Kerridge Commercial Systems

Budget and Sales Analysis

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Chapter 1
Budget File Maintenance and Inquiry

This option allows you to inquire into and maintain your budget templates. Also included is the ability to export and/or import budget information out of or into the Budget File from a spreadsheet.

Using these features, a Sales Manager can export last years budget or actual sales information from the Budget File into a spreadsheet on a PC. This gives him and the sales force a template, into which a new budget may be keyed.

This template can then be sent out as needed. When the new budget information is sent back to the Sales Manager, it can be imported back into the Budget File using option **10 - Import Budget from Spreadsheet**.

Exporting Budget Information

1. Select option 3 - Budget File Maintenance & Inquiry on the Budget File. A listing of the available budgets appear.

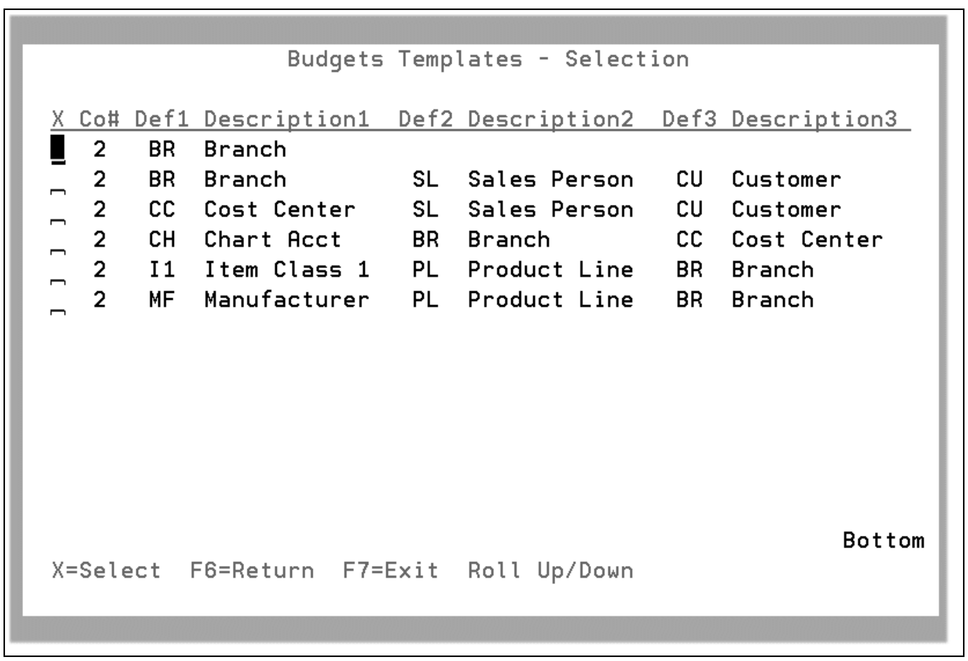

Figure 1-1: Available Budget Templates

2. Select a template and press **Enter**. The Budget File Entry screen appears with the template values inserted.

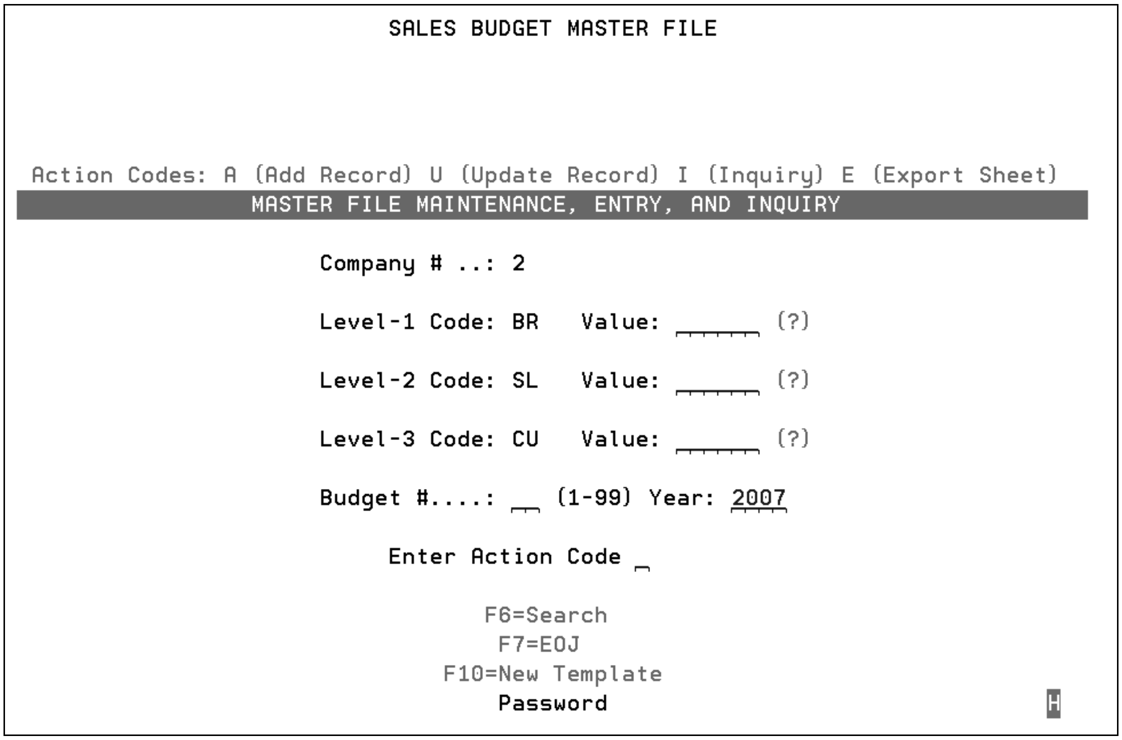

Figure 1-2: *Budget File Entry Screen*

3. Either enter the values for the levels (BR=branch, SL =salesperson, and CU=customer), or press **F6** to select an existing budgets that uses this template and automatically import the values in. The Action Code (E) is circled.

