

# COATS

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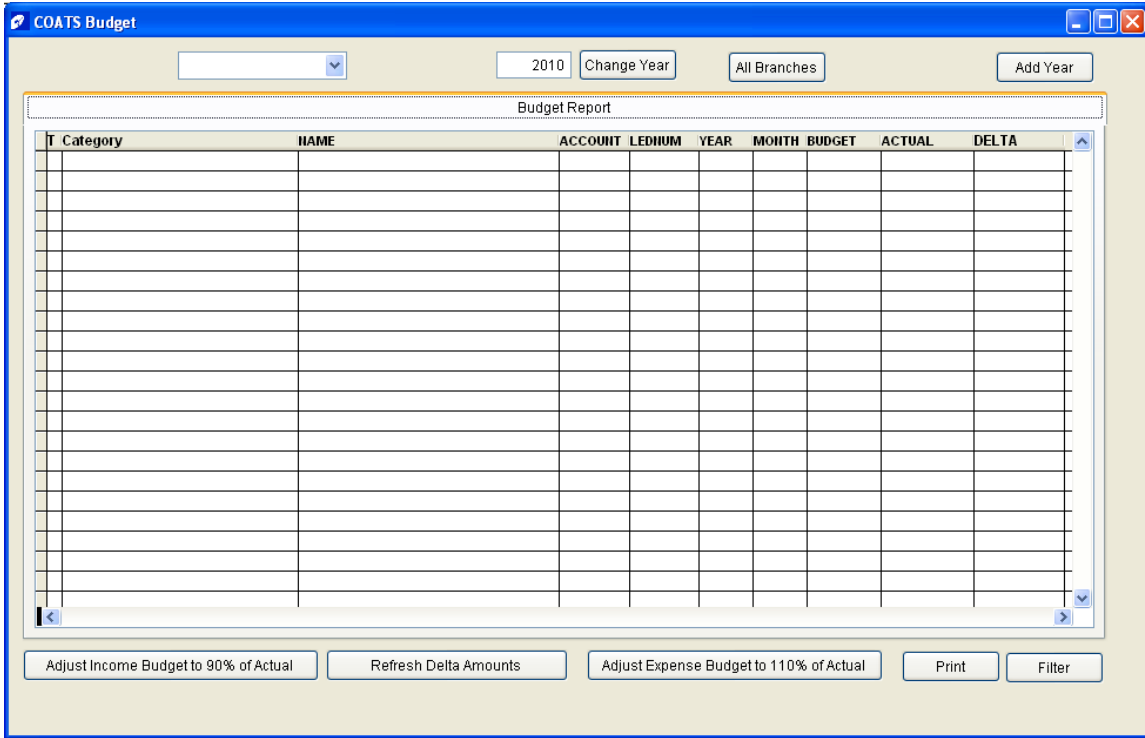
# BUDGET COATS SQL

## BUDGET

**SITUATION:** The user would like to create a budget for selected branches and selected years.

### Budget Legend:

The user will see the following screen when accessing **GL/ Budget**.



Below describes each **BUTTON** in detail:

**Drop Down Box** – The user selects the branch in which to create/ view a budget. This defaults blank. This is required to gather data for the desired year.

**Change Year** – The user enters the year to the left and must click Change Year to see the detail for selected branch. This defaults to the current year.

**All Branches** – This allows the user to view all branches budgets at one time. This can be clicked at any point while working in the GL/ Budget window. This will open a separate window where the user will be able to **Print** and **Filter**. The user will also be able to view the details of the transactions creating the amount for the corresponding month.

**Add Year** – This creates a budget template for the designated branch and year. Once created the user will need to fill in the budget amount or click to adjust the actual figures.

**Month Names** – This allows the user to see the detail of that account for the selected month.

**Adjust Income Budget to 90% of Actual** – This creates the budget amount for the Income accounts to be 90 % of any account with totals. The budget amounts can be altered.

**Refresh Delta Amounts** – The user clicks this to refresh the totals after altered.

**Adjust Expense Budget to 110% of Actual** – This creates the budget amount for the Expense accounts to 110% of any account with totals. The budget amounts can be altered.

