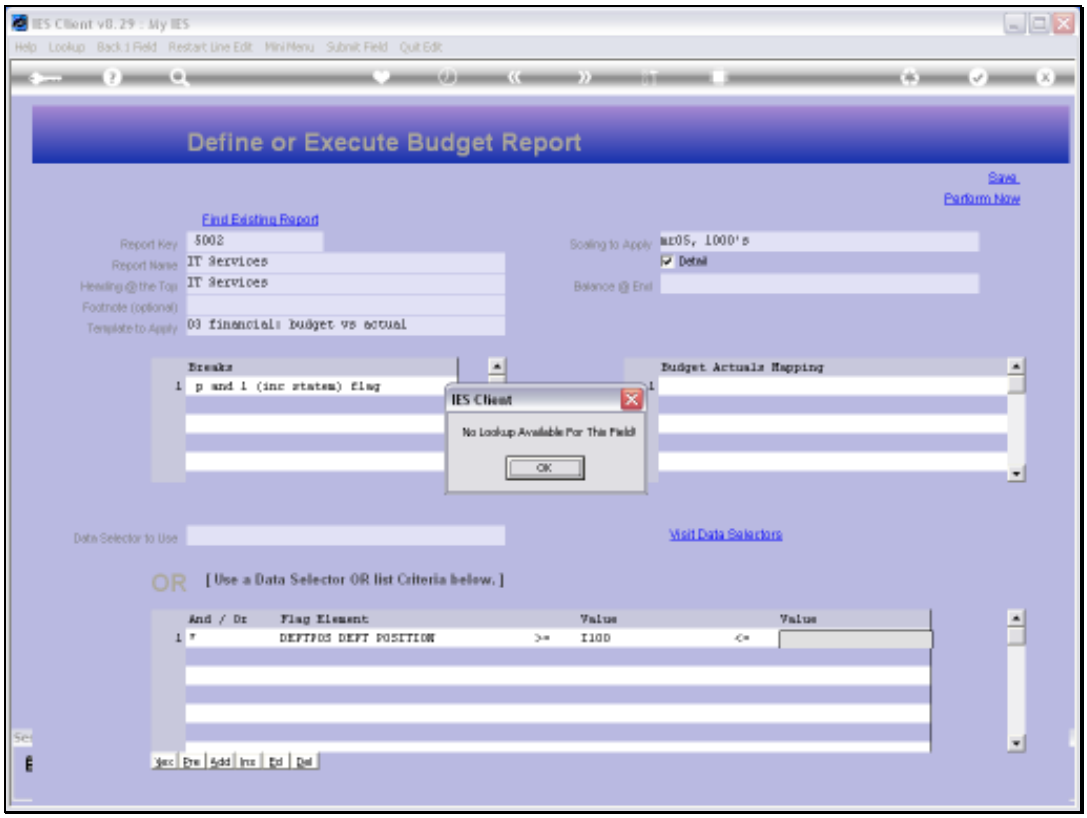
Slide notes: Next we specify the Range bottom and top for the selected Flag Element.



Slide 11
Slide notes:

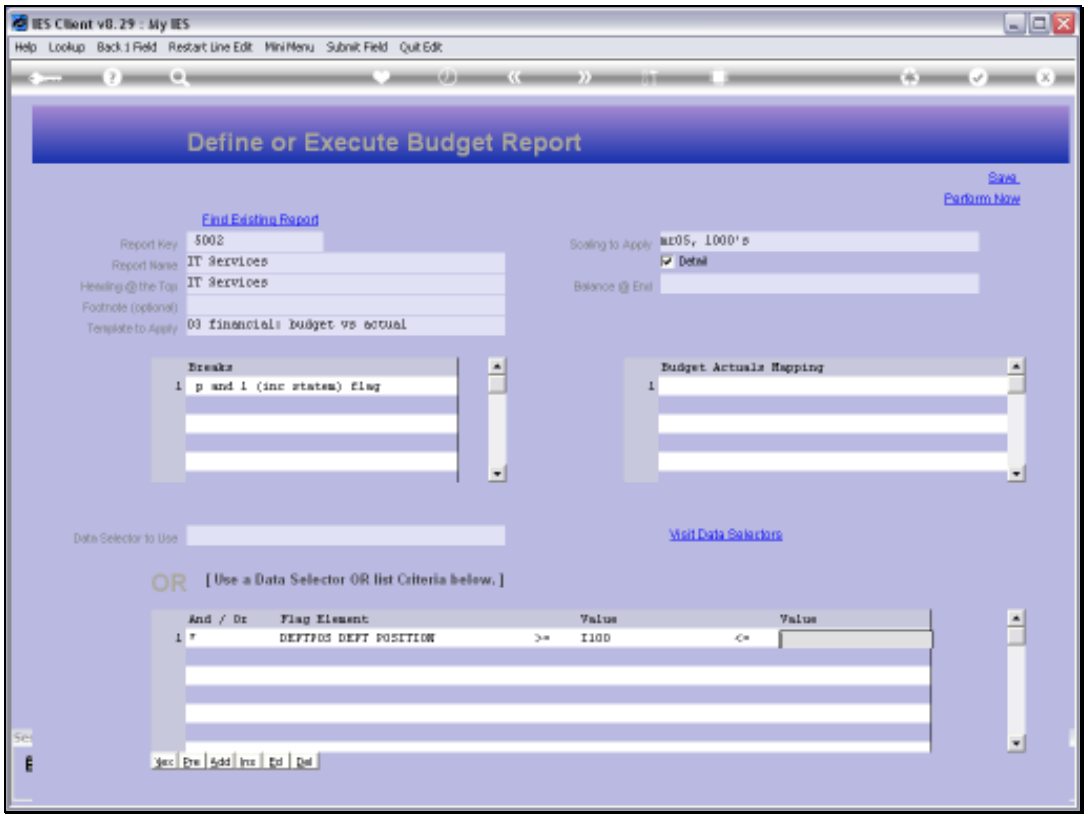


Slide 12
Slide notes:

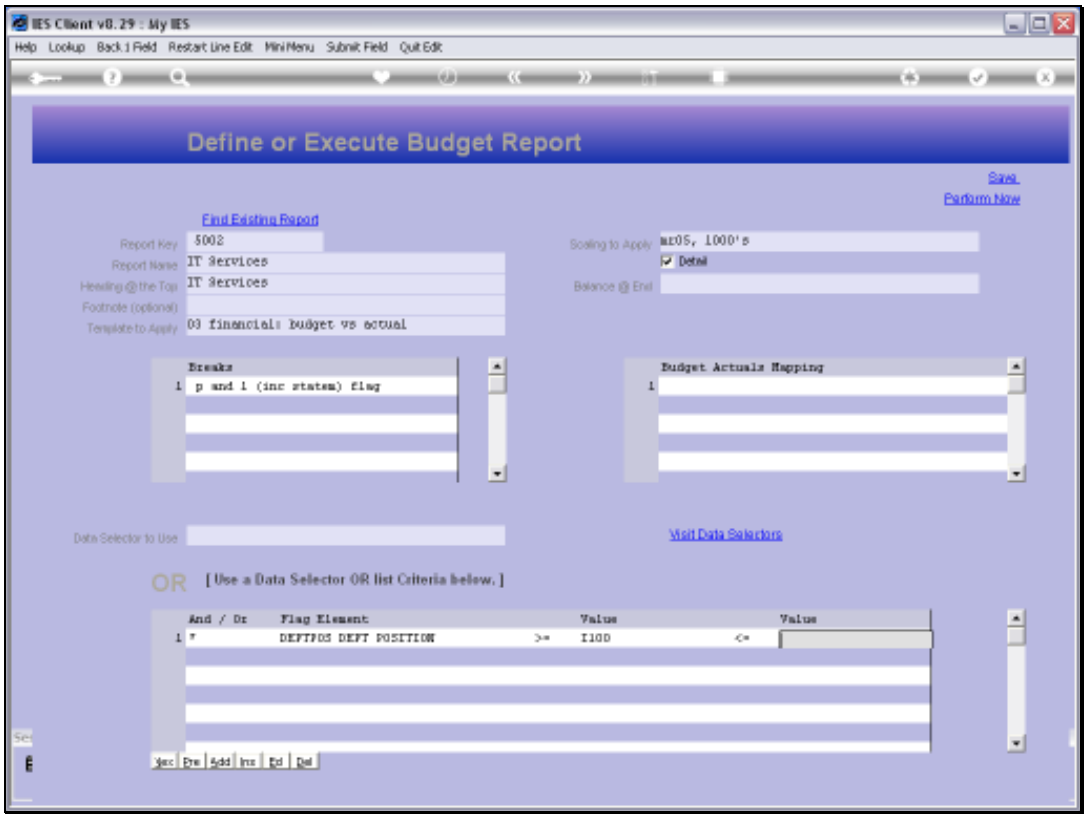


Slide 13

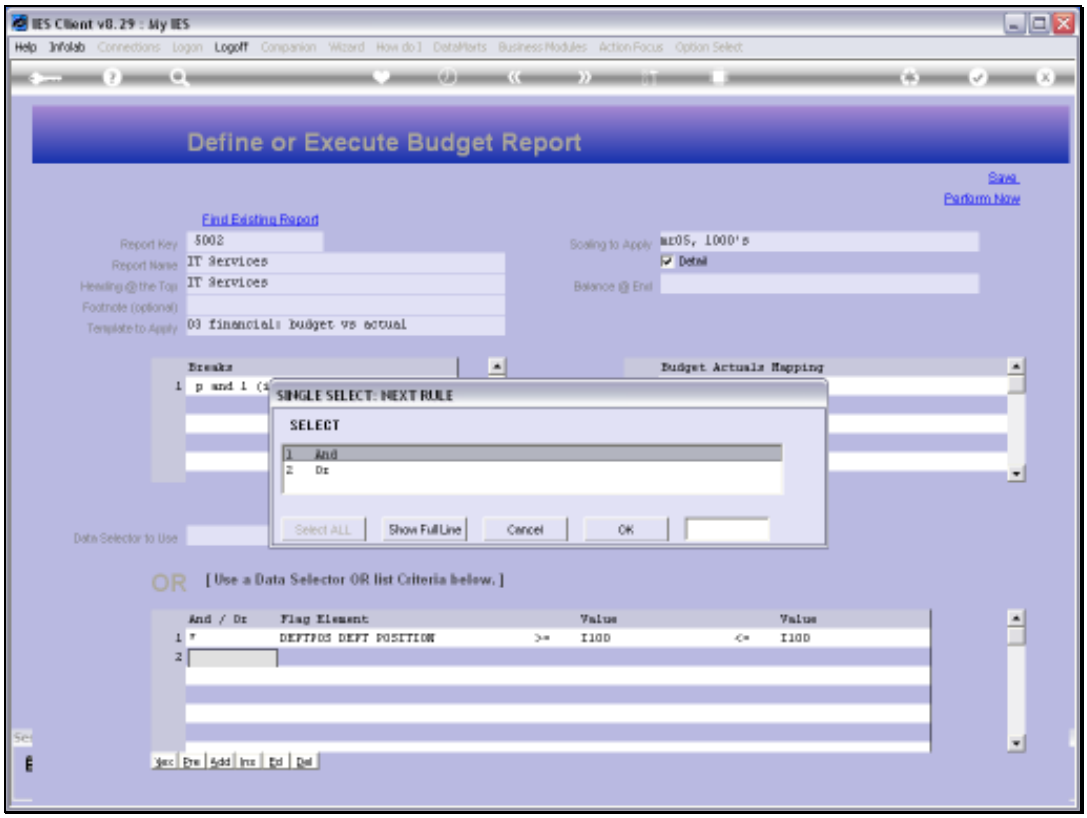
Slide notes: Note that we need to know the Values we wish to use here, as there is no lookup for the Range Values.



Slide 14
Slide notes:

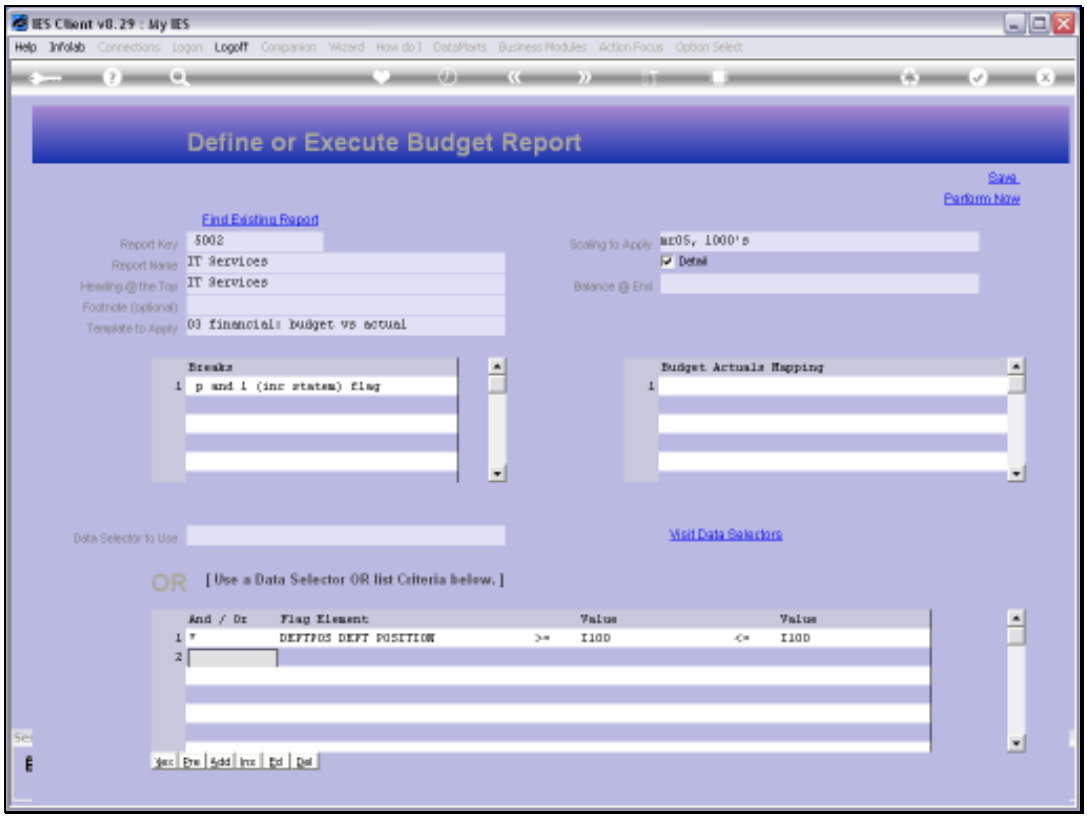


Slide 15
Slide notes:

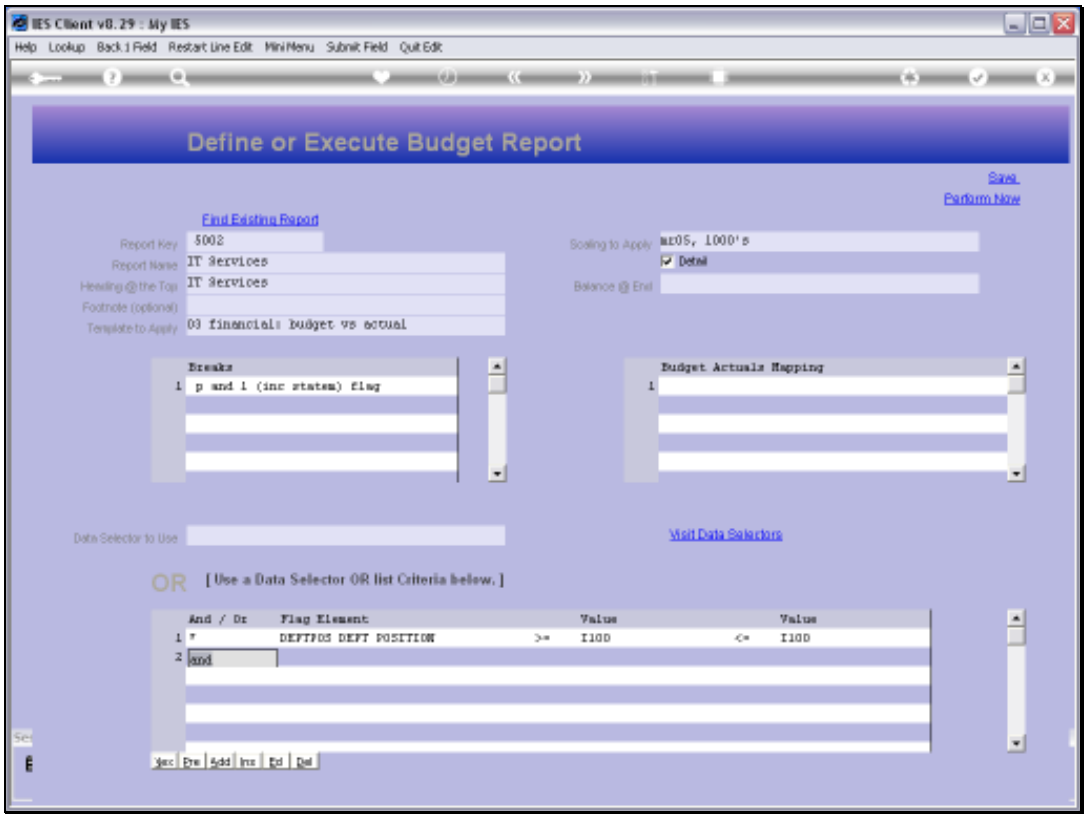


Slide 16

Slide notes:

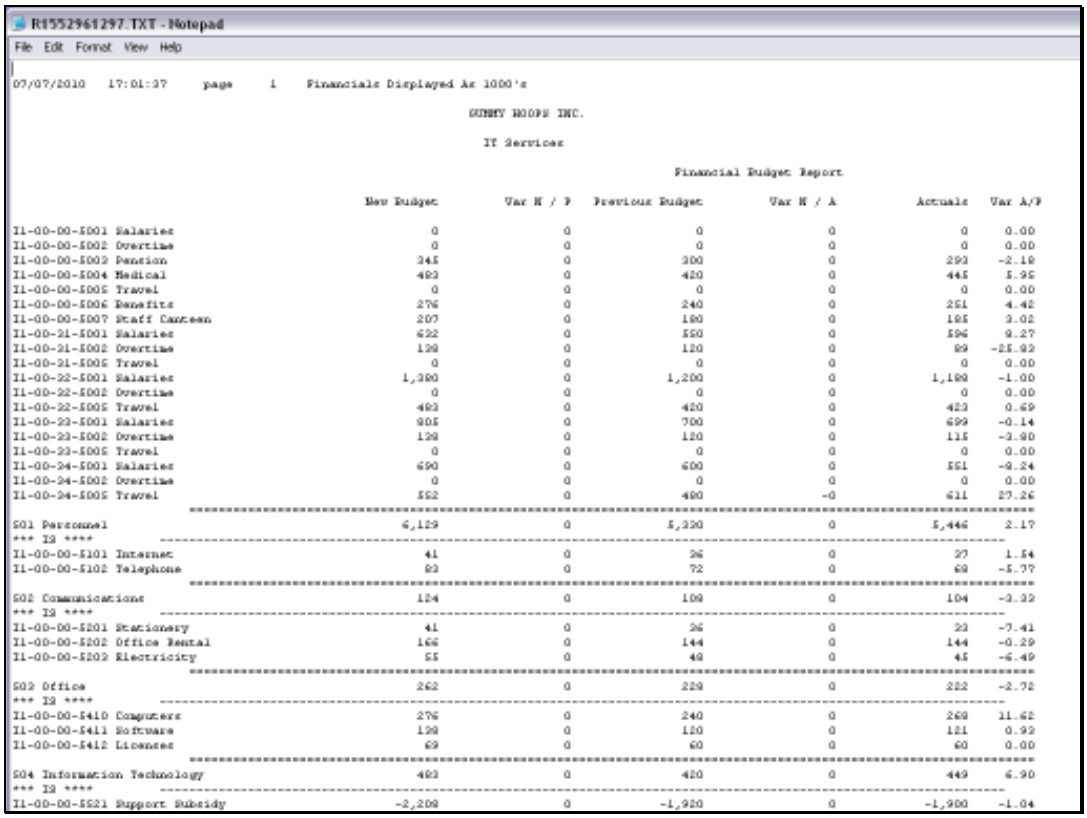


Slide 17
Slide notes:



Slide 18

Slide notes: In many cases, we may only need 1 line of Selection Criteria. Now let us see what these settings will select.