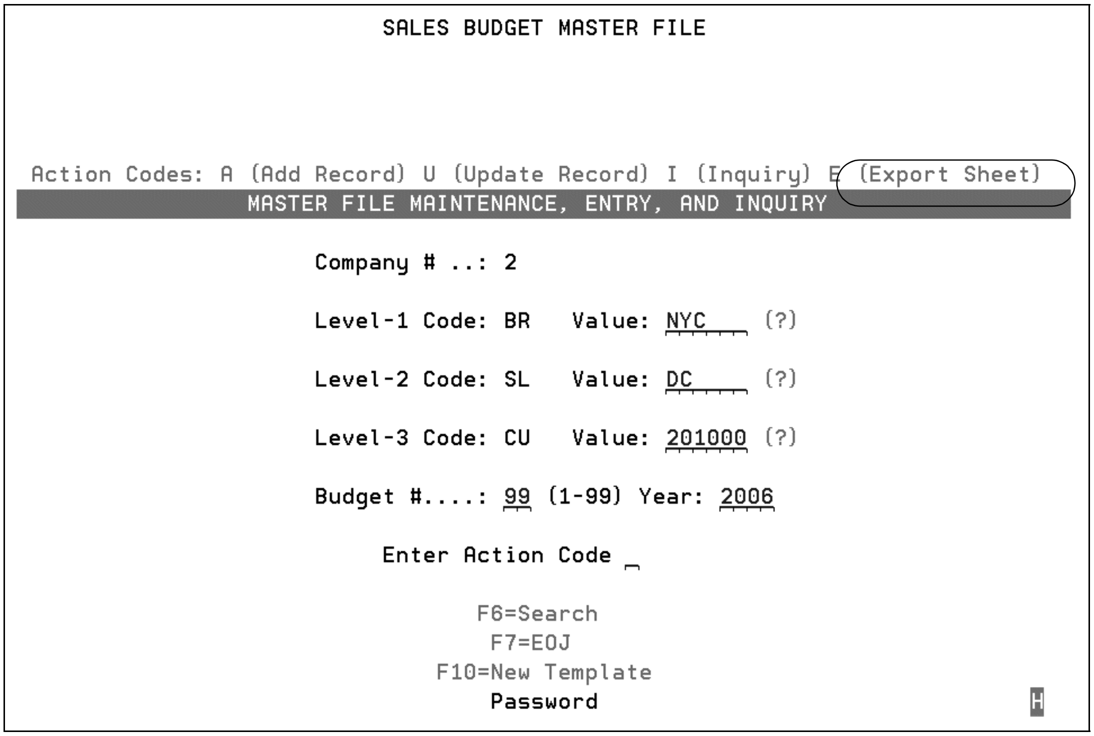

Figure 1-3: *Budget File Entry Screen w/ Budget Information Inserted and New Action Code*

4. If you want to export this budget onto a spreadsheet, enter an **E** in the **Action Code** field. The next screen prompts you for an email address.
5. Enter the email address and press **Enter**. The budget is automatically converted into a spreadsheet and sent to the specified email address.

Chapter 2 Product Budget Variance Report

This option produces a customizable report that compares Actual vs. Budgeted product sales numbers for month and year to date. The report also includes other product information such as “Turn and Earn”, and inventory costs. It compares actual vs. budgeted product sales numbers for month and year to date. It shows if you are on, over, or under your product budgets.

The Product Budget Variance Report uses the templates and files that are maintained via Menu RBD (Budget and Sales Analysis). However, the Product Variance Report is based upon (and must utilize) the following template:

- Level 1 = Item Class 1
- Level 2 = Product Line
- Level 3 = Branch

By using this special template, the system is able to bring in and print other information, not normally associated with the budgeting process.

