

## CHAPTER 2: GENERAL LEDGER

### Objectives

The objectives are:

- Explain the use of the Chart of Accounts.
- Explain the elements of the G/L Account Card.
- Explain the Chart of Account elements.
- Explain the Budgets feature in Microsoft Dynamics NAV 2009®.
- Explain the G/L Budgets page elements.
- Demonstrate the process of setting up budgets manually
- Explain additional budget processes, such as deleting budget entries.
- Explain the process of creating budgets by using the Copy Budget function.
- Explain the process of creating budgets by using the Export Budget and Import Budget functions.

### Introduction

General Ledger is the central application area of Microsoft Dynamics NAV 2009. General Ledger is where financial information is:

- Posted
- Summarized
- Reported

Two main components of the General Ledger application area are Chart of Accounts and G/L Budgets. The Chart of Accounts provides quick access to G/L accounts and balances, and the Budgets feature provides a comparison between actual amounts and budgeted amounts, by using a combination of:

- G/L accounts
- Periods
- Global dimensions
- Budget dimensions

## Chart of Accounts Overview

A company's financial reporting consists of an Income Statement and a Balance Sheet.

Each account in the Income Statement and the Balance Sheet is called a G/L Account, and all of the G/L Accounts makes the **Chart of Accounts** list.

G/L Accounts is created in the **Chart of Accounts** list as a **G/L Account Card**.

## G/L Account Card

In the **Chart of Accounts** list, all G/L accounts are available and can be viewed at one time. However, there is also a **G/L Account Card** for each account that can be accessed from the **Chart of Accounts** list.

To open an account card page, follow these steps:

1. In the Navigation Pane, click the **Departments** button.
2. Click **Financial Management** and then **General Ledger**.
3. On the **General Ledger** page, select **Chart of Accounts**.
4. Select the relevant account to view.
5. Click **Actions** and then click **View**.

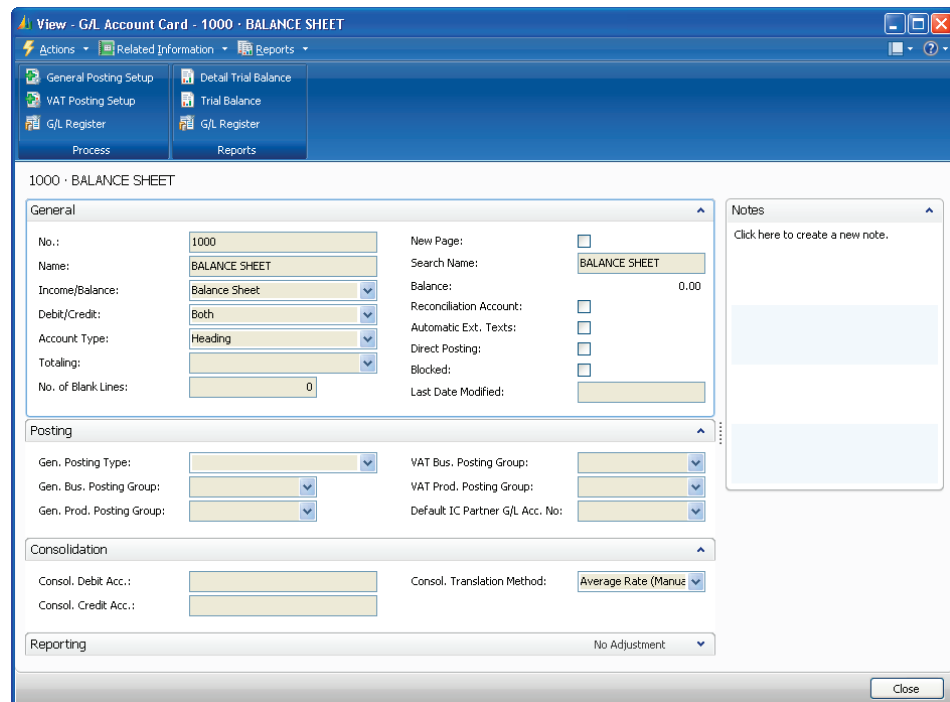


FIGURE 2.1 G/L ACCOUNT CARD

***NOTE:** The fields on the Consolidation FastTab are explained in the Multi Site Operations in Microsoft Dynamics NAV 2009 courseware, and the field on the Reporting FastTab is explained in the Multicurrency lesson in this content.*

---

### **G/L Account Card Action Pane**

The **G/L Account Card** Action Pane has the following navigation accesses:

- Actions
- Related Information
- Reports

The following single-click accesses are also available:

- General Posting Setup
- VAT Posting Setup
- G/L Register
- Detail Trail Balance
- Trial Balance
- G/L Register

### **Actions**

The **Actions** button provides the most relevant navigation accesses for the **G/L Account Card**.

From the **Actions** button, it is possible to view, edit, delete, or create a new G/L Account.

It is also possible to **Refresh** or **Clear Filters** in the **G/L Account Card**. The **Send To** option makes it possible to attach the G/L Account Card to an e-mail or transfer the G/L Account Card to Microsoft® Word or Microsoft® Excel®.

From the **Actions** button's drop-down list, it is also possible to point to **Functions**.

### **Functions**

The **Functions** option is always located under **Actions**. The **Functions** option on the **G/L Account Card** accesses the **Apply Template** function. This function is available when Master Templates are set up during the Rapid Implementation Methodology (RIM) process.

Master Templates for G/L Accounts provide the ability to:

- Create multiple default G/L Account set ups for accounts that are frequently created, such as expenses.
- Use these templates as a basis when creating accounts of this type.
- Eliminate the need for repetitive data entry for similar account creation.

For more information about RIM and Master Templates, refer to the Application Setup in Microsoft Dynamics ® NAV 2009 courseware.

After you create accounts in the **G/L Account Card**, run the **Indent Chart of Accounts** function.

The **Indent Chart of Accounts** function automatically update or fill in the Totaling field for End-Total accounts instead of the user adding the numbers manually.

### Account Button

The **Account** Button is listed under the **Related Information** menu on the action pane. The **Account** button contains the following options:

- **Ledger Entries** - Display all ledger entries for the account.
- **Comments** - Display or enter comments that relates to the account.
- **Dimensions** - Display or enter default dimensions for the account.
- **Extended Texts** - Display or enter extended text for the account.
- **Receivables-Payables** - Provides a summary of the following:
  - Expected net operational cash flow from customers and vendors over time.
  - Open customer and vendor ledger entries sorted by their Due Date instead of Posting Date.

This summary can be viewed by the:

- Period, such as daily, monthly, or quarterly.
  - Expected cash flow movement for a period by clicking the Net Change option.
  - Expected net balance of outstanding customer and vendor balances at any date by clicking the **Balance at Date** option.
- **Where-Used List** - Displays a list of tables where this G/L account is used.

### Balance Button

Use the **Balance** Button to display information about the balances and transaction amounts for the account. Each page accessed from this Quick Path contains filters to help in viewing the information more specifically.

To access the **Balance** button, click on **Related Information** and then click **Balance**.

The **Balance** button has the following options:

- **G/L Account Balance** - Displays the balance or net change for the G/L account over time.
- **G/L Balance** - Displays the balance or net change for all G/L accounts for a specific time period.
- **G/L Balance by Dimensions** - Displays balance or net change information for all accounts. The information displayed in columns and lines can be set to one of the following views:
  - G/L account
  - Period
  - Global Dimensions 1 and 2

### General FastTab

The following fields appear on the **General** FastTab:

- **No.:** The Chart of Account number of the G/L Account.
- **Name:** The Chart of Account name (description)
- **Income/Balance:** Indicates whether the account is classified as an Income Statement or a Balance Sheet account. This field is important in determining whether an account has to be closed in the fiscal year end or not.
- **Debit/Credit:** Indicates the type of entries that will usually be posted to this account. The selection made does not restrict the type of transaction posted to the account.
- **Account Type:** This field indicates the purpose of the account in the different list, journals, and reports. The options are as follows:
  - **Posting:** The only account type where entries can be posted.
  - **Heading:** Used for description purposes only.
  - **Total:** Used to total the accounts ranged in the totaling field.
  - **Begin-Total:** Marks the beginning of an account range in the totaling field.
  - **End-Total:** Marks the end of an account range in the totaling field.

