



# Budget Management

2016 - Fall Edition

## User Guide - Table of Contents

[Overview](#)

[Use Case\(s\)](#)

[Accessing the Tool](#)

[Create Periods to Populate](#)

[Populate Budget Data](#)

[Import Budget Data](#)

[Import File](#)

[Import Wizard](#)

[Direct Data Entry](#)

[More Options](#)

[Copy Data](#)

[Set Specific Value](#)

[Delete Budget Data](#)

[Best Practices](#)

[Common Questions and Concerns](#)

[How do I base next year's Budget on a % of current year actuals?](#)

[Do I need to post Budget Numbers?](#)

[What do I do when I receive an error saying my data is incompatible during the Import process?](#)

# Overview

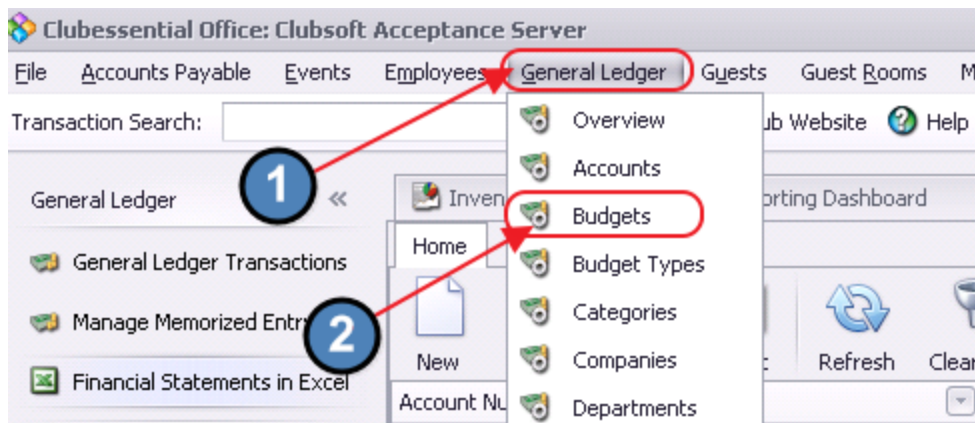
The Budget Management Tool enables Clubs to populate their Budget Ledgers.

## Use Case(s)

A Club would like to input a Budget for their Club for next year so they can set financial targets for their Departments, and compare with their actual results. They would like to import some numbers from an Excel worksheet, and would like to populate other numbers by basing them on a % of this year's actuals.

## Accessing the Tool

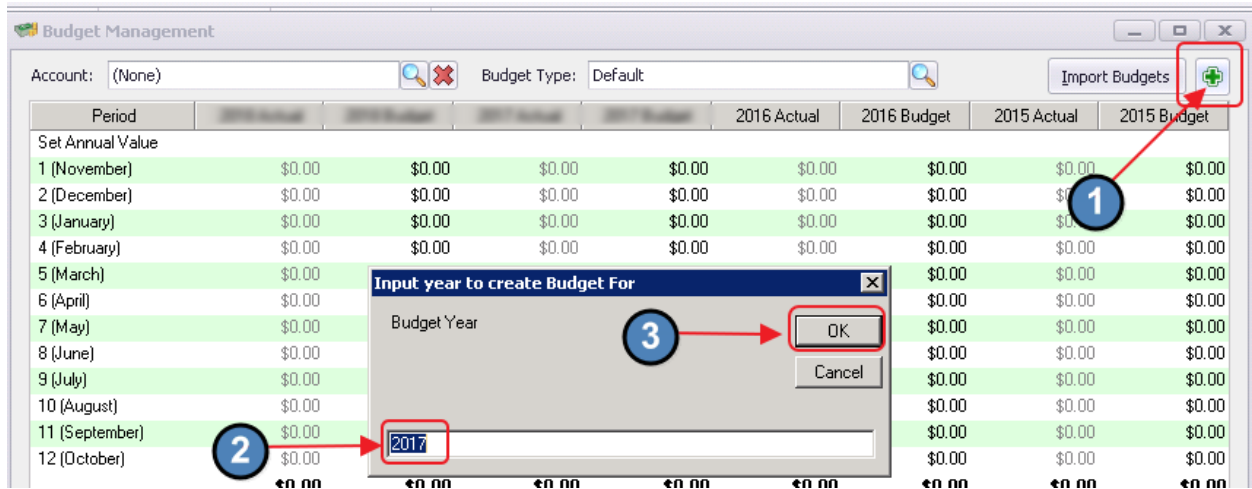
To access the Budget Management tool, click the **General Ledger** option from the top menu, and then select **Budgets** from the drop-down list of options.



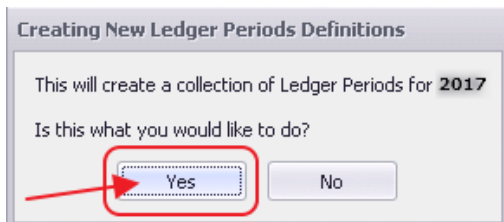
## Create Periods to Populate

Before entering or importing budget data, first create Ledger Periods to populate.

Click on the green + button, and enter the year to create the periods. Click **OK** to continue.



Confirm creation of Ledger Periods for designated time period.



Once Periods have been created, the Budget can be populated.

## Populate Budget Data

### Import Budget Data

Oftentimes, Clubs prefer to populate Budget data by importing the values from an Excel spreadsheet.

#### Import File

The Import File must contain 15 columns made up as follows:

- 1) (1) Account Number
- 2) (1) Dept Number
- 3) (12) Fiscal Periods
- 4) (1) Year

Use the following screenshot to help define the spreadsheet column titles. Avoid altering.

**Note:** There must be a space between the period and the period number.

*For example:* Use “period 1”, rather than “period1”)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Account	Dept	period 1	period 2	period 3	period 4	period 5	period 6	period 7	period 8	period 9	period 10	period 11	period 12	year

Next, populate the Account, Dept, Activity, and Year in the template.

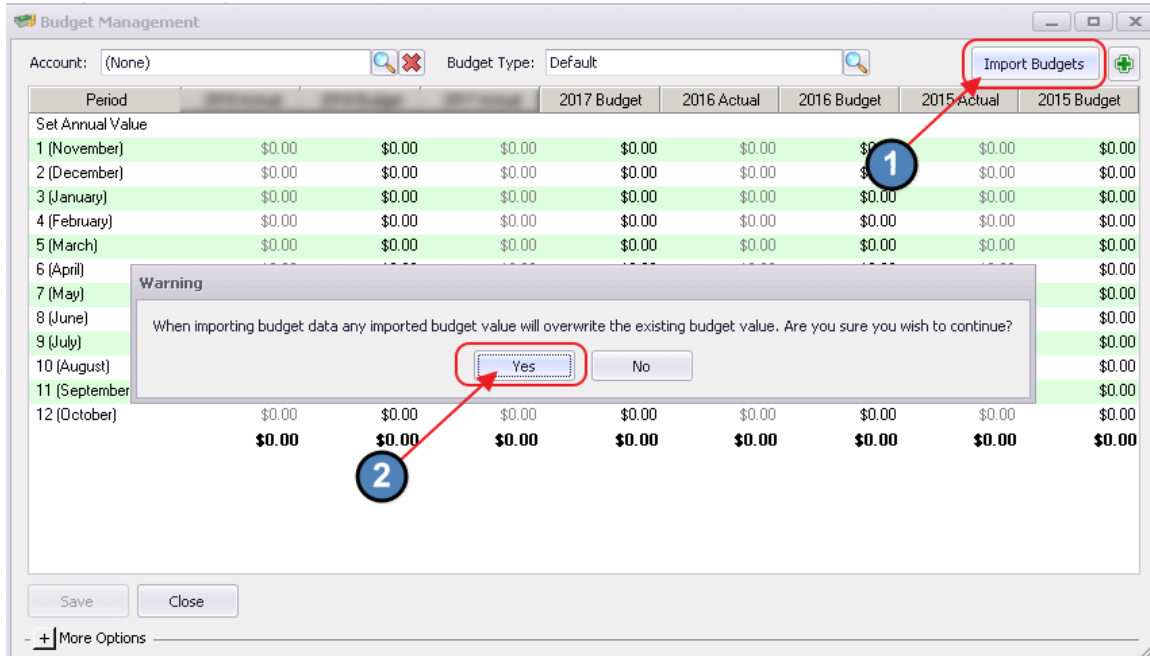
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Account	Dept	period 1	period 2	period 3	period 4	period 5	period 6	period 7	period 8	period 9	period 10	period 11	period 12	year		
2	320	90	10000.00	12000.00	14000.00	16000.00	20000.00	25000.00	25000.00	20000.00	16000.00	14000.00	12000.00		2017		
3	325	90	6000.00	7200.00	8400.00	9600.00	12000.00	15000.00	15000.00	12000.00	9600.00	8400.00	7200.00		2017		
4	341	90	8000.00	9600.00	11200.00	12800.00	16000.00	20000.00	20000.00	20000.00	16000.00	12800.00	11200.00	9600.00		2017	
5	305	91	2500.00	3000.00	3500.00	4000.00	5000.00	6250.00	6250.00	6250.00	5000.00	4000.00	3500.00	3000.00		2017	
6	306	91	6000.00	7200.00	8400.00	9600.00	12000.00	15000.00	15000.00	15000.00	12000.00	9600.00	8400.00	7200.00		2017	
7																	

**Notes:**

- Exclude commas from the number format; Enter 10000.00 rather than 10,000.00
- Every field must be filled in; any periods that do not have budget amounts to import, fill **with 0.00**. If there is a **blank field** you will **receive an error** when you import the budget.
- The Account and Department columns must match the system.
- Include **leading zeros** in Accounts or Department code (such as Dept 05)
- The Account must be **associated** with the particular **Department** in the system.
- Both revenues and expenses should be entered as **POSITIVE** amounts unless they are contra-revenue or contra-expense accounts (these should be entered as negative amounts -#,###.00 (such as -1,000.00).
- Save the import file will as a **.CSV** file.