Note: *To import your actual sales data into the report, you must run the command INBGUPCL. To clear actual sales data by month use the command INBCHGCL.*

Note: *Option 11 - Add inactive Products to Budget files on the Budget & Sales Analysis Menu lets you flag inactive items to the Product Budget Variance Report. This provides increased visibility to “dead stock”.*

1. On the Budget & Sales Analysis Menu (RBD), select option **7 - Product Budget Variance Report**.

Note: *Prior to running this report, use options 1,2, 3,4, and 10 to set up your templates and budgets. Use the INBGUPCL command to populate the “actuals” into the report.*

The following screen appears.

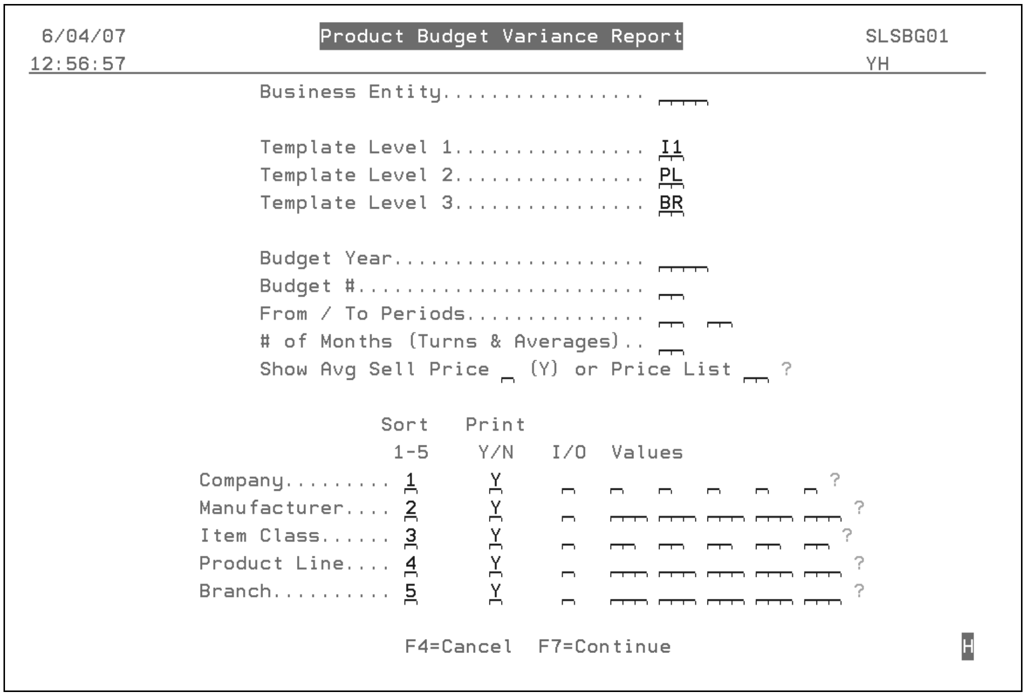

Figure 2-1: *Product Budget Variance Report - Parameter Selection Screen*

The fields on this screen are explained below.

Field	Description
Business Entity	Use this field to limit the report to one Business Entity. Business Entities allow you to define a “business” as being any combination of companies, branches, and cost centers. They serve as a parameter set for various reports and to restrict users to specific companies and branches. The business entity only applies to companies and branches when running the Product Budget Variance Report.

Field	Description
Template Level 1 **Template Level 2** **Template Level 3**	Use these fields to limit the report to three budget templates. Budget templates are built for specific item classes so by entering a template code you are limiting the report to the item class the template represents. Some examples are: • BR - Branch *Note: For template that include Branch, the program treats warehouse codes as if they were branch codes so accuracy can be impacted if there is not a one-to-one relationship between branches and warehouses on the distributors systems.* • CC - Cost Center • CH - Chart of Accounts • CU - Customer • I1 - Item Class 1 • I2 - Item Class 2 • MF - Manufacturer • PL - Product Line • SL - Salesperson • WA - Warehouse *Note: The Product Budget Variance Report must use a template of I1, PL, and BR in that sequence.*
Budget Year	You must enter a budget year. The budget year relates to the fiscal year.
Budget #	Enter a budget number from 1 to 99. The budget number relates to the revision number. You can have several budget numbers for any year. Normally you will be using budget 1 unless a revision was made and you are now using budget 2 and so on.
From / To Periods	Enter the From and To accounting periods or the report. When analyzing a single month, you should enter the current accounting period in both the “from” and “to” fields. If your business uses a standard calendar, the periods relate to months, i.e. Jan = 1 and Dec = 12. However, these numbers relate to your fiscal periods, regardless of what calendar month is the start of your fiscal year.
# of Months (Turns & Averages)	Enter the number of months used to calculate inventory turns and average costs/prices.
Show Avg Sell Price or Price List	You must make an entry into only one of these fields. You can select to print the average selling price of the products or the price of the products, based upon a user specified price list number.