**Print** – This prints the budget based on what is in window at the time the report is requested to print.

**Filter** – *Left clicking filter* will leave only the accounts and corresponding months with amounts listed. *Right clicking filter* will return all accounts and corresponding Months to the default settings.

Below describes each FIELD in detail:

**T** (*non-editable field*) – This will list the type of account such as 'I' for Income and 'E' for Expense.

**Category** (*non-editable field*) – This will list the Category of the account such as Cost of Revenue and Operating Expense. This will be Green if Positive Delta and Red if Negative Delta.

**Name** (*non-editable field*) – This will list the Account Name.

**Account** (*non-editable field*) – The will list the Account number assigned by COATS.

**Lednum** (*non-editable field*) – This will list any ledger number assigned by Agency.

**Year** (*non-editable field*) – This will list the chosen Year.

**Month** (*non-editable field*) – This will list each month of the year for each account.

**Budget** (*editable field*) – Allows the user to Type in the budget amount for this accounts month.

**Actual** (*non-editable field*) – Will show the actual totals for that account and month. This will be Green if positive Delta.

**Delta** (*non-editable field*) – Will show the Delta amount of the budget to the actual totals. This will be Red if negative Delta.

The user will see the following screen when accessing an account transaction for a specific Month.

Date	Record #	Trans #	Note	Type	Amount	Employee	Client	Vendor	View
05/14/2010	65285	24156	AARDVARK, MELISSA A.	D	400.00	AARDVARK, MELISSA A.	CRITICAL LOGISTICS LLC		
05/14/2010	65287	24157	AARDVARK, MELISSA A.	D	150.00	AARDVARK, MELISSA A.	CRITICAL LOGISTICS LLC		
05/14/2010	65399	24213	KEY, FRANCIS S.	D	600.00	KEY, FRANCIS S.	AUTOMARK SERVICES		
05/26/2010	65563	24295	AARDVARK, MELISSA A.	D	212.50	AARDVARK, MELISSA A.	G&K LANDSCAPING		
05/26/2010	65941	24484	BARNSWORTH, JACOB	D	372.75	BARNSWORTH, JACOB	AUTOMARK SERVICES		
05/26/2010	65943	24485	BARNSWORTH, JACOB	D	50.00	BARNSWORTH, JACOB	AUTOMARK SERVICES		
05/26/2010	65945	24486	KEY, FRANCIS S.	D	240.00	KEY, FRANCIS S.	AUTOMARK SERVICES		
05/26/2010	65947	24487	KEY, FRANCIS S.	D	50.00	KEY, FRANCIS S.	AUTOMARK SERVICES		
05/26/2010	65949	24488	KURTZ, KRISTEN	D	482.25	KURTZ, KRISTEN	AUTOMARK SERVICES		
05/26/2010	65951	24489	LAWRY JR, TODD E.	D	630.00	LAWRY JR, TODD E.	AUTOMARK SERVICES		
05/26/2010	65955	24491	SCHAFFER, CAROLYN E.	D	303.75	SCHAFFER, CAROLYN E.	AUTOMARK SERVICES		
05/26/2010	65957	24492	SCHAFFER, CAROLYN E.	D	322.50	SCHAFFER, CAROLYN E.	AUTOMARK SERVICES		
05/26/2010	65965	24496	MUMMER, CHRISTOPHER	D	400.00	MUMMER, CHRISTOPHER	CLIENT 3		
05/26/2010	65967	24497	AARDVARK, MELISSA A.	D	397.50	AARDVARK, MELISSA A.	CRITICAL LOGISTICS LLC		
05/26/2010	65969	24498	ALLEN, KELLY A.	D	247.50	ALLEN, KELLY A.	CRITICAL LOGISTICS LLC		

Below describes each BUTTON in detail:

**View** – Will bring up the Debit/ Credit screen for the selected transaction.

**Below describes each FIELD in detail:**

**Date** (*non-editable field*) – Displays the date of the transaction.

**Record #** (*non-editable field*) – Displays the record number assigned by COATS at the time the transaction is created.

**Trans #** (*non-editable field*) – Displays the transaction number assigned by COATS at the time the transaction is created.

**Note** (*non-editable field*) – Displays the note connected to the transaction. For example: Pay transactions will show the employee name here.