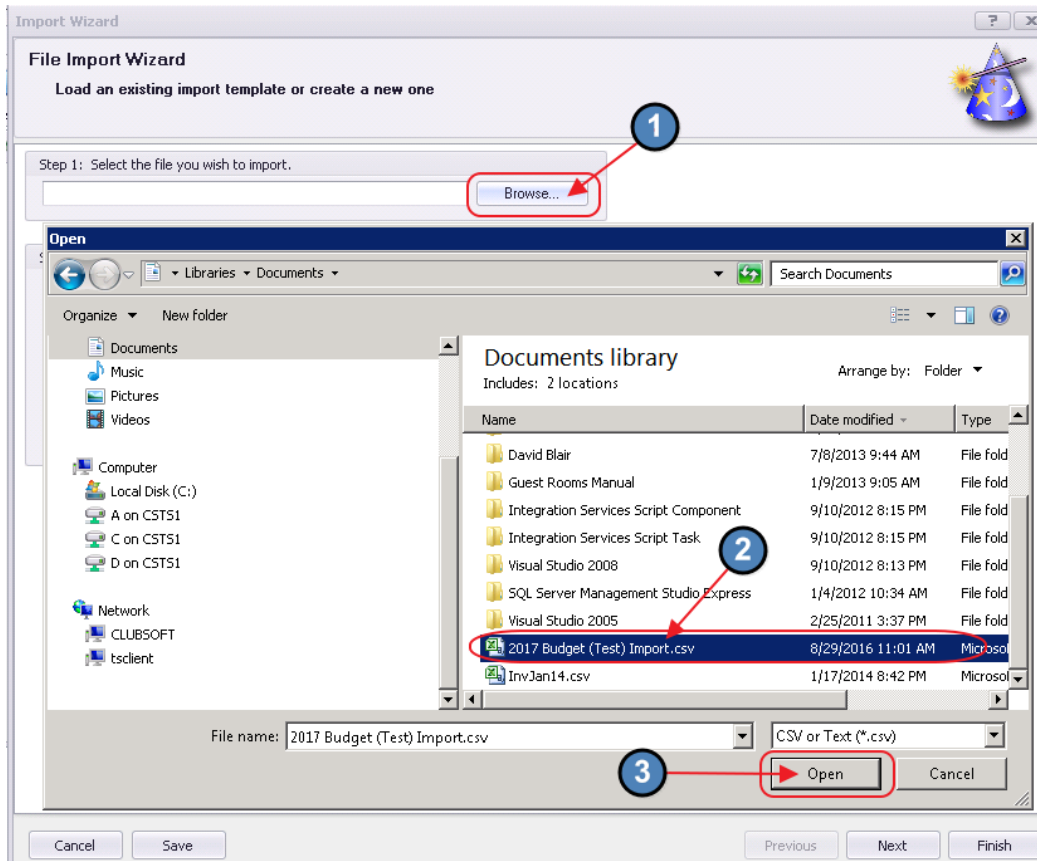
**Import Wizard**

To import the data contained in the .csv file created above, within the Budget Management tool, click **Import Budgets**. Warning message will appear, confirming the import will overwrite existing data (only for the accounts in the import). Click **Yes** to continue the import process.



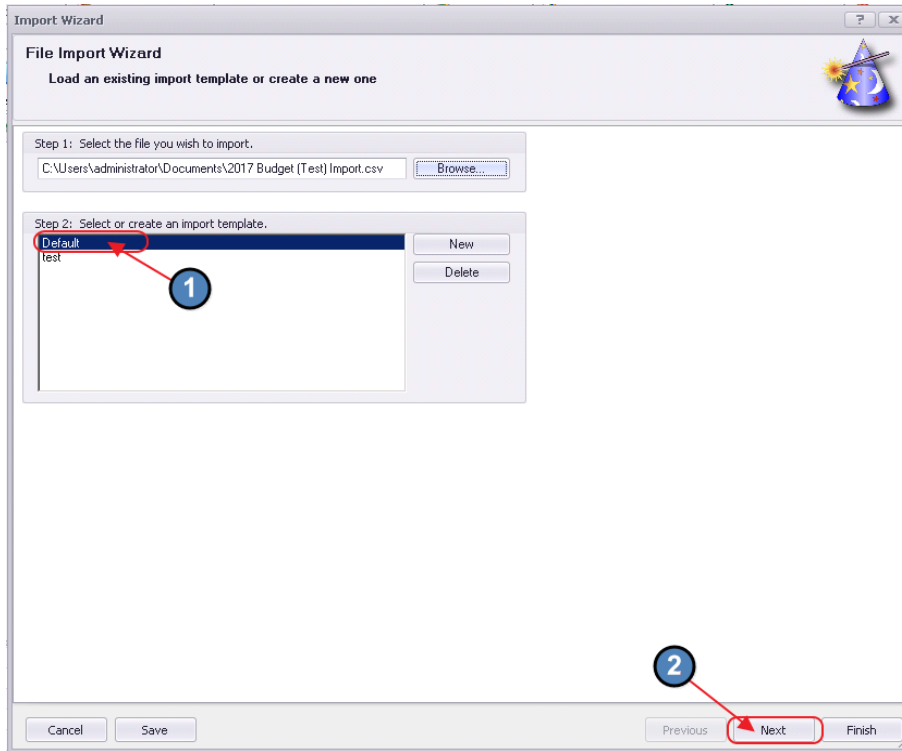
The Import Wizard will launch.

**Browse** to find the .csv import file, select it, and click **Open**.

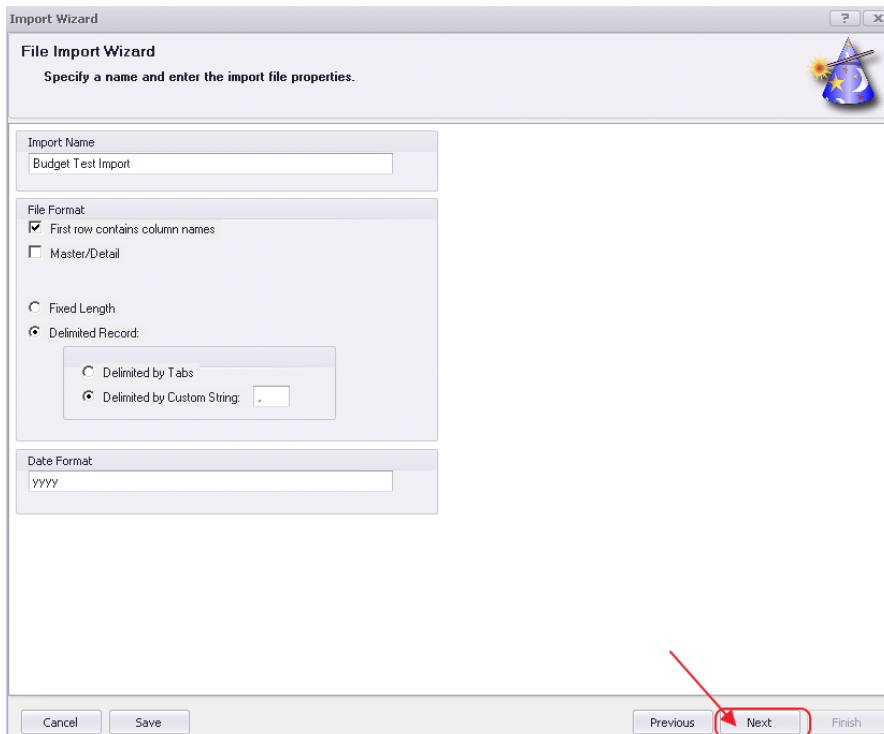


Then, select the Default Budget Template.

Important!! **Re-highlight the template** (even if already highlighted) to select it, and click **Next**.