Use the **Sort**, **Print**, and **I/O** settings at the bottom of the screen to customize the report as needed. Using these settings you can arrange the report by sort priority, decide to print or not print sub-total information, and include or omit specific values (i.e. certain manufacturers or branches).

1. Enter your sort sequence, where **1** is the most general sort, and **5** is the most specific.

2. Enter **Y** to print sub-totals for that sort level.
3. Enter **I** to include, or **O** to omit values. You may enter "**?**" to select from, a list of values.

Budget Spreadsheets (RBD 6)

The Budget Spreadsheet is used primarily for sales budgeting. It is accessed from option 6 on the the Sales and Budget Analysis Menu. The following screen displays the new Budget Spreadsheet parameters:

```
                         Budget Spreadsheet Report
                              Company: 2
                             Template: BR SL CU

                  Compare Budget: 99        To Budget: 01
                            Year: 2007           Year: 2007

            Print Analysis On Sales$        X  (Enter "X" to Select)
                           Or GP$           _
                           Or Sales$ & GP$  _
                           Or Units         _

       Show Percentage of "To" Budget (P) or Variance Percent (V): V
     Include month number 01 through month number 12 of the fiscal year

  Include/Omit (I/O) _ Branch:          ______ ______ ______ ______ ______
  Include/Omit (I/O) _ Salesperson:     ______ ______ ______ ______ ______
  Include/Omit (I/O) _ Customer#:       ______ ______ ______ ______ ______
         Include/Omit (I/O) _ Sales Branch:    ___ ___ ___ ___ ___
         Include/Omit (I/O) _ Sales Manager:   ___ ___ ___ ___ ___
         Include/Omit (I/O) _ Sales Territory: ___ ___ ___ ___ ___
Print Recaps? Y   Extended Slmn Recaps? Y   Only Print Records W/Budgets? N

         F4=Cancel     F7=Continue     F10=Select New Template             H
```

Figure 3-1: Budget Spreadsheet Report

If you enter **N** in the **Print Recaps** field, all recaps are suppressed. If you enter **N** in the **Extended Salesperson Recaps** field, the extended salesperson recaps are suppressed, but regular recaps still print. Note that the extended salesperson options are displayed only on this screen if your budget template includes salesperson as one of the options. The option to only print records with budgets can dramatically affect certain types of budgets, in which only a sub-set of records is used for budgeting. For example, if you budget for customers, you may want to include only the top 100 customers. Using this option eliminates all other customers which could have sales activity but no budget entered.

Chapter 4 Import Budget From Spreadsheet (RBD 10)

Option **10** - **Import Budget from Spreadsheet** on the Budget and Sales Analysis Menu lets you import budget information into the directly into the Budget file from a spreadsheet. In order for the information to import correctly, the columns/headings on the spreadsheet must match the budget templates in the Budget File.

We recommend:

- Building a template (or use an existing one) via option **1** - **Budget Template File Maintenance**.
- Exporting the template to a PC via the exporting feature on Option **3** - **Budget File Maintenance and Inquiry**.
- Manipulate the spreadsheet as needed. A couple of notes about changing the spreadsheet:
  - If you change the name of the spreadsheet, do not include spaces between the words in the name.
  - If you used budget number 99 when exporting the budget, you need to change the budget number (1-98) before importing it back in. Budget number 99 is reserved for “actuals” and spreadsheets with budget numbers will not be imported into the Budget File. Actuals (budget number 99) are normally used as the basis for the next years’ budget. Budget #01 should be used for your main budget.
- Import the budget spreadsheet back into the Budget File via option **10** - **Import Budget from Spreadsheet**.
- Use option **3** - **Budget File Maintenance and Inquiry** to ensure the new budget was imported.