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GUMBY HOOPS INC.

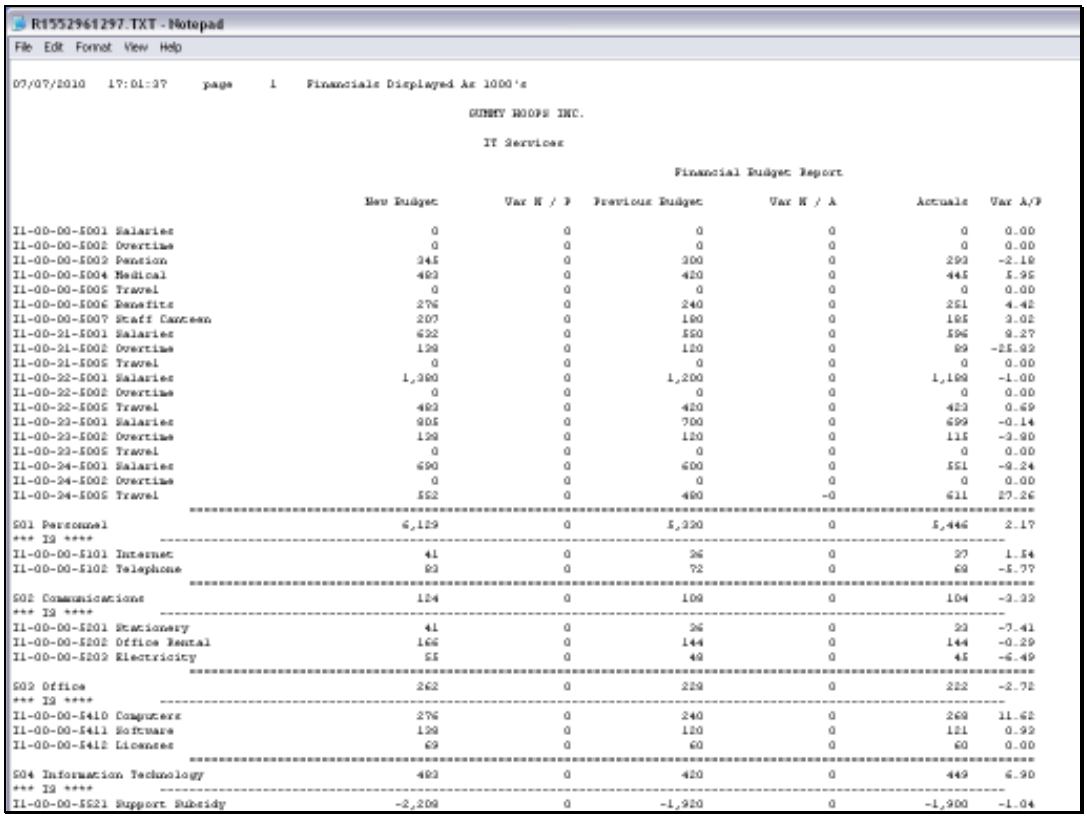
IT Services

Financial Budget Report

	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
I1-00-00-5001 Salaries	0	0	0	0	0	0.00
I1-00-00-5002 Overtime	0	0	0	0	0	0.00
I1-00-00-5003 Pension	345	0	300	0	293	-2.18
I1-00-00-5004 Medical	483	0	420	0	445	5.95
I1-00-00-5005 Travel	0	0	0	0	0	0.00
I1-00-00-5006 Benefits	276	0	240	0	251	4.42
I1-00-00-5007 Staff Canteen	207	0	180	0	185	3.02
I1-00-21-5001 Salaries	632	0	550	0	596	9.27
I1-00-21-5002 Overtime	138	0	120	0	89	-25.92
I1-00-21-5005 Travel	0	0	0	0	0	0.00
I1-00-22-5001 Salaries	1,380	0	1,200	0	1,188	-1.00
I1-00-22-5002 Overtime	0	0	0	0	0	0.00
I1-00-22-5005 Travel	483	0	420	0	423	0.69
I1-00-23-5001 Salaries	805	0	700	0	699	-0.14
I1-00-23-5002 Overtime	138	0	120	0	115	-3.90
I1-00-23-5005 Travel	0	0	0	0	0	0.00
I1-00-24-5001 Salaries	690	0	600	0	551	-8.24
I1-00-24-5002 Overtime	0	0	0	0	0	0.00
I1-00-24-5005 Travel	552	0	480	-0	611	27.26
S01 Personnel	6,129	0	5,330	0	5,446	2.17
*** I2 ****						
I1-00-00-5101 Internet	41	0	36	0	37	1.54
I1-00-00-5102 Telephone	83	0	72	0	68	-5.77
S02 Communications	124	0	108	0	104	-3.32
*** I2 ****						
I1-00-00-5201 Stationery	41	0	36	0	33	-7.41
I1-00-00-5202 Office Rental	166	0	144	0	144	-0.29
I1-00-00-5203 Electricity	55	0	48	0	45	-6.49
S03 Office	262	0	228	0	222	-2.72
*** I2 ****						
I1-00-00-5410 Computers	276	0	240	0	269	11.62
I1-00-00-5411 Software	138	0	120	0	121	0.92
I1-00-00-5412 Licenses	69	0	60	0	60	0.00
S04 Information Technology	483	0	420	0	449	6.90
*** I2 ****						
I1-00-00-5521 Support Subsidy	-2,209	0	-1,920	0	-1,900	-1.04

Slide 19

Slide notes: The Report includes all Accounts in Department I100, as intended.



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GUMBY HOOPS INC.

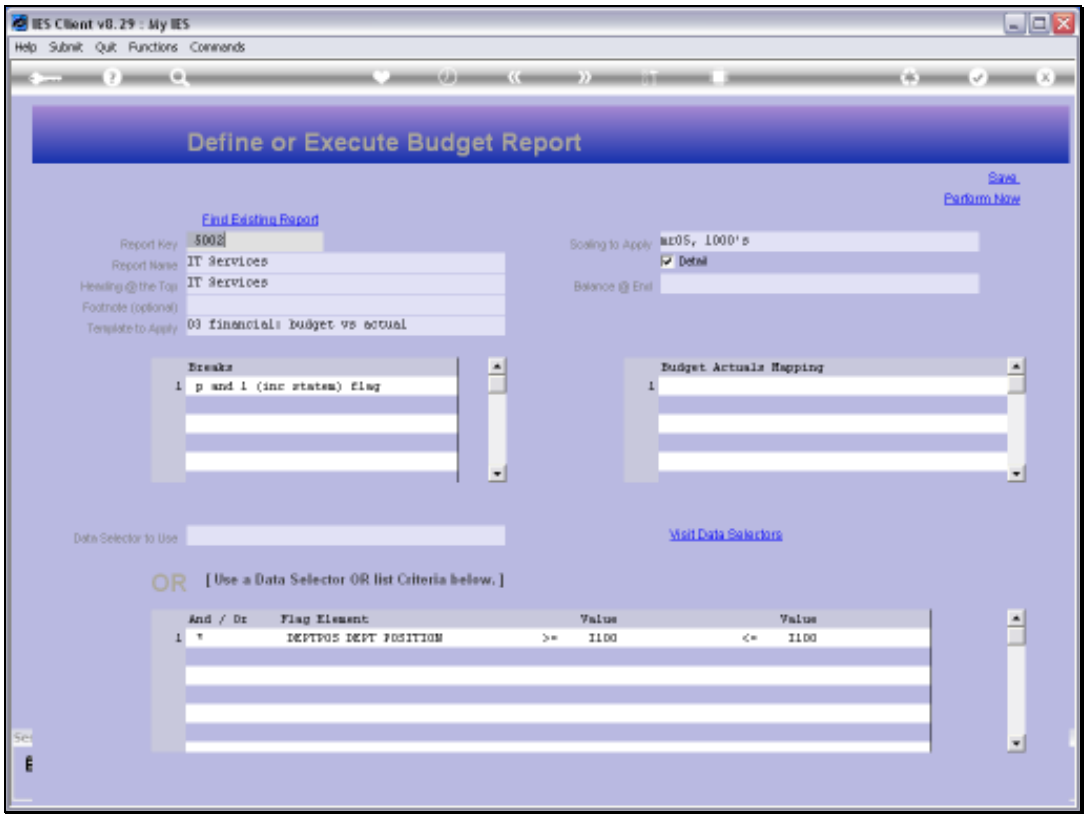
IT Services

Financial Budget Report

	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
11-00-00-5001 Salaries	0	0	0	0	0	0.00
11-00-00-5002 Overtime	0	0	0	0	0	0.00
11-00-00-5003 Pension	345	0	300	0	293	-2.18
11-00-00-5004 Medical	483	0	420	0	445	5.95
11-00-00-5005 Travel	0	0	0	0	0	0.00
11-00-00-5006 Benefits	276	0	240	0	251	4.42
11-00-00-5007 Staff Canteen	207	0	180	0	185	3.02
11-00-21-5001 Salaries	632	0	550	0	596	9.27
11-00-21-5002 Overtime	138	0	120	0	89	-25.92
11-00-21-5005 Travel	0	0	0	0	0	0.00
11-00-22-5001 Salaries	1,380	0	1,200	0	1,188	-1.00
11-00-22-5002 Overtime	0	0	0	0	0	0.00
11-00-22-5005 Travel	483	0	420	0	423	0.69
11-00-23-5001 Salaries	805	0	700	0	699	-0.14
11-00-23-5002 Overtime	138	0	120	0	115	-3.90
11-00-23-5005 Travel	0	0	0	0	0	0.00
11-00-24-5001 Salaries	690	0	600	0	551	-9.24
11-00-24-5002 Overtime	0	0	0	0	0	0.00
11-00-24-5005 Travel	552	0	480	-0	611	27.26
S01 Personnel	6,129	0	5,330	0	5,446	2.17
*** IS ****						
11-00-00-5101 Internet	41	0	36	0	37	1.54
11-00-00-5102 Telephone	83	0	72	0	68	-5.77
S02 Communications	124	0	108	0	104	-3.32
*** IS ****						
11-00-00-5201 Stationery	41	0	36	0	33	-7.41
11-00-00-5202 Office Rental	166	0	144	0	144	-0.29
11-00-00-5203 Electricity	55	0	48	0	45	-6.49
S03 Office	262	0	228	0	222	-2.72
*** IS ****						
11-00-00-5410 Computers	276	0	240	0	269	11.62
11-00-00-5411 Software	138	0	120	0	121	0.92
11-00-00-5412 Licenses	69	0	60	0	60	0.00
S04 Information Technology	483	0	420	0	449	6.90
*** IS ****						
11-00-00-5521 Support Subsidy	-2,208	0	-1,920	0	-1,900	-1.04

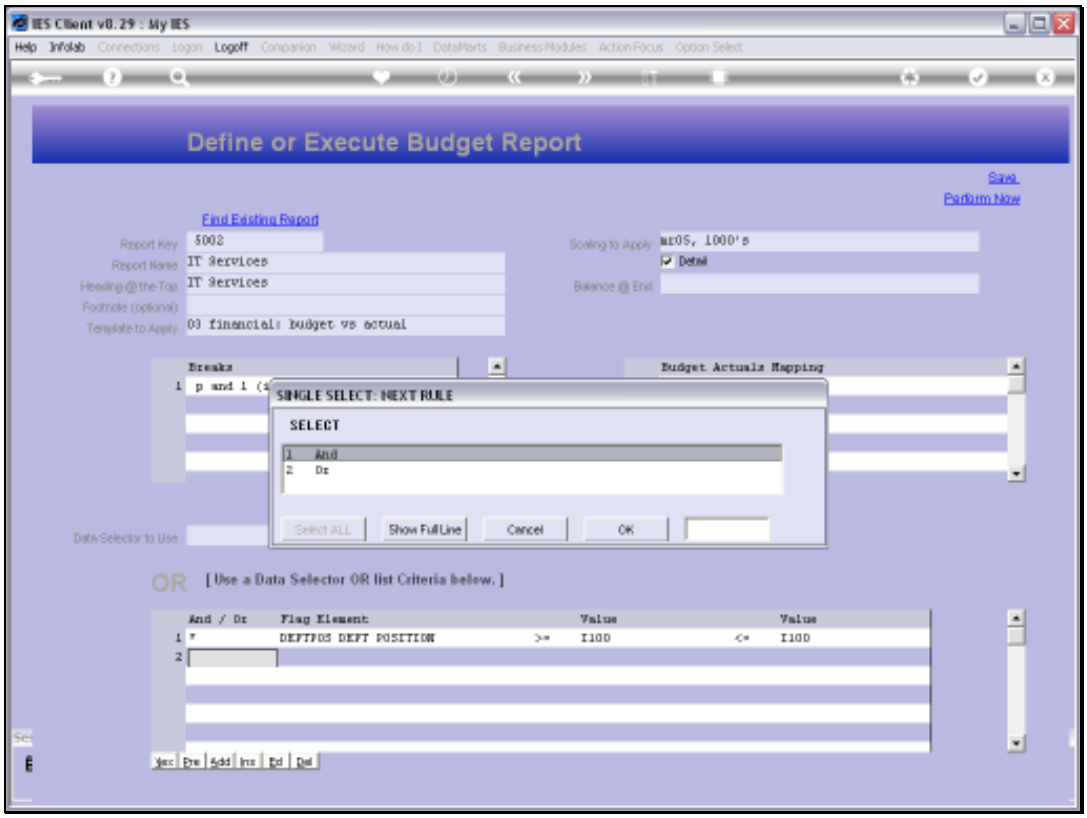
Slide 20

Slide notes:



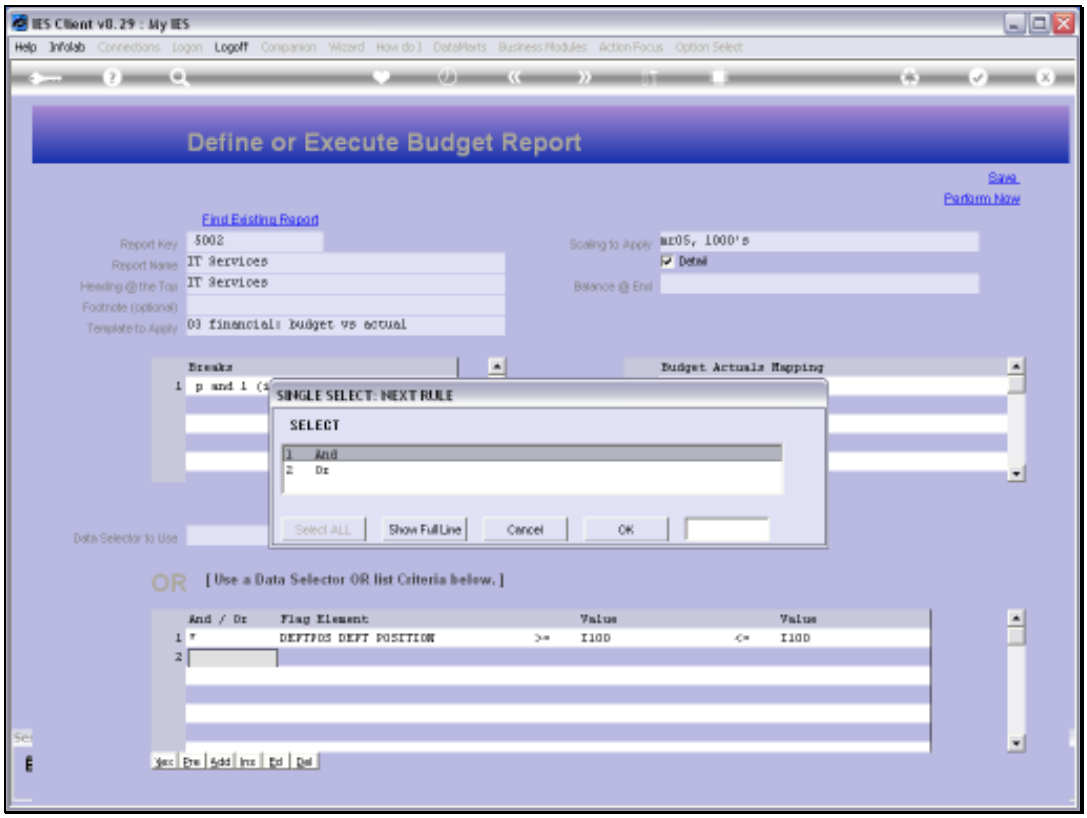
Slide 21

Slide notes: Now we will add another line of Criteria. For any subsequent line we can use the 'AND' or 'OR' condition. If we use 'And' then it means the conditions on lines 1 and 2 must all be met, while if we use 'Or' then an Account needs to satisfy line 1 or line 2 to qualify for selection.



