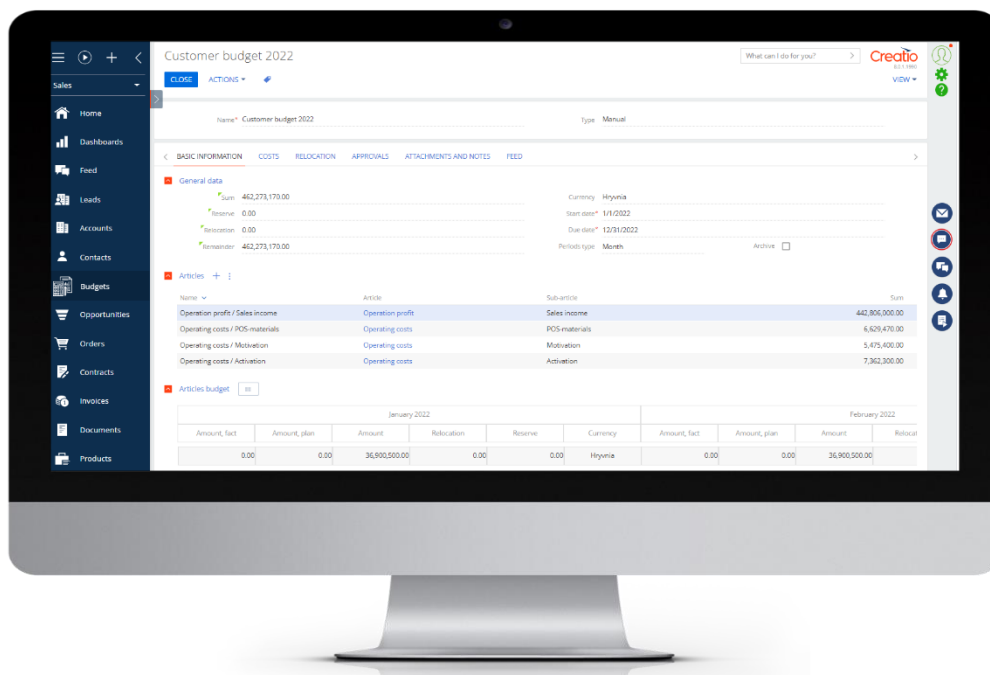




BUDGET MANAGEMENT FOR CREATIO



Guide to setup and utilization

30.12.2022

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Product description

Budget management module improves the efficiency of budget and marketing activities management. This tool controls results of budget management by process automatization, trade-marketing planning and generating analytics of business units, chains, and distributors.

Use cases

The product is a convenient tool for managing and overseeing company expenses. With its help, you can monitor the current state of your budget, as well as flexibly manage the use of company funds.

Key features

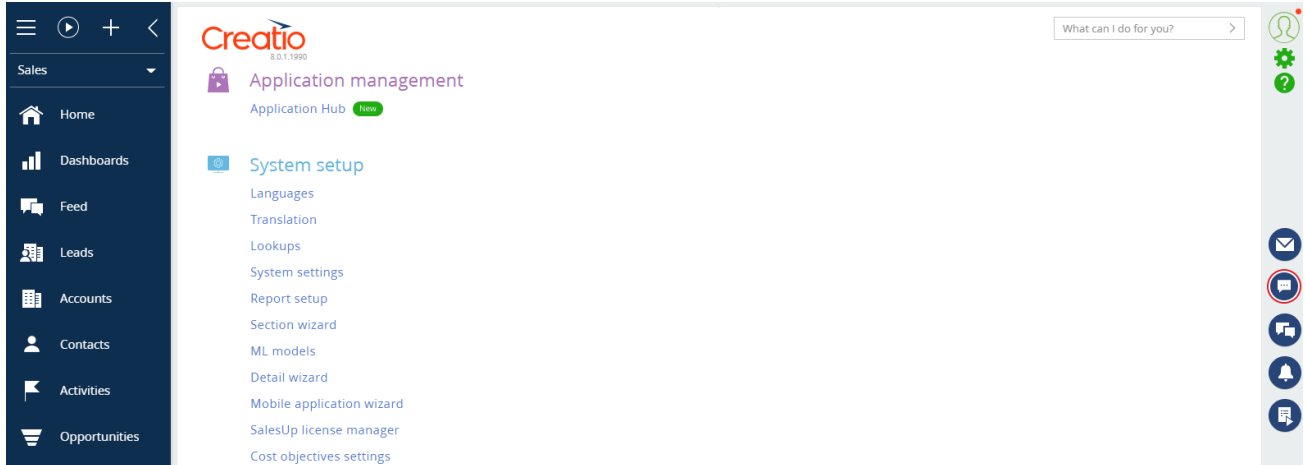
- Management of company's budget and its separate parts (articles, sub-articles);
- Maintaining a cost plan of arbitrary system objects (e.g. a plan for sales, marketing companies, projects or other system objects);
- Automatic cost calculations monthly by articles;
- Record of commercial terms and sales plan while calculating the budget;
- Managing budget versions;
- Opportunity to move funds between budgets, articles, sub articles and periods;
- Automatic creation of planned and actual costs in the budgeting objects;
- Accumulating planned and actual costs into the common budget;
- Reallocating budgets between income sources;
- Saving previous budget versions;
- Automatic currency conversions;
- Selecting budgets by required elements;
- Calculating discounts budget. Automatic cost calculation based on previously created promotional activities with indicated costs;
- Automatic budget calculation according to contract conditions;
- Adding budget development based on its totals;
- Automatically replacing planned budget total amounts to actual ones for budgets on contract conditions;
- Automatically replacing plan/actual analysis of budgets after completion of activity;
- Actualizing budget starting with arbitrary period;
- Working with budget / costs for more than one calendar year;
- Verifying re-costs of the budget when changing contract or sales plan;
- Automatically changing planned and actual costs for promotional activities on user's action;
- Managing costs for products in promotional activities;
- Manage sales in context of promo activities.

Remarks and limitations

Limitation refers to using Creatio Sales product line, which includes Contracts section. The module is compatible with all products on the Creatio Sales platform, versions of which are 7.14 and higher.

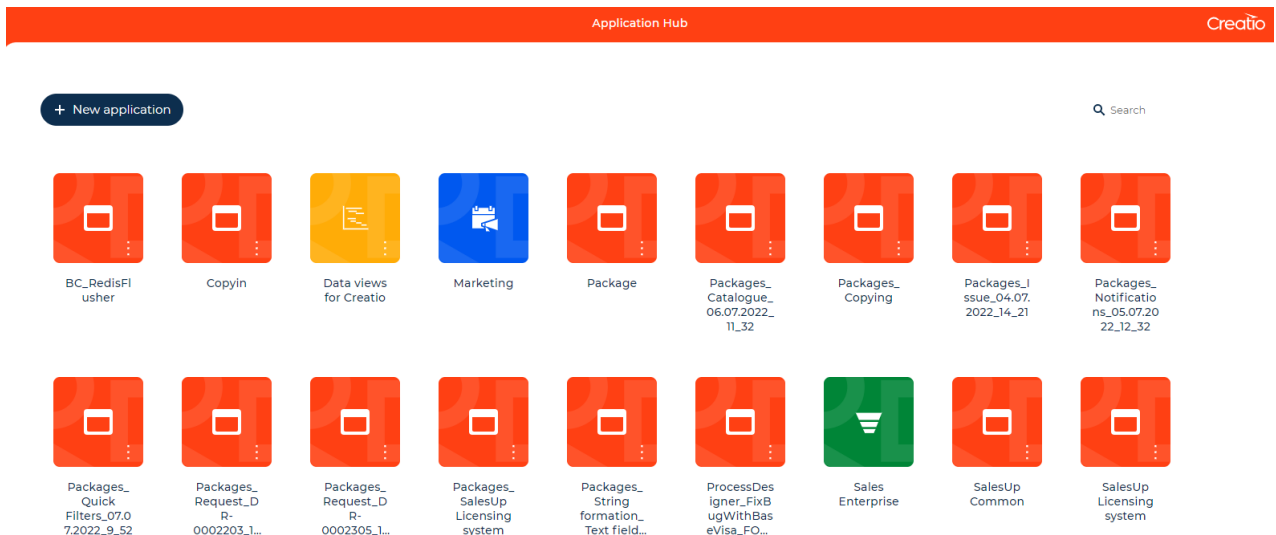
Product installation and setup

To setup the product go to the «System designer»  (Picture 5.1) and choose «Application hub»

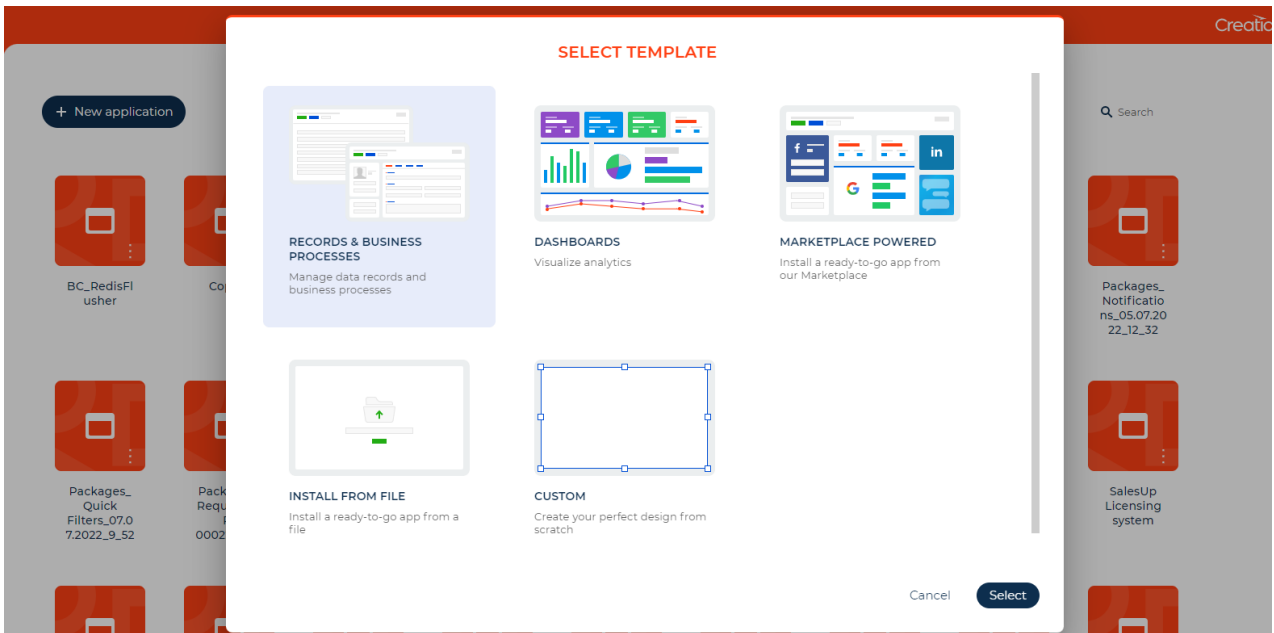


Picture 5.1

On the «Application hub» page click on the «New application» (Picture 5.2), and then choose «Marketplace powered» template (Picture 5.3), enter the stand address and press «Install» button.