**Type** (*non-editable field*) – Describes the type of transaction such as 'D' Debit or 'C' Credit.

**Amount** (*non-editable field*) – Displays the amount of the transaction.

**Employee** (*non-editable field*) – Displays the employee name associated with transaction if applies.

**Client** (*non-editable field*) – Displays the client name associated with transaction, if it applies.

**Vendor** (*non-editable field*) – Displays the vendor name associated with transaction, if it applies.

**I. SETUP STEPS:**

- 1) Users need access to **GL/ Budget**

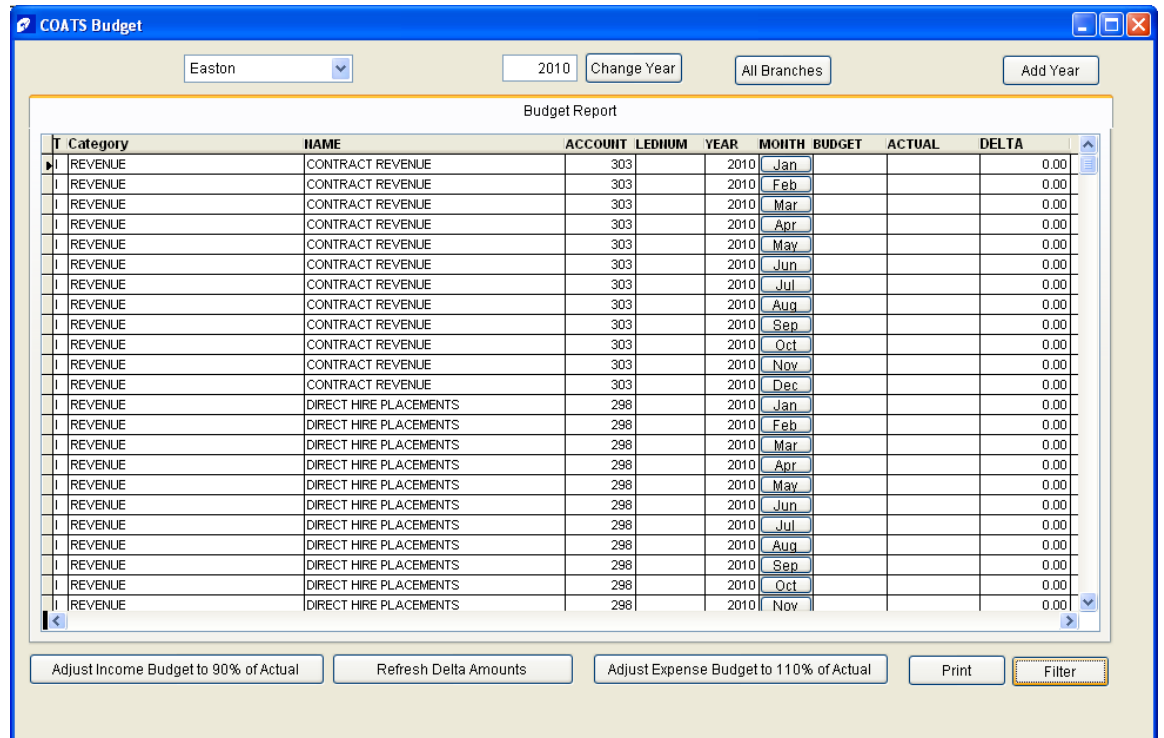
**\*\*NOTE:** This requires the *COATS System Administrator* to perform this step. \*\*

- a. Log into **COATS**.
- b. Click **Maintenance**.
- c. Click **COATS Set up**.
- d. Click **Branch Preferences**.
- e. Click **Users**.
- f. Click **Find**.
- g. Locate the **User** that is to have access to **Budget**.
- h. Click **Edit Security**.
- i. Click on the **GL** tab.
- j. Check **Budget**.
- k. “**X**” out of the user’s security window.
- l. Perform **Steps e-k** for each additional user that is to have access to Budget. If finished proceed to **step m**.
- m. “**X**” out of all windows.

**II. USING BUDGET STEPS:**

- 1) **Creating New Budget:**
  - a. Click **GL**.
  - b. Click **Budget**.

- c. Click Drop down to Select Desired Branch.
- d. Entered Desired Year.
- e. Click Add Year.
- f. All Accounts and corresponding Months will show in the window.