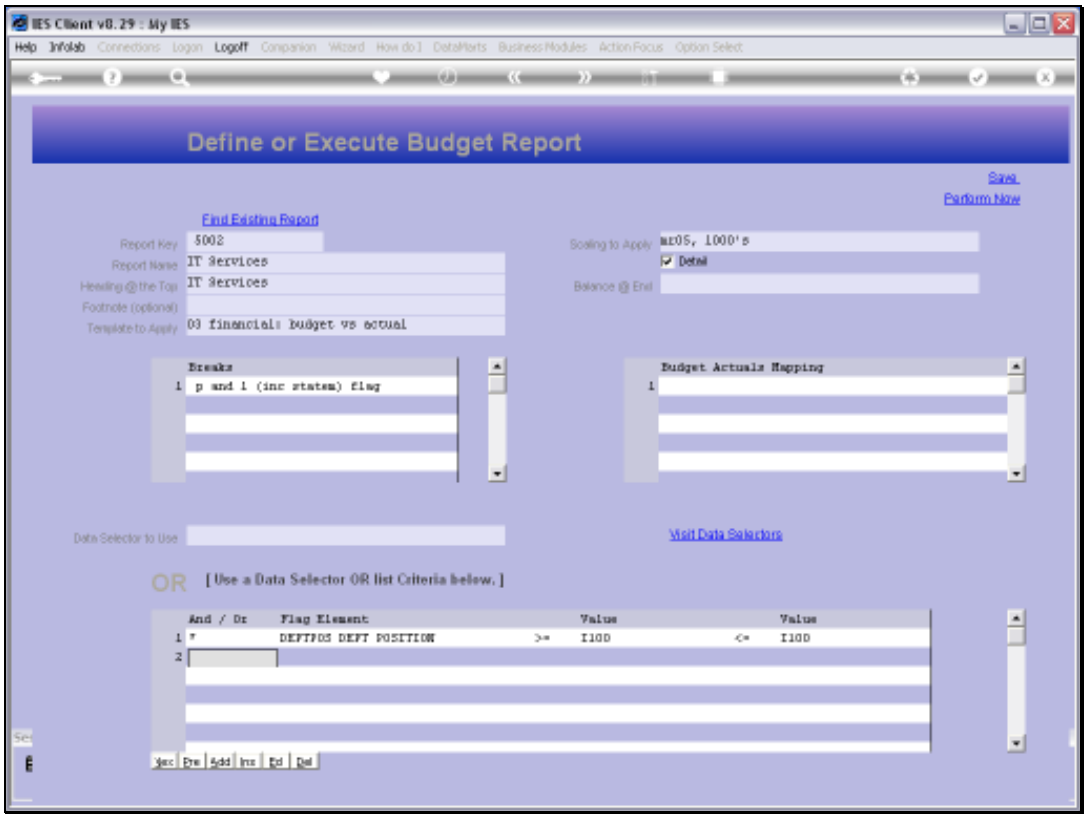
Slide 22

Slide notes:

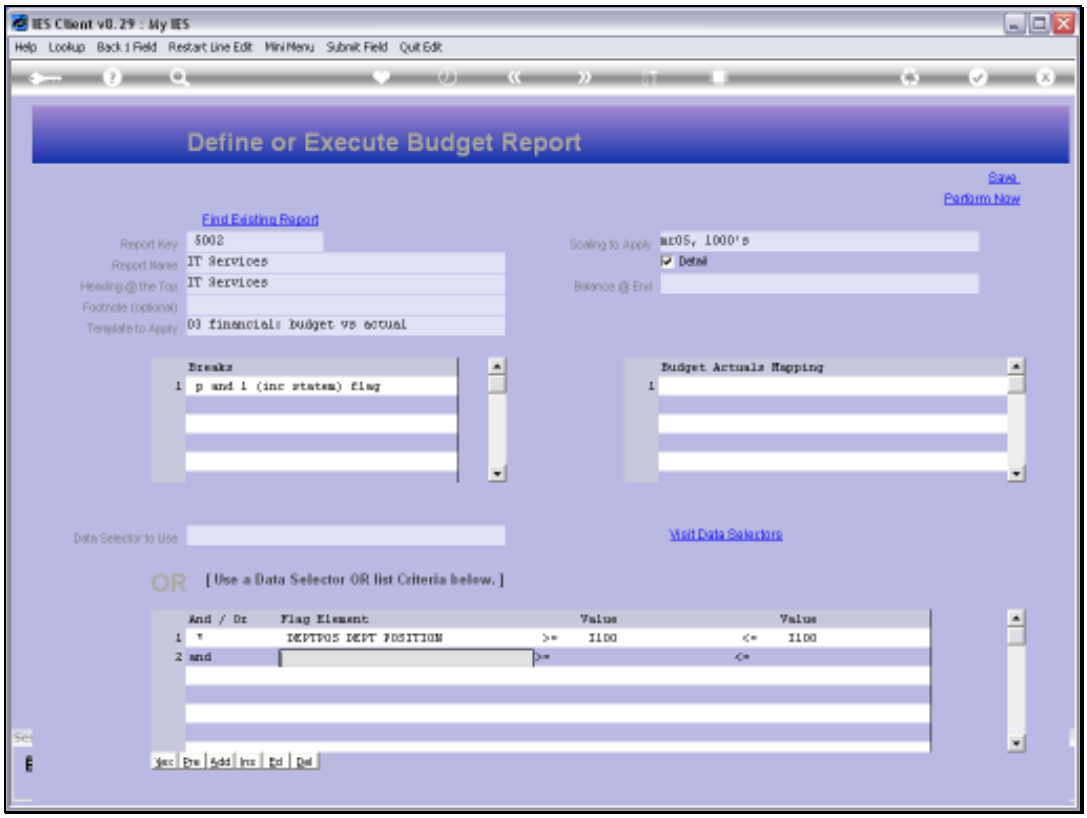


Slide 23

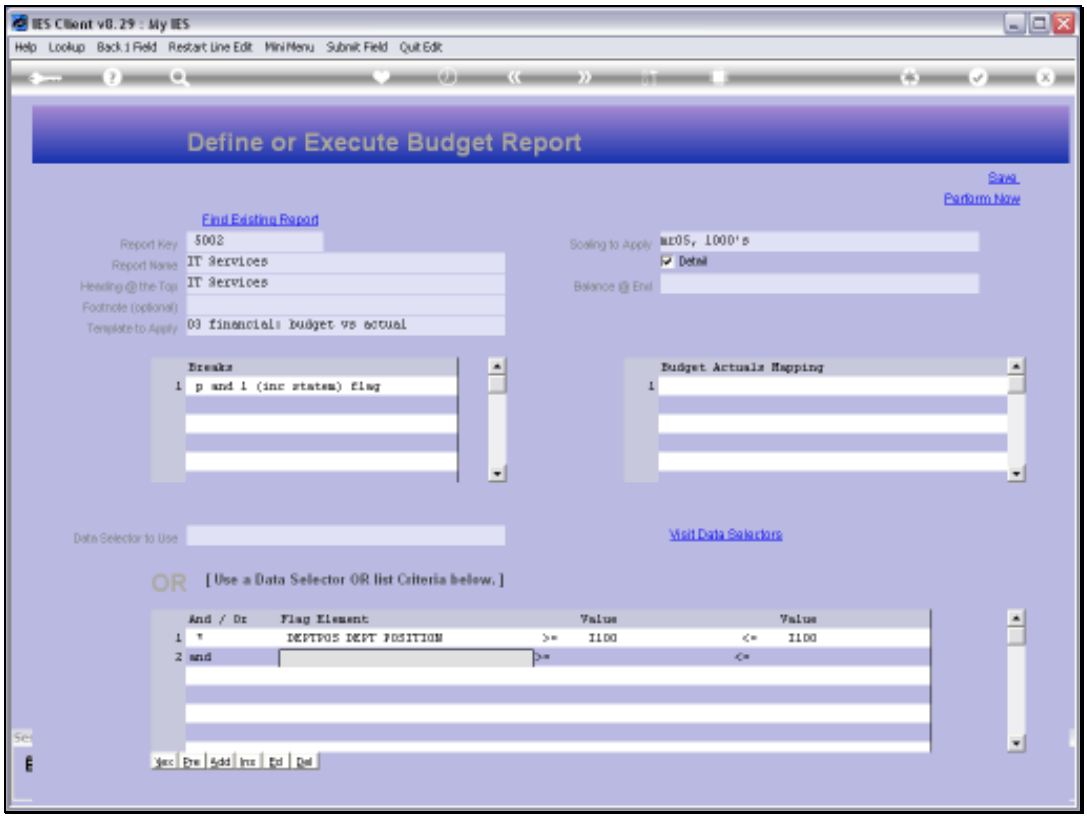
Slide notes:



Slide 24
Slide notes:

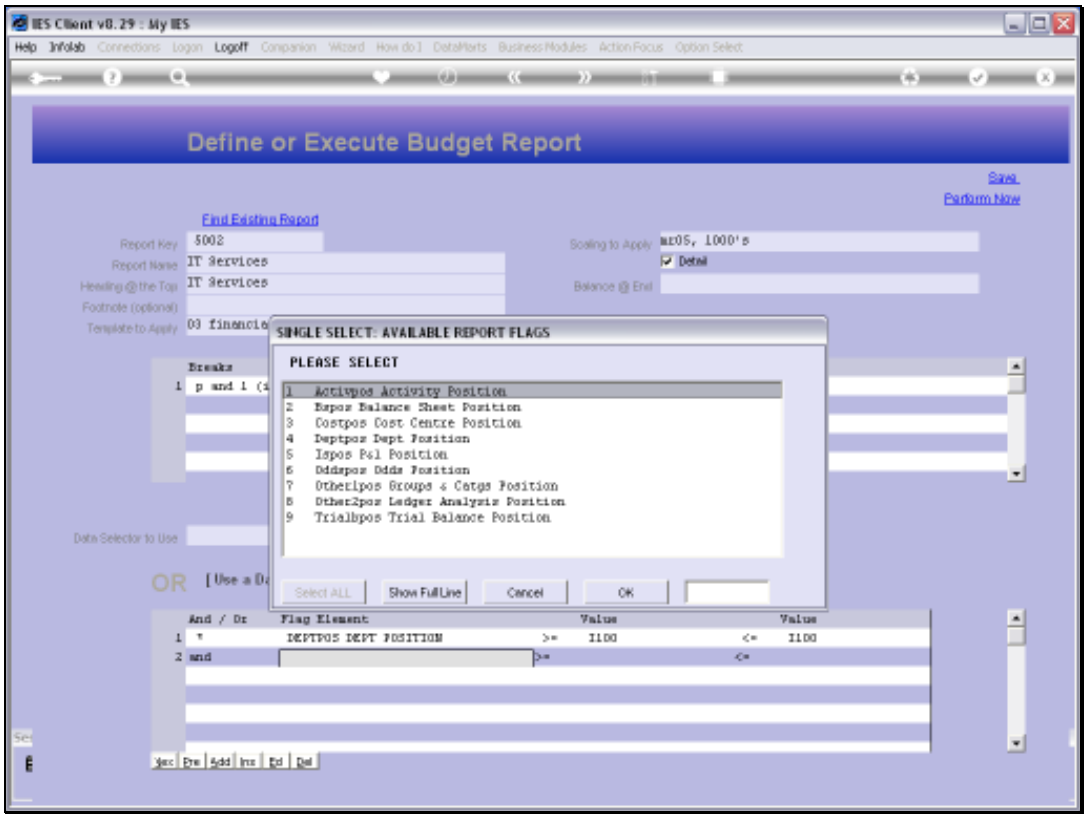


Slide 25
Slide notes:



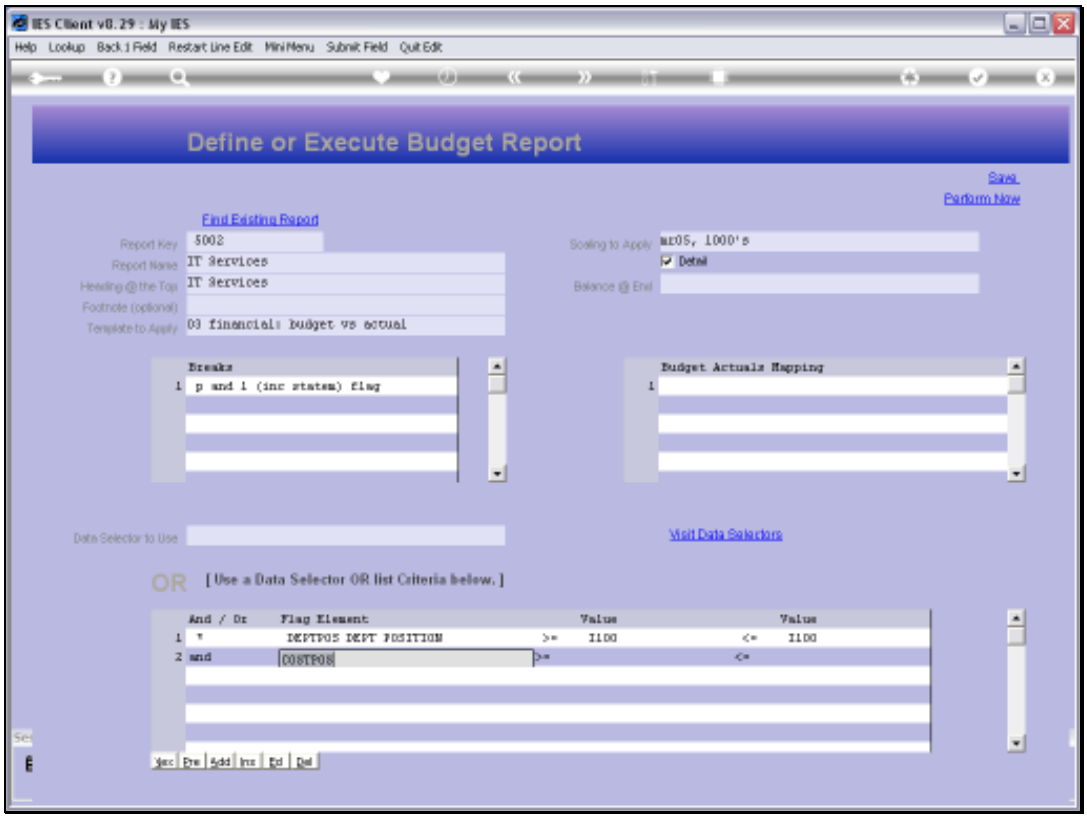
Slide 26

Slide notes:

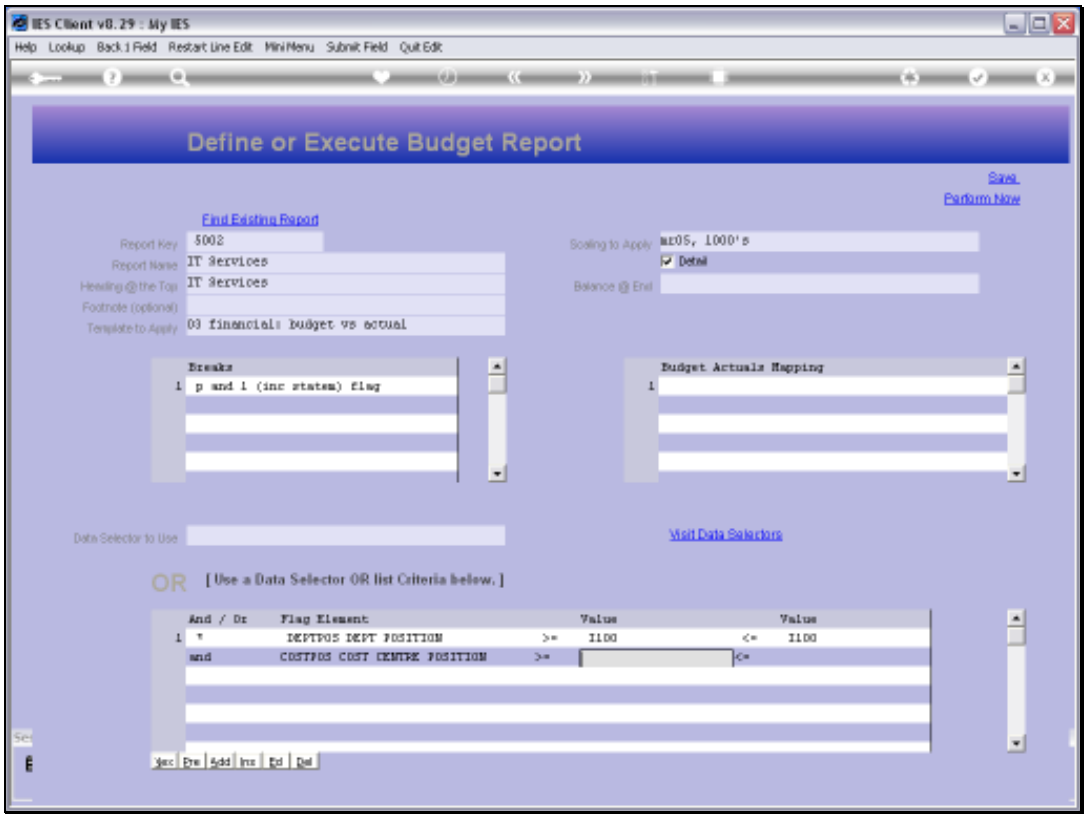


Slide 27

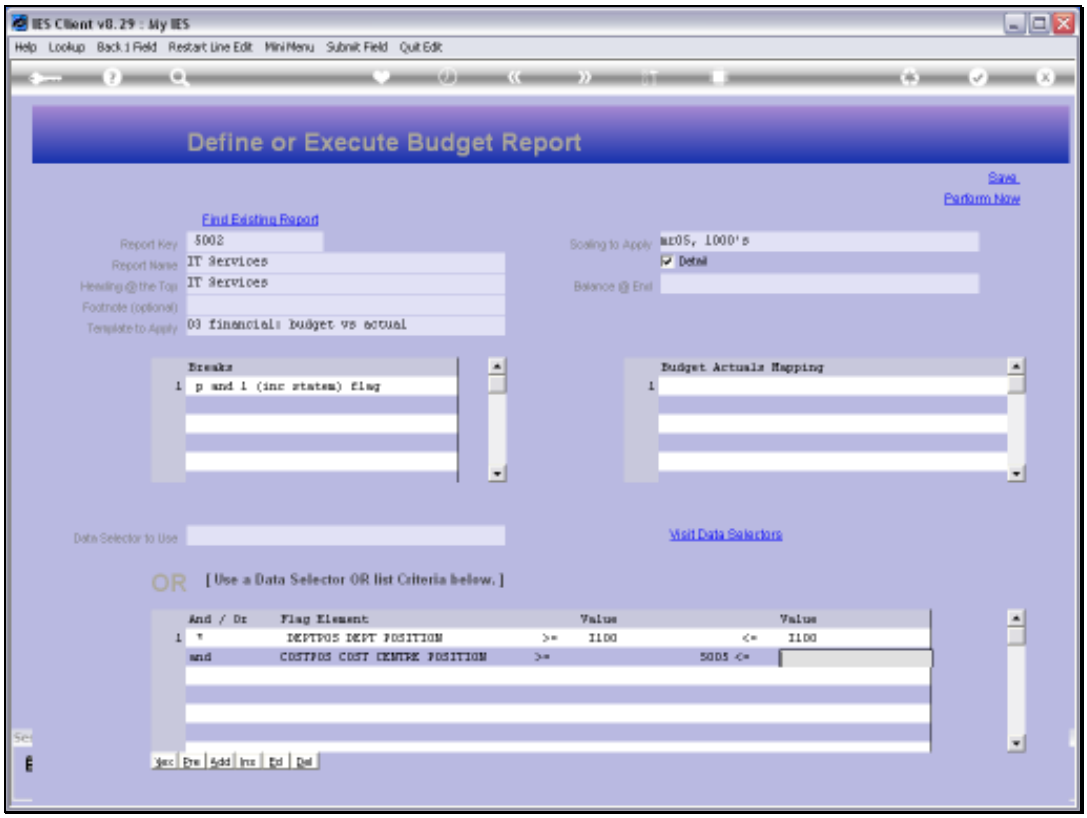
Slide notes: With the 'on the fly' criteria, we should use any Flag Element on 1 line only. This time we will use the Cost Centre Flag.