Picture 5.2



Picture 5.3

If you install a product package from a file, you must request a relevant package from Sales'Up support: **care@salesup-it.com**. Then, on the «Application hub» page, click «Install from file» (Picture 5.3), specify the path to the package backup and complete installation.

General Settings

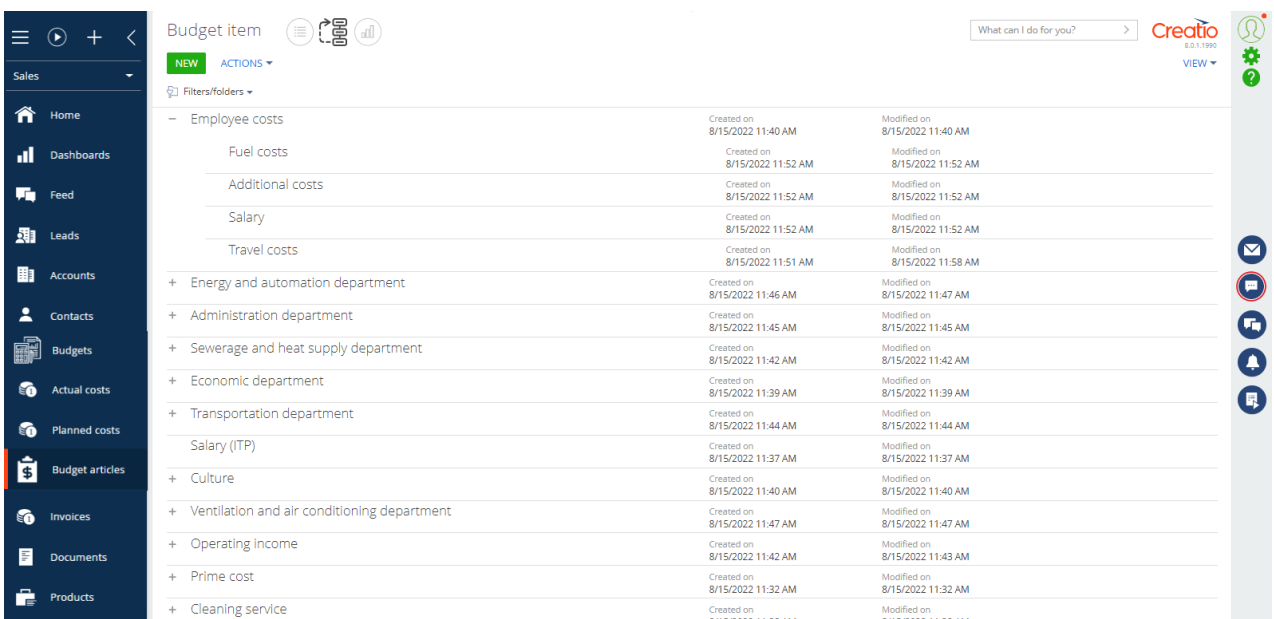
Filling the system with data

The 'Budget articles' section configuration

«Products» section is necessary for keeping records of company's products, its prices, balances, attributes, etc.

To add a new product:

1. Go to the «Products» section;
2. Press «New product» button (Picture 6.2.1.1);



Picture 6.2.1.1

3. On the product's record page, fill in the required fields, and product features (Picture 6.2.1.2):

- Article – title by which the current product will be identified by system users. It is recommended to enter a unique name;
- Currency – the currency of the budget. The value is 'Euro' by default;
- Comment – manually add a comment about the created article;
- Description – manually add a description of the created article;
- Brand – product's trademark chosen from a directory of trademarks;
- Channel – sales channel;
- The method of attributing expenses is – characteristic of expenses.

Article	Currency	Brand	Channel	Method of allocating expenses
Salary	Euro			
Fuel costs	Euro			
Severage and heat supply department	Euro			
Travel costs	Euro			
Additional costs	Euro			

Picture 6.2.1.2

4. Press the 'Save' button to save all changes.

Creating Budgets Subarticles

«Budget Subarticle» detail is necessary to create sub articles, which refine previously created article.

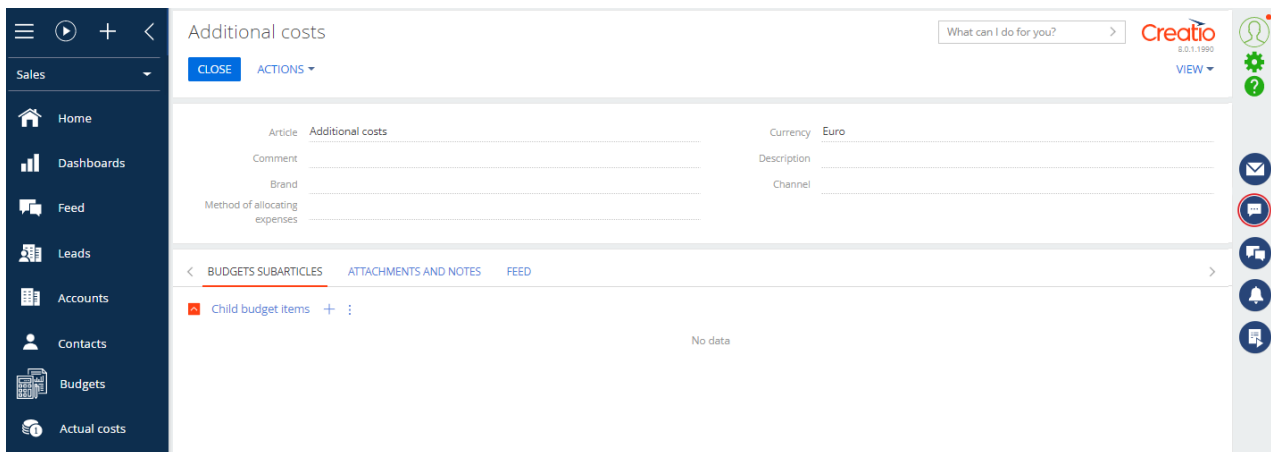
To create a sub article:

1. Click on the « + » button on the «Budget Sub article» detail
2. In the opened window fill in required fields (Picture 6.2.2.1):

Name – title by which the current sub article will be identified by system users. It is recommended to enter the unique name;

Description – manually entered additional information to the created sub article;

Can enter more than Remainder – the choice, which either allows or not to exceed the amount of expenses over the remainder in planned costs.



Picture 6.2.2.1

3. Press «Save» to save the object.

The «Contracts» section setup

The «Contracts» section is necessary to create the following contracts with clients: agreed commercial terms, product prices, budget conditions (keeping retro rates), logistics, etc.

Contract creation

To create a contract:

1. Go to the «Contracts» section;
2. Click on the «New Contract» (Picture 6.3.1.1);

Number	Start date	End date	Type	Account	Owner	Status
No A-102	6/6/2022	7/15/2022	Addendum	Customer / 4	Sam Davidson	Signed
No A-103	7/18/2022	8/26/2022	Addendum	Customer Accom-Westhouse Company / 4	Sam Davidson	Signed
No A-104	6/7/2022	7/14/2022	Addendum	Customer Accom-Westhouse Company / 4	Sam Davidson	Draft
No A-111	7/4/2022	8/1/2022	Addendum	Bank of Spain	Sam Davidson	To be signed
No A-114	6/29/2022	8/4/2022	Addendum	Bank of Spain	Sam Davidson	Draft
No A-115	7/4/2022	8/12/2022	Addendum	Партнер / 6	Sam Davidson	Draft
No A-119	6/9/2022	7/13/2022	Addendum	Партнер / 6	Sam Davidson	To be signed
No C-106	6/6/2022	7/13/2022	Contract	Customer Accom-Westhouse Company / 4	Sam Davidson	Draft
No C-107	6/20/2022	7/29/2022	Contract	Партнер / 6	Sam Davidson	To be signed
No C-112	7/11/2022	8/30/2022	Contract	Bank of Spain	Sam Davidson	Draft
No S-100	7/11/2022	8/19/2022	Specification	Bank of Spain	Sam Davidson	Signed
No S-101	7/29/2022	8/30/2022	Specification	Customer Accom-Westhouse Company / 4	Sam Davidson	Draft

Picture 6.3.1.1

3. In the opened window fill in required fields (Picture 6.3.1.2):

Number – system automatically generates the number as consecutive numbers;

Type – is automatically filled in by «Contracts» value. It might be changed if required (Options: ext. agreement, specification);

Parent contract – is filled in if there is a main contract, to which the current one is related (for documents of the next types: ext. agreement, specification);

Trade network – a trade network chosen from the directory, for which a contract is created;

Legal entity – a legal entity of trade network chosen from the directory;

Owner – is automatically filled in according to the current user of a system;

Status – is automatically set as «Draft». Options: «To be signed», «Signed», «Canceled»;

Start date – is automatically filled in with the current date;

End date – contract's end date;

Periods type – «Periods type» chosen from the directory;

Account – account, who signs a contract;

Our company – our company, with which the contract is signed;

Account's requisites – a drop-down list of account's payment details. To add a new value to a field, go the «Payment requisites» detail on the Account page;

Our requisites – a drop-down list of company's payment details. To add a new value to a field, go the «Payment requisites» detail on your company's page;

Account's contract – a contract, which is connected with an account;

Multiple subjects – if the «Yes» value is set, then there are contract's subjects available; if the «No» value is set, then an account is a contract's subject;

Define regular price from price history – if the «Yes» value is set, then assortment's price is calculated based not on the commercial terms, but on the price history of assortment.

The screenshot displays the 'Contract Details' page for contract 'CNT02' in the Creatio system. The interface includes a dark sidebar on the left with navigation icons for Home, Dashboards, Feed, Leads, Accounts, Contacts, Activities, Opportunities, Orders, Contracts, Invoices, and Documents. The main content area shows contract metadata: Number (CNT02), Type (Contract), Owner (Sam Davidson), Status (Draft), Start date (8/1/2022), End date (11/30/2022), and Periods type (Month). Below this, there are tabs for GENERAL INFORMATION, CONTRACT DETAILS, HISTORY, APPROVALS, ATTACHMENTS AND NOTES, and FEED. The 'Budget conditions' section contains a table with columns for Article, Contract, Condition, amount, and Condition, %.

Article	Contract	Condition, amount	Condition, %
Economic department	CNT02	10,000.00	0.00
Prime cost	CNT02	18,963.00	0.00
Employee costs	CNT02	30,000.00	0.00
Culture	CNT02	16,400.00	0.00

The 'Amount' section shows a total of 56,890.00. The 'Commercial terms' section contains a table with columns for Contract, Product, Sale, %, and Product category.