- g. The user can either start by entering in amounts in the budget column or they can have COATS create a starting point by clicking the **Adjust Income Budget to 90% of Actual** and/or **Adjust Expense Budget to 110% of Actual**.

2) **Altering Budget:**

- a. Click **GL**.
- b. Click **Budget**.
- c. Click Drop down to Select Desired Branch.
- d. Entered Desired Year.
- e. Click **Change Year**.
- f. In Budget column the user may enter/alter the amount.
- g. Click **Refresh Delta Amounts** to see the new Delta Totals.

3) **Previewing Months/ Individual Transactions:**

- a. Click **GL**.
- b. Click **Budget**.
- c. Click Drop down to Select Desired Branch.

- d. Enter Desired Year.
- e. Click **Change Year**.
- f. Click the corresponding month to the desired account that you wish to view.

Category: COST OF REVENUE -- Account: TEMP WAGES

Date	Record #	Trans #	Note	Type	Amount	Employee	Client	Vendor	View
05/14/2010	65285	24156	AARDVARK, MELISSA A.	D	400.00	AARDVARK, MELISSA A.	CRITICAL LOGISTICS LLC		
05/14/2010	65287	24157	AARDVARK, MELISSA A.	D	150.00	AARDVARK, MELISSA A.	CRITICAL LOGISTICS LLC		
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05/26/2010	65943	24485	BARNSWORTH, JACOB	D	50.00	BARNSWORTH, JACOB	AUTOMARK SERVICES		
05/26/2010	65945	24486	KEY, FRANCIS S.	D	240.00	KEY, FRANCIS S.	AUTOMARK SERVICES		
05/26/2010	65947	24487	KEY, FRANCIS S.	D	50.00	KEY, FRANCIS S.	AUTOMARK SERVICES		
05/26/2010	65949	24488	KURTZ, KRISTEN	D	482.25	KURTZ, KRISTEN	AUTOMARK SERVICES		
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05/26/2010	65969	24498	ALLEN, KELLY A.	D	247.50	ALLEN, KELLY A.	CRITICAL LOGISTICS LLC		

- g. To view the details of the individual transaction click View to the right of the desired transaction.

### DEBIT: EXPENSE

Date: 05/14/2010 Creator: 1 DEMO

Record: 65285 Tran ID: 24156 Trans #: 2010000049

Ledger: TEMP WAGES ID: 47

Code: R REGULAR PAY Type: EMPLOYEE

Acct: 0

---

Amount: 400.00 Hrs: 40.00 Rate: 10.00

Check #:  Check  DirDep  Paid

Cleared on  Voided on

---

Staffer: 1 DEMO

Note: AARDVARK, MELISSA A.

Desc: AARDVARK, MELISSA A.

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Dept: 9 Medical

Branch: 1 Easton

Region: 1 East Side

Check   **DEBIT TOTAL** 400.00

### CREDIT: EMPLOYEE

Date: 05/14/2010 Creator: 1 DEMO

Record: 65286 Tran ID: 24156 Trans #: 2010000049

Ledger: ACCRUED PAYROLL ID: 95

Code: R REGULAR PAY Type: EMPLOYEE

Acct: 1 AARDVARK, MELISSA A.

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Amount: 400.00 Hrs: 40.00 Rate: 10.00

Check #:  Check  DirDep  Paid

Cleared on  Voided on

---

Staffer: 1 DEMO

Note: AARDVARK, MELISSA A.

Desc: AARDVARK, MELISSA A.

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Dept: 9 Medical

Branch: 1 Easton

Region: 1 East Side

Check   **CREDIT TOTAL** 400.00

- h. "X" out back to the details of selected month.
- i. "X" out back to the main Budget window.

4) **Filtering Budget:**

- a. Click **GL**.

- b. Click **Budget**.
- c. Click Drop down to Select Desired Branch.
- d. Entered Desired Year.
- e. Click **Change Year**.
- f. The user will be able to filter based on accounts and corresponding months with totals or all accounts and corresponding months. To see accounts and corresponding months with totals the user will left click Filter. To see all Accounts and corresponding months the user will Right click. This window will default to All Accounts and corresponding months.