- **Totaling:** Determines the accounts to totaling from the Account Type Total window. This gives the option to totaling groups of accounts that are not in the same classification, such as Gross Income. The field also or the End-Total Account Type.
- **No. of Blank Lines:** Determine the number of blank lines before the account is displayed in a report.
- **New Page:** Determines whether a new report page is printed after the account is displayed in the report.
- **Search Name:** Used to search for a particular account when the account number cannot be recalled.
- **Balance:** Displays the current balance of the account. Click the balance amount to access the **General Ledger Entries** list.
- **Reconciliation Account:** Determines whether the G/L account is included in the **Reconciliation** list in the general journals. Use the **Reconciliation** list before posting to review the effect of posting the accounts in the journal.
- **Automatic Ext. Texts:** If selected, extended text set up on the accounts is automatically added to sales and purchase documentation in the Description field. If not selected, extended text can still be set up on the account and added to documents manually. To create the extended text, click **Related Information**, select **Account**, and then select **Extended Text**.
- **Direct Posting:** Indicate whether posting is allowed directly into this account from a journal line. Be aware that this field is automatically checked when new accounts are created.
- **Blocked:** If selected, prevents entries from posting to this account. Accounts can be blocked and reopened as needed.
- **Last Date Modified:** System generated field; displays the date when the G/L account was last modified.

### Posting FastTab

The **Posting** FastTab contains the following fields that determine how the G/L and VAT transactions are recorded:

- **Gen. Posting Type:** Defines whether the account is used only for a Sale or Purchase transaction or with both types of transactions. This field is:
  - Used with the **VAT Bus. Posting Group** and **VAT System Prod. Posting Group** fields to find where the account posts VAT.
  - Filled in only for revenue and expense accounts where VAT is involved.

- **Gen. Bus. Posting Group:** Identifies the default General Business Posting Group for the account. This field:
  - Indicates whom you sell-to or buy-from.
  - Is used with the **Gen. Prod. Posting Group** and **Gen. Posting Type** fields to find the G/L accounts to post to for sales, purchases, discount amounts, COGS, and inventory adjustments.
- **Gen Prod. Posting Group:** Identifies the default General Product Posting Group for the account. This field:
  - Indicates the type of item sold or purchased.
  - Is used with **the Gen. Bus. Posting Group** and **Gen. Posting Type** fields to find the G/L accounts to post to for sales, purchases, discount amounts, COGS, and inventory adjustments.
- **VAT Bus. Posting Group:** Identifies the default VAT Business Posting Group for the account. This field is used with the **VAT Prod. Posting Group** and **Gen. Posting Type** fields to:
  - Determine VAT percent and VAT calculation type.
  - Find the G/L accounts where the program posts VAT
- **VAT Prod. Posting Group:** Identifies the default VAT Product Posting Group for the account. This field is used with the **VAT Bus. Posting Group** and **Gen. Posting Type** fields to:
  - Determine VAT percent and VAT calculation type.
  - Find the G/L accounts where the program posts VAT
- **Default IC Partner G/L Acc. No.:** Identifies the default IC Inter Company G/L account number for this G/L account. When entering this G/L account in the intercompany general journal, the IC G/L account specified in this field is used as the default balancing account number.

After the posting types and the posting group codes are assigned to a G/L account, these codes are automatically inserted in a journal, sales, or purchase line when the G/L account is selected.

---

***NOTE:** If the general posting groups are set up with default VAT posting groups, the VAT posting group fields are automatically populated with the default values when the general posting group(s) is selected.*

---

### Create an Account in the G/L Account Card

To create an account in the **G/L Account Card**, follow these steps:

1. In the navigation pane, click the **Departments** button and then click **Financial Management**.
2. In the **Financial Management** page, click **General Ledger** and then click **Chart of Accounts**.
3. In the Action Pane select the **New** button
4. On the **General** FastTab, in the **No.** field, enter the account number.
5. In the **Name** field, enter a description.
6. In the **Income/Balance** field, click the drop-down list and select the relevant option.
7. In the **Account Type**, field, click the drop-down list and select the relevant option.
8. If necessary, enter the range in the **Totaling** field.
9. If necessary, enter a value in the **No. of Blank Lines** field.
10. Place check marks in the check boxes as needed.
11. On the **Posting** FastTab, in the **Gen. Posting Type** field, click the drop-down list and select the relevant option.
12. In the **Gen. Bus. Posting Group** field, click the drop-down list and select the relevant option.
13. In the **Gen. Prod. Posting Group** field, click the drop-down list and select the relevant option.
14. Enter information on the **Consolidation** and **Reporting** FastTabs as necessary.

To assign a dimension to the G/L account, follow these steps:

1. Select **Related Information** on the action pane, point to **Account**, and then click **Dimensions-single**.
2. In the **Dimension Code** field, click the drop-down list and select the relevant dimension from the list.
3. In the **Dimension Value Code** field, click the drop-down list and select the relevant dimension value from the list.
4. If there are dimension posting requirements, in the **Value Posting** field, click the drop-down list and select the appropriate option.
5. Close the **Default Dimension** and the **G/L Account Card**.

To indent the new G/L account, follow these steps:

1. In the **Chart of Accounts** list, locate and select the new account.
2. Click **Actions**, point to **Functions**, and then click **Indent Chart of Accounts**.
3. Click **Yes** to run the indent function.
4. Close the **Chart of Accounts** list.



## Lab 2.1 - Create a Revenue Account

### Scenario

A new revenue account must be created for miscellaneous sales. Because you are the accounting manager at CRONUS International Ltd., it is your responsibility to use the following information to set up the new account by using the G/L Account Card:

- Miscellaneous Sales, account number 6140, is an income statement account that is used to accumulate transactions.
- Direct posting is allowed.
- The posting groups are as follows:

Field	Value
Gen Posting Type	Sale
Gen. Bus. Posting Group	NATIONAL
Gen. Prod. Posting Group	MISC
VAT Bus. Posting Group	NATIONAL
VAT Prod. Posting Group	VAT25

Make sure that the Account Types are formatted and the hierarchy is established.

### Challenge Yourself!

1. Create the revenue account by using the information that is provided in the scenario.
2. Run the function to align the account display.

### Need a Little Help?

1. Open a new **G/L Account Card** page.
2. Complete the **General** FastTab by using the information provided in the scenario.
3. Complete the **Posting** FastTab by using the information provided in the scenario.
4. Run the **Indent Chart of Accounts** function.

## Step by Step Solution

1. In the navigation pane, click the **Departments** button and then click **Financial Management**.
2. In the **Financial Management** page, click **General Ledger**, and then click **Chart of Accounts**.
3. In the Action Pane, select the **New** button.

In the **General** FastTab enter the following:

1. In the **No.** field, enter 6140.
2. In the **Name** field, enter Sales, Miscellaneous.
3. Make sure that the **Income/Balance** field displays Income Statement.
4. Make sure that the **Account Type** field displays Posting.
5. Make sure that a check mark is in the **Direct Posting** field.