Contract	Product	Sale, %	Product category
CNT02	VC Headsets	0.00	Products
CNT02	VC Cordless Mice	3.00	Conf Cam & Services
CNT02	VC Cordless Mice	15.00	Products
CNT02	Pro Blue Microphone	12.00	Conf Cam & Services
CNT02	PC Speaker	7.50	Products

Picture 6.3.1.2

4. Press «Save» to save the object.

Filling in the detail «Budget condition»

Budget condition – is a set of conditions, based on which a budget is formed.

To add budget conditions:

1. Press the « + » button on the «Budget conditions» detail:
2. In the opened window fill in required fields and budget conditions (Picture 6.3.2.1):

Article – an article chosen from the directory, which is involved in forming of budget conditions;

Budget subarticle – a sub article, which is available only for the chosen article;

Condition, % - percentage of conditions to the total turnover in planning;

Condition, amount – amount of a condition;

Condition, cost – a condition, by which a budget sum is multiplied;

Currency – currency of budget article;

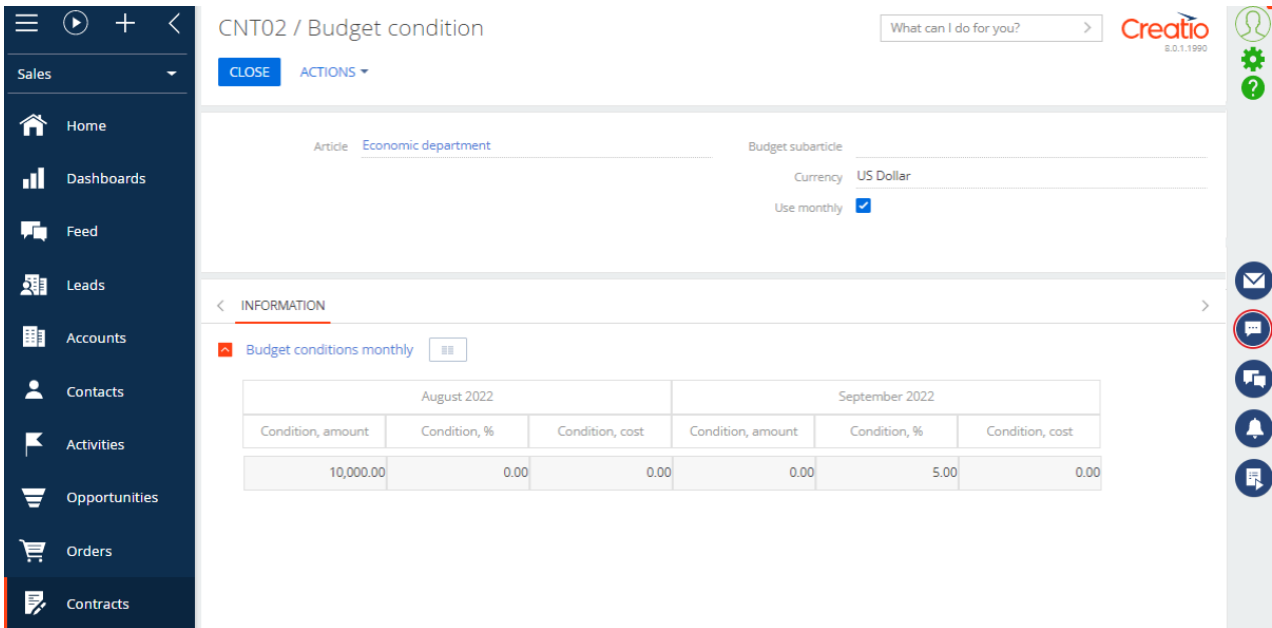
Use monthly – opportunity to set different budget conditions monthly.

Article	Economic department	Budget subarticle	
Condition, amount	10,000.00	Currency	US Dollar
Condition, %	0.00	Use monthly	<input type="checkbox"/>
Condition, cost	0.00		

Picture 6.3.2.1

In case the value is inserted in the «Condition, %» field, it is not possible to change «Condition, amount» and «Condition, cost» fields. Otherwise, the «Condition, %» field is not available for editing. The percentage is taken from the entire amount of turnover under this sub-article of the article, the amount.

When selecting «Use monthly» (Picture 6.3.2.2), a table of «Budget conditions monthly» is generated below, a period taken depends on contract's start and end dates. It is required to fill in a condition in both the percentages and amounts for every month. If the cell "Condition, %" contains a value, then the cell "Condition, amount" is forbidden to change. Otherwise, the "Condition, %" cell becomes inaccessible for editing.

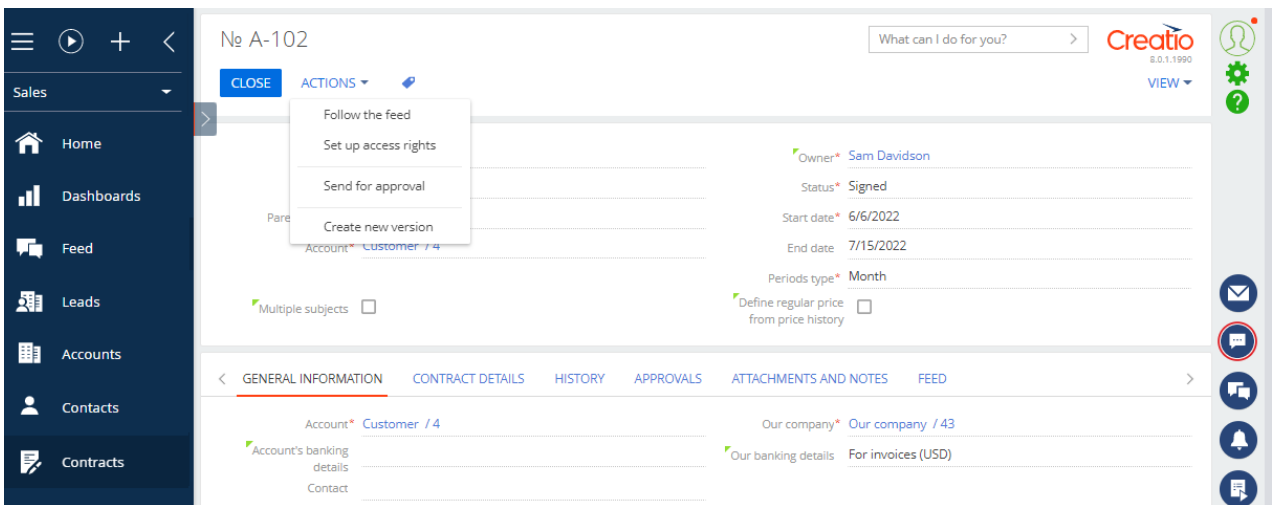


Picture 6.3.2.2

3. Press «Save» to save the object.

Creating a new contract version

In the selected contract, click on the «Actions» and choose the «Create new version» option (Picture 6.3.5.1).

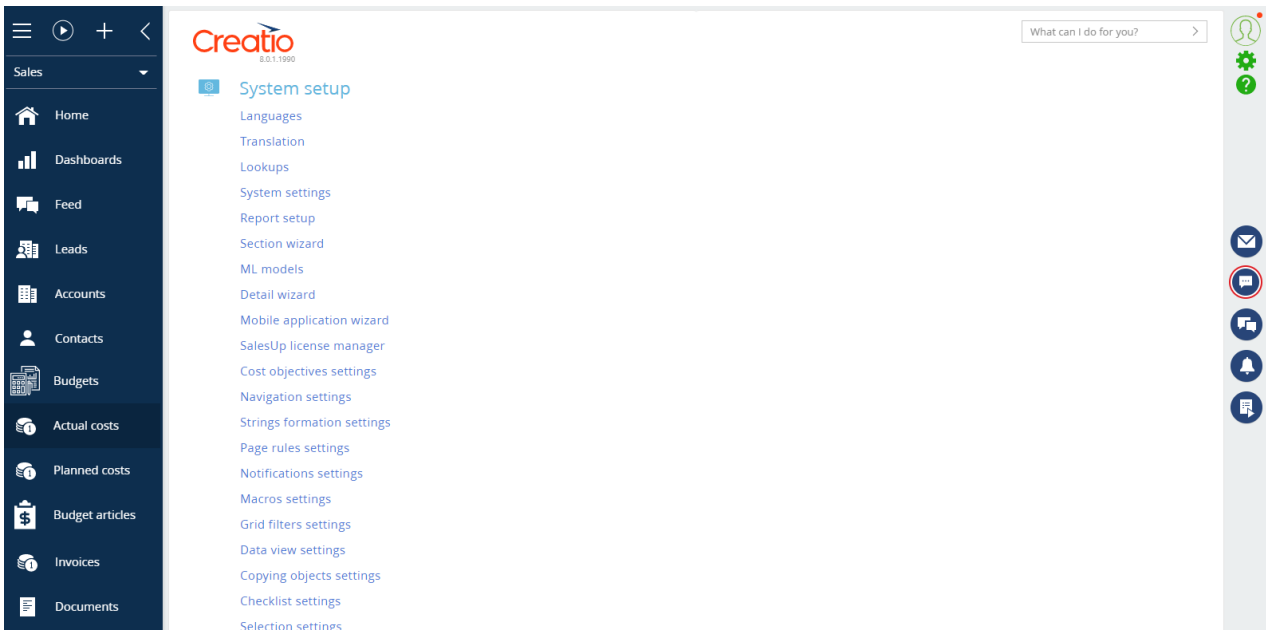


Picture 6.3.5.1

After that a new contract with new title is created. It is filled in based on the information from a parent contract with other identically filled fields from this parent contract. It is used when there is a need to make some changes to the process of contract implementation, and it also allows to save old contract's conditions in the history.