5) **Viewing all branches:**

- a. Click **GL**.
- b. Click **Budget**.
- c. Click **All Branches**.
- d. A separate window will appear with the details of each branch that was created.
- e. If desired Left click **Filter** to show accounts and corresponding months with totals.
- f. Click **Print**.
- g. Select from your print options.
  - i. **Screen** – View on the screen.
  - ii. **Printer** – Print to paper
  - iii. **Send to File** – Converts report to a text file.
  - iv. **Set printer** – Select printer options.
  - v. **Cancel** – Quit.

6) **Printing Report:**

- a. Click **GL**.
- b. Click **Budget**.
- c. Click Drop down to Select Desired Branch.
- d. Entered Desired Year.
- e. Click **Change Year**.
- f. If desired Left click **Filter** to show accounts and corresponding months with totals.
- g. Click **Print**.
- h. Select from your print options.
  - i. **Screen** – View on the screen.
  - ii. **Printer** – Print to paper
  - iii. **Send to File** – Converts report to a text file.
  - iv. **Set printer** – Select printer options.
  - v. **Cancel** – Quit.

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Print Preview

COATS BUDGET  
Easton

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**INCOME**

**REVENUE**

	BUDGET	ACTUAL	DELTA
<b>CONTRACT REVENUE</b>			
1st Quarter 1			\$0.00
2			\$0.00
3			\$0.00
<b>Total 1st Quarter</b>	\$0.00	\$0.00	\$0.00
2nd Quarter 4			\$0.00
5			\$0.00
6			\$0.00
<b>Total 2nd Quarter</b>	\$0.00	\$0.00	\$0.00
3rd Quarter 7			\$0.00
8			\$0.00
9			\$0.00
<b>Total 3rd Quarter</b>	\$0.00	\$0.00	\$0.00
4th Quarter 10			\$0.00
11			\$0.00
12			\$0.00
<b>Total 4th Quarter</b>	\$0.00	\$0.00	\$0.00
<b>Total CONTRACT REVENUE</b>	\$0.00	\$0.00	\$0.00
<b>DIRECT HIRE PLACEMENTS</b>			
1st Quarter 1			\$0.00
2			\$0.00
3			\$0.00
<b>Total 1st Quarter</b>	\$0.00	\$0.00	\$0.00
2nd Quarter 4			\$0.00
5			\$0.00

All Accounts

Report Designer - getbudget.frx - Page 1

Print Preview

COATS BUDGET  
Easton

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**EXPENSE**

**COST OF REVENUE**

	BUDGET	ACTUAL	DELTA
<b>EXPENSES</b>			
2nd Quarter 5	\$0.28	\$0.25	\$0.03
<b>Total 2nd Quarter</b>	\$0.28	\$0.25	\$0.03
<b>Total EXPENSES</b>	\$0.28	\$0.25	\$0.03
<b>TEMP WAGES</b>			
1st Quarter 1	\$11.00	\$10.00	\$1.00
3	\$440.00	\$400.00	\$40.00
<b>Total 1st Quarter</b>	\$451.00	\$410.00	\$41.00
2nd Quarter 4	\$440.00	\$400.00	\$40.00
5	\$6,380.00	\$5,800.00	\$580.00
<b>Total 2nd Quarter</b>	\$6,820.00	\$6,200.00	\$620.00
3rd Quarter 7		\$-20.00	\$20.00
<b>Total 3rd Quarter</b>	\$0.00	\$-20.00	\$20.00
<b>Total TEMP WAGES</b>	\$7,271.00	\$6,590.00	\$681.00
<b>Total COST OF REVENUE</b>	\$7,271.28	\$6,590.25	\$681.03
<b>OPERATING EXPENSES</b>			
<b>ADVERTISING EXPENSE</b>			
1st Quarter 2	\$1.00	\$0.91	\$0.09
<b>Total 1st Quarter</b>	\$1.00	\$0.91	\$0.09
2nd Quarter 4	\$0.61	\$0.55	\$0.06
5	\$1.55	\$1.41	\$0.14
<b>Total 2nd Quarter</b>	\$2.16	\$1.96	\$0.20
<b>Total ADVERTISING EXPENSE</b>	\$3.16	\$2.87	\$0.29
<b>FICA</b>			
1st Quarter 2	\$75.00	\$68.00	\$7.00

Accounts and corresponding months with totals