In the **Posting** FastTab enter the following:

1. In the **Gen. Posting Type** field, click the drop-down list and select Sale.
2. In the **Gen. Bus. Posting Group** field, click the drop-down list and select NATIONAL.
3. In the **Gen. Prod. Posting Group** field, click the drop-down list and select MISC.
4. Press **ENTER** or **TAB**. The VAT posting group fields are automatically populated based on the general posting group selections.
5. Close the **G/L Account Card**.
6. In the **Chart of Accounts** list, click **Actions**, point to **Functions**, and then click **Indent Chart of Accounts**.
7. Click **Yes** to run the indent function.
8. Review the new account; notice that it is indented with the other sales accounts in the same range.

## Chart of Accounts Page

The **Chart of Accounts** page contains the same fields on the **G/L Account Card** page in a table format. In addition to the information on the individual account cards, the **Chart of Accounts** list displays the current **Net Change** and **Balance** information for the accounts.

No.	Name	Income/Bal...	Account Type	Totaling
1000	BALANCE SHEET	Balance Sh...	Heading	
1002	ASSETS	Balance Sh...	Begin-Total	
1003	Fixed Assets	Balance Sh...	Begin-Total	
1005	Tangible Fixed Assets	Balance Sh...	Begin-Total	
1100	Land and Buildings	Balance Sh...	Begin-Total	
1110	Land and Buildings	Balance Sh...	Posting	
1120	Increases during the Year	Balance Sh...	Posting	
1130	Decreases during the Year	Balance Sh...	Posting	
1140	Accum. Depreciation, Buildings	Balance Sh...	Posting	
1190	Land and Buildings, Total	Balance Sh...	End-Total	1100..119
1200	Operating Equipment	Balance Sh...	Begin-Total	
1210	Operating Equipment	Balance Sh...	Posting	
1220	Increases during the Year	Balance Sh...	Posting	
1230	Decreases during the Year	Balance Sh...	Posting	
1240	Accum. Depr., Oper. Equip.	Balance Sh...	Posting	
1290	Operating Equipment, Total	Balance Sh...	End-Total	1200..129
1300	Vehicles	Balance Sh...	Begin-Total	
1310	Vehicles	Balance Sh...	Posting	
1320	Increases during the Year	Balance Sh...	Posting	
1330	Decreases during the Year	Balance Sh...	Posting	
1340	Accum. Depreciation, Vehicles	Balance Sh...	Posting	

FIGURE 2.2 CHART OF ACCOUNTS

If the account numbers are numeric only, they are sorted differently, depending on whether Microsoft Dynamics NAV Server or the Microsoft® SQL Server® is used:

- With the Microsoft Dynamics NAV Server, account numbers are sorted in ascending numeric order.
- With the Microsoft SQL Server, account numbers are sorted in ascending alphabetical order.

Therefore, care must be taken when setting up a numeric account number structure to make sure the correct ordering of accounts in the chart of accounts.

The **Chart of Accounts** contains an Action Pane with options similar to the **G/L Account Card**:

- Actions
  - Functions
  
- Related Information
  - Account
  - Balance
  
- Reports

And the following single-click accesses:

- New
- Indent Chart of Accounts
- G/L Register
- Detail Trial Balance
- Trial Balance
- G/L Register

To use the options for an account in this page, select the line and then select one of the options.

### Account Button

The **Account** button contains the following functions:

- **Ledger Entries** - Same functions as described in the G/L Account Card section.
- **Comments** - Same functions as described in the G/L Account Card section.
- **Dimensions:**
  - **Dimensions - Single** - The same function as the Dimensions function on the account card.
  - **Dimensions - Multiple** - Used to assign the same default dimensions to multiple accounts.

Because the Chart of Accounts page is a list of accounts, it is possible to assign the same default dimensions to several accounts by selecting the relevant account lines. Therefore, reducing the entry time is needed for setting up default dimensions

- **Extended Texts** - Same functions as described in the G/L Account Card section

- **Receivables-Payables** - Same functions as described in the G/L Account Card section
- **Where-Used List** - Same functions as described in the G/L Account Card section.

### Balance Button

The **Balance** button contains the following options:

- **G/L Account Balance** - Same functions as described in the G/L Account Card section.
- **G/L Balance** - Same functions as described in the G/L Account Card section.
- **G/L Balance by Dimension** - Same functions as described in the G/L Account Card section.
- **G/L Account Balance/Budget** - Displays the actual and budgeted balance or net change for the G/L account over time.
- **G/L Balance/Budget** - Displays the actual and budgeted balances or net change for all G/L accounts for a specific time period.
- **Chart of Accounts Overview** - Displays the Chart of Accounts that have different levels of detail. Use the Expand and Collapse feature to view only header and footer accounts or all the accounts in between.

### Functions

The **Functions** button contains a different function: the **Indent Chart of Accounts** function. This function is used to indent accounts according to the defined hierarchy.

Establish the hierarchy by using the account types Begin-Total and End-Total. Account numbers within this range are included in the End-Total range in the **Totaling** field.

---

***NOTE:** The Indent **Chart of Accounts** function is also available from the Action Pane.*

---

### Assign the Same Dimensions to Multiple G/L Accounts

To assign the same dimensions to multiple G/L Accounts, follow these steps:

1. In the **Chart of Accounts** page, select all the accounts to assign dimensions to.
2. Click **Related Information** and point to **Account**, point to **Dimensions**, and then click **Dimensions - Multiple**.
3. Click **New** to create a new dimension.

4. Fill in the **Dimension Code**, **Dimension Value Code**, and **Value Posting** fields.
5. Close the **Default Dimension-Multiple** page.
6. Verify that the dimension is assigned to multiple accounts by selecting an account, clicking **Related Information**, pointing to **Account**, and then clicking **Dimensions - Single**.
7. Close the **Default Dimension** page and repeat step 5 for a different account.

## Lab 2.2 - Create a VAT Account

### Scenario

A new 30 percent purchase VAT is introduced in the European Union (EU). As the accounting manager, it is your responsibility to set up the new account by using the following criteria:

- Purchase VAT 30 % EU, account number 5622.
- A balance sheet account that is used to accumulate transactions.
- Direct Posting is not allowed.

It has also been decided to assign an Area dimension of 30 with a Code Mandatory value posting to the following accounts:

- 5620
- 5621
- 5622

Make sure that the Account Types are formatted and the hierarchy is established.

### Challenge Yourself!

1. Enter the new account as specified in the scenario.
2. Assign the dimension to the accounts as specified in the scenario.
3. Run the function to align the account display.

### Need a Little Help?

1. Open the **Chart of Accounts** page.
2. Create the new account as specified in the scenario.
3. Mark the **Direct Posting** check box.
4. Assign the Area dimension to the VAT accounts as specified in the scenario.
5. Run the **Indent Chart of Accounts** function.

### Step by Step Solution

1. In the Navigation Pane, click the **Departments** button and then click **Financial Management**.
2. In the **Financial Management** page, click **General Ledger** and then click **Chart of Accounts**.
3. In the Action Pane click **New**.
4. In the **No.** field, enter 5622 and then press **enter**.

5. In the **Name** field, enter Purchase VAT 30 % EU and then press **enter**.
6. Make sure that the **Income/Balance** field is set to Balance Account.
7. Make sure that the **Account Type** field is set to Posting.
8. In the **Direct Posting** check box, click to remove the check mark.
9. Click **OK**.
10. Click to highlight the lines in the **Chart of Accounts** page for accounts 5620, 5621, and 5622.
11. Click **Related information** and point to **Account**, point to **Dimensions**, and then click **Dimensions-Multiple**.
12. Click **New**.
13. In the **Dimension Code** field, click the Drop-Down list and select Area.
14. In the **Dimension Value Code** field, enter 30.
15. In the **Value Posting** field, click the **Drop-Down list** and select Code Mandatory.
16. Click **OK** to close the **Default Dimension-Multiple** page.
17. Click the **Indent Chart of Accounts** in the Action Pane.
18. Click **Yes** to run the indent function.
19. Close the **Chart of Accounts** page.