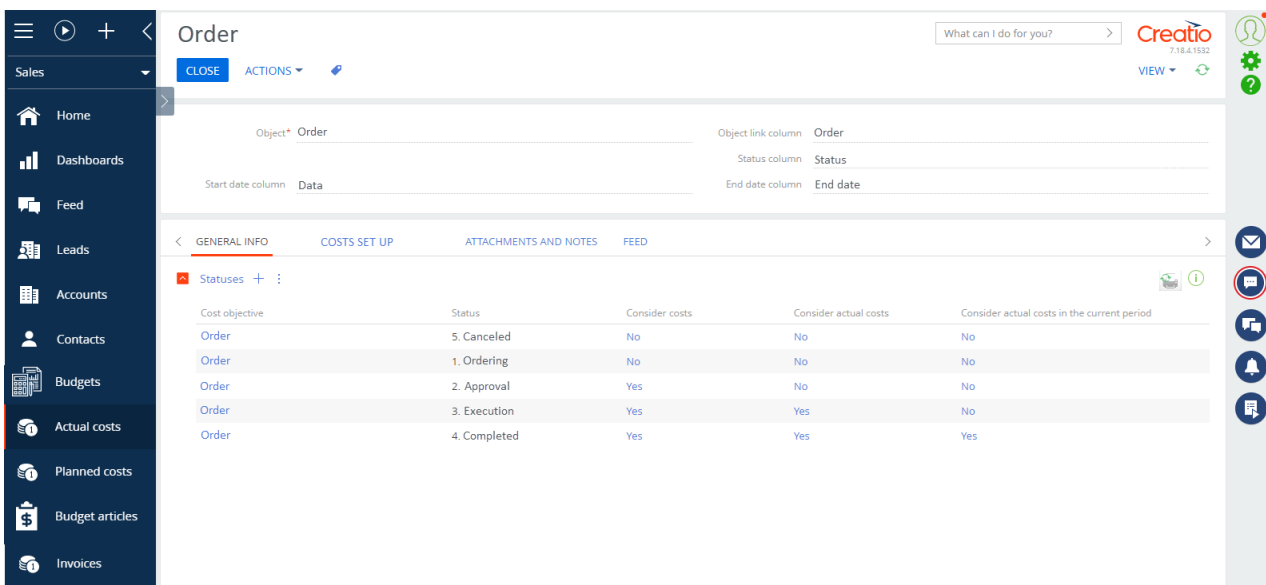
Cost objects settings

1. In the System designer, go to the «System setup» section and click on the «Cost objectives settings» (Picture 6.6.1).



Picture 6.6.1

2. To add an object, click on the «New».
3. It is possible to edit and add new information on an object on the opened page (Picture 6.6.2):
 - Object – object, according to which costs are adjusted;
 - Object link column – a column, to which a cost object is linked;
 - Status column – a cost object field, the value of which affect the money deduction from a budget;
 - Start date column – if the column is filled in, then there will be a limit on start date of costs for selected object in a budget section. It is possible to choose a field with a “date” type. In case a field is empty, this cost will not have any limits on date;
 - End date column – if the column is filled in, then there will be a limit on end date of costs for selected object in a budget section. It is possible to choose a field with a “date” type. In case a field is empty, this cost will not have any limits on date;



Picture 6.6.2

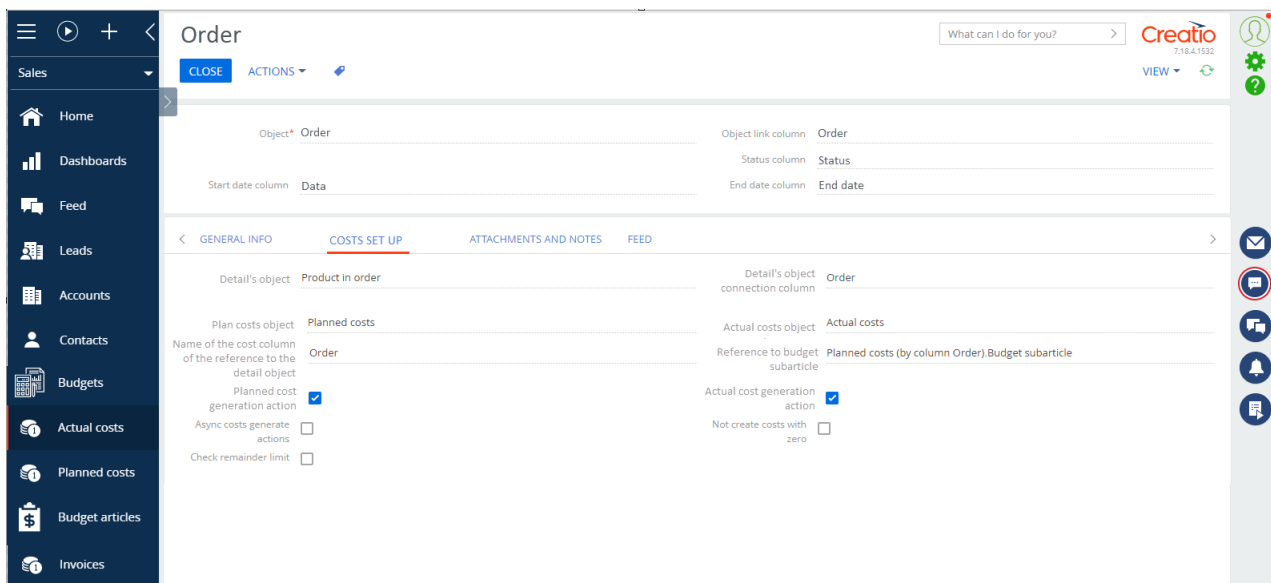
4. «General info» tab, «Statures» detail:

Statuses of cost objects (planned costs are displayed for current and future periods by default, for previous periods – actual costs):

1. There is no status on a detail – costs are not considered
2. Consider costs «No» - costs are not considered
3. Consider costs «Yes» - planned costs are considered for all periods
4. Consider actual costs «Yes» - actual costs are considered for previous periods, for current and future periods – planned costs
5. Consider actual costs in the current period «Yes» - actual costs are considered for previous and current periods, while for future periods – planned costs

«Costs setup» tab (Picture 6.6.3):

- Detail's object – a detail, where the cost calculations occurs;
- Detail's object connection column – an object, from which data is collected in order to form costs;
- Plan costs object – an object, for which planned costs are formed;
- Actual costs object – an object, for which actual costs are formed;
- Name of the costs column of the reference to the detail object – a column, based on which costs are formed;
- Reference to budget subarticle – a budget sub article column, based on which costs are formed;
- Planned cost generation action – includes generation of planned costs;
- Actual cost generation action – includes generation of actual costs;
- Async costs generate actions – if it is excluded, then the cost generation happens immediately; otherwise, the cost generation happens in the background and sends a notification after the end of generation;
- Not create costs with zero – a logic field, where costs with zero value are not formed if the check box is ticked.



Picture 6.6.3

The «Planned costs» section setup

«Planned costs» section is necessary to form and keep a record of planned costs. It depends on planned sales and discounts, and is mostly formed manually.

To create planned costs:

1. Go to the «Planned costs» section;
2. Press the «New» button;
3. In the opened window fill in required fields and additional characteristics:

Number – an automatically generated number of a document;

Budget – a budget, from which money for the chosen cost will be allocated;

Budget subarticle – a budget sub article chosen in accordance with the selected budget;

Created on – is automatically generated by the current date and time of cost creation;

Sum of costs, plan – is automatically filled in based on allocated funds;

Remainder – is a non-available field for editing, it calculates the funds balance (funds of the selected budget - sum of costs, plan);

Currency – is automatically filled with the currency indicated in a budget;

4. Press «Save» to save the object. Some of the fields will be filled after saving, and the cost curve of period specified in a chosen budget will be created. This curve allows distributing funds within fields of the «Sum of costs, plan». It is possible to exceed the remainder in case it is specified in the sub article.

An example on how to fill in fields (Picture 6.4.1):

January 2022		February 2022		March 2022		April 2022		Costs :
Costs sum, plan	Remainder	Costs sum, plan	Remainder	Costs sum, plan	Remainder	Costs sum, plan	Remainder	
100.00	100,000.00	2,000.00	100,000.00	12,949.00	130,000.00	0.00	0.00	

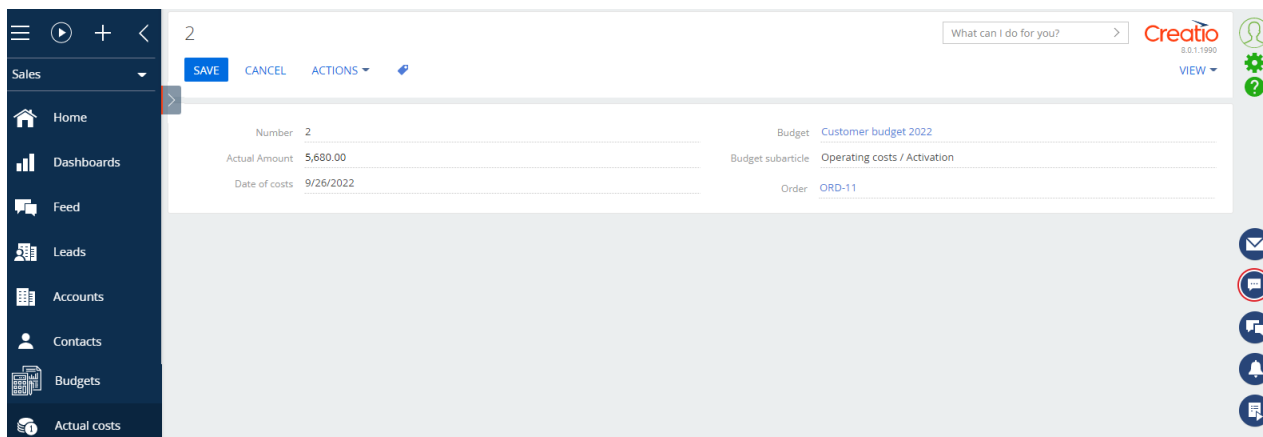
Picture 6.4.1

The «Actual costs» section setup

«Actual costs» section is necessary to keep a record of actual costs. This type of costs is expected to be formed in the accounting system.

1. Go to the «Actual costs» section
2. Press the «New» button
3. In the opened window fill in required fields and additional characteristics (Picture 6.5.1):

- Number – is generated automatically;
- Actual Amount – an amount of actual costs;
- Date of costs – date of when the document has been formed;
- Budget – a budget, from which money for the chosen cost will be allocated;
- Budget subarticle – a budget sub article chosen in accordance with the selected budget;



Picture 6.5.1

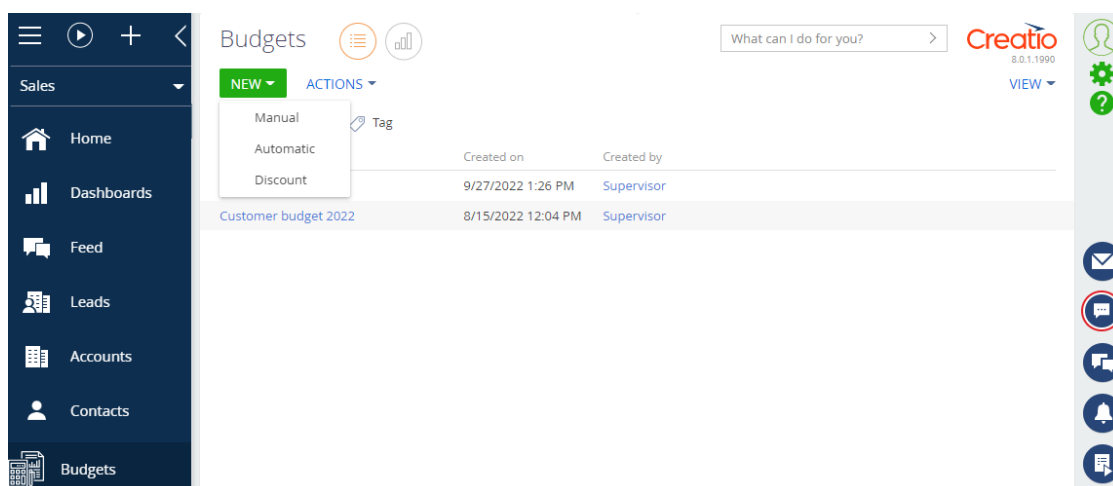
Section settings «Budgets»

«Budgets» section is necessary to create a financial plan, which outlines indicators of organization's costs for a specific period.