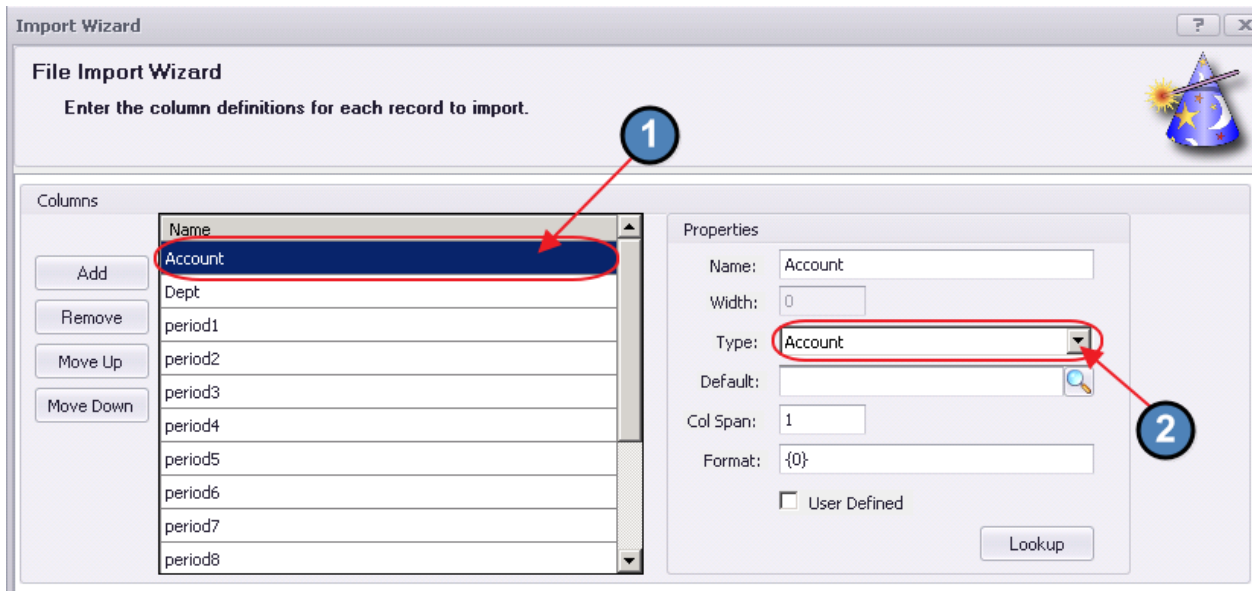


Click **Next** to proceed through the next screen.

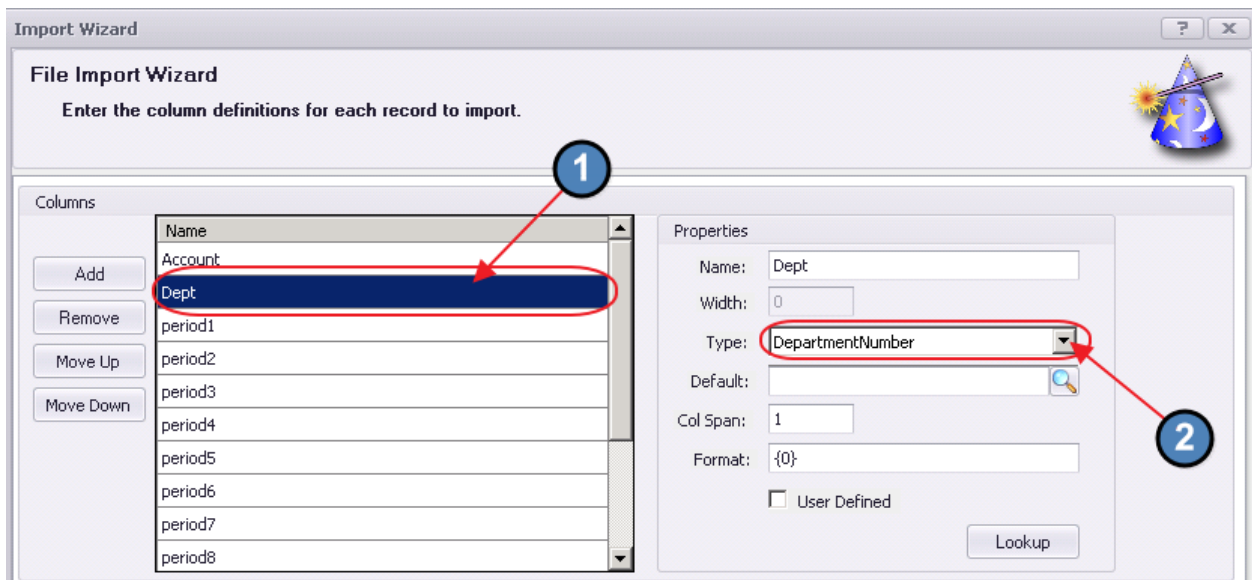


In the next screen, ensure the settings are as follows:

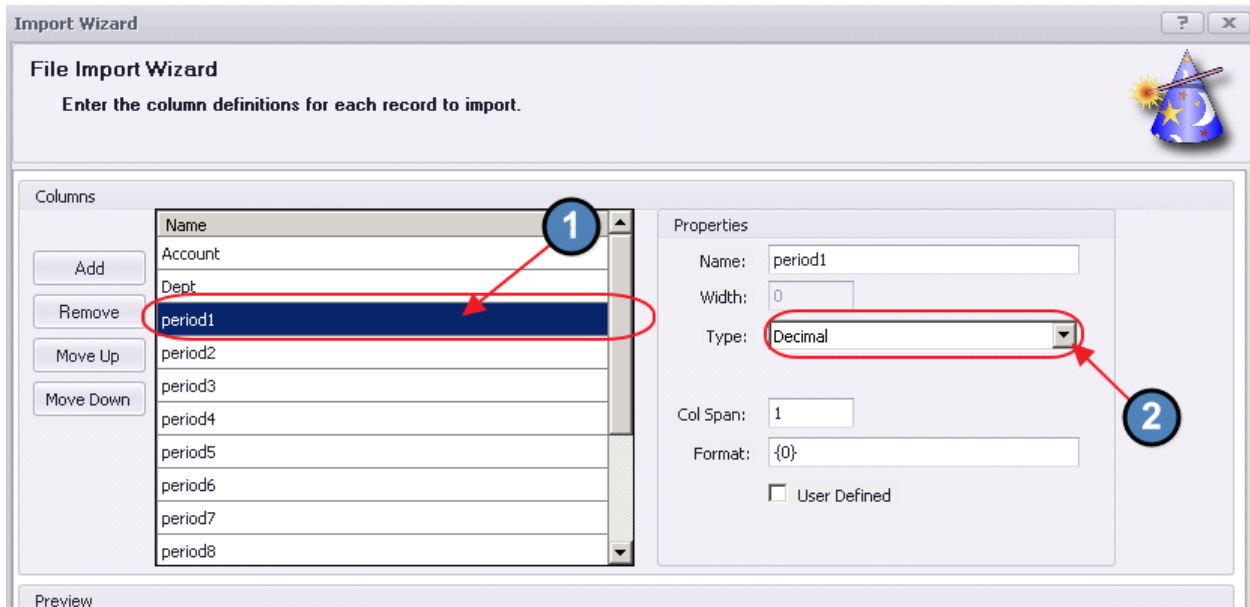
Highlight **Account** on the left side of the screen, and ensure **Type** reflects **Account**.



Highlight **Dept** on the left side of the screen, and ensure **Type** reflects **DepartmentNumber**.

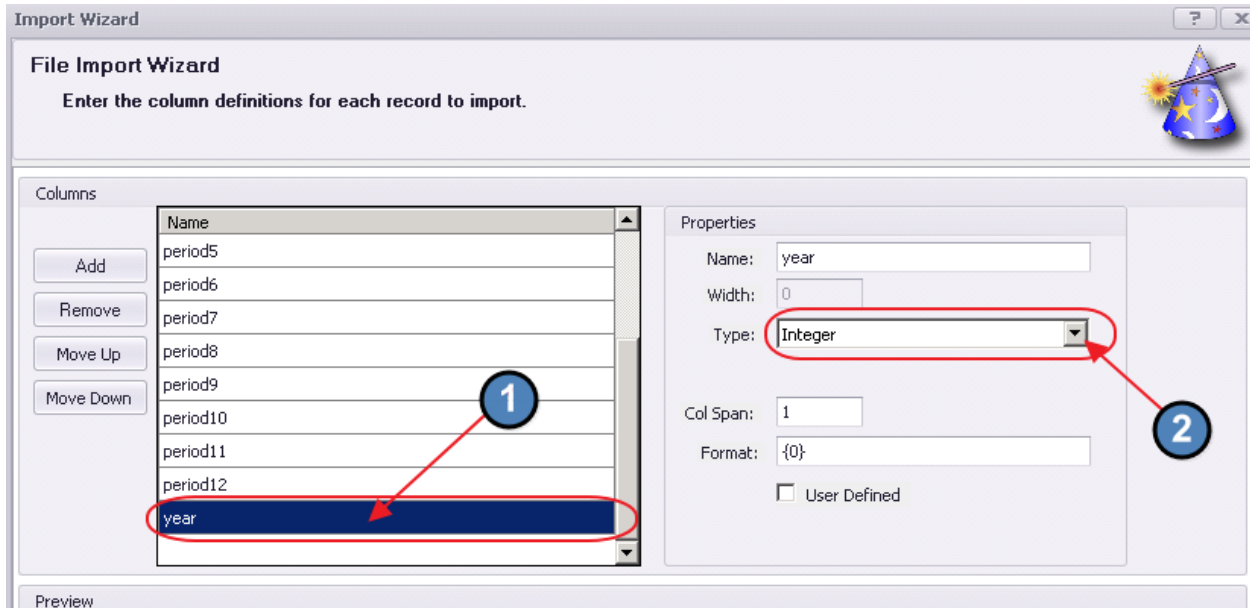


Highlight **period1** on the left side of the screen, and ensure Type reflects **Decimal**.