1. When option **10 - Import Budget from Spreadsheet** is selected, the IFS Lookup Window appears.

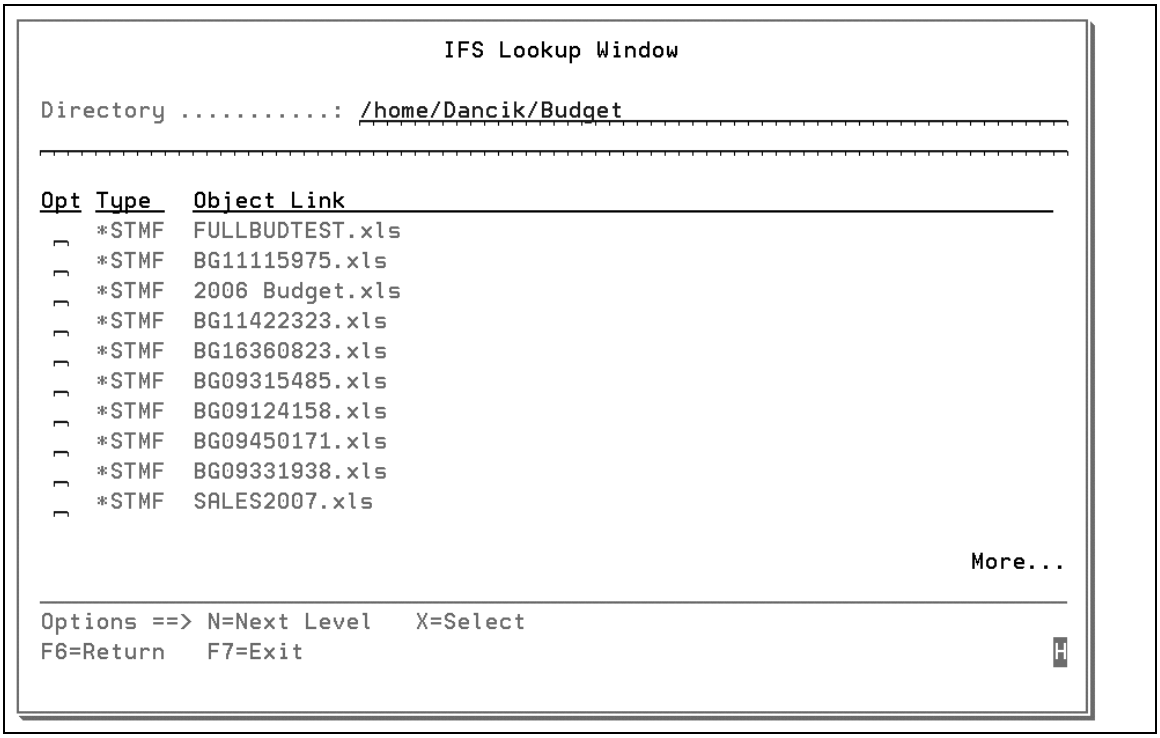

Figure 4-1: *IFS Lookup Window*

2. Enter the directory where the spreadsheet is located. If you are not sure of the location, use the **N=Next Level** option to drill down to where the file is located.