Creating Budget

To create a budget:

1. Go to the «Budgets» section (Picture 7.1.1);
2. Press the **NEW** button;
3. In the drop-down list click on one of budget options: manual, automatic, discount.



Picture 7.1.1

Adding Manual Budget

Manual budget – is a manual allocation of funds, costs goals, etc. It could be filled from the planning, if a module «Planning» is purchased.

On the record page fill in all required fields and additional information (Picture 7.1.2.1):

- Name – budget name;
- Type – is automatically filled in according to the chosen type from the list after budget creation;
- Sum – is automatically filled in after the «Articles» detail is also filled – sum of all others for articles, where sum is a planned sum of costs;
- Reserve – is automatically filled in after the «Articles» detail is also filled – sum of all reserves for articles, where reserve is reserved funds, costs;
- Relocation – is automatically filled in after the «Articles» detail is also filled - sum of all relocations for articles, where relocation is allocation of costs;
- Remainder – is automatically filled in after the «Articles» detail is also filled - sum of all remains for articles;
- Currency – currency of budget article. Default value is «Hryvnia»;
- Start date – the start date of budgeting;
- Due date – the end date of budgeting;
- Period type – «Period type» chosen from a directory, explains which specific period is used in a budget;
- Archive – an archival tag which transfers the budget into an archive, with these budgets there are no more actions.

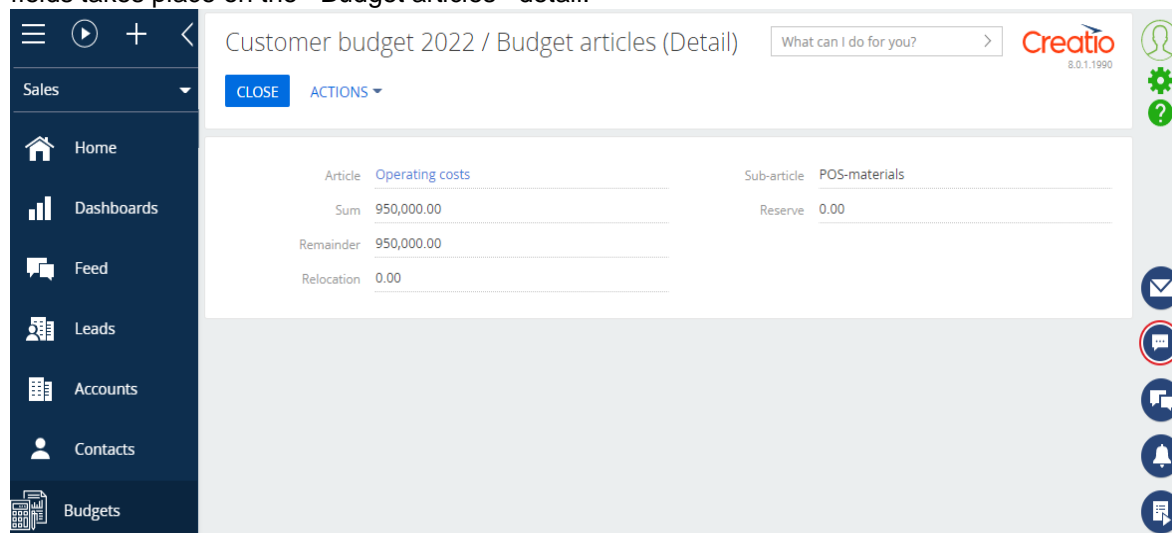
Name	Article	Sub-article	Sum
Operation profit / Sales income	Operation profit	Sales income	442,806,000.00
Operating costs / POS-materials	Operating costs	POS-materials	6,629,470.00
Operating costs / Motivation	Operating costs	Motivation	5,475,400.00

Picture 7.1.2.1

1. Filling in the «Articles» detail (Picture 7.1.2.2):
 - a. To add an article, click on the + button on the «Articles» detail;
 - b. In the opened window fill in all required fields:
 - Article – an article, based on which a budget is formed;

- Subarticle – a sub article of a budget article. Sub articles are filtered depending on the selected article;

All other fields have informative purposes and are non-available for editing. The filling-in of these fields takes place on the «Budget articles» detail.

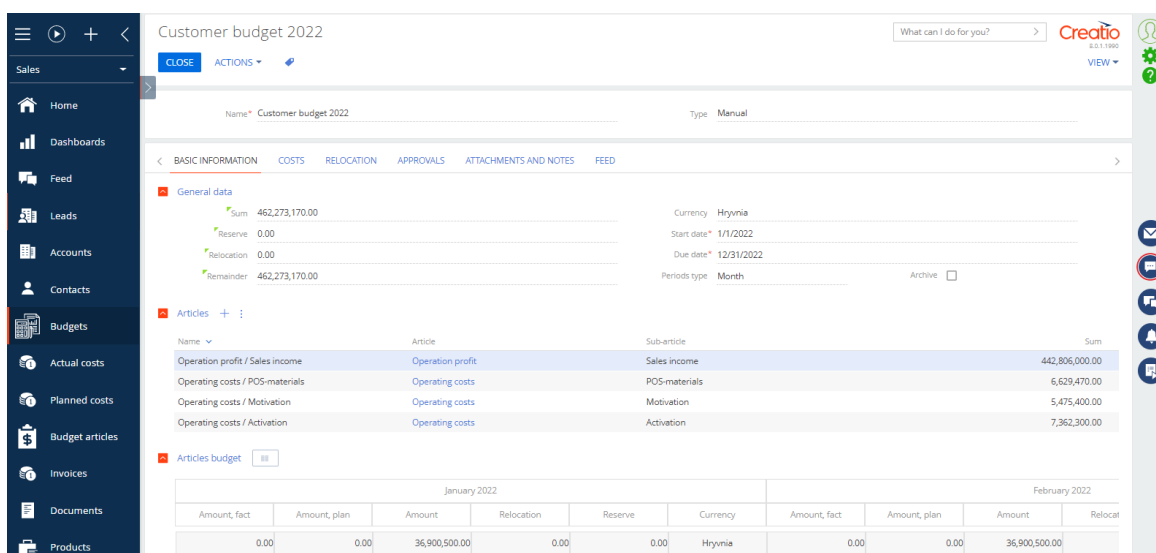


Picture 7.1.2.2

- Press the «Save» button to save an object. The system will open a previous page of budget editing.

2. Filling in a budget sum for articles (Picture 7.1.2.3):

- To add a sum for articles to a budget, choose an article to which the sum will be added;
- A table divided by months according to the start and end dates of budgeting will be displayed below the «Budget articles» detail. There is an editable sum field in this table, which allows to enter values for funds, which have been allocated to the selected article during current month. Total sum of allocated funds is automatically displayed in the «Sum» field of «General data» tab.

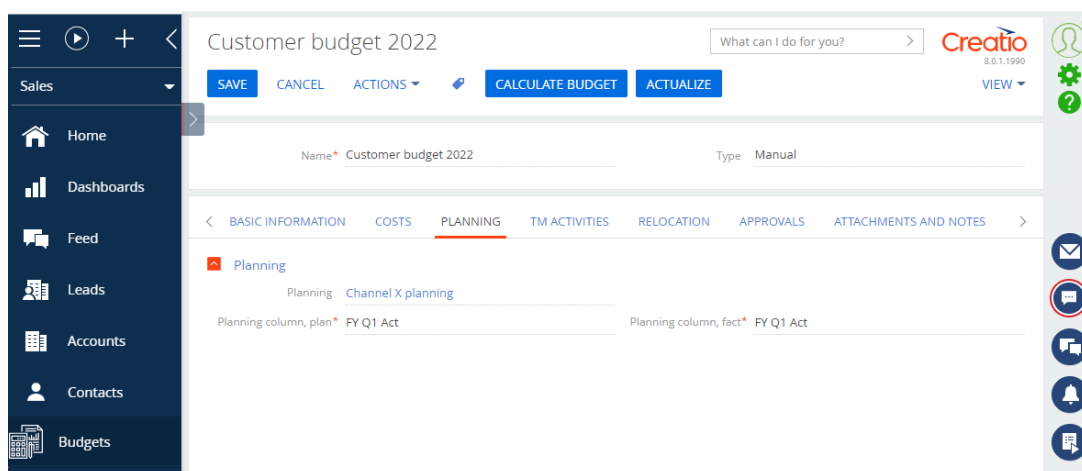


Picture 7.1.2.3

To designate cells in a table (different values for each article):

- Amount – an editable cell, where the allocated funds for an article from a budget are displayed. It is possible to add a manual budget either manually or with the help of planning;

- Reserve – non-editable cell, reserved funds for this article. It is calculated according to an object costs setting;
 - Relocation – non-editable cell, allocated funds between articles and budgets. It is set up in the «Relocation» tab;
 - Remainder – non-editable cell, a remainder of funds. It is calculated by the formula: Remainder = Sum - Reserve - Relocation.
3. Filling in the planning tab (optional step) (Picture 7.1.2.4):
- Planning – linked planning;
 - Planning column, plan – a column, from which funds for planned values are deducted;
 - Planning column, fact – a column, from which funds for actual values are deducted;



Picture. 7.1.2.4

Adding Automatic Budget

Automatic budget is formed based on a contract with the network. It is used in the following way: «Which budget is allocated for work with the network». It is calculated based on budget conditions of a contract with the network, planned sales, object costs, and product prices.