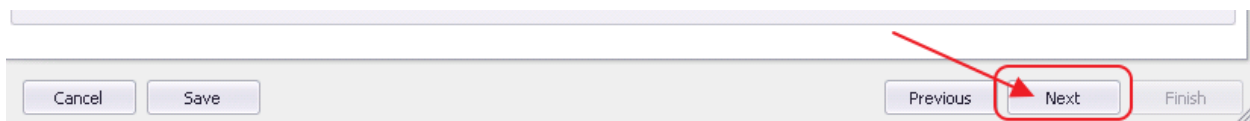


Then, **repeat** for **period2 - period12**.

Finally, highlight **year** on the left side of the screen, and ensure Type reflects **Integer**.

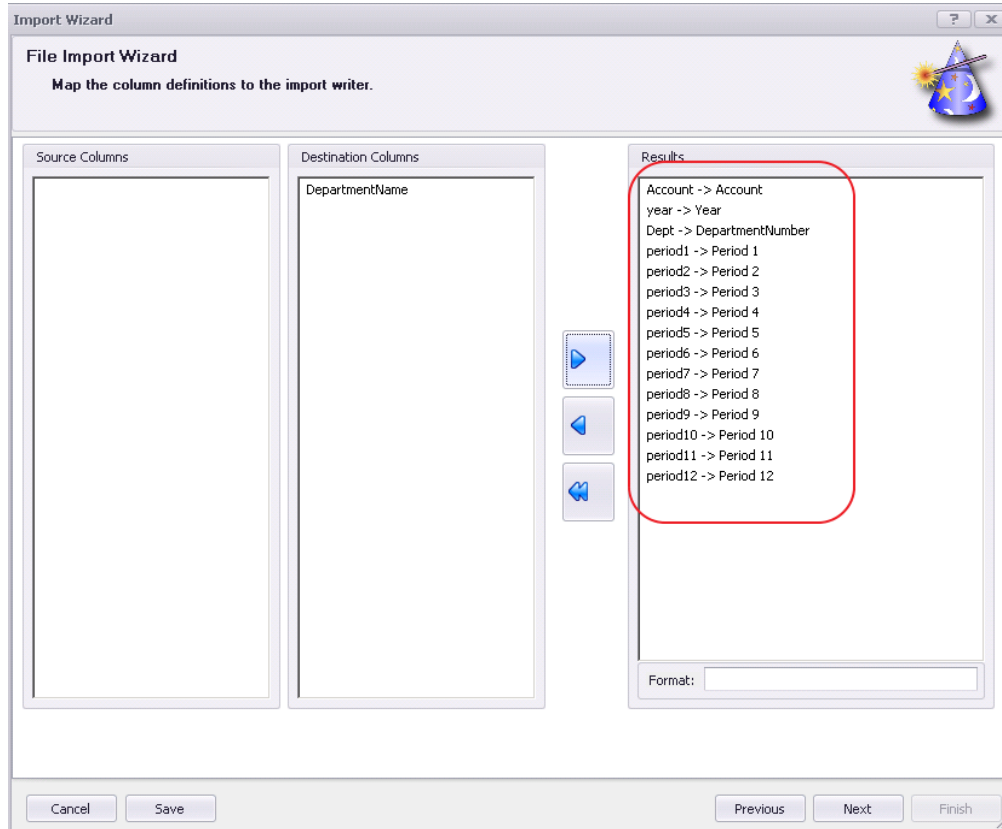


Click **Next** to continue.

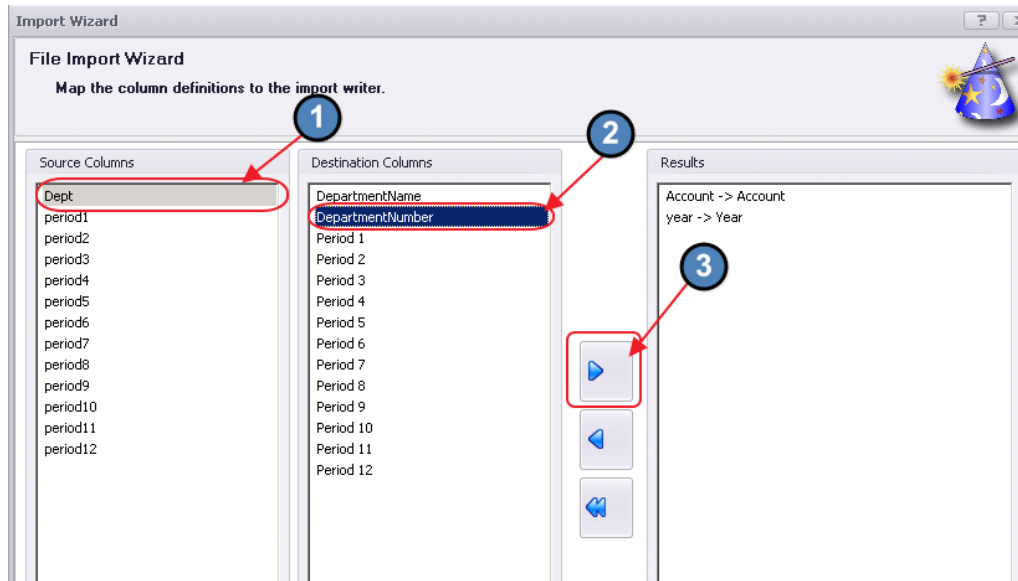




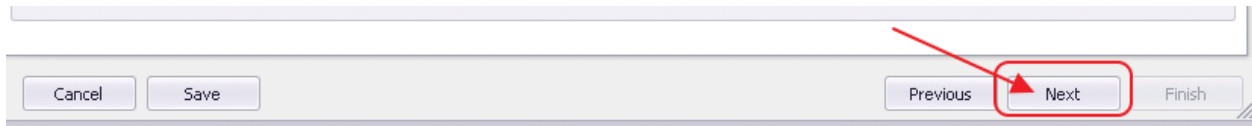
In the next screen, if file was understood, **Source** and **Destination Columns** should be mapped appropriately and appear in the **Results** column.



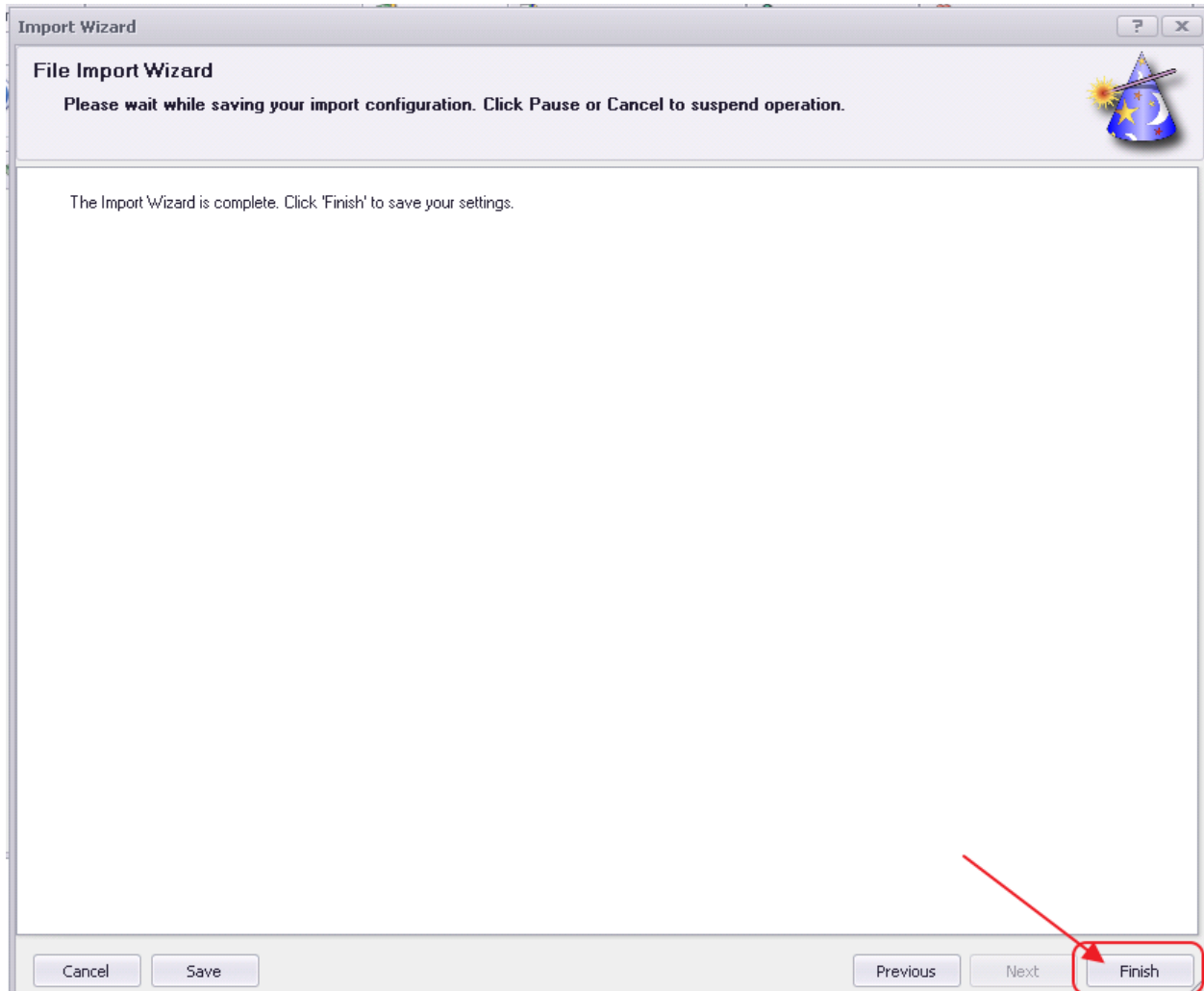
In the event mapping needs performed, select field from source column, select corresponding field from destination column, and click the right arrow -> to add the mapping. Continue until all source columns have been mapped appropriately.