Slide 28
Slide notes:

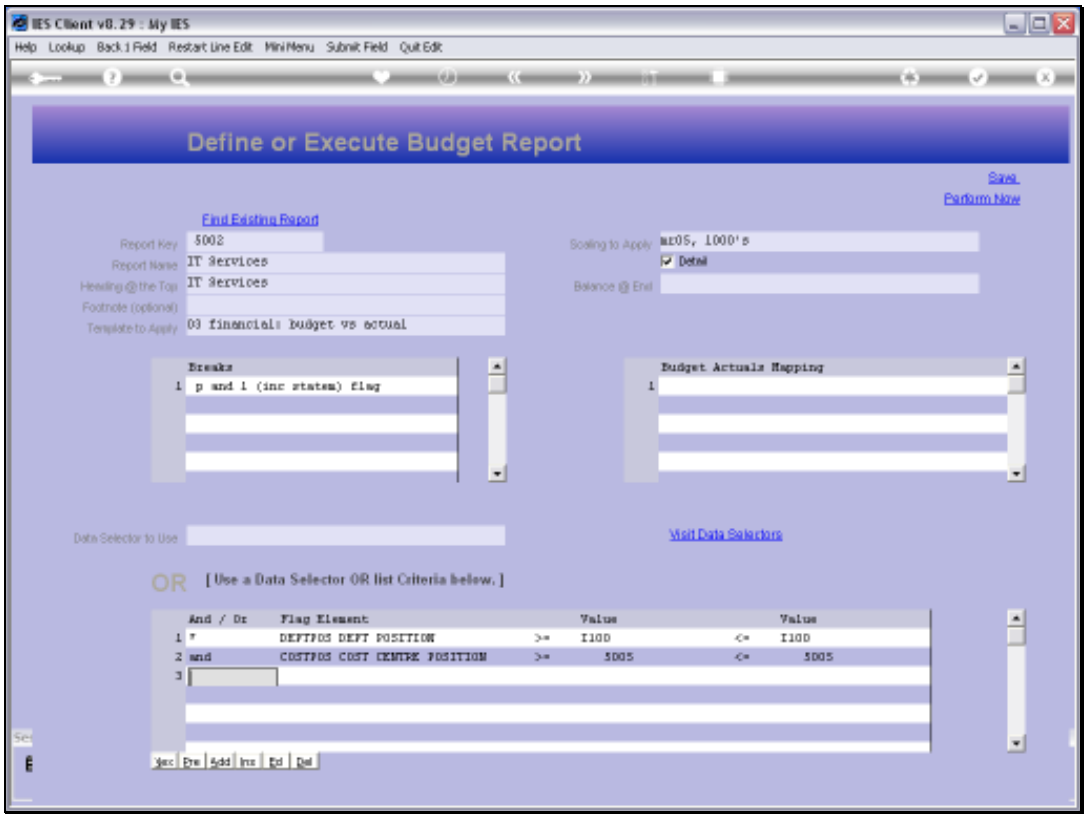


Slide 29
Slide notes:



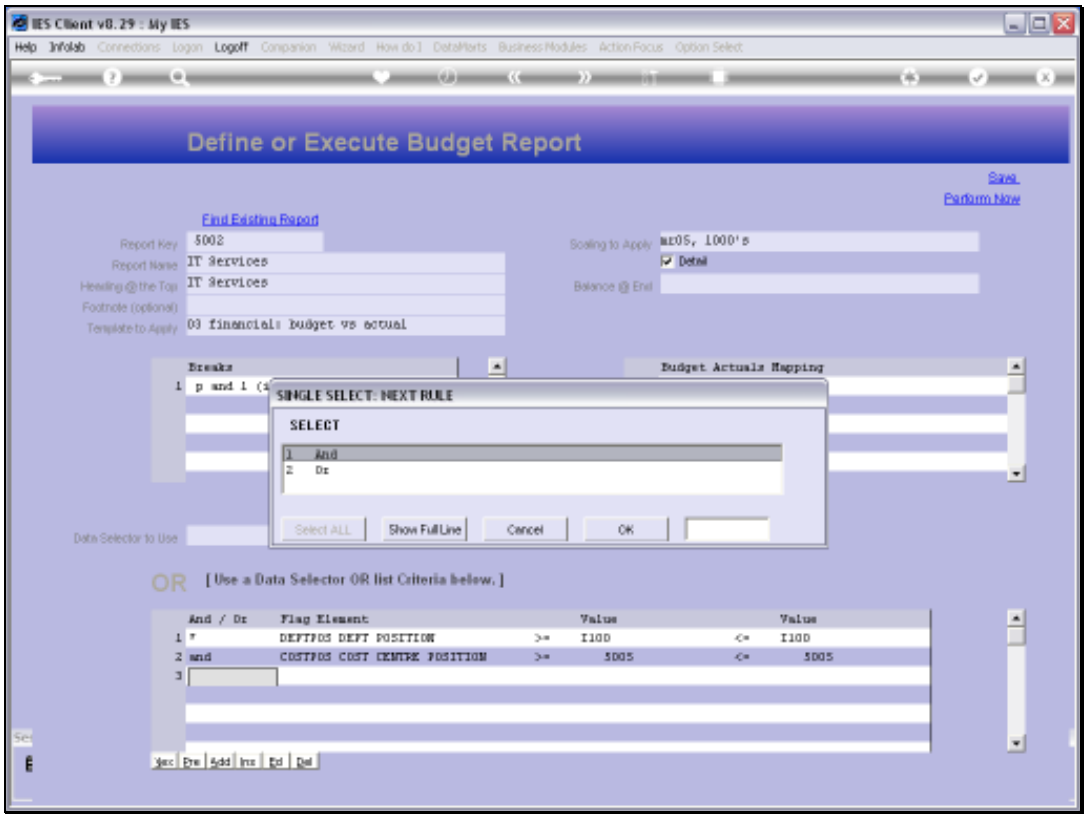
Slide 30

Slide notes:



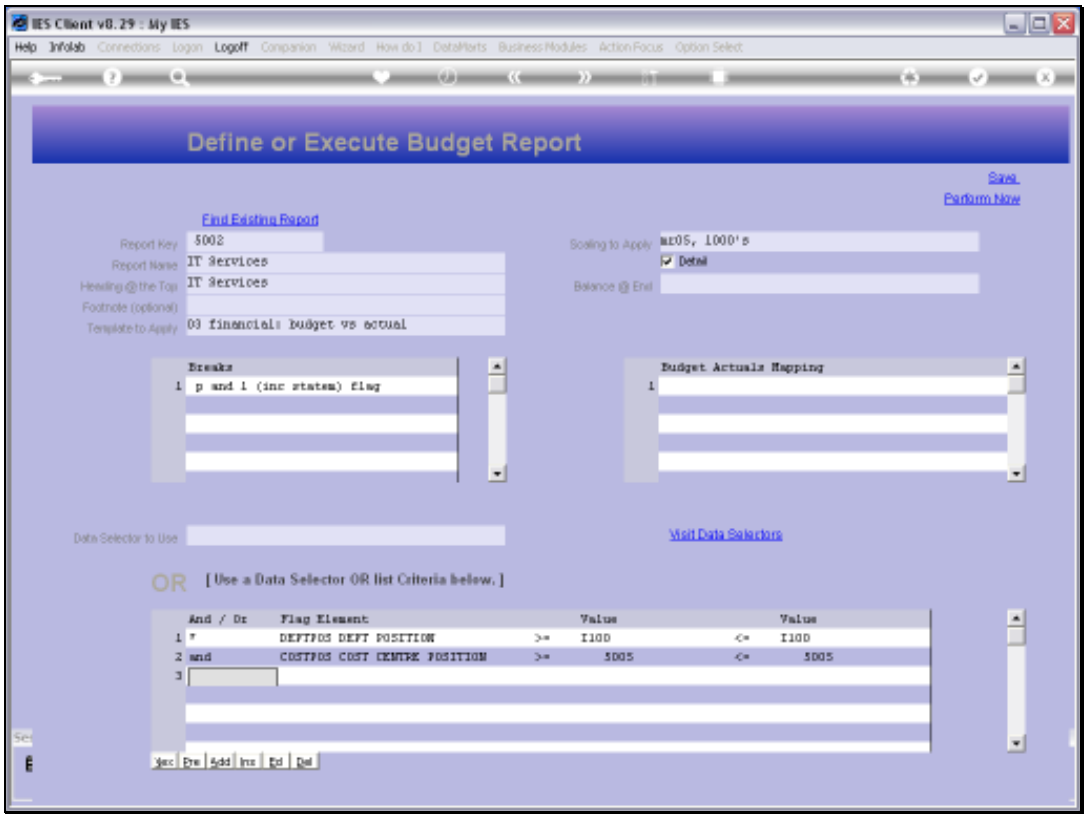
Slide 31

Slide notes: Our logic is now based on the rules that any Accounts to be selected must be in Department I100 AND must have the Cost Centre of 5005. Let's see what the Report does.

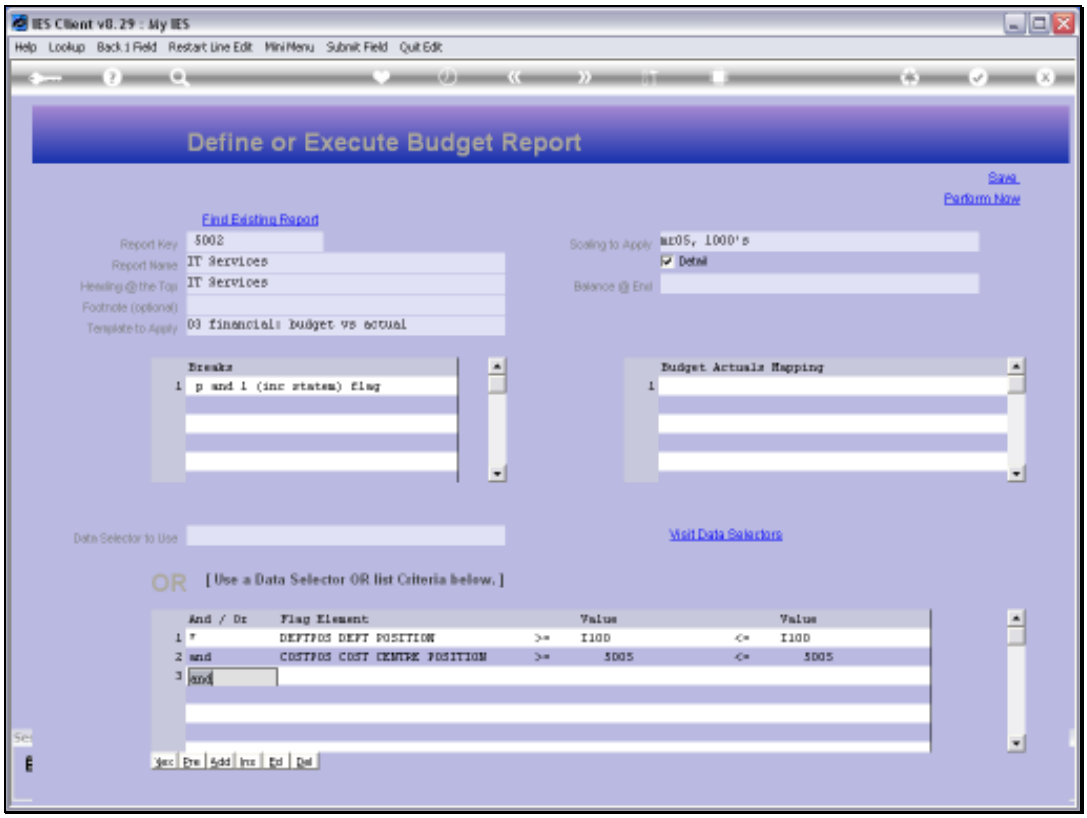


Slide 32

Slide notes:

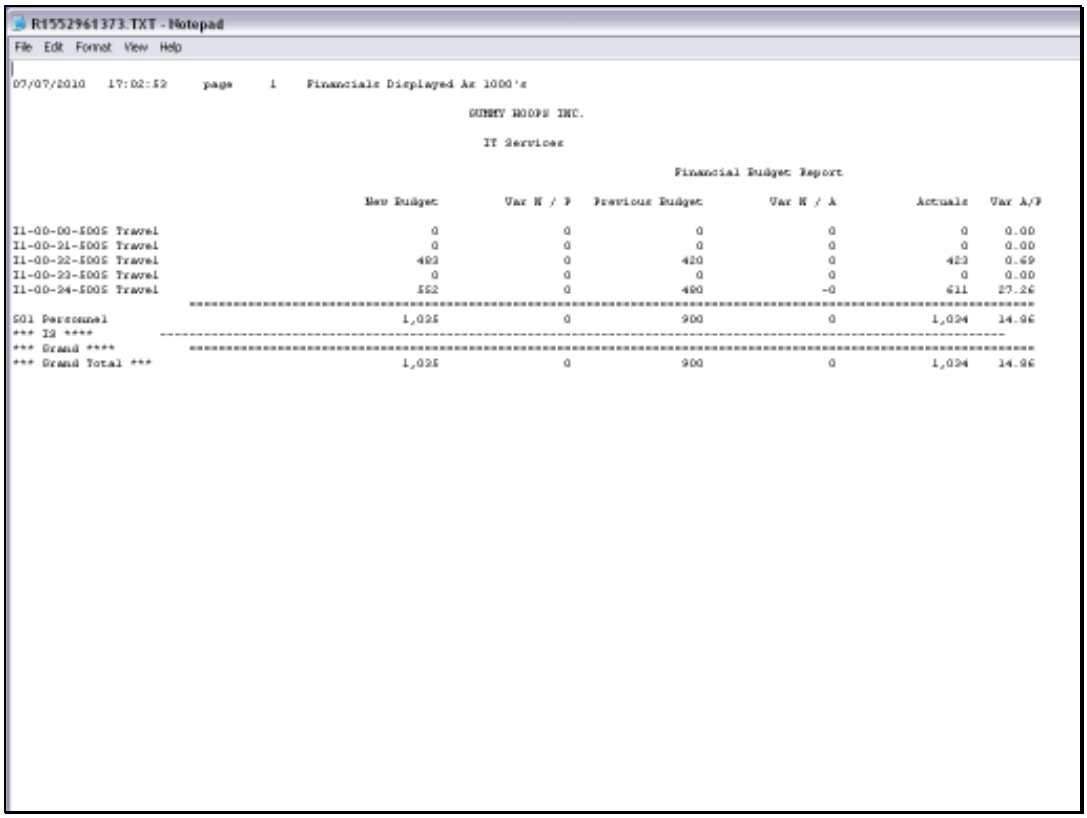


Slide 33
Slide notes:



Slide 34

Slide notes:



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GUMBY HOOPS INC.

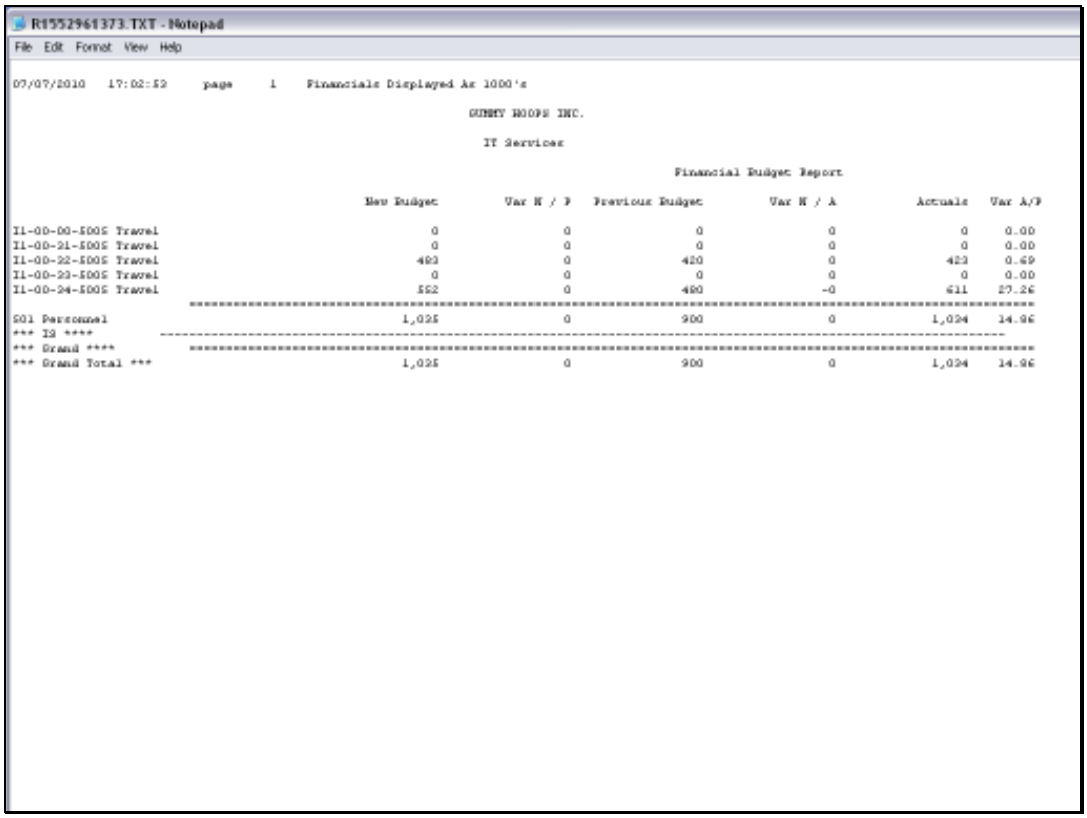
IT Services

Financial Budget Report

	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
11-00-00-5005 Travel	0	0	0	0	0	0.00
11-00-21-5005 Travel	0	0	0	0	0	0.00
11-00-22-5005 Travel	423	0	420	0	423	0.69
11-00-23-5005 Travel	0	0	0	0	0	0.00
11-00-24-5005 Travel	552	0	480	-0	611	27.26
501 Personnel	1,025	0	900	0	1,034	14.96
*** 12 ****						
*** Grand ****						
*** Grand Total ***	1,025	0	900	0	1,034	14.96

Slide 35

Slide notes: All Accounts on this Report satisfy the conditions that we have stipulated.



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07/07/2010 17:02:52 page 1 Financials Displayed As 1000's

GUMBY HOOPS INC.

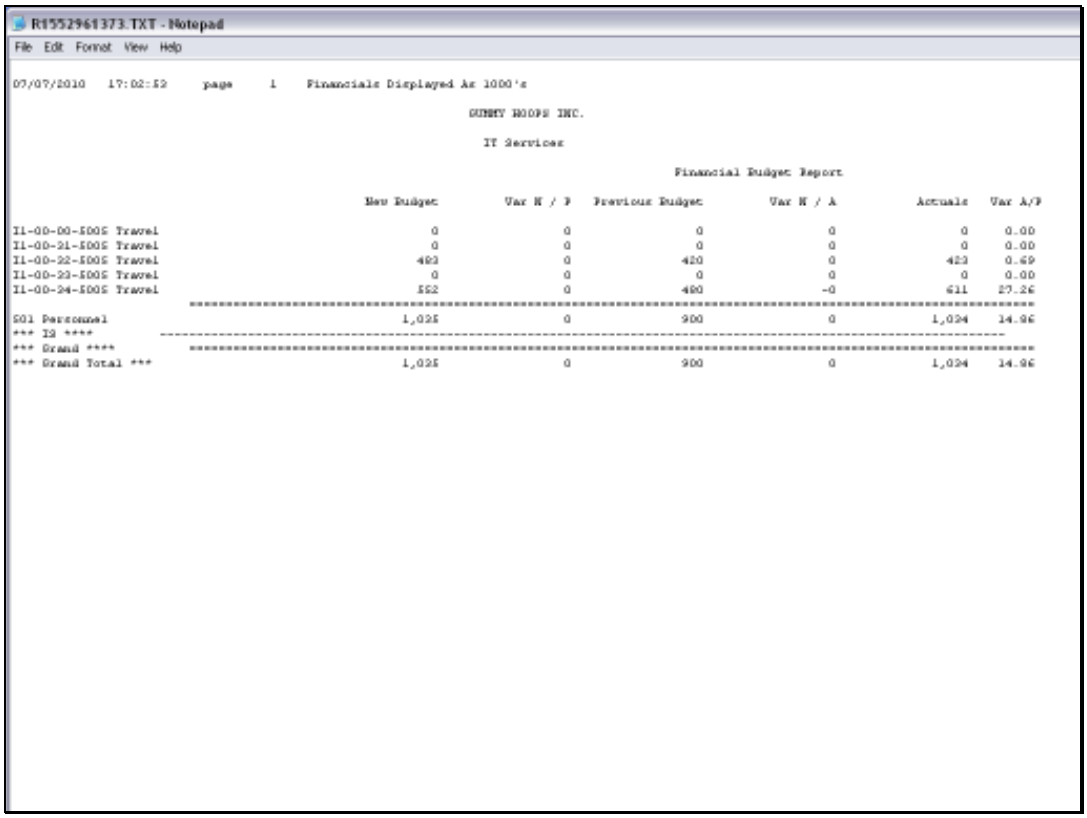
IT Services

Financial Budget Report

	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
11-00-00-5005 Travel	0	0	0	0	0	0.00
11-00-21-5005 Travel	0	0	0	0	0	0.00
11-00-22-5005 Travel	423	0	420	0	423	0.69
11-00-23-5005 Travel	0	0	0	0	0	0.00
11-00-24-5005 Travel	552	0	480	-0	611	27.26
501 Personnel	1,025	0	900	0	1,034	14.96
*** 12 ****						
*** Grand ****						
*** Grand Total ***	1,025	0	900	0	1,034	14.96

Slide 36

Slide notes:



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GUMBY HOOPS INC.