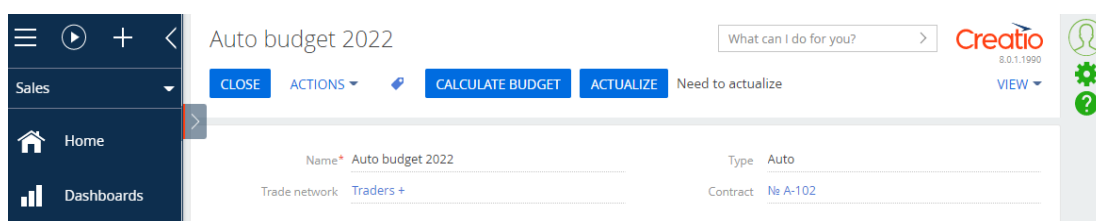
1. On the record's page fill in all required fields:
 - Name – budget's name;
 - Type – is automatically filled in when creating a budget, and depends on type of the chosen value from a list;
 - Trade network – is automatically filled in depending on the chosen contract;
 - Contract – is selected from a directory of contracts;
 - Sum – is automatically filled after the «Articles» detail – a total sum of all articles, where the sum is a planned costs sum;
 - Reserve – is automatically filled after the «Articles» detail – a total sum of all reserves, where the reserve is reserved funds, costs;
 - Relocation – is automatically filled after the «Articles» detail – a total sum of all relocations for articles, where the relocation is an allocation of costs;
 - Remainder – is automatically filled after the «Articles» detail – a total sum of all remainders for articles, where the remainder is aligned;

- Currency – a currency of budget article. Default value is «Hryvnia»;
- Start date – start date of budgeting;
- End date – end date of budgeting;
- Period type - «Period type» chosen from a directory;
- Archive – a relocation of budget to an archive, with those budgets there are no more automatic actions.

2. Objects from a selected contract will be pulled up automatically to the «Budget conditions» detail (Picture 7.1.3.1).

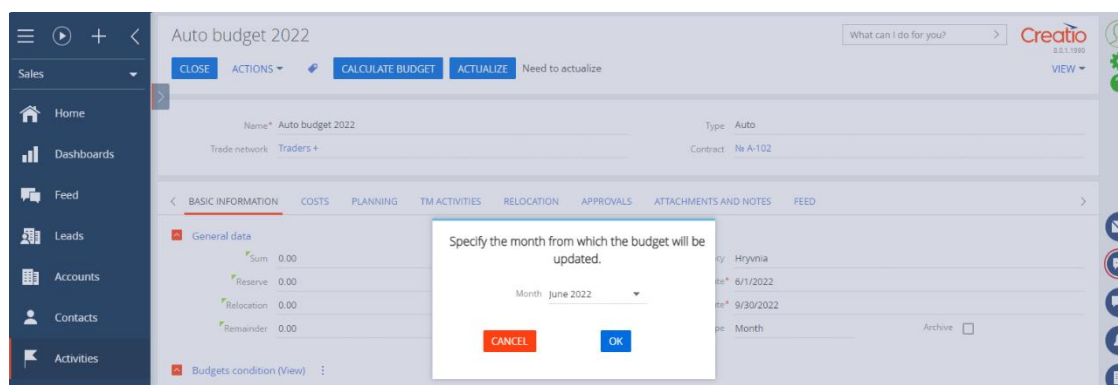
If the new version of a contract was created, then budget conditions will be automatically added according to a relevant contract. A contract considers to be relevant when it the last one created, and if it is not canceled.

After creating a new version of a contract, it is necessary to actualize a budget from the date conditions of a new contract are applied. New recommendation «Need to actualize» will appear at the top of a budget page.



Picture 7.1.3.1

After the button «Actualize» is pressed, a pop-up window with a choice of date appears (Picture 7.1.3.2), from which a budget actualizes according to new contract conditions. A range of available months complies with start and end dates of a budget.



Picture 7.1.3.2

3. «Articles» detail is filled in automatically based on budget conditions.

4. «Budget articles» detail. Filling in cells in a table (Picture 7.1.3.3):

- Amount – non-editable cell, allocated funds from a budget for an article. It is calculated by the formula: $\text{Amount} = \text{Sales plan} * \text{Condition, \%} * \text{Price}$, where:
 - Sales plan – a number of sold products;
 - Condition, % - % indicated in a commercial term;
 - Price –indicated in a contract price per product unit;

- Reserve – non-editable cell, reserved funds for this article. It is calculated according to an object costs setting;
- Relocation – non-editable cell, allocated funds between articles and budgets. It is set up in the «Relocation» tab;
- Remainder – non-editable cell, a remainder of funds. It is calculated by the formula: Remainder = Amount - Reserve - Relocation.

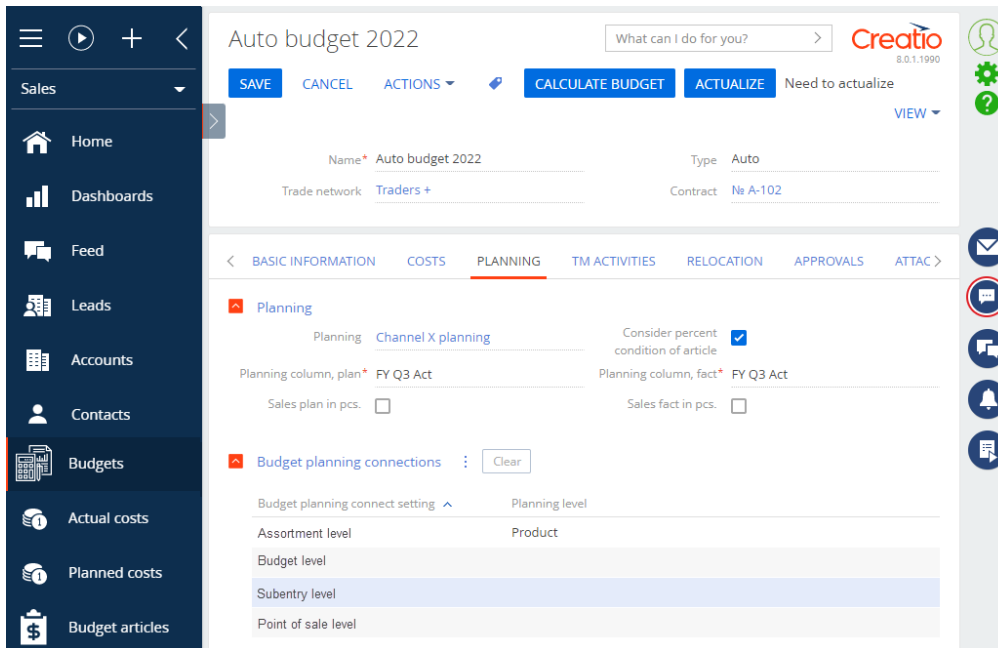
June 2022				July 2022			
Amount	Reserve	Remainder	Currency	Amount	Reserve	Remainder	Currency
50 000,00	13 300,00	36 700,00	Hryvnia	40 100,00	12 700,00	27 400,00	Hryvnia

Picture 7.1.3.3

5. «Planning» tab. If the «Planning» module is purchased:

«Planning» tab's fields (Picture 7.1.3.4) are necessary to form a total turnover, which is filled from records of «Planning» tab:

- Planning – a planning, based on which a plan is created;
- Consider percent condition of article – value, which defines whether to consider a «Condition, %» value according to commercial terms or not. If the field is selected, sum is calculated based on this condition by formula: $Sum = Sales\ plan * Price * Condition, \%$. Otherwise, all funds from the planning move to a budget ignoring this condition ($Sum = Sales\ plan * Price$);
- Planning column, plan – a column, from which all funds for planned values are taken by default;
- Planning column, fact – a column, from which all funds for actual values are taken by default;
- Sales plan in pcs. – Boolean field, which defines whether to include planned sales in pieces or not. If it is included, sum is calculated by formula: $Sum = Sales\ plan * Price * Condition, \%$. If not included, sales plan is given in funds ($Sum = Sales\ plan * Condition, \%$), where:
 - Sales plan – is presented by a quantity of products sold (pcs.) when a field is set as true or by planned amount of funds when a field is false;
 - Condition, % – % indicated in a commercial condition (existing variables in a formula define value for a «Consider percent condition of article» field);
 - Price – price of a product's unit, which is specified in a contract (there is a variable in a formula only if the «Sales plan in pcs.» field's value is true);
- Sales fact in pcs. – Boolean field, which determines whether actual sales are in pieces. If it is ticked, sales fact is displayed in pieces, and if it is disabled, then sales fact is displayed in the currency.



Picture 7.1.3.4

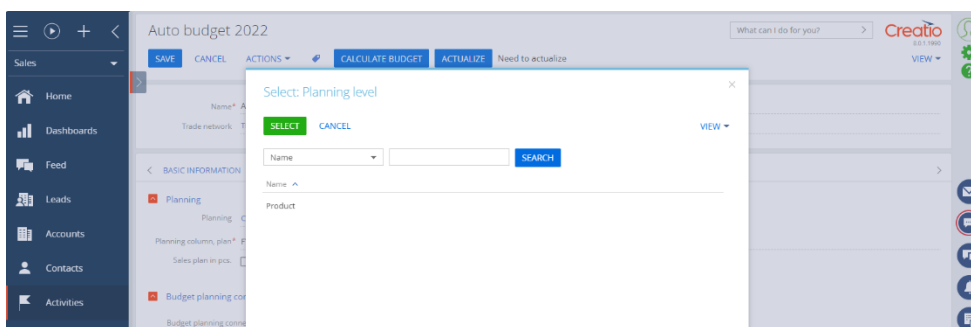
6. «Budget planning connections» detail. Dynamic filtration folder of budget calculating from the planning setup:

- a. «Budget planning connections» detail allows connecting each budget level, which is required, to the planning level.

Choose a record in the detail setup compliance with the levels of a template (e.g. Picture 7.1.3.5):

1. Assortment level – a product;
2. Point of sale level – an account.

When a record in the detail is selected, it is possible to assign a corresponding planning level.



Picture 7.1.3.5

Configuration of this detail affects the sales plan, which is counted for every article for a budget (creating conditions for a sales plan).

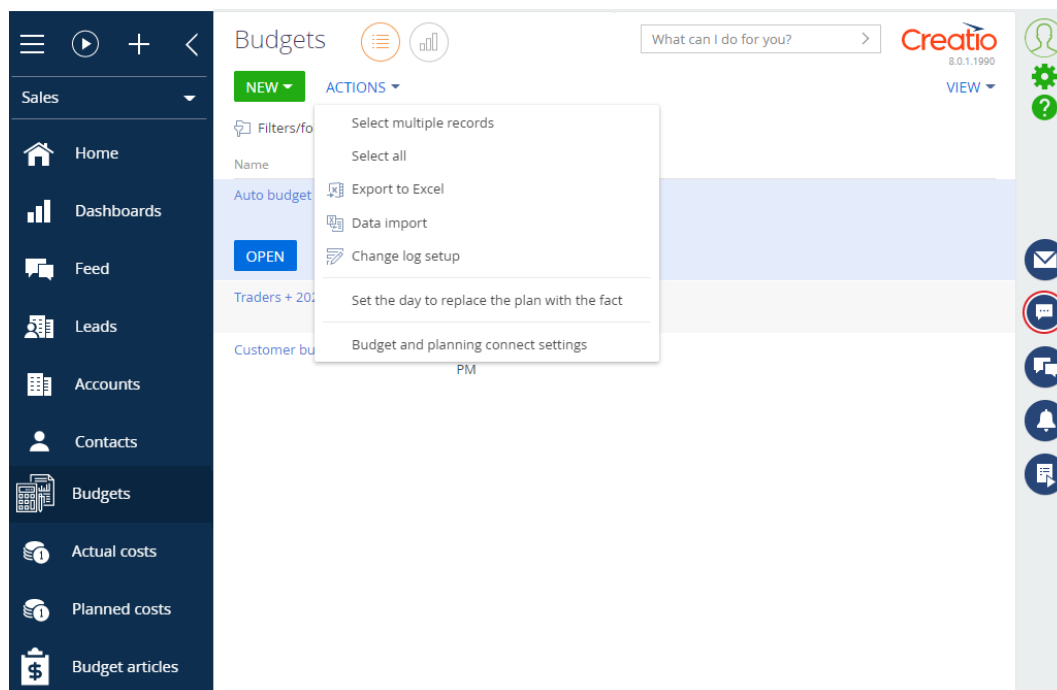
A budget article takes data on individual user filters from the planning when doing calculations/actualization.

