



## Summary

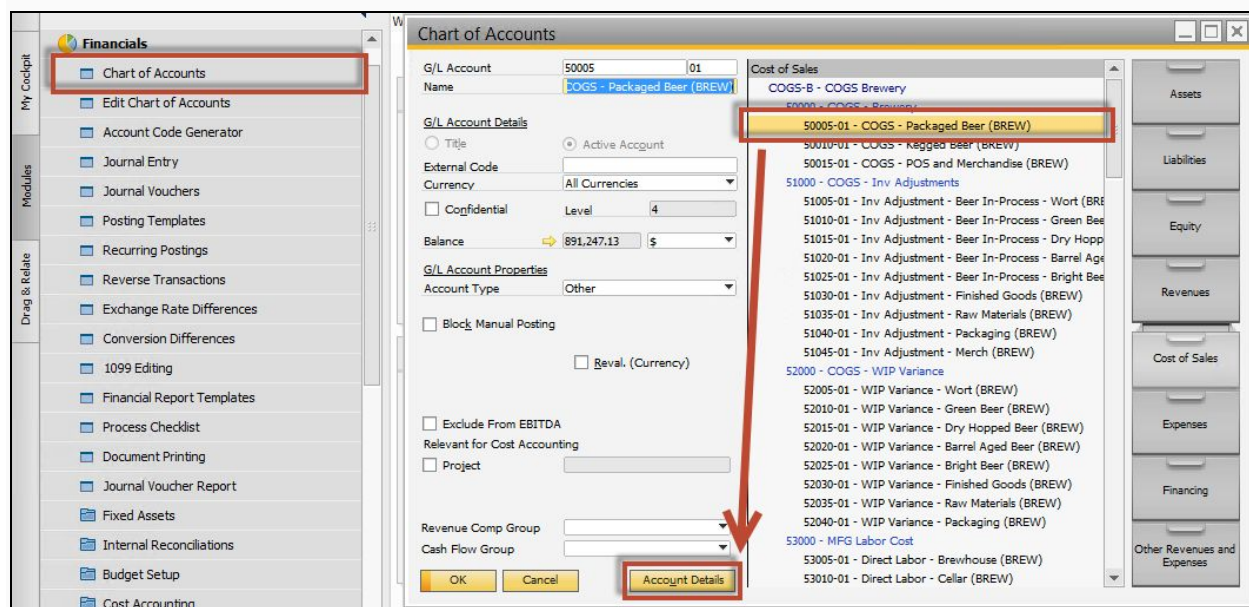
Budgets are an integral part of any business, its where you plan what you are going to spend and what you will receive. Orchestrated has P&Ls that leverage the budget mechanism. To make creating and maintaining budgets easier, the Budget Creation Utility was developed.

## Setup

To use the Budget Utility tool, do the following:

Step 1 – Select G/L accounts for budget utility tool; *Financials>Chart of Accounts*

- Select the G/L account to include in the budget and click the “Account Details” button at the bottom left of the Chart of Accounts window
- Check the “Relevant to Budget” box in the “G/L Account Details” window to include it on the budget utility tool
- Budgets can only be set at the active account level (i.e. level 4)



Step 2 – Open an existing or load a new budget; *Utilities>Budget Utility*

- Open the Budget Utility in Excel and go to the “Orchestrated Budget Utility” tab



- On this tab there are general instructions available to assist setup and use
- Click the “Orchestrated Budget” button on the Home ribbon and choose whether to load an existing budget or create a new budget
- The budget parameter is based on a full year, but you don’t have to fill out every month

**General Instructions**

I. Workbook Operations

All workbook functions can be found by clicking the 'Orchestrated Budget' on the HOME ribbon.

**1 Open / Load a Budget**

To open a budget, simply open the Orchestrated Budget window, and choose your budget you wish to adjust from the drop list

**2 Create a New Budget**

To create a budget, simply open the Orchestrated Budget window, and fill in the blanks in the sections called 'Create New Budget'

Account	Account Name	Division Segment	January	February	March	April
40010-08	Series - Other (PUB-00)	P 08	\$ -	\$ -	\$ -	\$ -
40010-11	Series - Other (PUB-00M)	P 11	\$ -	\$ -	\$ -	\$ -
40010-13	Series - Other (PUB-00L)	P 13	\$ -	\$ -	\$ -	\$ -
40010-06	Series - Other (PUB-00L)	P 06	\$ -	\$ -	\$ -	\$ -
40010-06	RTS Series - Classroom (BROW-L)	P 06	\$ 7,381.00	\$ 8,316.00	\$ 4,884.47	\$ 11,593.79
40010-06	RTS Series - Classroom (BROW-L)	P 06	\$ -	\$ -	\$ -	\$ -

### Step 3 – Working with Budgets

- Upon opening or creating a new budget, you will find your GL accounts marked 'Budget Relevant' populate within the form along with the Division Segment and a column for each segment
- On the “BudgetData” tab, enter the budget for each account as needed; the amounts entered will automatically sum up in the “Budget Totals” column



- To save your budget, open the 'Orchestrated Budget' window and click the "Save Budget" tab. Give your budget a name, fiscal year, and project (if applicable) and press the "Send Budget to Orchestrated" button

The screenshot displays the Microsoft Excel application with the 'Orchestrated Budget' window open. The window is titled '44TESTDB2's Orchestrated Budgets' and has two tabs: 'New/Edit Budgets' and 'Save Budget'. The 'Save Budget' tab is selected, showing a form with the following fields:

- Name:** 2016 Budget (A)
- Year:** 2016
- Project:** (dropdown menu)

At the bottom of the form is a button labeled 'Send Budget to Orchestrated'. The background Excel spreadsheet shows a budget for '2016 Budget (A)' with columns for months (July, August, September, October, November) and various account numbers. The spreadsheet is titled '2016 Budget (A)' and 'A 2016 fiscal year budget'.

There are several reports available to view your budgets which you can find at Financials>Financial Reports>Budget Reports

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