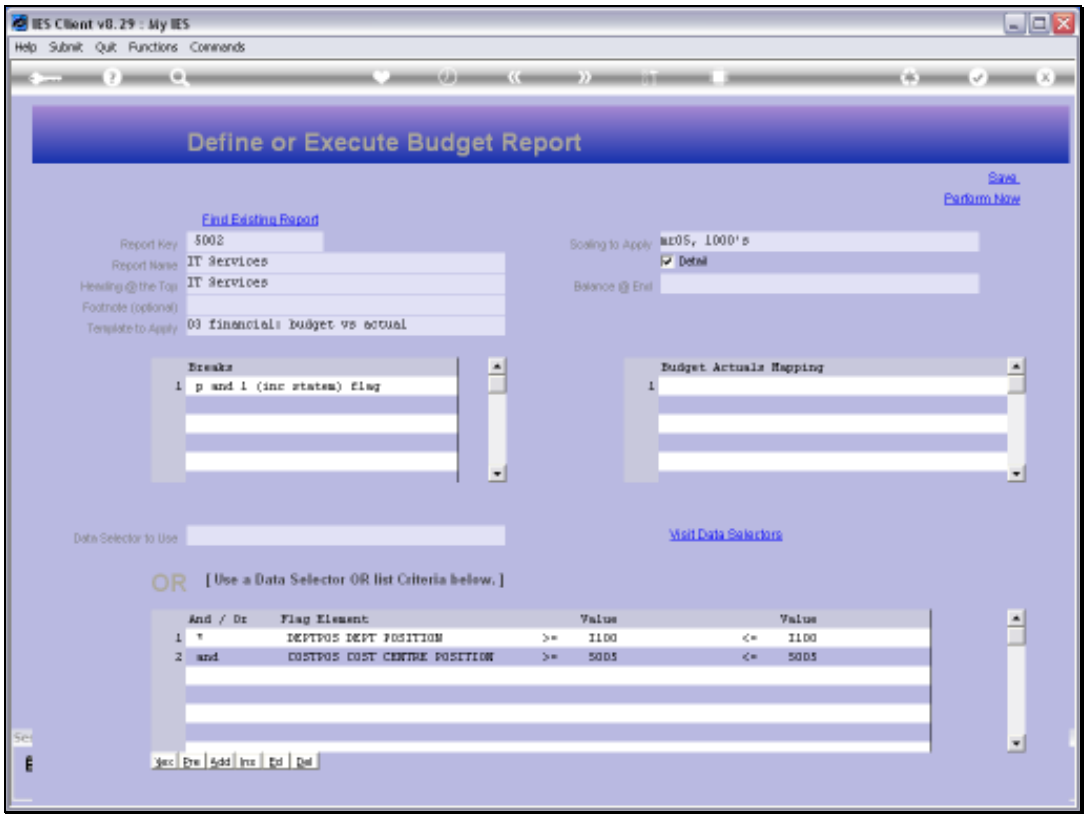
IT Services

Financial Budget Report

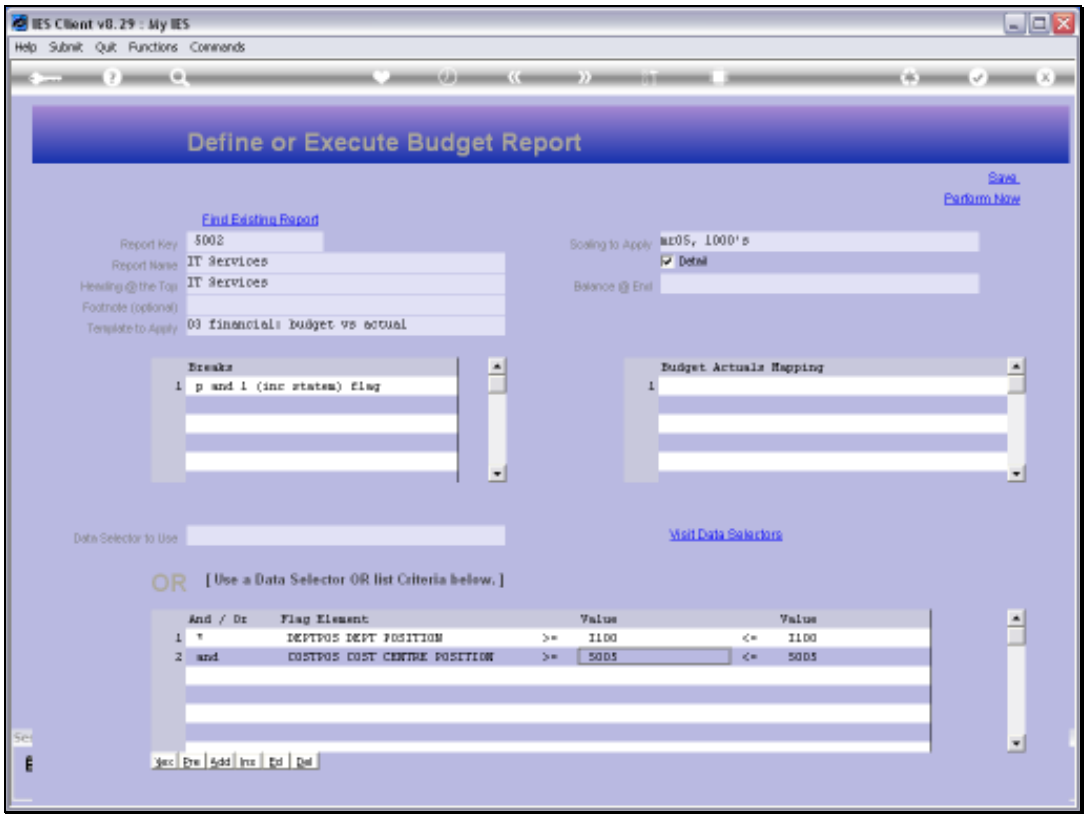
	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
11-00-00-5005 Travel	0	0	0	0	0	0.00
11-00-21-5005 Travel	0	0	0	0	0	0.00
11-00-22-5005 Travel	423	0	420	0	423	0.69
11-00-23-5005 Travel	0	0	0	0	0	0.00
11-00-24-5005 Travel	552	0	480	-0	611	27.26
501 Personnel	1,025	0	900	0	1,034	14.96
*** 12 ****						
*** Grand ****						
*** Grand Total ***	1,025	0	900	0	1,034	14.96

Slide 37

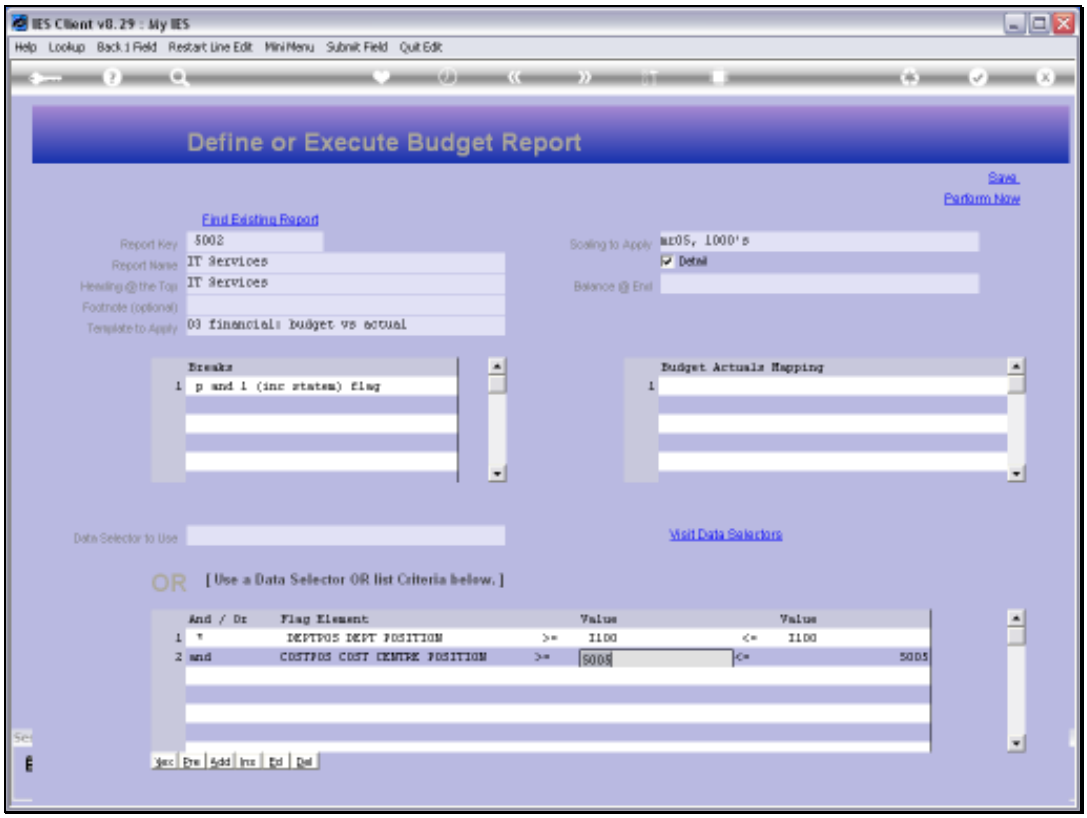
Slide notes:



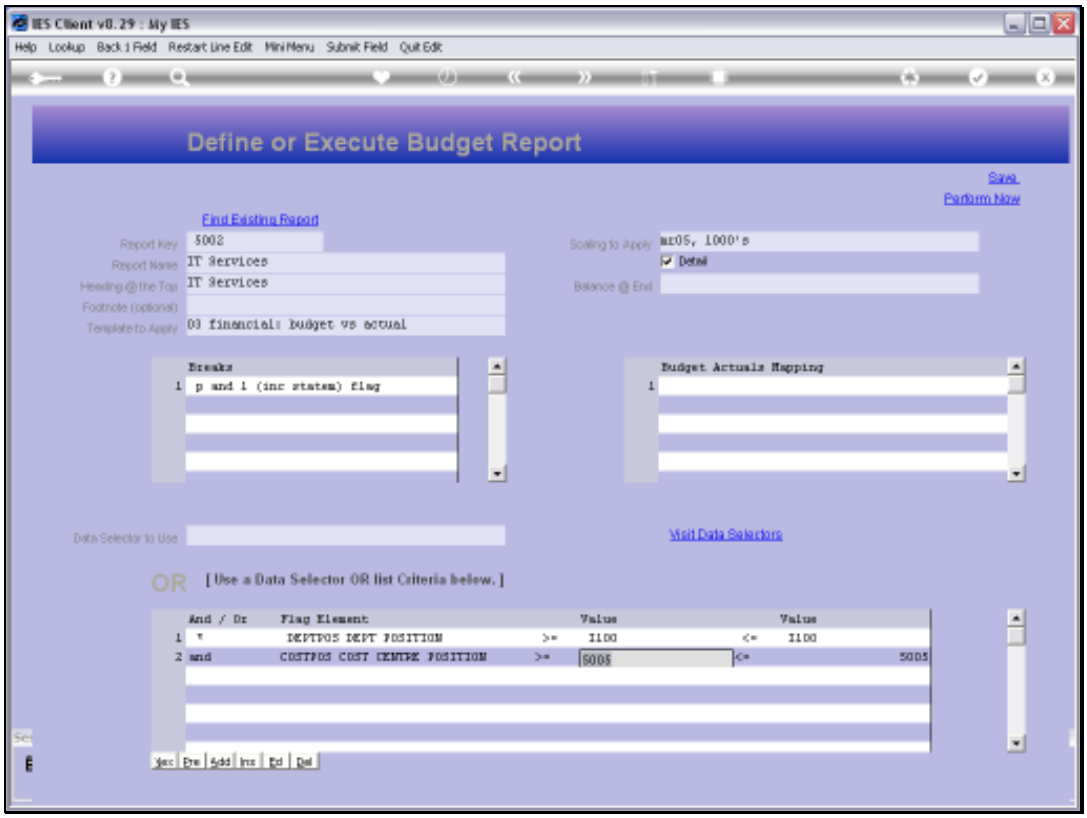
Slide 38
Slide notes:



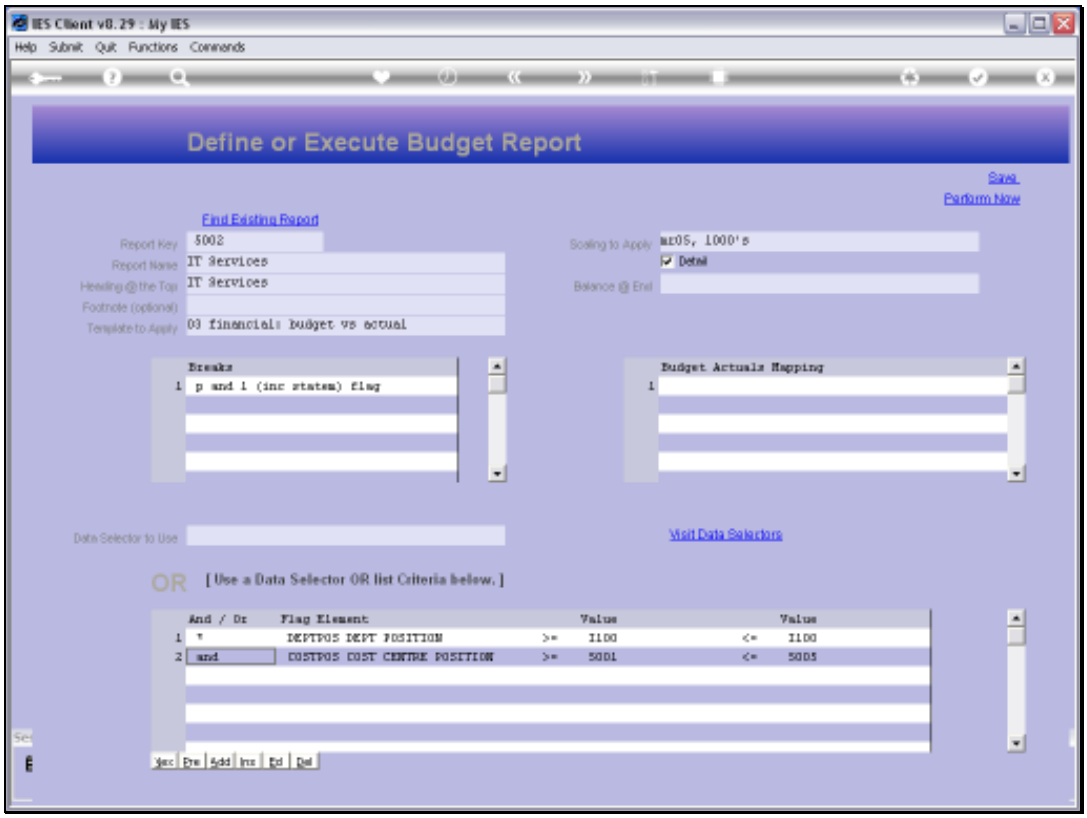
Slide 39
Slide notes:



Slide 40
Slide notes:

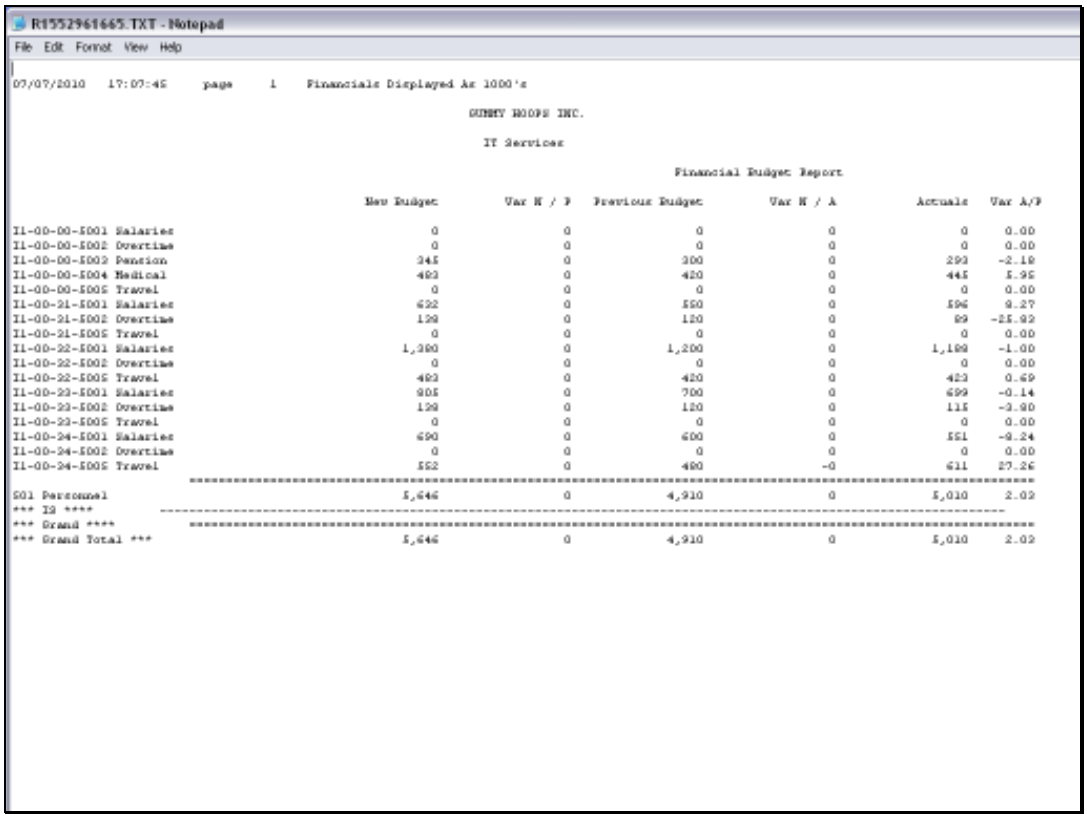


Slide 41
Slide notes:



Slide 42

Slide notes: By changing the range for the Cost Centre, we may find more Accounts. Let's try it.



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File Edit Format View Help

07/07/2010 17:07:45 page 1 Financials Displayed As 1000's

GUMBY HOOPS INC.