All settings are optional; therefore, it is not necessary to specify any levels, if there is no need to filter planning data

After fields are filled in, click on the «Calculate a budget» button.

7. Budget and planning connect settings (Picture 7.1.3.6)

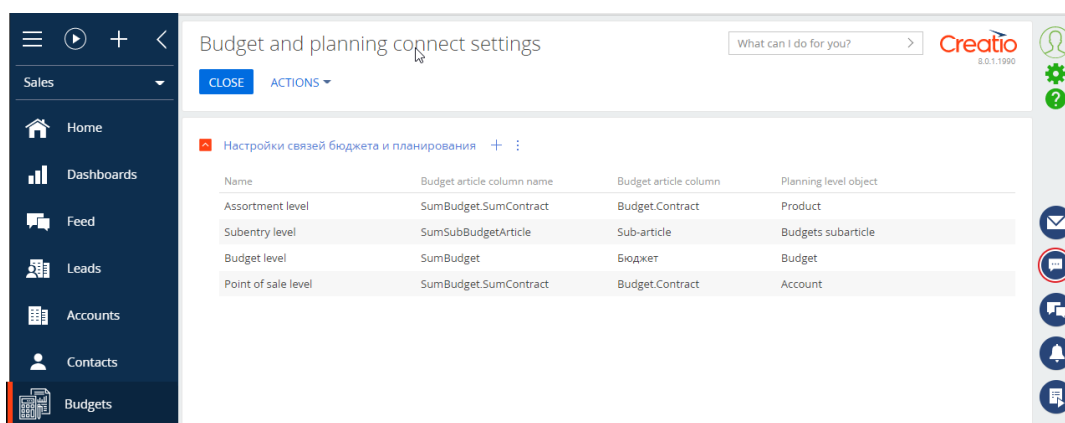
a. Go to a budget section and select «Budget and planning connect settings» from Actions options.



Picture 7.1.3.6

b. Specify templates of filters settings so that a planning level column corresponds to a budget article column (Picture 7.1.3.7), where:

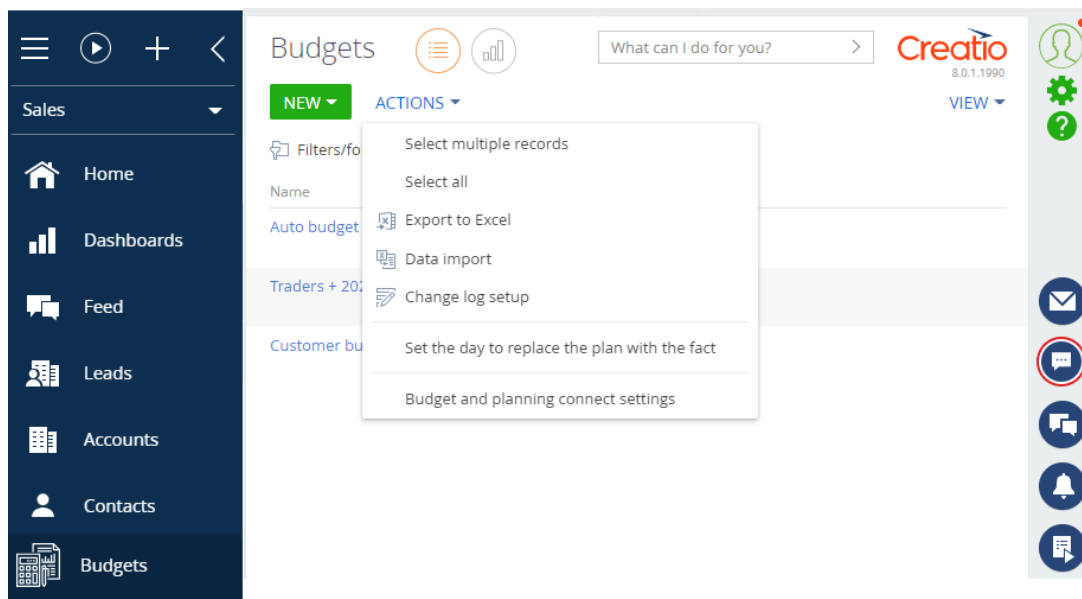
- Name – a short template title, to which a relevant setting in the «Budget and planning connect settings» detail connects (a detail is connected to columns from this setting);
- Budget article column name – planning object;
- Budget article column – a budget article column, which corresponds to planning level column;
- Planning level object – planning level column chosen from a planning object, specified before;



Picture 7.1.3.7

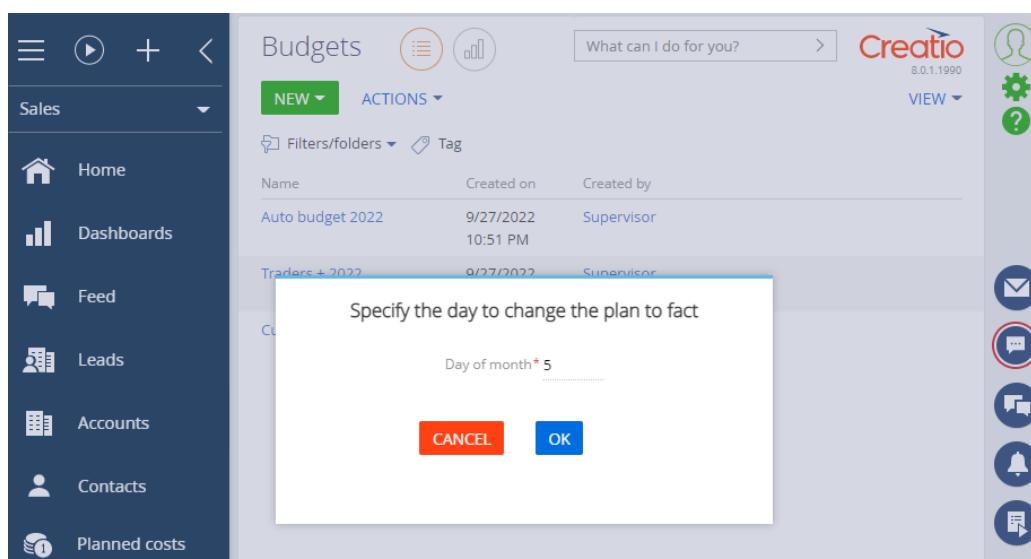
8. Set the day to replace the plan with the fact

In order to set up a replacement of planned values with actual ones, go to the «Budgets» section and select «Set the day to replace the plan with the fact» option in Actions (Picture 7.1.3.8).



Picture 7.1.3.8

In the opened window (Picture 7.1.3.9) choose a day, when a replacement of planned values with actual ones is performed. A replacement is done every set day of every month.



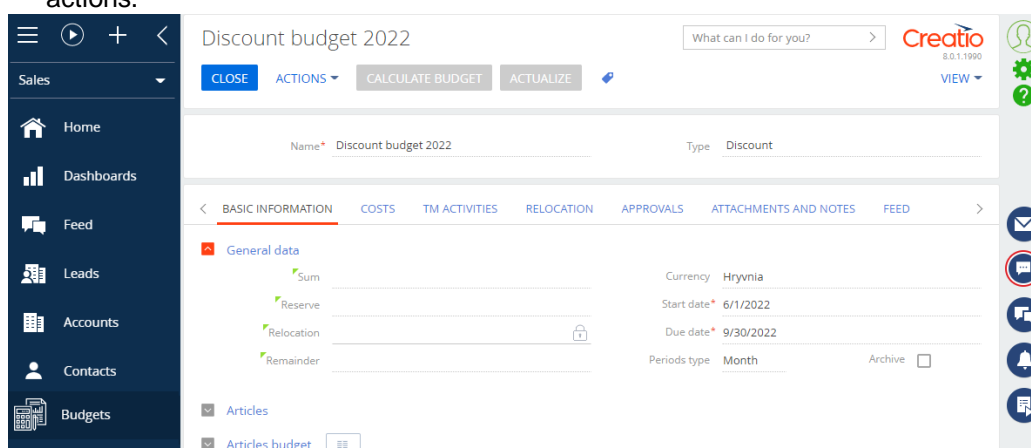
Picture 7.1.3.9

Adding Discount Budget

Discount budget is automatically generated based on object costs. It is assumed that initially there is data, to where all these funds are allocated.

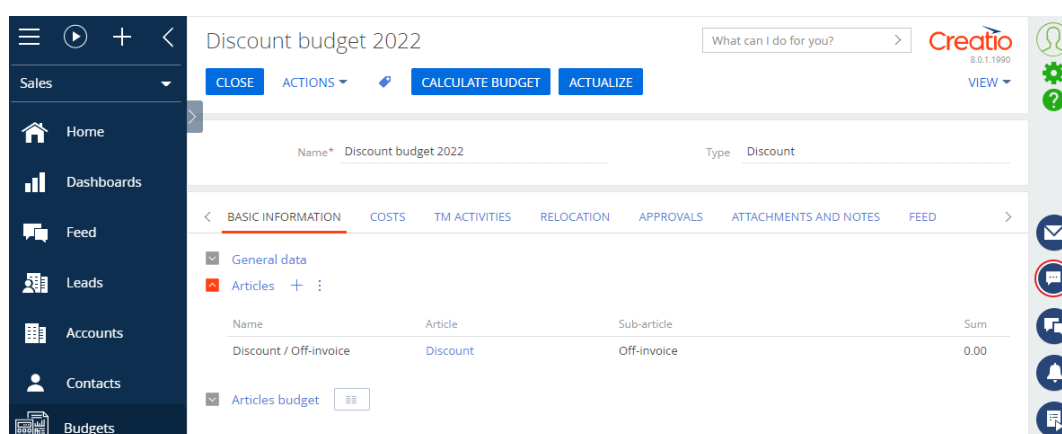
1. On the record page fill in all required fields (Picture 7.1.4.1):
 - Name – a budget name;
 - Type – is automatically entered according to selected value from a list while creating Budgets Net;
 - Sum – is automatically filled in after «Articles» detail – a total sum for all articles, where sum is a planned costs sum;

- Reserve – is automatically filled after the «Articles» detail – a total sum of all reserves, where the reserve is reserved funds, costs;
- Relocation – is automatically filled after the «Articles» detail – a total sum of all relocations for articles, where the relocation is an allocation of costs;
- Remainder – is automatically filled after the «Articles» detail – a total sum of all remainders for articles, where the remainder is aligned;
- Currency – a currency of budget article. Default value is «Hryvnia»;
- Start date – start date of budgeting;
- End date – end date of budgeting;
- Period type - «Period type» chosen from a directory;
- Archive – a relocation of budget to an archive, with those budgets there are no more automatic actions.