Click **Next** to continue.

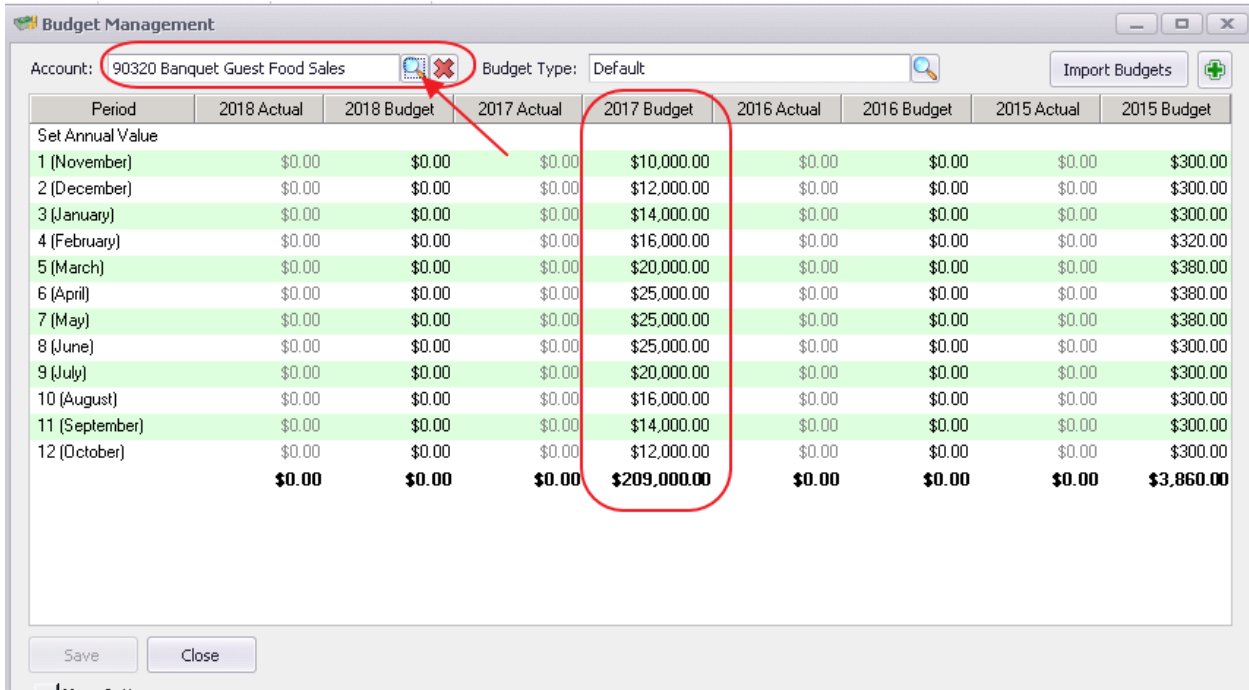


Once import is complete, screen will appear. Click **Finish** to return to main Budget Management screen.



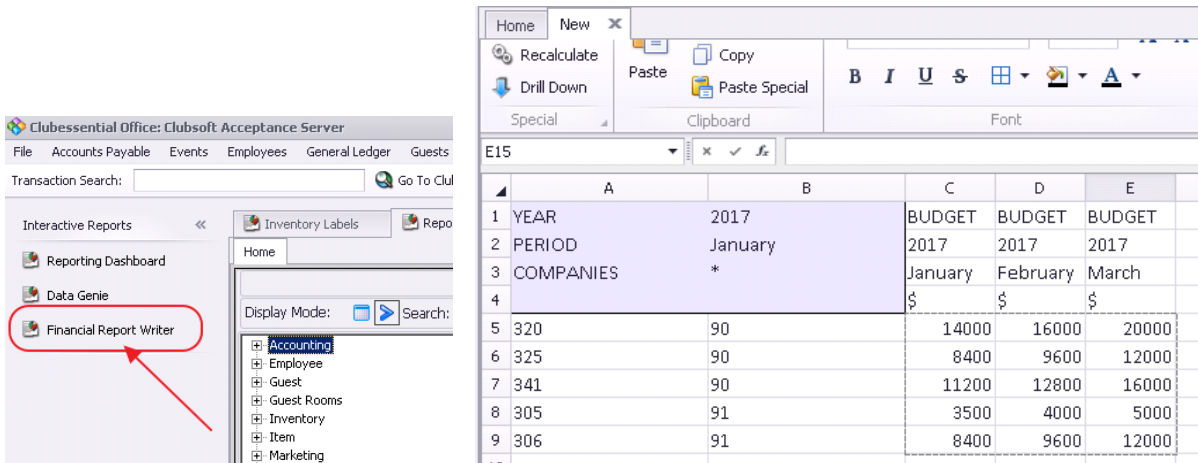
Amounts have been imported, and are now available for reporting.

Within the Budget Management tool, an account may be selected, and imported amounts will display in respective Budget column.



Period	2018 Actual	2018 Budget	2017 Actual	2017 Budget	2016 Actual	2016 Budget	2015 Actual	2015 Budget
Set Annual Value								
1 (November)	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$300.00
2 (December)	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$300.00
3 (January)	\$0.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$300.00
4 (February)	\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$320.00
5 (March)	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$380.00
6 (April)	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$380.00
7 (May)	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$300.00
8 (June)	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$300.00
9 (July)	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$300.00
10 (August)	\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$300.00
11 (September)	\$0.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$300.00
12 (October)	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$300.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$209,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,860.00</b>

Amounts will also be available for display in the **Interactive Reports, Financial Report Writer** tool.



Clubessential Office: Clubsoft Acceptance Server

File Accounts Payable Events Employees General Ledger Guests

Transaction Search:  Go To Clu

Interactive Reports << Reporting Dashboard Data Genie **Financial Report Writer**

Inventory Labels Home Repo

Display Mode:  Search:

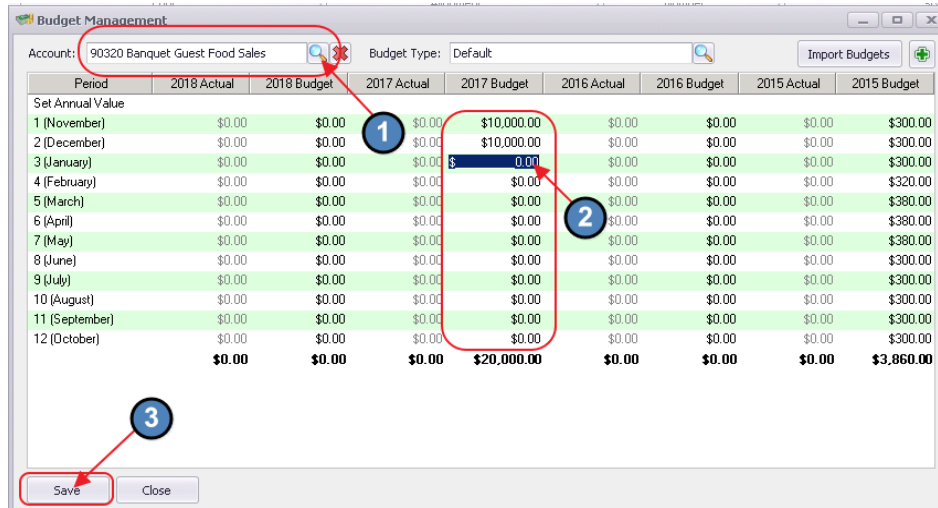
Accounting Employee Guest Guest Rooms Inventory Item Marketing

	A	B	C	D	E
1	YEAR	2017	BUDGET	BUDGET	BUDGET
2	PERIOD	January	2017	2017	2017
3	COMPANIES	*	January	February	March
4			\$	\$	\$
5	320	90	14000	16000	20000
6	325	90	8400	9600	12000
7	341	90	11200	12800	16000
8	305	91	3500	4000	5000
9	306	91	8400	9600	12000

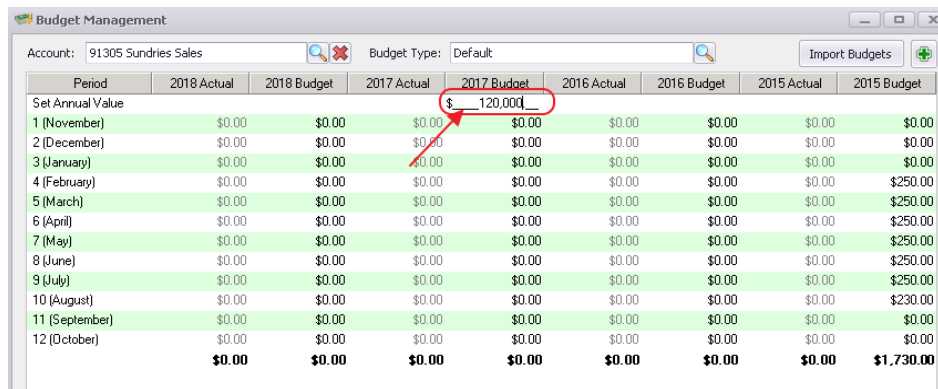
## Direct Data Entry

In addition to utilizing the Data Import Wizard, numbers may be entered directly into the Budget Management tool to populate the Budget.