3. Select a file and press **Enter** to import the information and return back to the Budget File menu.

4. To view the imported budget, use option 3. Choose the template used to build the budget.

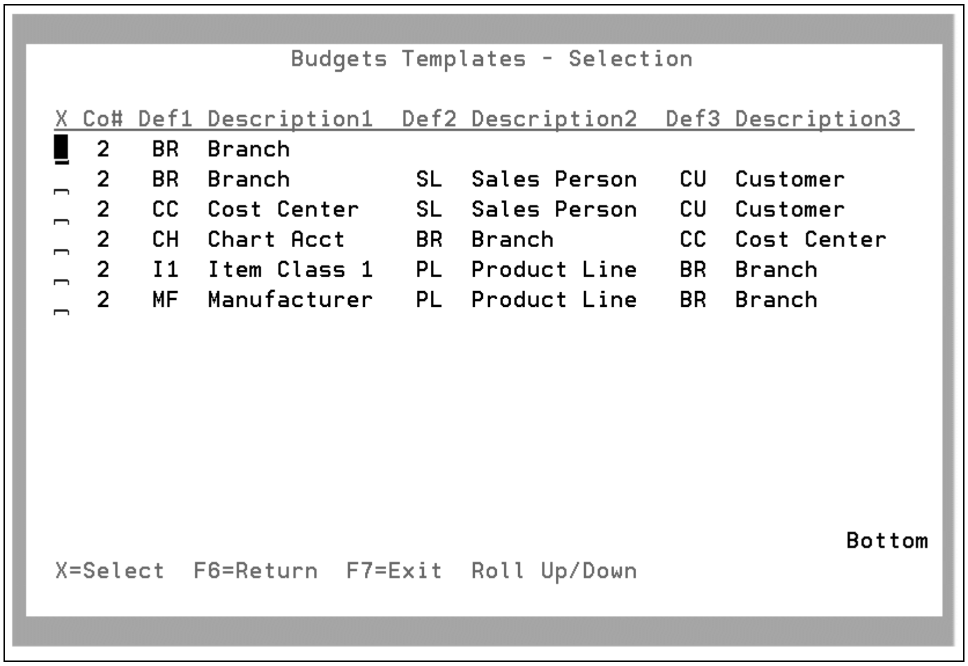

Figure 4-2: Selecting a Budget Template

5. The Budget File Entry screen appears.

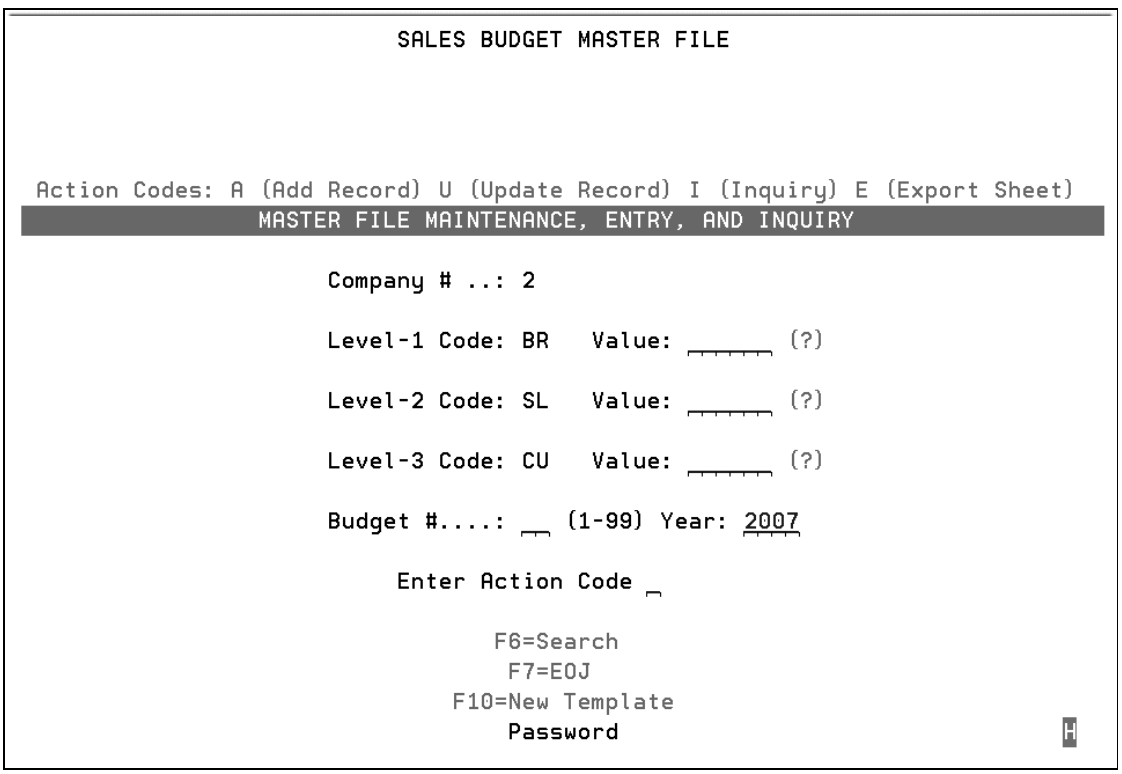

Figure 4-3: Budget File Entry Screen

6. If you know the values for the Levels 1-3, enter them in. If not, press **F6** to search through all the budgets that use this template. The budget created by importing a spreadsheet is listed at the top.

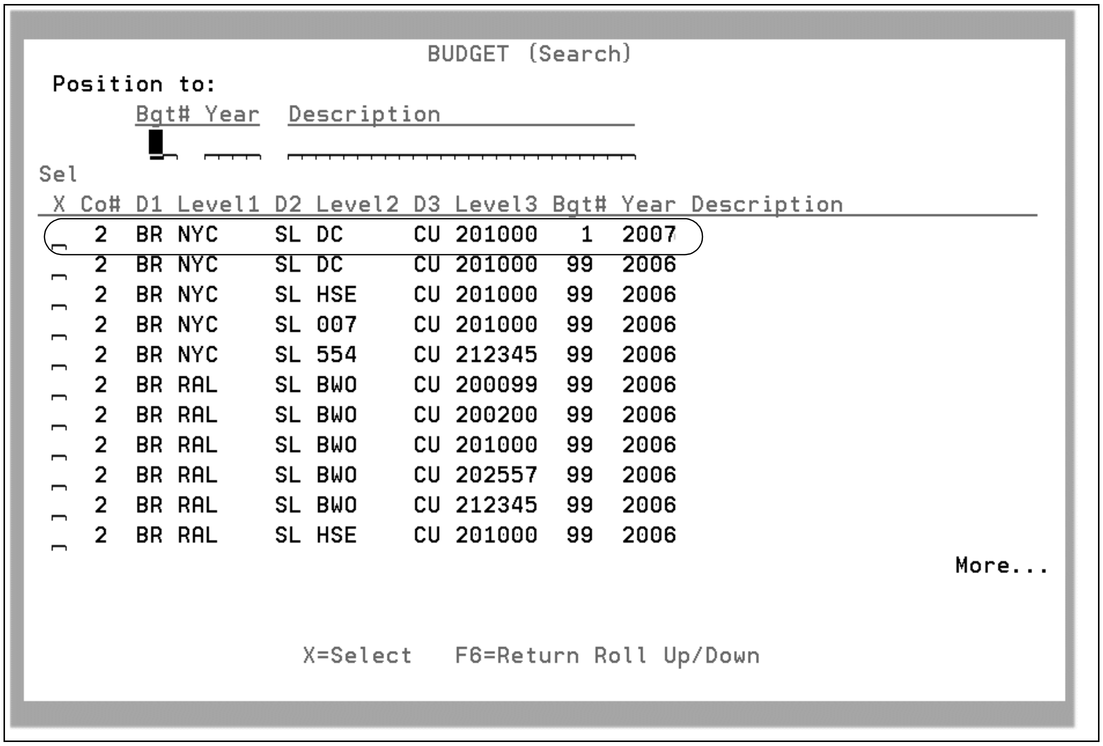

Figure 4-4: Budget Search Screen

How the Spreadsheet headings and the Budget File Headings Relate

All the headings and column names, except calculated information, in a Budget File are transferred to the spreadsheet and are used as the headings. Do not change these headings. If you do the spreadsheet will not import back into the Budget File.