## General Ledger Budgets

In Microsoft Dynamics NAV 2009, the budget feature provides the opportunity to:

- Create multiple budgets for identical time periods by using separate names.
- Create simple or complex budgets by selecting a combination of G/L account, period, the two global dimensions, and four budget dimensions.
- Copy budgets from previous periods and revise budget figures by using an adjustment factor.
- Export budgets to and import budgets from Microsoft® Excel®.

### Setting Up G/L Budget Names

Users can set up multiple budgets for identical time periods by creating budgets with separate names in the **G/L Budget** page. Global dimensions are available on all budgets, but users can specify four additional Budget dimensions on each budget.

Budget dimensions can be used to:

- Set filters on a budget
- Add dimension information to budget entries

To complete the **G/L Budget Names** page, follow these steps:

1. In the Navigation Pane, click the **Departments** button and then click **Financial Management**.
2. In the **Financial Management** page, click **General Ledger** and then click **G/L Budgets**.
3. In the Action Pane in the **G/L Budget** page, select the **New** button.
4. In the **Name** field, enter a unique identifier for this budget.
5. In the **Description** field, enter a short description.
6. In the **Budget Dimension 1 Code** field, click the drop-down list and select the relevant dimension, as needed.
7. In the **Budget Dimension 2 Code** field, click the drop-down list and select the relevant dimension, as needed.
8. In the **Budget Dimension 3 Code** field, click the drop-down list and select the relevant dimension, as needed.
9. In the **Budget Dimension 4 Code** field, click the drop-down list and select the relevant dimension, as needed.
10. Click **OK**.

## Budget

The G/L Budget page lists all the budgets that are set up for a company.

The budgets are set up in the **Budget Matrix** page. The **Budget Matrix** page displays budgeted amounts in various views. This includes the following:

- G/L accounts in different time periods
- Dimensions in different time periods
- Dimensions and G/L accounts
- Dimensions and Dimensions

### Budget Page

To set up the **Budget Matrix** page, access the **G/L Budget** page by clicking the **Department** button, click **Financial Management**.

In the **Financial Management** page, click **General Ledger** and then click **G/L Budgets**, select the budget to view and double-click.

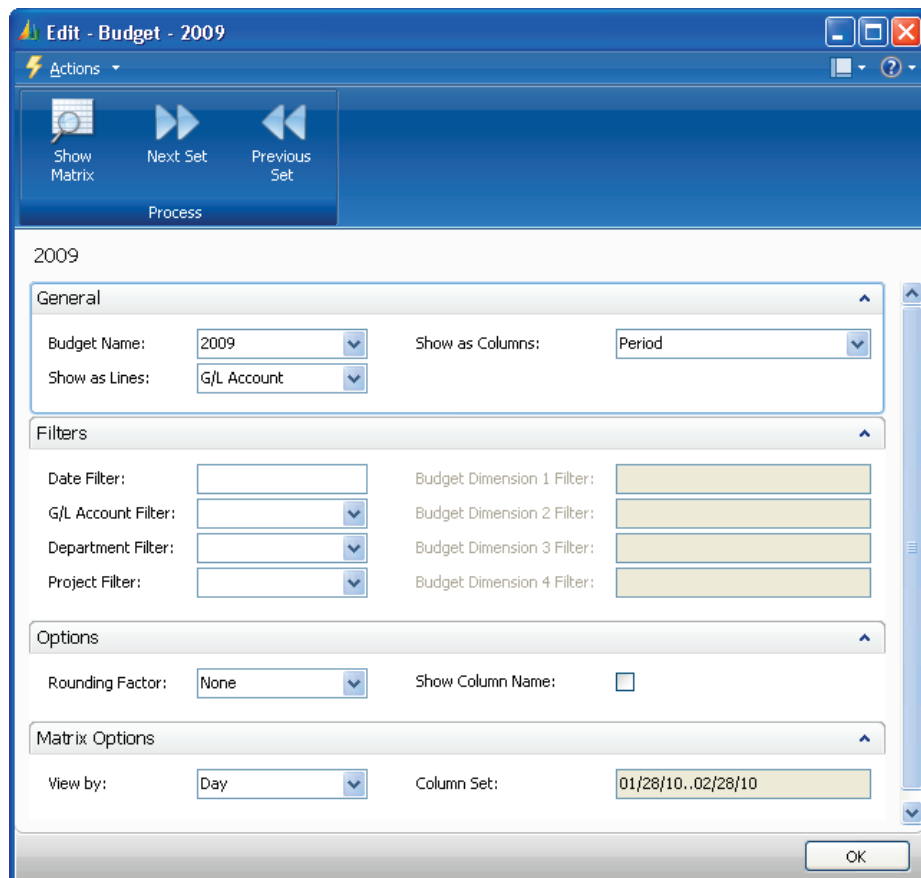


FIGURE 2.3 BUDGET PAGE

The **Budget** page contains four FastTabs:

- General
- Filters
- Options
- Matrix Options

### General FastTab

On the **General** FastTab, the following fields appear:

- **Budget Name** - Identifies the name of the budget.
- **Show as Lines** - Determines how the lines are displayed. The options are as follows:
  - Global Dimension 1 and 2
  - G/L Account
  - Period
  - Budget dimensions, if they are specified for the selected budget
- **Show as Columns** - Determines how the columns are displayed. The options are the same as in the Show as Lines field.

### Filters FastTab

The **Filters** FastTab contains fields used to determine how the information in the **Budget** window is displayed. This includes the following:

- **Date Filter** - Used to filter amount fields by date. If this field contains starting and ending dates for a time period, the values in the:
  - **Net Change** and **Budgeted Amount** fields will display the net change on an account during that period.
  - **Balance at Date** and **Budget at Date** fields will show the balance from the starting to the ending dates of the filter.
- **G/L Account Filter** - Used to set a filter for G/L accounts so the values in the following fields are based only on the G/L accounts included in the filter:
  - Balance
  - Budget at Date
  - Budgeted Amount

- **Department Filters** and **Project Filters** - Used to set a filter for a dimension so that the values in the following fields are based only on the dimension values included in the filter:
  - Net Change
  - Balance at Date
  - Balance
  - Budget at Date
  - Budgeted Amount
- Four other **Budget Dimension Filters** - Used to set a filter for a budget dimension so that the amounts in the budget fields are based only on entries with the dimension values included in the filter.

---

*NOTE: The more filters used in the G/L Budget, the more detail is included in management reporting. It is recommended that you enter and filter budget information in the same way as when you are recording G/L entries.*

---

### Options FastTab

The **Options** FastTab contains two fields:

- **Rounding Factor** - Determines how the amounts in the columns are rounded.
- **Show Column Name** - If selected, the descriptive names given to dimension values and G/L accounts are displayed instead of the corresponding codes.

### Matrix Options FastTab

The **Matrix Options** FastTab contains two fields:

- **View By** - Use to adjust the period, such as days, months, years, and accounting periods.
- **Column Set** - the system automatically updated this field determined by the filter set in the **View by** field.

## Budget Matrix Page

To access the **Budget Matrix** page, click **Show Matrix** in the **Budget** page's Action Pane.

Code	Name	Budgeted Amount	01/28/10	01/29/10	01/30/10
1000	BALANCE SHEET				
1002	ASSETS				
1003	Fixed Assets				
1005	Tangible Fixed Assets				
1100	Land and Buildings				
1110	Land and Buildings				
1120	Increases during the Year				
1130	Decreases during the Year				
1140	Accum. Depreciation, Buildings				
1190	Land and Buildings, Total				
1200	Operating Equipment				
1210	Operating Equipment				
1220	Increases during the Year				
1230	Decreases during the Year				
1240	Accum. Depr., Oper. Equip.				
1290	Operating Equipment, Total				
1300	Vehicles				
1310	Vehicles				

FIGURE 2.4 BUDGET MATRIX

In the lines, enter and view the budgeted amounts.