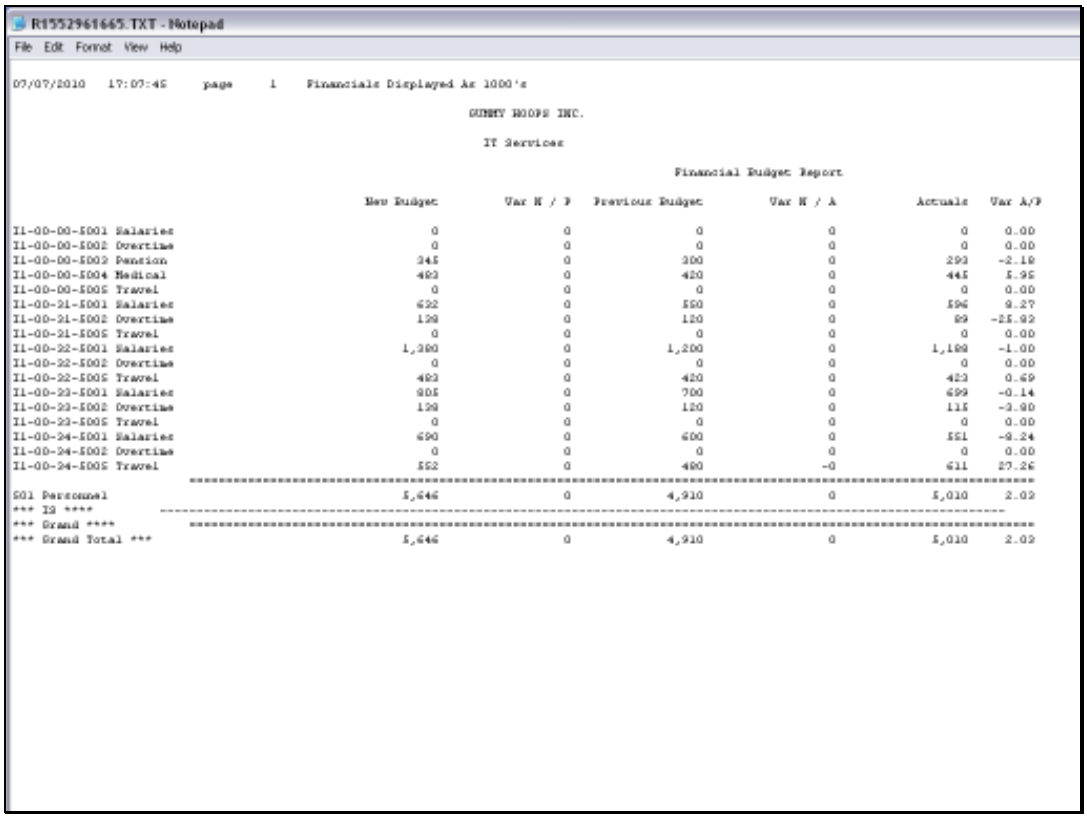
IT Services

Financial Budget Report

	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
11-00-00-5001 Salaries	0	0	0	0	0	0.00
11-00-00-5002 Overtime	0	0	0	0	0	0.00
11-00-00-5003 Pension	345	0	300	0	293	-2.18
11-00-00-5004 Medical	483	0	420	0	445	5.95
11-00-00-5005 Travel	0	0	0	0	0	0.00
11-00-21-5001 Salaries	622	0	550	0	596	8.27
11-00-21-5002 Overtime	138	0	120	0	89	-25.92
11-00-21-5005 Travel	0	0	0	0	0	0.00
11-00-22-5001 Salaries	1,380	0	1,200	0	1,188	-1.00
11-00-22-5002 Overtime	0	0	0	0	0	0.00
11-00-22-5005 Travel	483	0	420	0	423	0.69
11-00-23-5001 Salaries	805	0	700	0	699	-0.14
11-00-23-5002 Overtime	138	0	120	0	115	-3.90
11-00-23-5005 Travel	0	0	0	0	0	0.00
11-00-24-5001 Salaries	690	0	600	0	551	-9.24
11-00-24-5002 Overtime	0	0	0	0	0	0.00
11-00-24-5005 Travel	552	0	480	-0	611	27.26
501 Personnel	5,646	0	4,910	0	5,010	2.02
*** I2 ****						
*** Grand ****						
*** Grand Total ***	5,646	0	4,910	0	5,010	2.02

Slide 43

Slide notes: And indeed we have more Accounts now.



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File Edit Format View Help

07/07/2010 17:07:45 page 1 Financials Displayed As 1000's

GUMBY HOOPS INC.

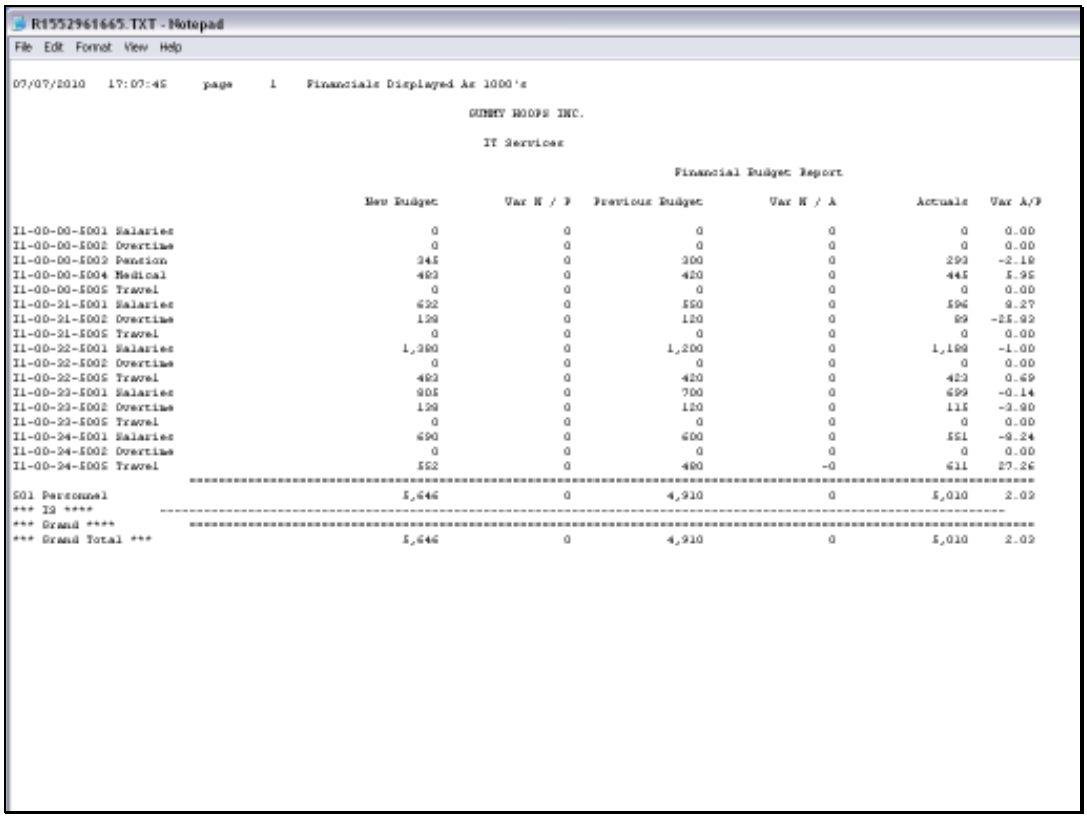
IT Services

Financial Budget Report

	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
IT-00-00-5001 Salaries	0	0	0	0	0	0.00
IT-00-00-5002 Overtime	0	0	0	0	0	0.00
IT-00-00-5003 Pension	345	0	300	0	293	-2.18
IT-00-00-5004 Medical	483	0	420	0	445	5.95
IT-00-00-5005 Travel	0	0	0	0	0	0.00
IT-00-21-5001 Salaries	632	0	550	0	596	8.27
IT-00-21-5002 Overtime	138	0	120	0	89	-25.92
IT-00-21-5005 Travel	0	0	0	0	0	0.00
IT-00-22-5001 Salaries	1,380	0	1,200	0	1,188	-1.00
IT-00-22-5002 Overtime	0	0	0	0	0	0.00
IT-00-22-5005 Travel	483	0	420	0	423	0.69
IT-00-23-5001 Salaries	805	0	700	0	699	-0.14
IT-00-23-5002 Overtime	138	0	120	0	115	-3.90
IT-00-23-5005 Travel	0	0	0	0	0	0.00
IT-00-24-5001 Salaries	690	0	600	0	551	-8.24
IT-00-24-5002 Overtime	0	0	0	0	0	0.00
IT-00-24-5005 Travel	552	0	480	-0	611	27.26
501 Personnel	5,646	0	4,910	0	5,010	2.02
*** IT ****						
*** Grand ****						
*** Grand Total ***	5,646	0	4,910	0	5,010	2.02

Slide 44

Slide notes:



R1552961665.TXT - Notepad

File Edit Format View Help

07/07/2010 17:07:45 page 1 Financials Displayed As 1000's

GUMBY HOOPS INC.

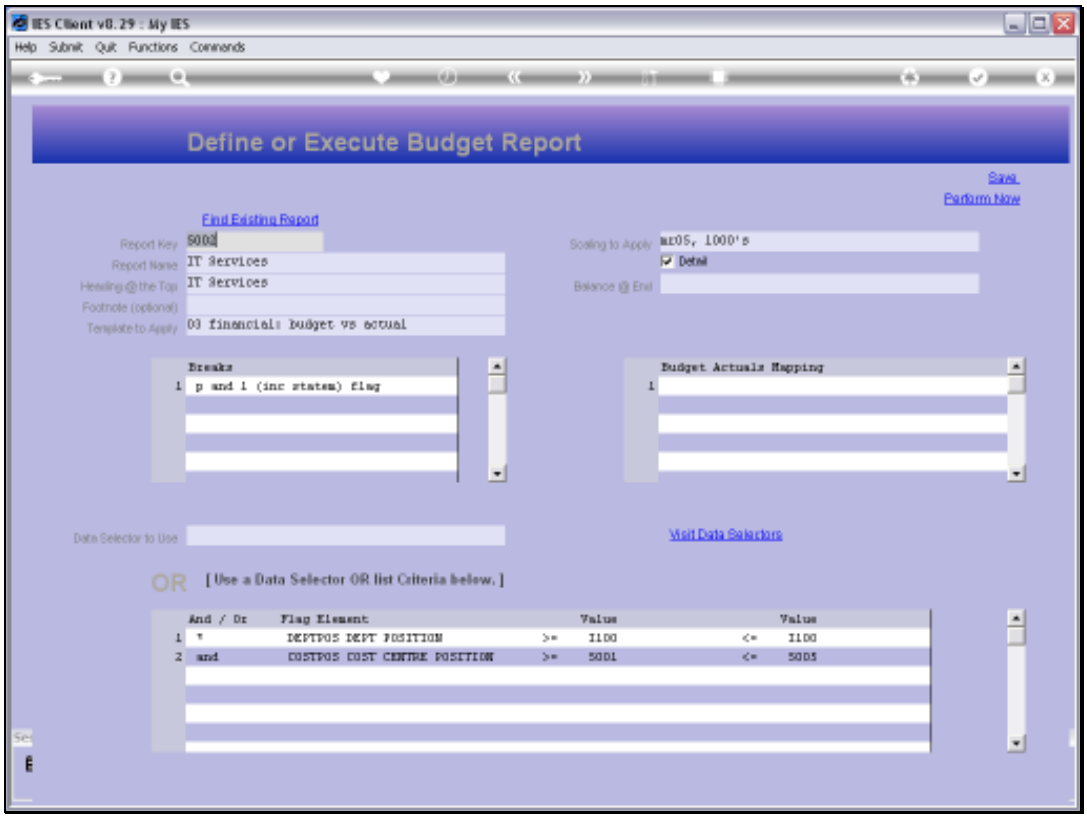
IT Services

Financial Budget Report

	New Budget	Var N / P	Previous Budget	Var N / A	Actuals	Var A/P
11-00-00-5001 Salaries	0	0	0	0	0	0.00
11-00-00-5002 Overtime	0	0	0	0	0	0.00
11-00-00-5003 Pension	345	0	300	0	293	-2.18
11-00-00-5004 Medical	483	0	420	0	445	5.95
11-00-00-5005 Travel	0	0	0	0	0	0.00
11-00-21-5001 Salaries	632	0	550	0	596	8.27
11-00-21-5002 Overtime	138	0	120	0	89	-25.92
11-00-21-5005 Travel	0	0	0	0	0	0.00
11-00-22-5001 Salaries	1,380	0	1,200	0	1,188	-1.00
11-00-22-5002 Overtime	0	0	0	0	0	0.00
11-00-22-5005 Travel	483	0	420	0	423	0.69
11-00-23-5001 Salaries	805	0	700	0	699	-0.14
11-00-23-5002 Overtime	138	0	120	0	115	-3.90
11-00-23-5005 Travel	0	0	0	0	0	0.00
11-00-24-5001 Salaries	690	0	600	0	551	-8.24
11-00-24-5002 Overtime	0	0	0	0	0	0.00
11-00-24-5005 Travel	552	0	480	-0	611	27.26
501 Personnel	5,646	0	4,910	0	5,010	2.02
*** I2 ****						
*** Grand ****						
*** Grand Total ***	5,646	0	4,910	0	5,010	2.02

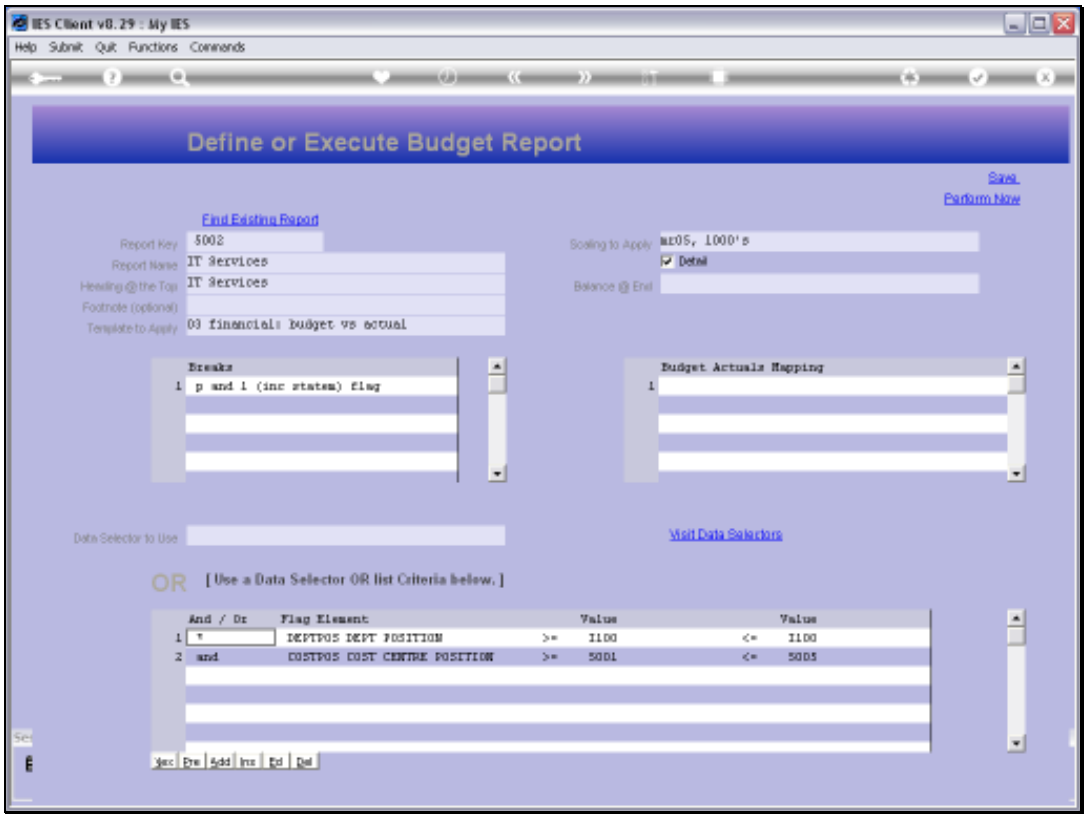
Slide 45

Slide notes:



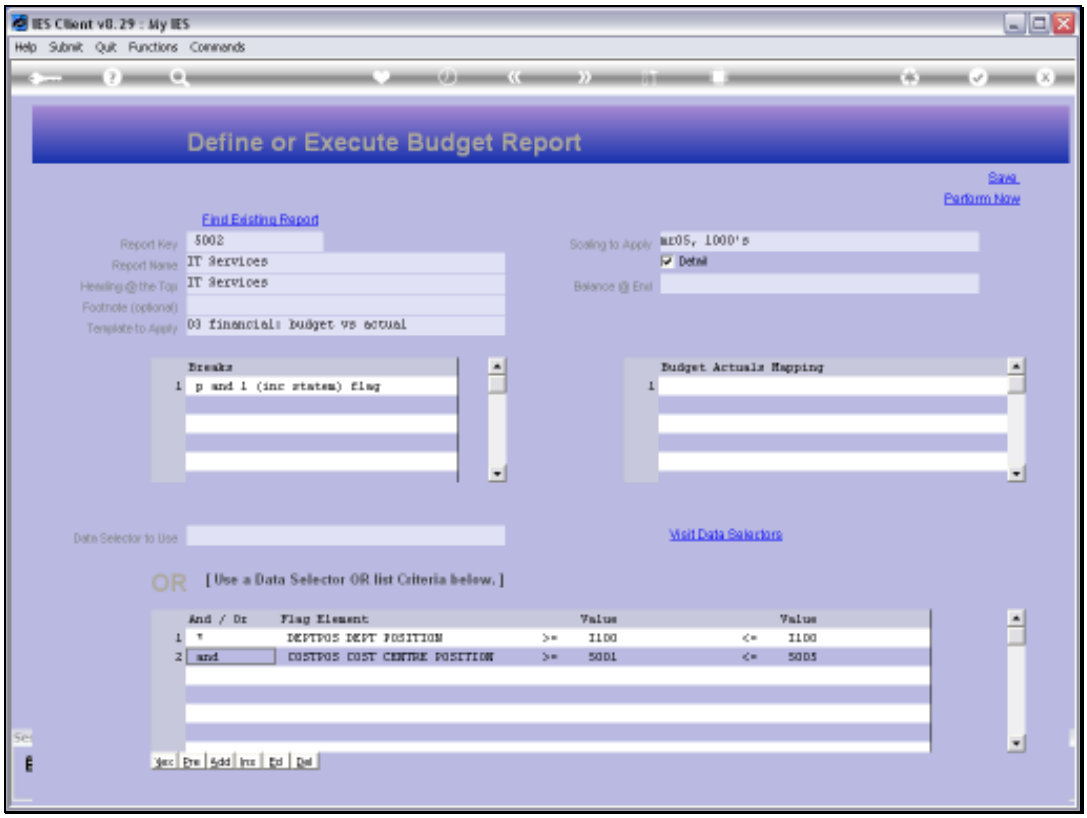
Slide 46

Slide notes: It is advisable to try and stay within 3 lines of criteria, otherwise we may become confused as to what the various 'And' and 'Or' conditions imply, unless of course we use 'And' on all lines. And, we should use any Flag Element only on 1 line. If we have any difficulty staying within these recommendations to select the Accounts we want to include, then it may be better to use a standard Data Selector.