The following is an example Budget File Maintenance screen and the resulting exported Spreadsheet.

```
INQUIRY                 SALES BUDGETS MASTER FILE                 BUDG@1

Company: 2  Branch......: NYC     Sales Person: DC      Customer....: 201000
            DANCIK INTL OF        DAN COSTA             HARBOR FLOOR CE
            Year ...: 2006        Budget#: 99           Initials:
            Usage ..: A (A=Actual, B=Budget)            %Code:      U/M:
            Comments:
Month          Sales/Amt            Profits $          GP%           Units
01 JAN           5,000.00            1,100.00        22.000           125
02 FEB          15,000.00            1,999.95        13.333          1100
03 MAR          12,435.00            2,565.96        20.635          6770
04 APR         756,756.00            4,555.67          .602          9670
05 MAY          66,444.00            5,253.06         7.906         89809
06 JUN         345,326.00              455.83          .132         77790
07 JUL          67,543.00            4,143.76         6.135         34656
08 AUG         646,444.00           34,345.56         5.313          6564
09 SEP          77,675.00           65,688.19        84.568          5330
10 OCT           3,434.00           77,665.98     2,261.677         23240
11 NOV             144.00               42.48        29.500         12546
12 DEC             353.00              453.00       128.329          1100
Totals ->    1,996,554.00          198,269.44         9.930        268700

   F1=Next Record     F6=Search     F7=EOJ    F8=Screen 1.    F10=New Template
```

The Gross Profit percentage is calculated so therefore it is not included on the spreadsheet.

The spreadsheet shown below has be shortened to only show a couple of months of information.
A normal spreadsheet would show all 12 months.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Company	***Code1***	***Value1***	***Code2***	***Value2***	***Code3***	***Value3***	***Budget#***	***Year***	***SlsBudPer01***	***PrfBudPer01***	***PrfBudPer02***	***UnitBudPer01***	***UnitBudPer02***
2	BR	NYC	SL	DC	CU	201000	1	2006	5000	1100	1999.95	125	1100

This is the Level and Value information for the budget.
In this case the budget is for

- A Branch (BR)- NYC
- A Salesperson - Initials DC
- A Billto Account number (CU) - 201000

Notice the budget number has been changed to 1.

Chapter 5 Add inactive Products to Budget Files (RBD 11)

This option allows you to include "inactive" inventory on the Product Budget Variance Report. In order to be considered inactive and included on the Product Budget Variance Report, inventory must meet the following criteria:

- No sales within the last year
- No budget records
- Inventory on hand

This functionality allows you to identify and see the cost of inactive inventory in your warehouse and to take corrective action.

1. The option is option 11- **Add inactive Products to Budget files** on the Budget and Sales Analysis Menu.
2. Enter the budget year.
3. Press **Enter** and then **F7** to return to the Budget & Sales Analysis Menu.

   Note: *It is important to note that once inactive inventory is added to a budget year it cannot be removed.*

The following figures show the difference in the totals of the Product Budget Variance Report before and after inactive inventory was included via option 11. The fields that changed are circled.

Before Running Option 11

7/08/08 14:55 P R O D U C T B U D G E T V A R I A N C E R E P O R T BUDGET 00,2006 PAGE 4
REQUESTED BY: JM JMILLER SLSBGRPT1
TEMPLATE: I1 PL BR