From the Action Pane, you have access to alternative views of the budgets and the ability to perform budget-related functions, such as:

- Reversing column and line displays
- Copying and deleting budgets.
- Importing from and exporting to Excel

## Budget Lines

The budget lines are separated into two sections:

- The left pane defines the lines as selected in the **Show as Lines** field in the **General** FastTab.
- The right pane defines the columns as selected in the **Show as Columns** field in the **General** FastTab.

The fields for the lines are static regardless of the selection in the **Show as Lines** field:

- **Code, Name** - Displays the code and name of the G/L Account, Dimension, or Period.
- **Budgeted Amount** - Displays the total budget of the selected G/L account, Dimension, or Period. This field is automatically calculated and updated. The underlying entries can be accessed by clicking the AssistButton in this field.

The column fields are dynamic and determined by the selection the **Show as Columns** field.

### Balance Button

To access the **Balance** button, click **Related Information** in the Action Pane and point to **Balance**.

The **Balance** button contains two options:

- **G/L Account Balance/Budget** - Displays a summary of the following for the account selected on the **Budget Matrix** page:
  - Debit and credit balances
  - Budgeted amounts for different time periods
- **G/L Balance/Budget** - Displays a scrollable summary, for the time period selected, of the following for each account in the chart of accounts:
  - Debit and credit balances
  - Budgeted amounts

### Functions

To access the **Functions**, click on the **Actions** button in the Action Pane and point to **Functions**.

**Functions** contains the following options:

- **Copy Budget** - Used to copy an existing budget to a new one. This function is explained in more detail in the Copy Budget lesson of this content.
- **Delete Budget** - Used to delete entries of the selected budget. This function is explained in more detail in the Delete Budget Entries lesson of this content.
- **Export to Excel / Import from Excel** - Used to export a budget from Microsoft Dynamics NAV 2009 to an Excel workbook and vice versa. These functions are explained in more detail in the Export and Import Budgets lesson in this content.

## Fill In the Blanks: Budget Name and Budget Pages

Fill in the blanks to test your knowledge of this section.

1. Go to \_\_\_\_\_ to adjust the period, such as days, months, years, and accounting periods.
2. The \_\_\_\_ as Columns and \_\_\_\_ as Lines fields determine how columns and lines are displayed in a budget.
3. The column fields in the budget lines are \_\_\_\_\_.
4. Multiple budgets can be set up for identical time periods by creating budgets with separate \_\_\_\_\_.
5. Budget \_\_\_\_\_ can be used to set filters on a budget.

## Create Budgets Manually

In Microsoft Dynamics NAV 2009, budgets can be created in many ways. This includes the following:

- Manually
- Copying from an existing budget
- Importing an exported budget or an Excel spreadsheet

This lesson includes a demonstration of creating a budget manually and also provides additional budget setup information, such as:

- Changing or Adding Dimensions
- Budgeting with Begin-Totals and End-Totals
- Deleting Budget Entries

## Demonstration: Create a Budget

**Scenario:** Sara, the CFO at CRONUS International Ltd., must set a January 2011 sales budget by using Budget dimensions Business Group and Customer Group.

The Budget must be set to:

- Lines: G/L Account
- Columns: Customer Group
- Date filter: January 2011
- Department (Global Dimension 1) filter: Sales
- Column Names are displayed
- Monthly view

The entries in the following table must be made for January 2011.

<b>G/L Account</b>	<b>Intercompany</b>	<b>Large Business</b>	<b>Medium Business</b>	<b>Private</b>	<b>Small Business</b>
6110	-20000	-15000	-10000	-5000	-1000
6120	-15000	-10000	-8000	-1000	
6130	-10000	-5000	-3000		

## Steps

To enter the budget header, follow these steps:

1. In the Navigation Pane, click the **Departments** button, click **Financial Management**, click **General Ledger**, and then click **G/L Budgets**.
2. In the **G/L Budget** Action Pane, click **New**.
3. In the **Name** field, enter 2011.
4. In the **Description** field, enter 2011 budget.
5. In the **Budget Dimension 1 Code** field, click the drop-down list and select Business Group.
6. In the **Budget Dimension 2 Code** field, click the drop-down list and select Customer Group.
7. Click **OK**.
8. Select the 2011 Sales Budget and double-click to open the **Budget** page.
9. On the **General** FastTab, in the **Show as Lines** field, make sure that G/L Account is selected.
10. On the **General** FastTab, in the **Show as Columns** field, click the drop-down list and select Customer Group.
11. Click **OK**.
12. On the **Filters** FastTab, in the **Date Filter** field, enter 010111..013111.
13. On the **Filters** FastTab, in the **Department Filter** field, click the drop-down list and select Sales.
14. Click **OK**.
15. On the **Options** FastTab, place a check mark in the **Show Column Name** check box.
16. On the **Matrix Option** FastTab, in the **View by** field, click the drop-down list and select month.



To enter the budget lines, follow these steps:

In the **Edit - Budget - 2011** window, click **Show Matrix** in the Action Pane.

1. In the lines section, locate and select G/L Account 6110.
2. Click in the field **Budgeted Amount** to see the G/L Budget Entries for 6110.
3. Click **New** in the Action Pane to open a new journal.
4. The following information will automatically be in each line.
  - Budget name: 2011
  - Date 01-01-2011
  - G/L account 6110
  - Department code: Sales.

---

***NOTE:** Description is left blank, but can be used for additional information on the budget.*

---

5. Enter the following information to be posted on account 6110:
  - In the **Costumergroup** field select **Intercompany Customers** , in the **Amount** field enter -20000.
  - In the **Costumergroup** field select **Large Business**, in the **Amount** field enter -15000.
  - In the **Costumergroup** field select **Medium Business**, in the **Amount** field enter -10000.
  - In the **Costumergroup** field select **Private**, in the **Amount** field enter -5000.
  - In the **Costumergroup** field select **Small Business**, in the **Amount** field enter -1000.
6. Click **OK**.
7. Locate and select G/L Account 6120 in the **Budget Matrix**.
8. Click in the field **Budgeted Amount** to see the G/L Budget Entries for 6120.
9. Click **New** in the Action Pane.
10. Enter the following information for account 6120:
  - In the **Costumergroup** field, select **Intercompany Customers**; in the **Amount** field enter -15000.
  - In the **Costumergroup** field, select **Large Business**; in the **Amount** field, enter -10000.
  - In the **Costumergroup** field, select **Medium Business**; in the **Amount** field, enter -8000.
  - In the **Costumergroup** field, select **Private** field; in the **Amount** field, enter -1000.

11. Click **OK**.
12. Locate and select G/L Account 6130 in the **Budget Matrix**
13. Click in the **Budgeted Amount** field to see the G/L Budget Entries for 6130.
14. Click **New**.
15. Enter the following for account 6130:
  - In the **Costumergroup** field, select **Intercompany Customer**; in the **Amount** field, enter -10000.
  - In the **Costumergroup** field, select **Large Business**; in the **Amount** field, enter -5000.
  - In the **Costumergroup** field, select **Medium Business**; in the **Amount** field, enter -3000.
16. Click **OK**.

The budget amounts for each customer group are now entered.

When you enter amounts directly in the **Budget** window, budget entries are created in the **G/L Budget Entries** window. Adjustments made to the budget are stored in this window.

To review the entries in the **G/L Budget Entries**, follow these steps:

1. In the **Budget Matrix**, select the line for either G/L account 6110, 6120, or 6130.
2. Click on the **Budgeted Amount** field and the **G/L Budget Entries** window will open.
3. Close the **G/L Budget Entries**.

### Change or Add Dimensions to Budget Entries

After budget entries are created:

- Existing dimensions can be changed.
- Dimensions not included in the **G/L Budget** page can be added.