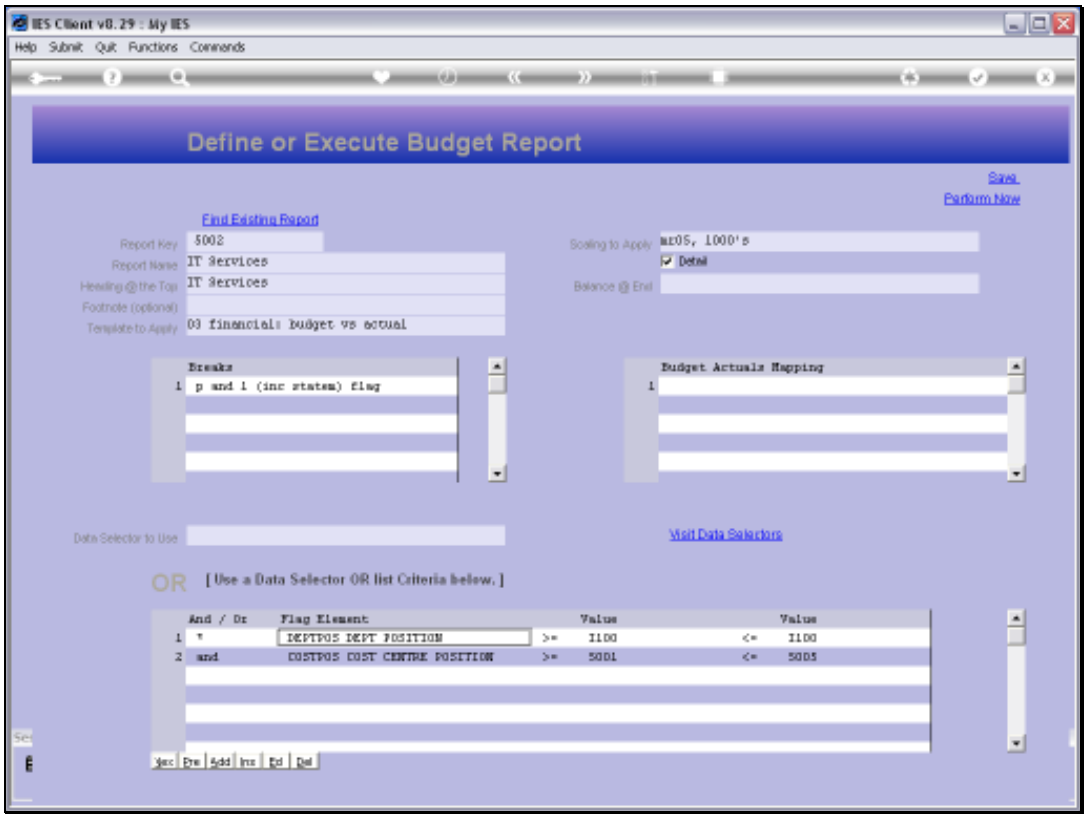
Slide 47

Slide notes:



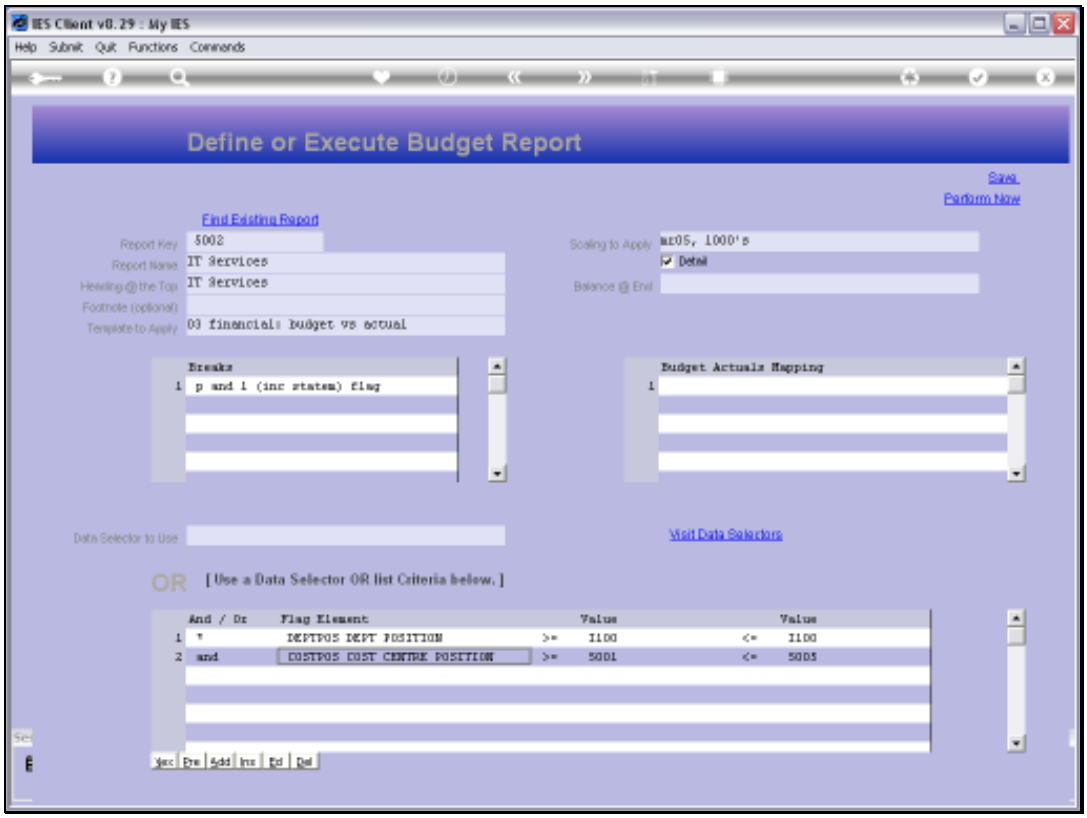
Slide 48

Slide notes:



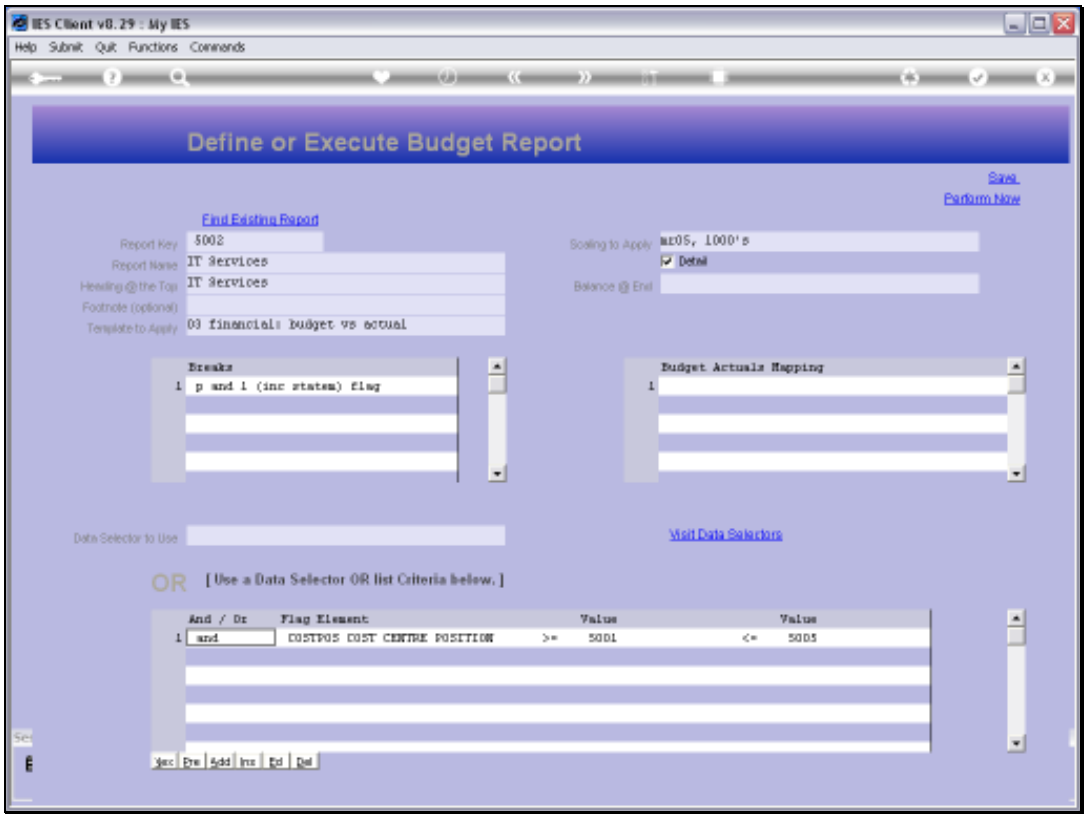
Slide 49

Slide notes:

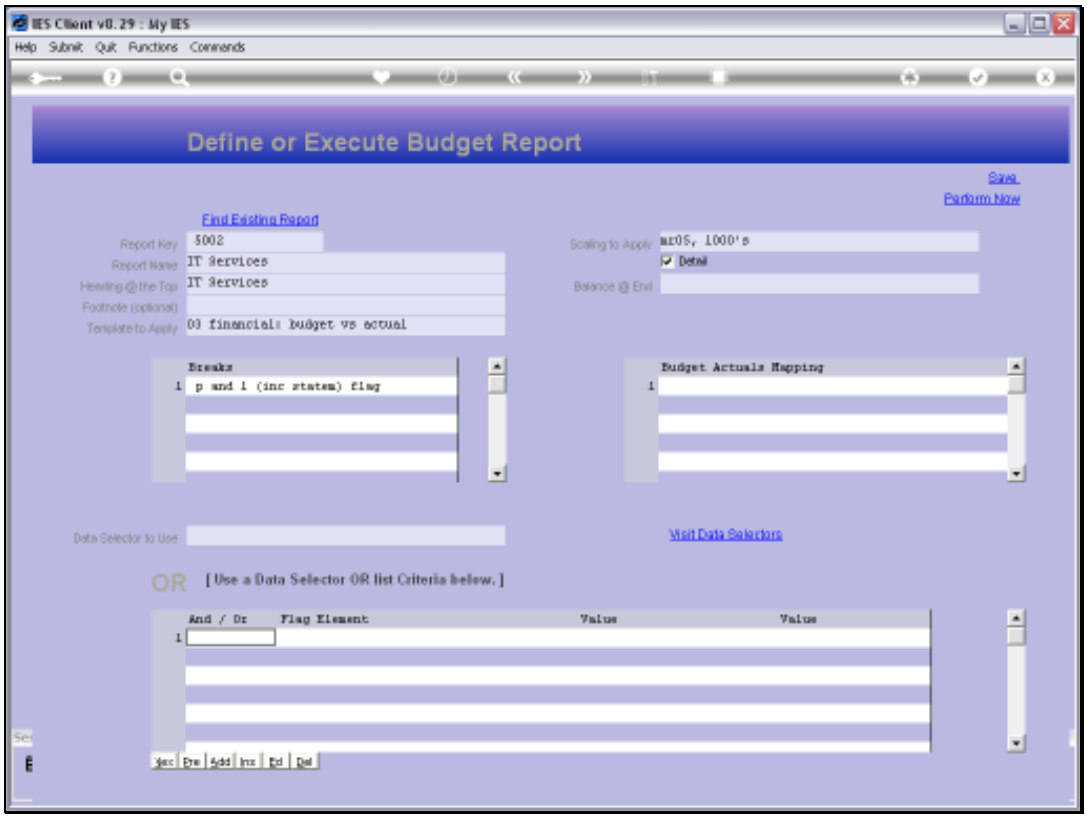


Slide 50

Slide notes:

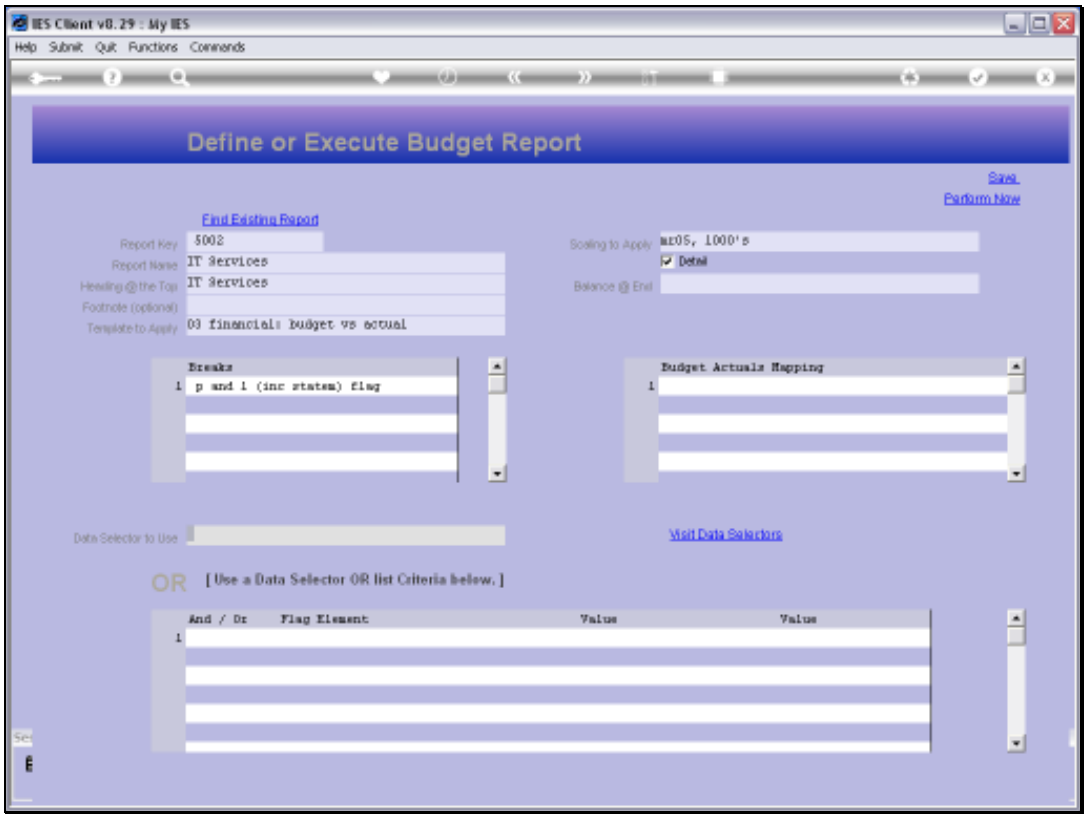


Slide 51
Slide notes:

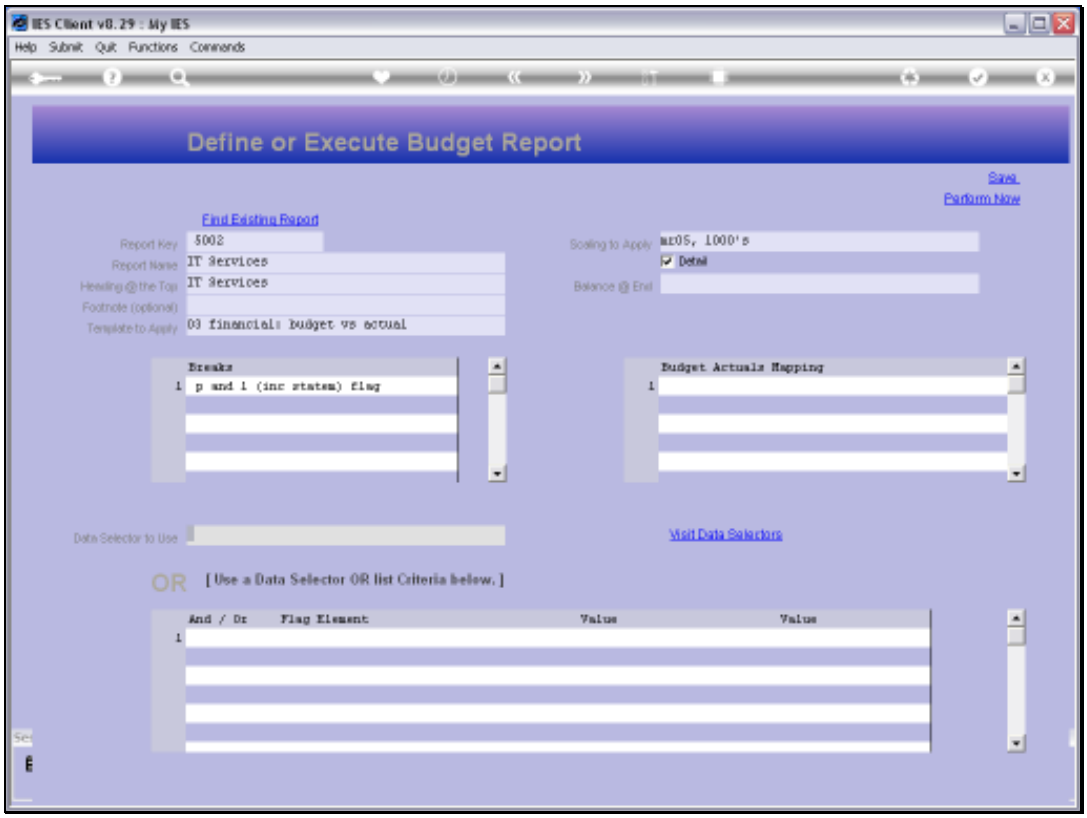


Slide 52

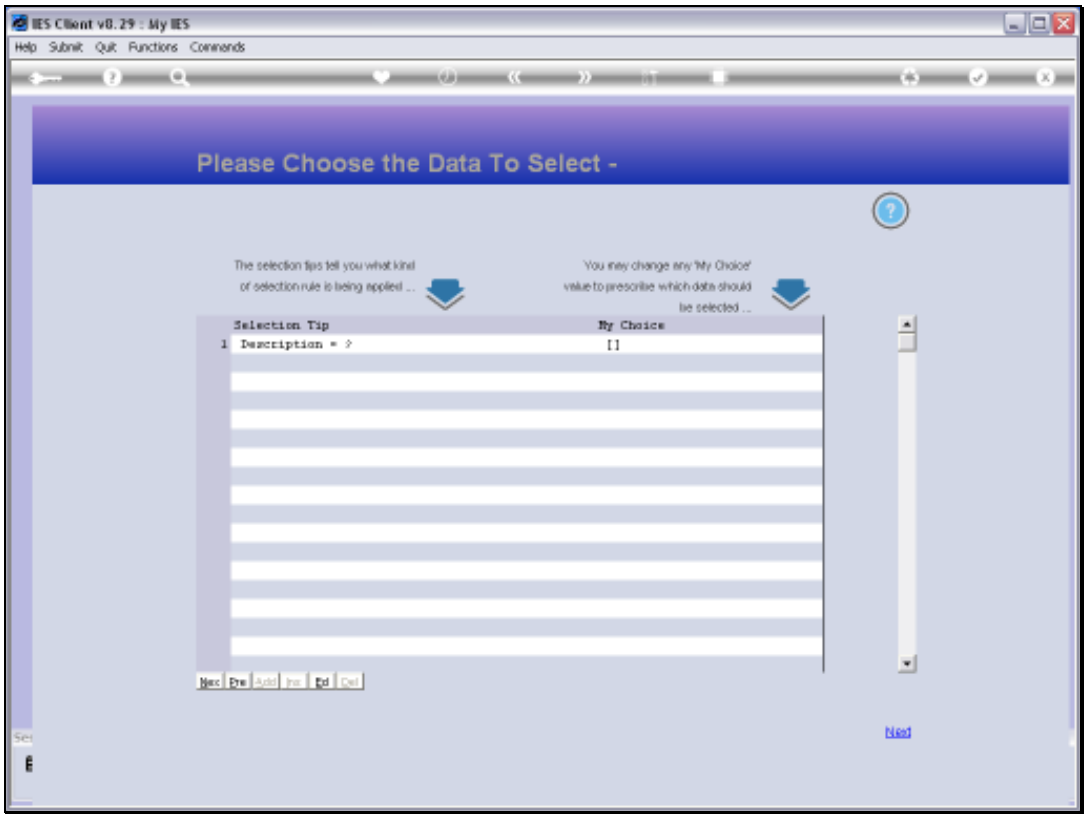
Slide notes: It's a case of using the 'on the fly' Criteria OR using a Data Selector, but not both. Therefore, we delete the Criteria if we want to use a Data Selector instead.