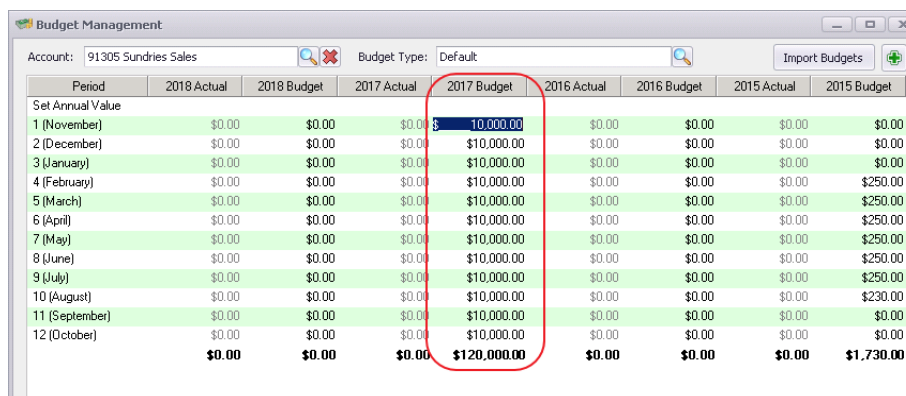
To enter numbers directly, select an **Account**, and type directly into the Budget field for the appropriate period. Click **Save** when finished.



Alternatively, for fixed period amounts, enter the total Annual budget amount in the top **Set Annual Value** line to have the system distribute the amount equally across the 12 budgeted periods. Entering \$120,000 results in monthly budgeted amounts of \$10,000/month.

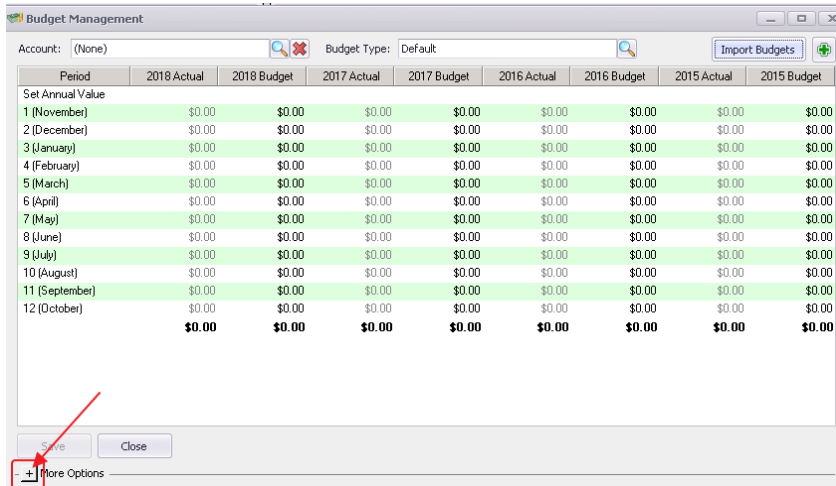


Click in another cell to see results populate.



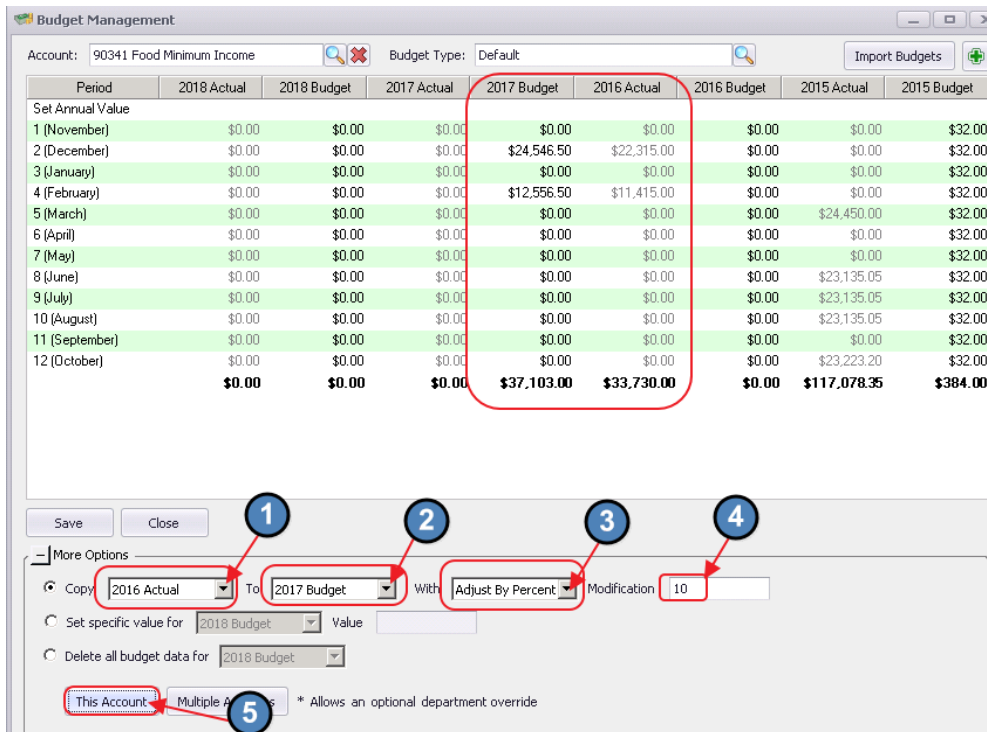
## More Options

In addition to utilizing the Budget Import, or direct data entry, more options to populate the budget appear below. Click the + to expand and view.

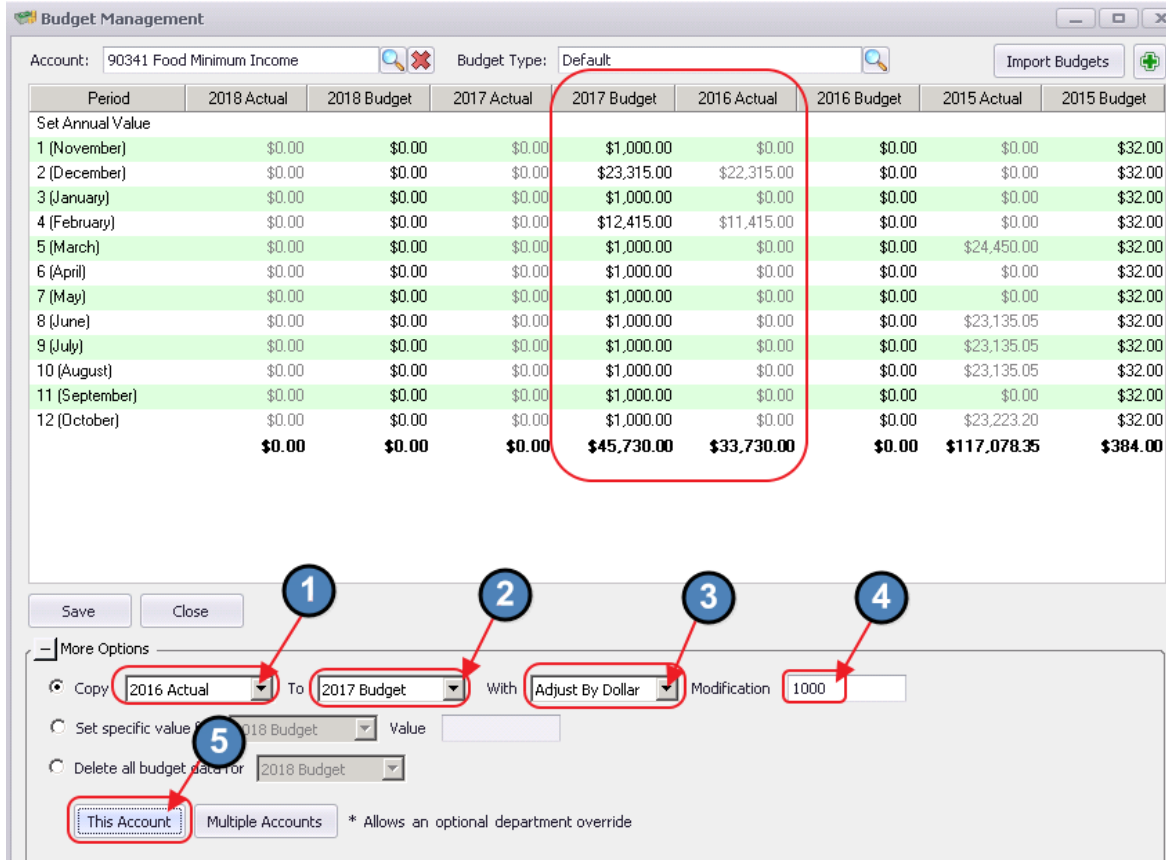


## Copy Data

To base a budget on another budget or actuals, select the **Copy** option, and then fill in parameters to fit needs. For example, to populate 2017 Budget numbers based on 2016 Actuals + 10%, set parameters to the following, and click **This Account** to see results.