To use all four dimensions when setting up a budget, you can enter budget entries with amounts for each budget row and column, with each dimension combination. You can set up a budget with all four dimensions by using either of the following methods:

- Change the filter every time for each combination.
- Manually enter many budget entries with different dimension combinations.

***NOTE:** When you are creating a large multi-dimension budget for the first time, export the budget structure to Excel to complete the data entry. You can then import the budget into Microsoft Dynamics NAV 2009 by using the **Import to Excel** function.*

---

### **Budget with Begin-Totals and End-Totals**

A Begin Total account can be used for entering budget amounts for an account group.

For example, the following scenarios may happen if you are using the Sales of Retail accounts that include Begin Total account 6105, Accounts 6110-6190, and End total account 6195:

- If an amount is entered for Account No. 6105, this value is used as a budget for the account group for 6110 to 6190.
- If amounts are entered for the Begin Total account and for another account of this group, for example 6120, both amounts are added in the End Total account on 6195.

The total amount entered in each instance is not split into partial amounts to the existing G/L accounts of this group.

To compare budget entries with the G/L entries by individual account (and not by an account group), budget information must be entered account by account.

### **Delete Budget Entries**

In the **G/L Budget** page, if a value in a column field is deleted, a negative budget entry is created in the **G/L Budget Entry** page to maintain the trace-ability of the budget changes.

To delete a budget entry in the **G/L Budget** page, follow these steps:

1. On the Navigation Pane, click the **Departments** button, click **Financial Management**, click **General Ledger**, and then select **G/L Budgets**.
2. Locate and select a budget with entries.
3. In the Budget Matrix, locate a column line with an entry, click **Actions**, and then click **Delete** to delete the value.
4. Click **Yes** to delete the selected lines.
5. Close the **G/L Budget Entries** page.

## Lab 2.3 - Create a Budget

### Scenario

The Chief Financial Officer (CFO) Sara at CRONUS International Ltd. has asked you to set up a new January 2011 G/L Account budget by areas for the sales of medium-sized industrial customers.

Name the budget: *Region11 - Sales by Region 2011* and use Budget Dimensions Business Group, Customer Group, and Area. The budgeted revenues are as shown in the following table.

Area	G/L Account	Budgeted Amount
Europe North (EU)	6110	-400,000.00
Europe North (EU)	6120	-100,000.00
Europe North (Non EU)	6130	-80,000.00
Europe South	6120	-120,000.00
America North	6130	-90,000.00
America South	6130	-50,000.00

### Challenge Yourself

1. Set up the Budget Name by using the criteria stated in the scenario.
2. Set up the Budget FastTabs by using the criteria stated in the scenario.
3. Use a monthly view to enter the budget amounts for the sales accounts.

---

***HINT:** It will help to view the description column names before entering the budget amounts.*

---

### Need a Little Help?

1. Open the **G/L Budget** page and access the **G/L Budget Name** page.
2. Set up the Budget Name by using the criteria stated in the scenario
3. Set the dimension filters, based on the information stated in the scenario.

4. Open the **Budget** page and set up the FastTabs as stated in the scenario.
5. Use the monthly view to enter the budget amounts as stated in the scenario.

### Step by Step Solution

1. On the Navigation Pane, click the **Departments** button, click **Financial Management**, click **General Ledger**, and then select **G/L Budgets**.
2. In the **G/L Budget** page, click **New**.
3. In the **Name** field, enter Region11.
4. In the **Description** field, enter Sales by Region 2011.
5. In the **Budget Dimension 1 Code** field, click the drop-down list and select Business Group.
6. In the **Budget Dimension 2 Code** field, click the drop-down list and select Customer Group.
7. In the **Budget Dimension 3 Code** field, click the drop-down list and select Area.
8. Click **OK**.
9. Select the Region11 budget and double-click.
10. On the **General** FastTab, make sure that the **Show as Lines** field, shows G/L Account.
11. In the **Show as Columns** field, select Area.
12. Click to expand the **Filters** FastTab.
13. In the **Date Filter** field, enter 010111..013111.
14. In the **Department Filter** field, select Sales and click **OK**.
15. In the **Businessgroup Filter** field, select Industrial and click **OK**.
16. In the **Customergroup Filter** field, select Medium and click **OK**.
17. Click to expand the **Options** FastTab.
18. Make sure that there is no rounding set and then select the **Show Column Name** check box.
19. Click to expand the **Matrix Options** FastTab.
20. In the **View by** field, click Month.
21. Click **Show Matrix** in the Action Pane.
22. In the lines, locate G/L Account 6110.
23. Click the area **Europe North (EU)** field.
24. Click **New**, in the **Amount** field enter -400000 and click **OK**.
25. Locate account 6120 and click the **Europe North (EU)** field.
26. Click **New**, in the **Amount** field, enter -100000 and click **OK**.
27. Locate account 6120 and click the **Europe South** field.

28. Click **New**, in the **Amount** field enter -120000 and click **OK**.
29. Locate account 6130 and click the **Europe North (EU)** field.
30. Click **New**, in the **Amount** field enter -80000 and click **OK**.
31. Locate account 6130 and click the **America North** field.
32. Click **New**, in the **Amount** field enter -90000 and click **OK**.
33. Locate account 6130, and click the **America South** field.
34. Click **New**, in the **Amount** field enter -50000 and click **OK**.
35. Close the **Budget Matrix**.
36. Click **OK** in the budget - REGION11 window.

## Copy Budgets

To avoid manually entering a new budget, use the Copy Budget function to copy from existing:

- G/L Budget entries
- G/L entries

To access the **Copy G/L Budget** function from the **Budget Matrix** page, click **Actions**, point to **Functions**, and then click **Copy Budget**.

The screenshot shows the 'Copy G/L Budget' dialog box with the following fields and values:

- Options**
  - Copy from**
    - Source: G/L Entry
    - Budget Name: [Empty]
    - G/L Account No.: [Empty]
    - Date: [Empty]
    - Closing Entries: Include
    - Dimensions: [Empty]
  - Copy to**
    - Budget Name: [Empty]
    - G/L Account No.: [Empty]
- Apply**
  - Adjustment Factor: 1
  - Rounding Method: [Empty]
  - Date Change Formula: [Empty]
  - Date Compression: Day

FIGURE 2.5 COPY G/L BUDGET

**NOTE:** The Copy Budget function is also available from **G/L Account Balance/Budget** and **G/L Balance/Budget**, which can be accessed from the **Balance** button on the **Budget Matrix**.

The **Copy G/L Budget** batch job contains three areas that are used to specify:

- The Copy from source
- The Copy to destination
- How to Apply the copied information

### Copy Budget Batch Job

The **Copy from** area is used to determine where the copied budget entries are coming from. The fields within this area are specified based on the selection in the **Sourcefield**:

- **G/L Entry** - The budget is based on actual G/L entries for a specified period. Specify:
  - An account range and a date range in the **G/L Account No.** and **Date** fields to determine the information to be copied.
  - Whether to include **Closing Entries**.
- **G/L Budget Entry** - The budget is based on G/L Budget entries of an existing budget. Specify the following:
  - Existing **Budget Name** to copy from.
  - Account range and a date range in the **G/L Account No.** and **Date** fields to filter the information copied.

For both **Source** options, in the **Dimensions** field, click the **AssistButton** and then:

- Click to insert a check mark in the **Selected** check box for each dimension to be copied to the new budget entries.
- Set additional filters for the copying process by defining Dimension Value Filters.

The **Copy to** area is used to specify where the copied budget information is to be sent. The following fields are included:

- **Budget Name** - Enter the name of the new budget or click the **AssistButton** to select an existing Budget Name.
- **G/L Account No.** - Enter the G/L account number if one or more ledger entries must be copied to one G/L account.