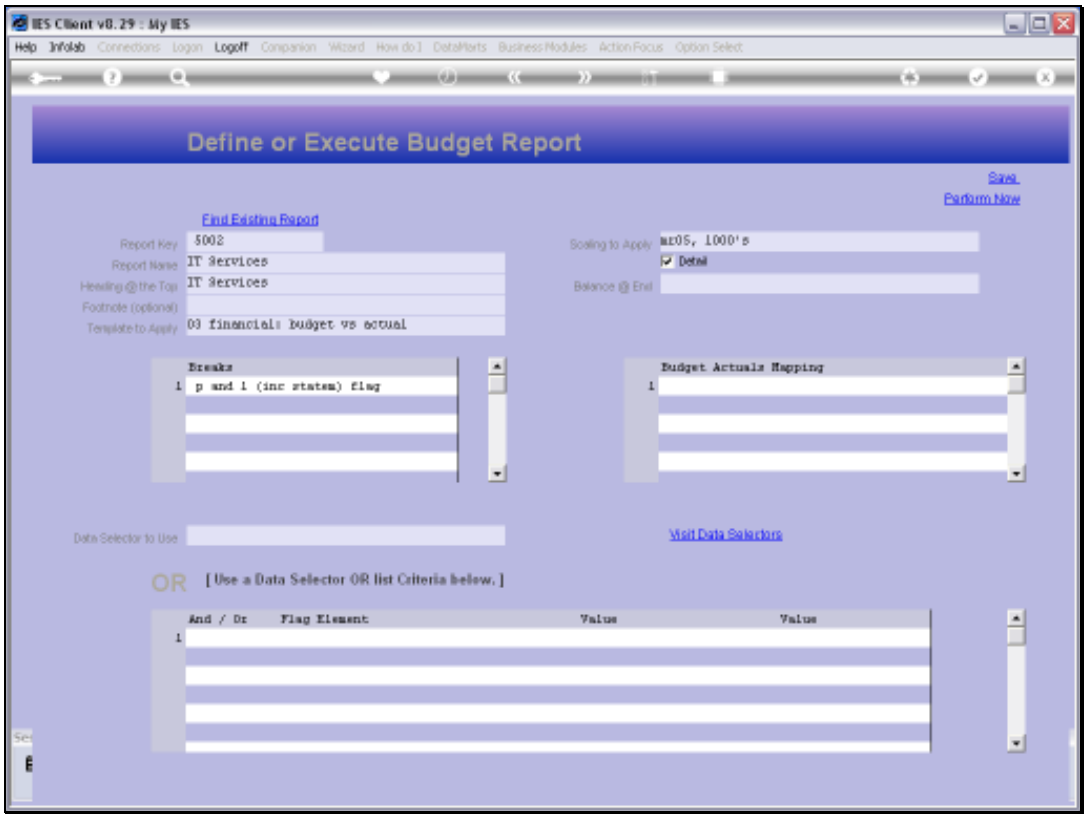
Slide 53
Slide notes:



Slide 54
Slide notes:

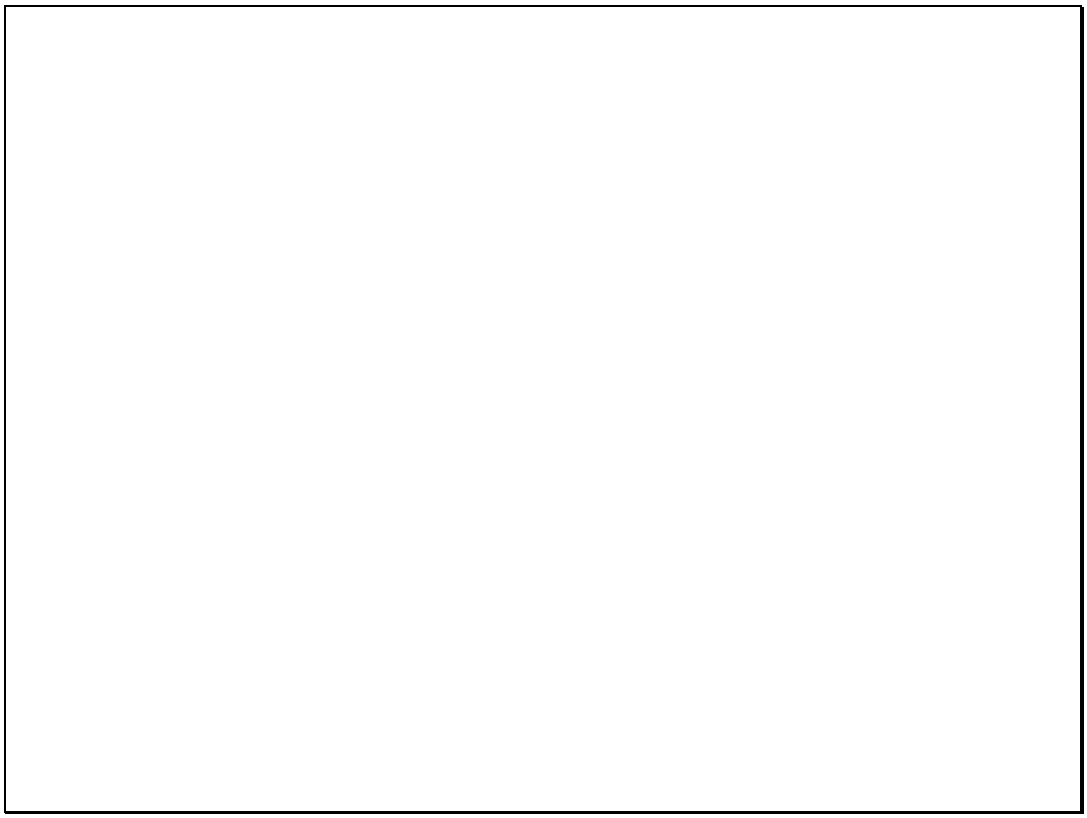


Slide 55
Slide notes:

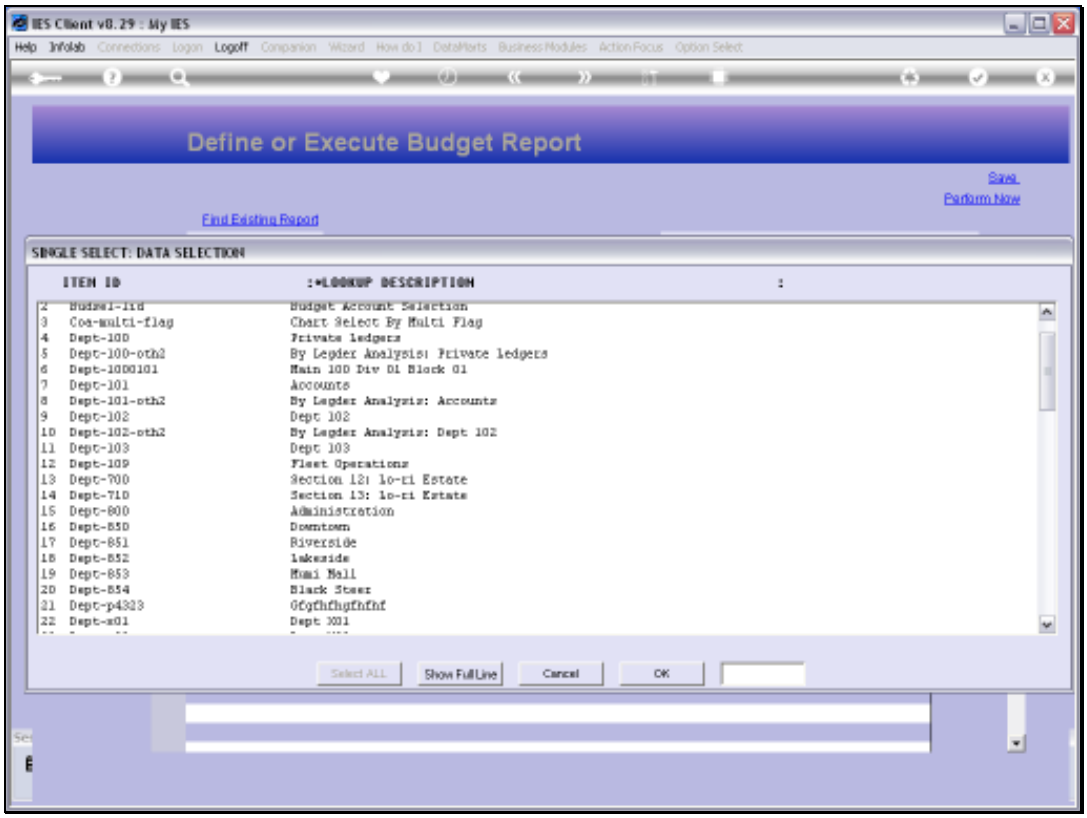


Slide 56

Slide notes:

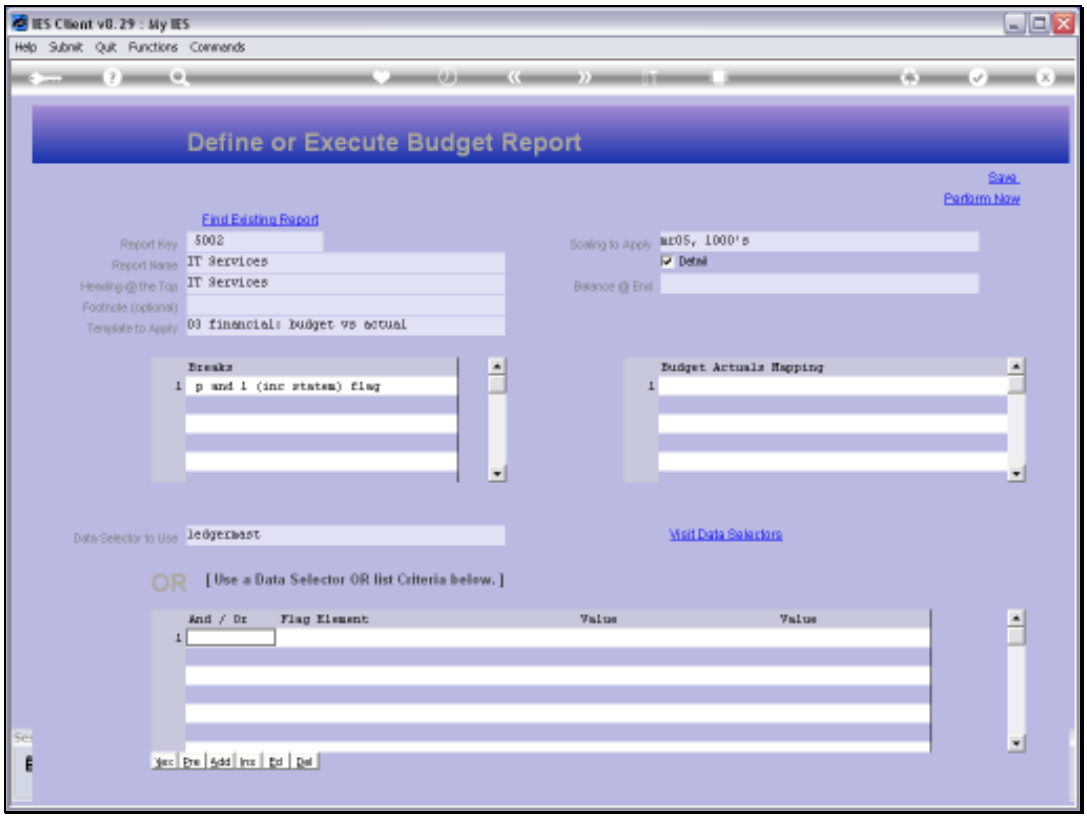


Slide 57
Slide notes:



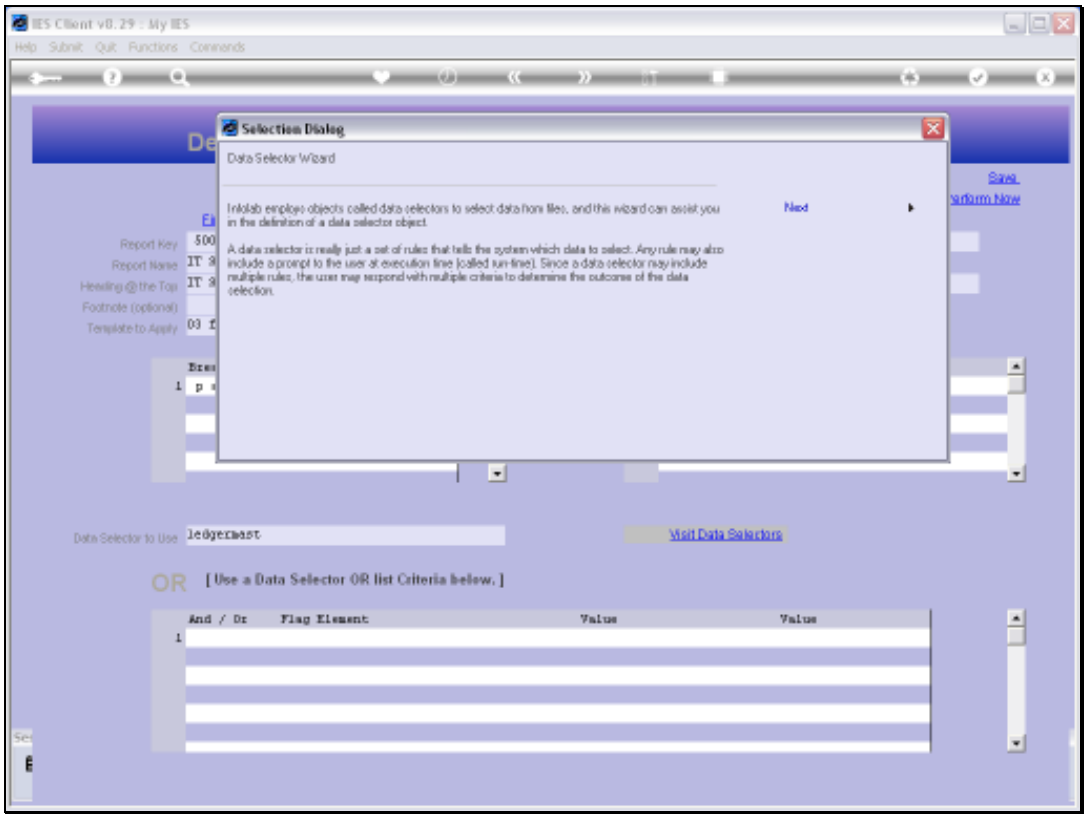
Slide 58

Slide notes: The Data Selector lookup in this case offers only Ledger Data Selectors, because all these Budget Reports use the Ledger Accounts.



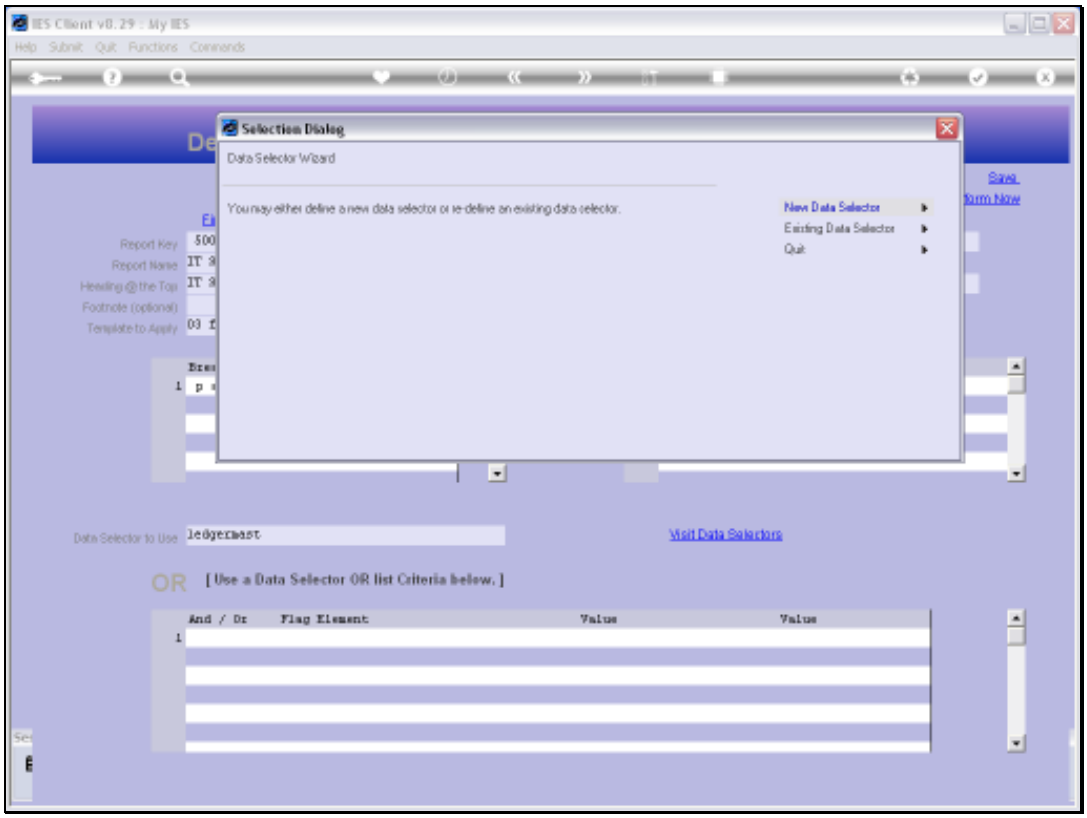
Slide 59

Slide notes: We have another function available: to visit Data Selectors.



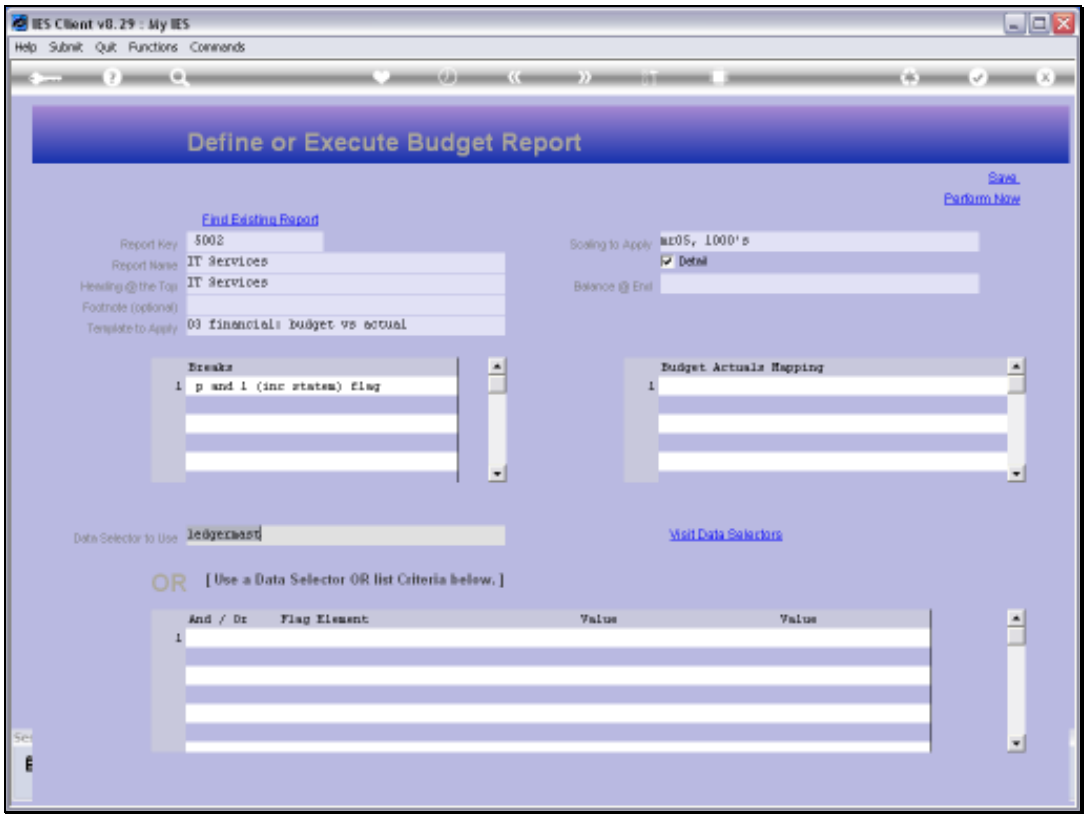
Slide 60

Slide notes: If we choose this option, then we may either select an existing Data Selector, or we may define a brand new Data Selector if we need to.



Slide 61

Slide notes: The wizard will take us through the steps.



Slide 62

Slide notes: So, the data selection for the Budget Writer Reports are either based on a Data Selector, or else on the Criteria that we state for Account selection.