Or, to populate 2017 Budget numbers based on 2016 Actuals + a fixed dollar amount, set parameters to the following, and click **This Account** to see results.



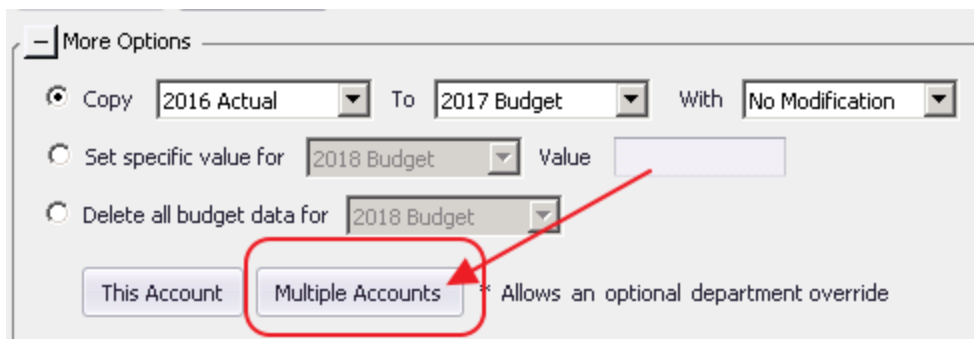
Period	2018 Actual	2018 Budget	2017 Actual	2017 Budget	2016 Actual	2016 Budget	2015 Actual	2015 Budget
Set Annual Value								
1 (November)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$32.00
2 (December)	\$0.00	\$0.00	\$0.00	\$23,315.00	\$22,315.00	\$0.00	\$0.00	\$32.00
3 (January)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$32.00
4 (February)	\$0.00	\$0.00	\$0.00	\$12,415.00	\$11,415.00	\$0.00	\$0.00	\$32.00
5 (March)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$24,450.00	\$32.00
6 (April)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$32.00
7 (May)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$32.00
8 (June)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$23,135.05	\$32.00
9 (July)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$23,135.05	\$32.00
10 (August)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$23,135.05	\$32.00
11 (September)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$32.00
12 (October)	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$23,223.20	\$32.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,730.00</b>	<b>\$33,730.00</b>	<b>\$0.00</b>	<b>\$117,078.35</b>	<b>\$384.00</b>

More Options

- Copy **2016 Actual** To **2017 Budget** With **Adjust By Dollar** Modification **1000**
- Set specific value for **2018 Budget** Value
- Delete all budget data for **2018 Budget**

\* Allows an optional department override

**Note:** The Multiple Accounts option is available to impact more than just the selected account.

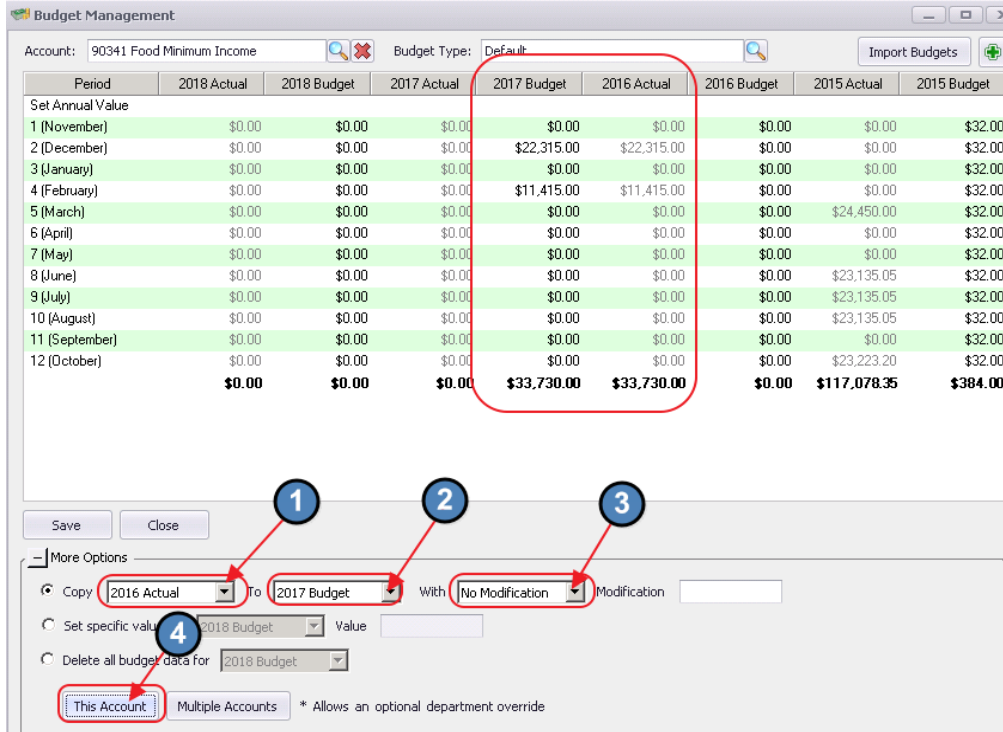


More Options

- Copy **2016 Actual** To **2017 Budget** With **No Modification**
- Set specific value for **2018 Budget** Value
- Delete all budget data for **2018 Budget**

\* Allows an optional department override

To populate 2017 Budget numbers based on 2016 Actuals without any adjustment, set parameters to the following, and click **This Account** or **Multiple Accounts** to see results.



Account: 90341 Food Minimum Income Budget Type: Default

Period	2018 Actual	2018 Budget	2017 Actual	2017 Budget	2016 Actual	2016 Budget	2015 Actual	2015 Budget
Set Annual Value								
1 (November)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
2 (December)	\$0.00	\$0.00	\$0.00	\$22,315.00	\$22,315.00	\$0.00	\$0.00	\$32.00
3 (January)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
4 (February)	\$0.00	\$0.00	\$0.00	\$11,415.00	\$11,415.00	\$0.00	\$0.00	\$32.00
5 (March)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,450.00	\$32.00
6 (April)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
7 (May)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
8 (June)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,135.05	\$32.00
9 (July)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,135.05	\$32.00
10 (August)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,135.05	\$32.00
11 (September)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
12 (October)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,223.20	\$32.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,730.00</b>	<b>\$33,730.00</b>	<b>\$0.00</b>	<b>\$117,078.35</b>	<b>\$384.00</b>

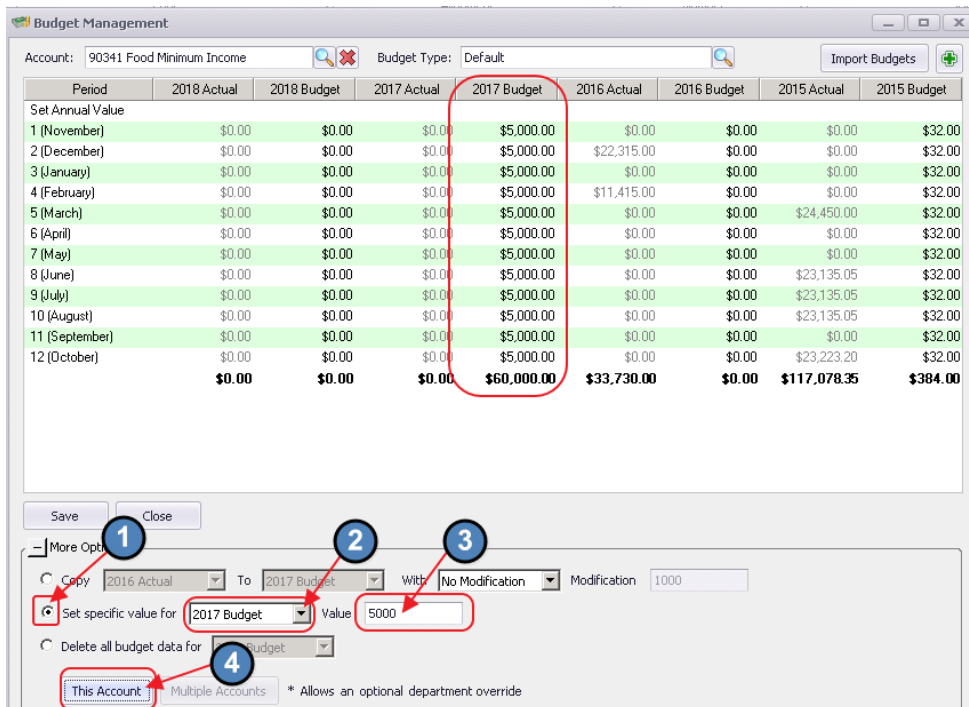
More Options

- Copy [2016 Actual] To [2017 Budget] With [No Modification] Modification
- Set specific value for [2016 Budget] Value
- Delete all budget data for [2018 Budget]

This Account Multiple Accounts \* Allows an optional department override

## Set Specific Value

To populate Budget numbers based on a specific value, click on the **Set Specific Value** radio button, choose Budget, and specify value to populate. Note that Multiple Accounts feature is not available with this option.