The **Apply** area includes several calculation options you can use when copying budgets. This includes the following:

- **Adjustment Factor** - Enter an adjustment factor that the source entries are multiplied by during the copy process. For example, an adjustment of 1.1 increases the amounts by 10 percent and an adjustment of .89 decreases the amounts by 11 percent.



- **Rounding Method** - Specify how the new budget entries are rounded.
- **Date Change Formula** - Enter a formula that calculates the date for the new entries based on the entries being copied, for example 1M for the next month.
- **Date Compression** - Compress the entries copied by a selected period to reduce the number of new entries created

For more information about the fields on this window, access the online help.

### Demonstration: Copying Budget Entries

**Scenario:** Phyllis, the accounting manager at CRONUS International Ltd., is asked to prepare a sales campaign budget for February 2010. A sales campaign budget already exists for January 2010. The only difference between the January and February budgets is that the February campaign budget is half the amount of January.

To reduce the data entry time, Phyllis decides to copy the January budget entries for February by using the following criteria:

- New budget entries can be added to the 2010 budget instead of creating a new budget.
- Decrease the January amounts in half.

### Steps

1. On the Navigation Pane, click the **Departments** button, click **Financial Management**, click **General Ledger**, and then select **G/L Budgets**.
2. Select the budget to be copied and double-click.
3. Click **Show Matrix**.
4. Click **Actions**, point to **Functions**, and then click **Copy Budget**.
5. In the **Source** field, click the drop-down list and select G/L Budget Entry.
6. In the **Budget Name** field, click the drop-down list and select 2010 budget.
7. In the **Date** field, enter 010110..013110.
8. Click **OK**.
9. Under Copy to, in the **Budget Name** field, click the drop-down list and select 2010 budget.
10. In the **Adjustment Factor** field, enter 0.5.
11. In the **Date Change Formula** field, enter 1M.
12. Click **OK**.
13. Click **Yes** to start the copy process.
14. Click **OK**.

15. Click **Close** and the **Edit Budget** page opens.
16. Make sure that the **Show as Lines** G/L Account and the **Show as Columns** Period.
17. Set the **View by** to show Month.
18. Click **Show Matrix** and review the entries for February, noticing that the amounts have been decreased by 50 percent.

## Lab 2.4 - Copy a Budget

### Scenario

Some weeks have passed since you created the January 2011 sales budget. You are now asked to create new sales budget entries for February 2011:

February sales are budgeted to be 10 percent greater than January.

You decide to use the Copy Budget function instead of manually entering the budget. Review the February entries after running the copy function.

### Challenge Yourself!

1. Access the Copy G/L Budget batch job.
2. Use the January 2011 sales budget to copy from and to.
3. Include closing entries.
4. Set adjustment factors and date changes.
5. Open the February budget and review the entries.

---

*HINT: Do not change the defaults for **Closing Entries (Include)** and **Date Compression (Day)**.*

---

### Need a Little Help?

1. Open the **G/L Budget** and open the Copy Budget function.
2. Using budget entries, copy from the January 2011 sales budget.
3. Set the January date filters.
4. Use the January 2011 sales budget to copy to.
5. Set the 10 percent adjustment for the new budget.
6. Update the date formula for the new budget.
7. Run the batch job.
8. Open the 2011 sales budget.
9. Access and review the February entries.

---

*HINT: Do not change the defaults for **Closing Entries (Include)** and **Date Compression (Day)**.*

---

## Step by Step Solution

1. On the Navigation Pane, click the **Departments** button, click **Financial Management**, click **General Ledger**, and then select **G/L Budgets**.
2. Double-click on REGION11 budget.
3. Click **Show Matrix**.
4. Click **Actions**, point to **Functions**, and click **Copy Budget**.
5. In the **Source** field, select G/L Budget Entry.
6. In the **Budget Name** field, select REGION11.
7. In the **Date** field, enter 010111..013111 and press **Enter**.
8. Under Copy to, in the **Budget Name** field, select REGION11.
9. In the **Adjustment Factor** field, enter 1.1 and press **Enter**.
10. In the **Date Change Formula** field, enter 1M and press **Enter**.
11. Click **OK**.
12. Click **Yes** to start the copy process.
13. Click **OK**.
14. Click **Close**.
15. In the **Date** field, enter 010111..022811
16. Set the **View by** field to show Month.
17. Click **Show Matrix**.
18. Review the entries, noticing that the filters are set and amounts have been increased by 10 percent.

## Export and Import Budgets

Microsoft Dynamics NAV 2009 provides the option of creating budgets by using export and import functions.

You can export budgets to Excel by using the Export Budget to Excel batch job. As soon as budgets are exported:

- Use Excel to modify and add to the budget.
- Create new budgets based on the exported budget figures.

You can import budgets from Excel by using the Import Budget from Excel batch job. Imported budgets can be:

- Previous exported budgets from Microsoft Dynamics NAV
- New budgets created in Excel
- Budgets added in to an existing budget.

---

***NOTE:** Before creating a budget in Excel, it is recommended that you export a budget from Microsoft Dynamics NAV 2009 to obtain the correct format.*

---

### Export Budget to Excel Batch Job

Before opening the Export Budget to Excel batch job, make sure that the correct budget is selected in the **Budget Name** field.

---

***NOTE:** The settings in the **Show as Lines** and **Show as Columns** fields do not affect the budget export. The exported budget always displays the lines as G/L Accounts and the columns (displayed as dimensions and periods) are determined in the **Export to Excel** batch job.*

---

The **Export Budget to Excel** batch job is accessed from the **Budget Matrix** page by clicking **Actions**, pointing to **Functions**, and clicking **Export to Excel**.

This batch job contains two sections:

- Options
- G/L Budget Entry

The **G/L Budget Entry** FastTab is automatically populated with the **Budget Name**, **Global Dimension**, and **Budget Dimension** filters specified on the **Filter** FastTab.

These filters determine the entries exported to Excel and can be changed. However, only the budget dimensions contained on the selected budget can be used.

**CAUTION:** If filters are set for dimensions on the **G/L Budget Entry** tab, the same dimensions must be specified in the **Column Dimensions** field on the **Options** tab. If the same dimensions are not used, dimension information is lost when the budget is imported into Microsoft Dynamics NAV 2009.

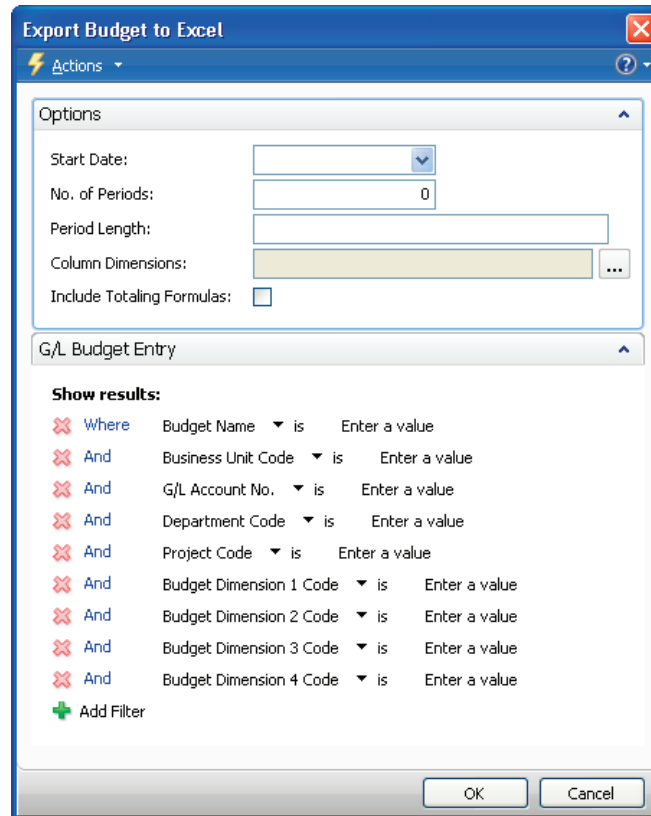


FIGURE 2.6 EXPORT BUDGET TO EXCEL

The **Options** FastTab contains the following fields:

- **Start Date** - Identifies the first date to be included in the exported budget.
- **No. of Periods** - Identifies the number of accounting periods to be included in the exported budget. The total time that the budget will consist of is determined by the combination of this field and the **Period Length** field.
- **Period Length** - Uses a formula to determine the length of the accounting periods to be included in the exported budget. For example, 1M for one month.