DANCIK INTERNATIONAL, LTD.-2	PERIODS: 01 - 12 (JAN DEC) SALES	GP%	BUDGET	LYR SLS	YEAR-TO-DATE SALES	BUDGET	LYR SLS	GP%	LYR GP%	4 MTH TURN/	ON HAND	AVAILABLE	LANDED		AVG	AVG
Detail I1/PS PL/TOLMAT BR/RAL	2,983	17.70-	0	0	2,983	0	0	17.70-	.00	.0	39,302	39,302	19.950	SY	.00	.00
MATURE RAL	2,983	17.70-	0	0	2,983	0	0	17.70-	.00	.0	39,302	39,302	19.950	SY	.00	.00
MATURE ***	2,983	17.70-	0	0	2,983	0	0	17.70-	.00	.0	39,302	39,302	19.950	SY	.00	.00
TOTAL--	2,983	17.70-	0	0	2,983	0	0	17.70-	.00	.0	39,302	39,302	19.950		.00	.00
TOTAL-TOLI INTERNATIONAL-TOL	2,983	17.70-	0	0	2,983	0	0	17.70-	.00	.0	39,302	39,302	19.950		.00	.00
WILSONART INTERNATIONAL-WIL																
LAMINATES - I.M.A.-L2																
WILSONART STD GRADE PROD# 107 WIL107																
Detail I1/L2 PL/WIL107 BR/RAL	234	48.08	0	0	234	0	0	48.08	.00	.0	173,121	145,285	.964	SF	.00	.00
WILSONART STD GRADE PROD# 107 RAL	234	48.08	0	0	234	0	0	48.08	.00	.0	173,121	145,285	.964	SF	.00	.00
WILSONART STD GRADE PROD# 107 ***	234	48.08	0	0	234	0	0	48.08	.00	.0	173,121	145,285	.964	SF	.00	.00
TOTAL-LAMINATES - I.M.A.-L2	234	48.08	0	0	234	0	0	48.08	.00	.0	173,121	145,285	.964		.00	.00
TOTAL-WILSONART INTERNATIONAL-WIL	234	48.08	0	0	234	0	0	48.08	.00	.0	173,121	145,285	.964		.00	.00
TOTAL-DANCIK INTERNATIONAL, LTD.-2	89,220	41.35	0	57,822	89,220	0	57,822	41.35	23.86	1.4	2,058,205	1,536,223	3.112		4.66	8.48
REPORT GRAND TOTAL	89,220	41.35	0	57,822	89,220	0	57,822	41.35	23.86	1.4	2,058,205	1,536,223	3.112		4.66	8.48

After Running Option 11

7/08/08 14:58 PRODUCT BUDGET VARIANCE REPORT BUDGET 00,2006 PAGE 66
REQUESTED BY: JM JMILLER SLSBGRPT1
TEMPLATE: I1 PL BR

DANCIK INTERNATIONAL, LTD.-2	PERIODS: JAN 01 - DEC 12 SALES	GP%	BUDGET	LYR SLS	YEAR-TO-DATE SALES	BUDGET	LYR SLS	GP%	LYR GP%	4 MTH TURN/ EARN	ON HAND INVENT$	AVAILABLE INVENT$	LANDED COST	UM	AVG COST/SU	AVG PRICE/SU
Detail I1/W1 PL/ZICUNF BR/CHA	0	.00	0	0	0	0	0	.00	.00	.0	634	634	.990	SF	.00	.00
UNFINISHED PRODUCTS CHA	0	.00	0	0	0	0	0	.00	.00	.0	634	634	.990	SF	.00	.00
Detail I1/W1 PL/ZICUNF BR/RAL	0	.00	0	0	0	0	0	.00	.00	.0	390,870	388,401	1.743	SF	.00	.00
UNFINISHED PRODUCTS RAL	0	.00	0	0	0	0	0	.00	.00	.0	390,870	388,401	1.743	SF	.00	.00
UNFINISHED PRODUCTS ***	0	.00	0	0	0	0	0	.00	.00	.0	391,503	389,034	1.741	SF	.00	.00
TOTAL-PRE-FINISHED WOOD-W1	0	.00	0	0	0	0	0	.00	.00	.0	391,503	389,034	1.741		.00	.00
TOTAL-ZICKGRAF HARDWOOD-ZIC	0	.00	0	0	0	0	0	.00	.00	.0	782,513	777,576	1.741		.00	.00
ZZZ DO NOT USE-JHA																
VINYL TILE-VT																
Detail I1/VT PL/JHAVTL BR/RAL	0	.00	0	0	0	0	0	.00	.00	.0	44	44	.490	SF	.00	.00
RAL	0	.00	0	0	0	0	0	.00	.00	.0	44	44	.490	SF	.00	.00
***	0	.00	0	0	0	0	0	.00	.00	.0	44	44	.490	SF	.00	.00
TOTAL-VINYL TILE-VT	0	.00	0	0	0	0	0	.00	.00	.0	44	44	.490		.00	.00
TOTAL-ZZZ DO NOT USE-JHA	0	.00	0	0	0	0	0	.00	.00	.0	44	44	.490		.00	.00
TOTAL-DANCIK INTERNATIONAL, LTD.-2	89,220	41.35	0	57,822	89,220	0	57,822	41.35	23.86	.0	5,712,301	2,385,285	5.908		5.36	11.68
REPORT GRAND TOTAL	89,220	41.35	0	57,822	89,220	0	57,822	41.35	23.86	.0	5,712,301	2,385,285	5.908		5.36	11.68

This report gives you better visibility into inventory that is not selling, but is still in your warehouse. You can take corrective action to reduce inactive inventory such as:

- Place inactive inventory on a Specials List (RPL 7) and distribute the list to your customers.
- Run an Inventory Mass Update (INV 8) using the same parameters used for the Specials List. This feature allows you to apply a mass update to status code to “S” for specials.
- Develop a promotion via the Promotional Pricing File (FIL 30) to discount the price.

Note: *If inventory is in a warehouse with a code that doesn’t correspond to a Branch value, the quantity is omitted from the report.*