Account: 90341 Food Minimum Income Budget Type: Default

Period	2018 Actual	2018 Budget	2017 Actual	2017 Budget	2016 Actual	2016 Budget	2015 Actual	2015 Budget
Set Annual Value								
1 (November)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$32.00
2 (December)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$22,315.00	\$0.00	\$0.00	\$32.00
3 (January)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$32.00
4 (February)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$11,415.00	\$0.00	\$0.00	\$32.00
5 (March)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$24,450.00	\$32.00
6 (April)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$32.00
7 (May)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$32.00
8 (June)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$23,135.05	\$32.00
9 (July)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$23,135.05	\$32.00
10 (August)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$23,135.05	\$32.00
11 (September)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$32.00
12 (October)	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$23,223.20	\$32.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$33,730.00</b>	<b>\$0.00</b>	<b>\$117,078.35</b>	<b>\$384.00</b>

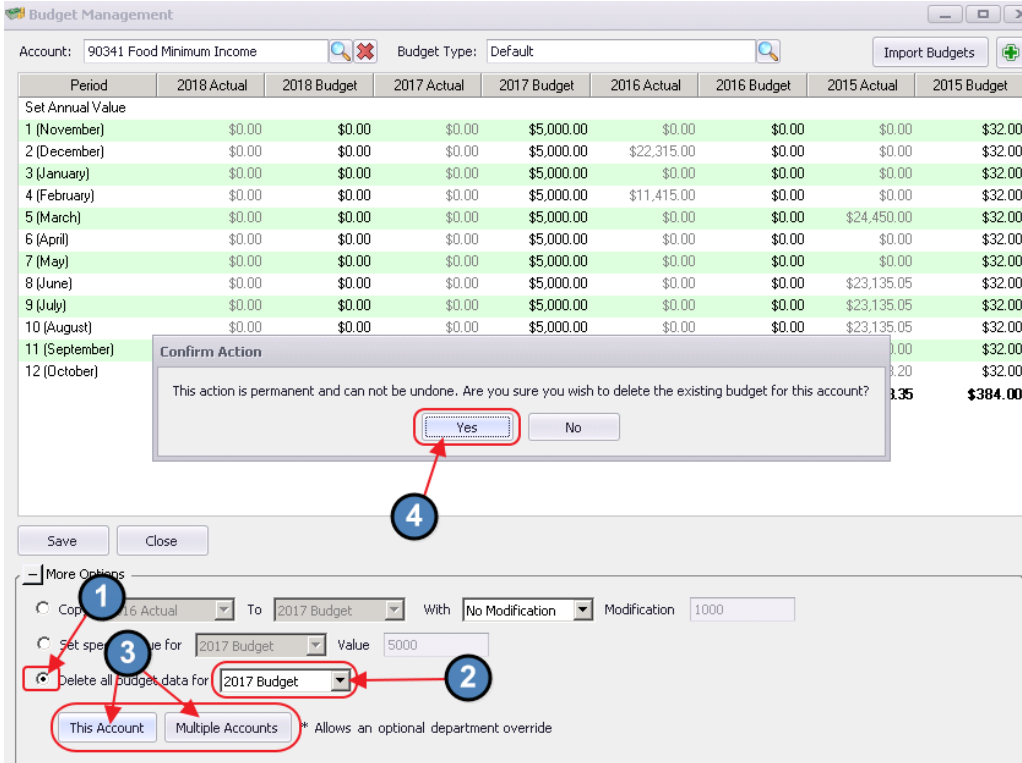
More Options

- Copy [2016 Actual] To [2017 Budget] With [No Modification] Modification 1000
- Set specific value for [2017 Budget] Value 5000
- Delete all budget data for [2018 Budget]

This Account Multiple Accounts \* Allows an optional department override

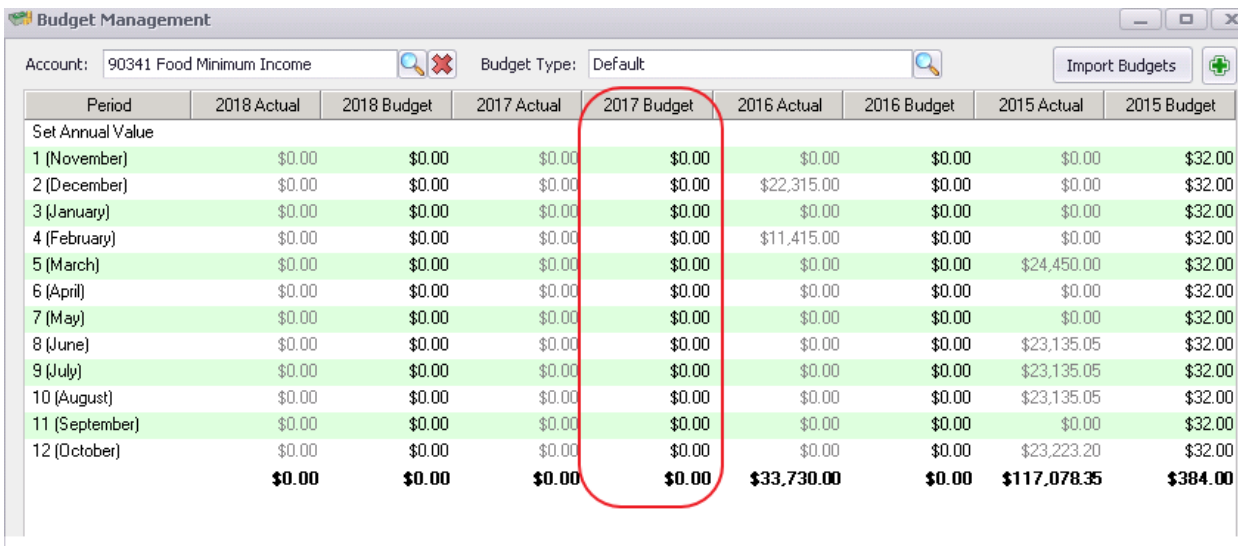
## Delete Budget Data

To assist with Data Entry, if improper balances were loaded, utilize the **Delete all budget data** function to clear out previously populated balances for one or multiple accounts. Click **Yes** to confirm deletion.



The screenshot shows the 'Budget Management' window for account '90341 Food Minimum Income'. A table displays budget data from 2015 to 2018. A 'Confirm Action' dialog box is open, asking: 'This action is permanent and can not be undone. Are you sure you wish to delete the existing budget for this account?'. The 'Yes' button is highlighted with a red circle and a blue callout '4'. Below the dialog, the 'More Options' section shows the 'Delete all budget data for' option selected for the '2017 Budget' year. A red circle highlights the 'Delete all budget data for' dropdown menu with callout '3', and another red circle highlights the '2017 Budget' dropdown with callout '2'. The 'This Account' button is highlighted with callout '1', and the 'Multiple Accounts' button is highlighted with callout '3'. A 'Save' button is also visible.

Populated balances will be set to zero.



The screenshot shows the same 'Budget Management' window. The table now shows that the '2017 Budget' column has been updated with '\$0.00' for all periods from November to October. The '2017 Budget' column is circled in red. The total row at the bottom shows a total of '\$0.00' for the 2017 Budget, with other columns showing totals for 2018, 2016, and 2015.

Period	2018 Actual	2018 Budget	2017 Actual	2017 Budget	2016 Actual	2016 Budget	2015 Actual	2015 Budget
Set Annual Value								
1 (November)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
2 (December)	\$0.00	\$0.00	\$0.00	\$0.00	\$22,315.00	\$0.00	\$0.00	\$32.00
3 (January)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
4 (February)	\$0.00	\$0.00	\$0.00	\$0.00	\$11,415.00	\$0.00	\$0.00	\$32.00
5 (March)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,450.00	\$32.00
6 (April)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
7 (May)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
8 (June)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,135.05	\$32.00
9 (July)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,135.05	\$32.00
10 (August)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,135.05	\$32.00
11 (September)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.00
12 (October)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,223.20	\$32.00
	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,730.00</b>	<b>\$0.00</b>	<b>\$117,078.35</b>	<b>\$384.00</b>



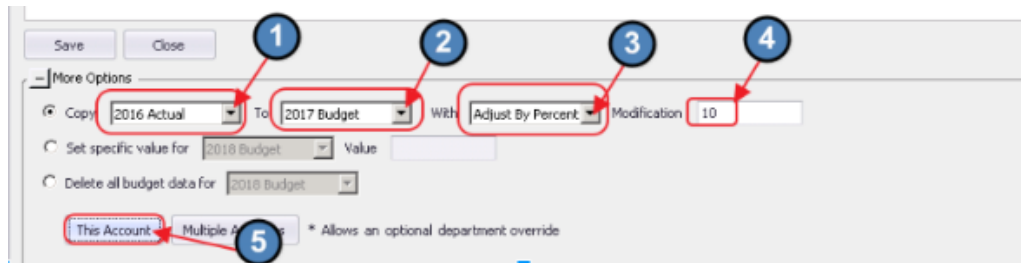
# Best Practices

To cut down on data entry time, use toolsets such as the **Budget Import Wizard**, or the tools found in the **More Options** section.

## Common Questions and Concerns

How do I base next year's Budget on a % of current year actuals?

Expand the **More Options** section, select the Copy option, and define the parameters to fit your needs.



Do I need to post Budget Numbers?

Once saved, Budget Numbers flow directly into the Budget Ledger, and do not require an additional posting.

What do I do when I receive an error saying my data is incompatible during the Import process?

An error such as the following would indicate that the Account specified is not active for the designated department. Either activate the desired Department for that Account in the Account setup, or modify the Import spreadsheet to reflect an Active department.