Picture 7.1.4.1

2. Add articles, based on which discounts are formed (Picture 7.1.4.2).

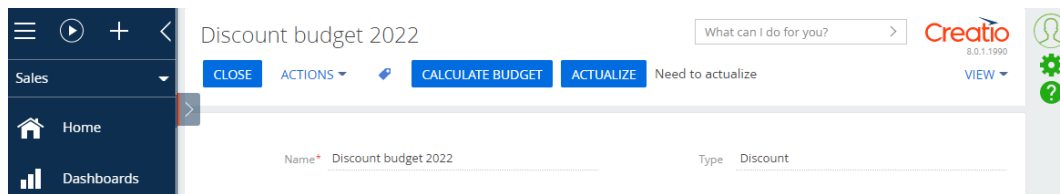


Picture 7.1.4.2

3. In the selected section of object costs create an object costs for discounts.

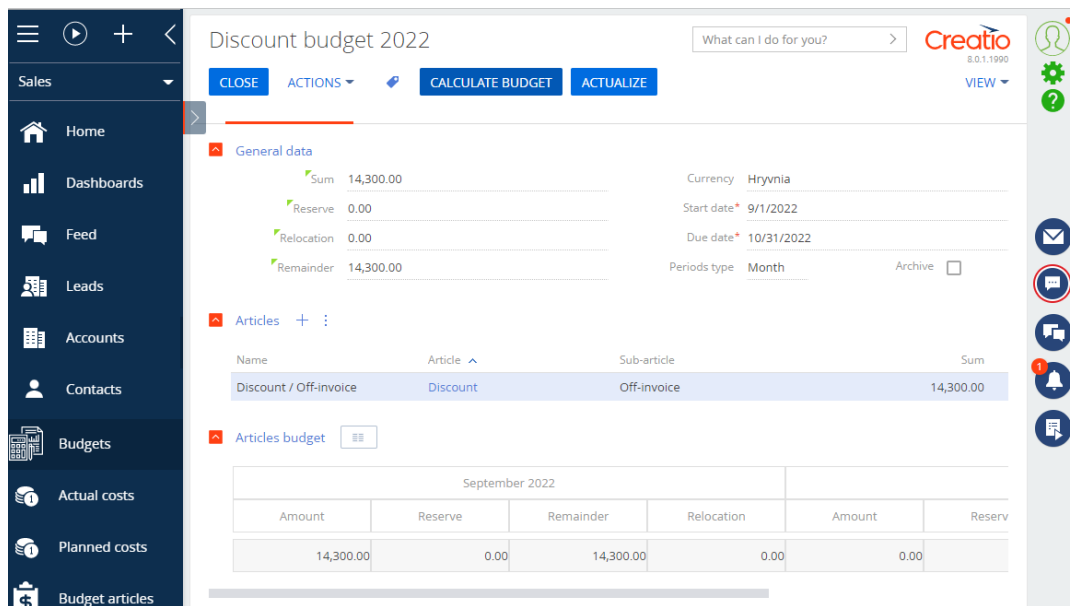
In this object costs, it is necessary for planned costs to exist in the «Costs» tab, which are connected to this discount budget.

4. It is necessary to calculate budget after adding object costs with planned costs (Picture 7.1.4.3).



Picture 7.1.4.3

When this action is executed, allocated funds of planned costs, particularly Reserve gets redistributed to Sum (Picture 7.1.4.4). Since discount budget is formed backwards, first reserve funds, and then budgets form according to those.



Picture 7.1.4.4

Funds relocation

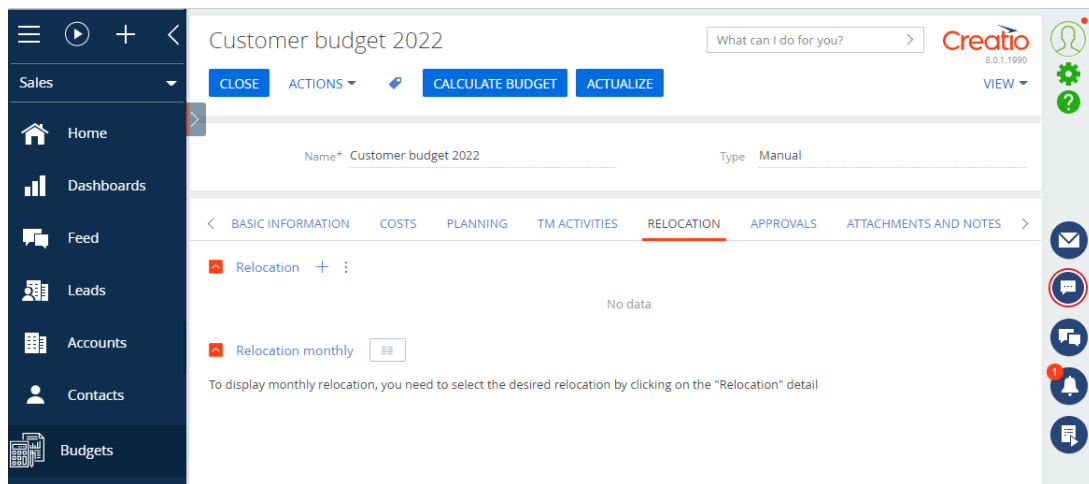
Before using this tool, install limitations on relocation if it is necessary. In the system designer to the SumsRelocationLimitOn object and set it up.

If the checkboxes are set as «allow», it means that limitations are turned off. If checkboxes are set as «forbidden», it means that limitations are turned on.

Example of a setting with limitations turned off (Picture 7.2.1):

To add relocation:

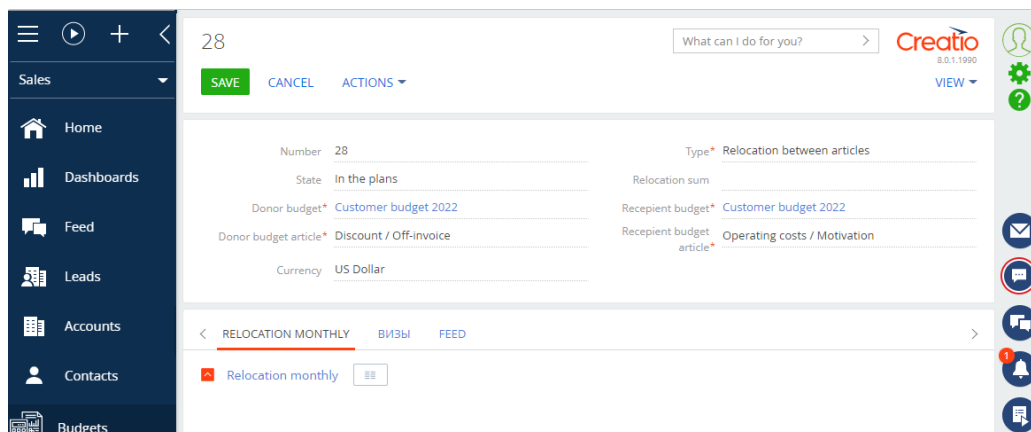
1. Go to the «Relocation» tab and then click on the «+» button on the «Budgets» record's page;



Picture 7.2.1

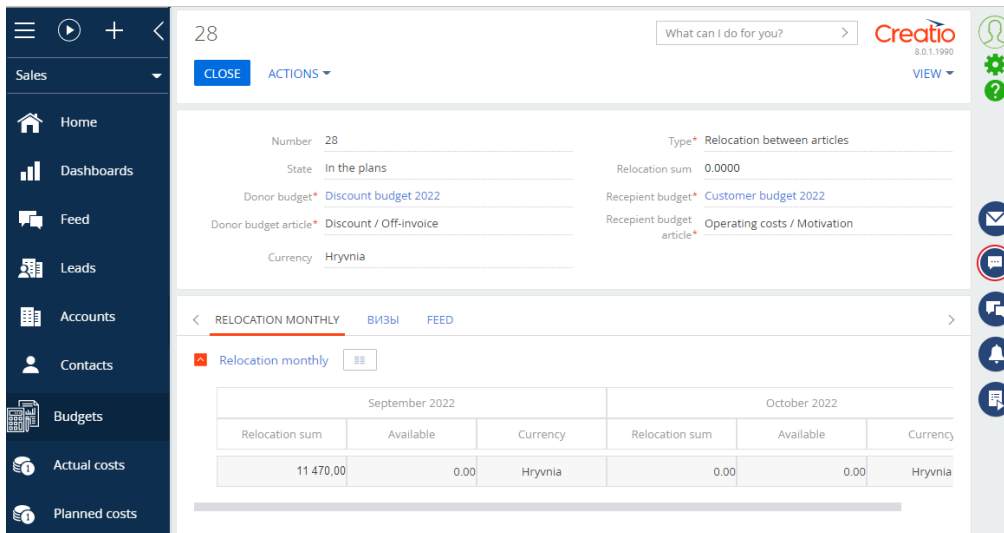
2. In the opened window fill in all required fields (Picture 7.2.2):

- Number – is automatically filled in;
- Type – types chosen from a directory (e.g. funds allocation between months, relocation between budgets, relocation between articles);
- State – a state of relocation состояние («In the plans», «Sighting», «Agreed»);
- Relocation sum – funds, which are used in the relocation, and is calculated after the allocation;
- Donor budget – a budget, from which funds are allocated;
- Donor budget article – a budget sub article, from which funds are allocated;
- Recipient budget – a budget, to which funds are allocated;
- Recipient budget article – a current budget sub article, to which funds are allocated;
- Currency – a non-editable field, which is automatically field according to the selected currency in this budget.



Picture 7.2.2

3. After the «Relocation monthly» detail is saved, sums available for allocating will be displayed (Picture 7.2.3).



Picture 7.2.3

Note: in case the Approval for Creatio module is purchased, the «Status» field will automatically change to «Agreed» after the lead confirms. Sum of funds will be displayed in a budget of the selected article in both fields «Remainder» and «Relocation».

CONTACT US:

salesup-it.com
care@salesup-it.com

+38 050 140 11 22
Kyiv, Lobanovskoho Avenue, 119B