- **Column Dimensions** - Determines which dimensions are shown as columns in the exported budget. These must include the dimensions set as filters on the G/L Budget Entry tab.
- **Include Totaling Formulas** - If selected, sum formulas are created in Excel based on the Totaling fields used in the Chart of Accounts window. Using this function means that if you alter budget figures in Excel, the Excel cells used as totaling fields are at the same time updated.

The **Start Date**, **No. of Periods**, and **Period Lengths** fields must be specified to run the export batch job.

### Exported Budgets

Generate the Excel spreadsheet by using this base structure:

- The Budget Name and Dimension filters appear in the top left
- The G/L Accounts appear in the rows
- The dimensions, if they are specified, and periods appear in the columns

To import budgets into Microsoft Dynamics NAV 2009, the base structure of the exported budget must not change. Therefore, it is recommended that you create the budget structure in Microsoft Dynamics NAV 2009 and then run the export process.

You can add additional dimension columns and dimension value filters after the export-but before importing the completed budget amounts-as long as these changes are made to both the excel spreadsheet and budget dimensions in Microsoft Dynamics NAV 2009.

When all changes have been made, save the Excel spreadsheet.

## Import Budget from Excel Batch Job

Access the **Import Budget from Excel** batch job from the **Budget Matrix** page by clicking **Actions**, pointing to **Functions**, and clicking **Import from Excel**. This batch job contains two options:

- Import from
- Import to

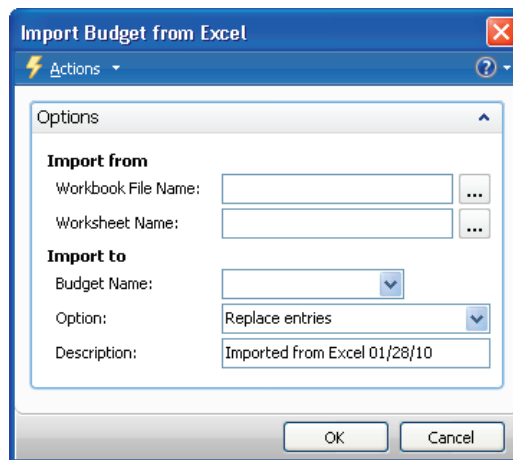


FIGURE 2.7 IMPORT BUDGET FROM EXCEL

The fields on the **Option** FastTab include the following:

- **Workbook File Name** - Specifies the path of the saved Excel budget.
- **Worksheet Name** - Identifies which worksheet from the Excel workbook to be imported.
- **Budget Name** - Specifies the budget in Microsoft Dynamics NAV 2009 that entries will be imported to.
- **Option** - Identifies the method that is used to import budget entries. The options are as follows:
  - **Replace Entries**: Imported entries replace existing entries with the same dimension, date, and G/L Account combination.
  - **Add Entries**: Imported entries are added to existing entries with the same dimension, date, and G/L Account combination. Use this option to create a single consolidated budget from several other individual budgets created in separate Excel worksheets.
- **Description** - Specifies a description that is assigned to the imported budget entries to help differentiate between other budget entries.

---

*NOTE: Before importing the budget, close Excel.*

---



## Summary

Two main areas of the General Ledger in Microsoft Dynamics NAV 2009 are:

- Chart of Accounts
- Budgets

As the core component of a company, the Chart of Accounts lesson covered the **G/L Account Card** and the **Chart of Accounts** page, and the process for creating G/L accounts from both pages.

The Budget sections explained the **G/L Budget** page and setting up budgets. The various processes available when working with Budget entries were also explained. This includes the following:

- Changing and adding dimensions
- Deleting and copying budget entries
- Exporting and importing budgets

Understanding Chart of Accounts is essential when users are working in Microsoft Dynamics NAV 2009. Although budgeting is not a required component of the program, this feature provides better insight into a company's financial status.

## Test Your Knowledge

1. What function is used to create multiple default G/L Account setups for accounts that are frequently created, such as expenses?
  - Assign Template
  - Enter Template
  - Import Template
  - Apply Template
  
2. In the G/L Account Card, what field is used to determine which accounts are closed during the fiscal year end closing process?
  - Reconciliation Account
  - Debit/Credit
  - Account Type
  - Income/Balance
  
3. During the Import from Excel process for budgets, what option is best suited to create a single consolidated budget from several other individual budgets created in separate Excel Worksheets?
  - Append Entries
  - Add Entries
  - Replace Entries
  - Combine Entries
  
4. What types of Dimensions are available when you are creating budgets?  
(Select all that apply)
  - Company
  - Global
  - Shortcut
  - Budget
  
5. In the Copy Budget function, what Adjustment Factor is used to increase the budgeted amounts by 15 percent?
  - .15
  - 1.5
  - 1.15
  - 15

6. What is the Chart of Accounts page mainly used for? (Select all that apply)
- Viewing G/L Accounts
  - Creating General Ledger entries
  - Printing G/L Account/Budget Comparisons
  - Viewing account amounts
7. From where can you run the Copy Budget function? (Select all that apply)
- Budget Matrix page
  - G/L Account Balance/Budget window
  - Chart of Accounts Overview window
  - G/L Balance/Budget window

### Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter

1.

---

---

---

---

2.

---

---

---

---

3.

---

---

---

---

## Solutions

### Budget

#### ***Fill In the Blanks: Budget Name and Budget Pages***

Fill in the blanks to test your knowledge of this section.

1. Go to Matrix Option to adjust the period, such as days, months, years, and accounting periods.
2. The Show as Columns and      as Lines fields determine how columns and lines are displayed in a budget.
3. The column fields in the budget lines are dynamic
4. Multiple budgets can be set up for identical time periods by creating budgets with separate names
5. Budget dimensions can be used to set filters on a budget.

#### **Test Your Knowledge**

1. What function is used to create multiple default G/L Account setups for accounts that are frequently created, such as expenses?
  - Assign Template
  - Enter Template
  - Import Template
  - Apply Template
2. In the G/L Account Card, what field is used to determine which accounts are closed during the fiscal year end closing process?
  - Reconciliation Account
  - Debit/Credit
  - Account Type
  - Income/Balance
3. During the Import from Excel process for budgets, what option is best suited to create a single consolidated budget from several other individual budgets created in separate Excel Worksheets?
  - Append Entries
  - Add Entries
  - Replace Entries
  - Combine Entries

4. What types of Dimensions are available when you are creating budgets?  
(Select all that apply)
- Company
  - Global
  - Shortcut
  - Budget
5. In the Copy Budget function, what Adjustment Factor is used to increase the budgeted amounts by 15 percent?
- .15
  - 1.5
  - 1.15
  - 15
6. What is the Chart of Accounts page mainly used for? (Select all that apply)
- Viewing G/L Accounts
  - Creating General Ledger entries
  - Printing G/L Account/Budget Comparisons
  - Viewing account amounts
7. From where can you run the Copy Budget function? (Select all that apply)
- Budget Matrix page
  - G/L Account Balance/Budget window
  - Chart of Accounts Overview window
  - G/L Balance/Budget window