

Budget Control for

Microsoft Dynamics 365 Business Central

USER GUIDE



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This document is valid for the Budget Control accelerator for Dynamics 365 for Microsoft Dynamics 365 Business Central.

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1. INTRODUCTION

1.1 Solution description

Budget control, including budget checking, is a method of ensuring that sufficient budget funds are available for planned or actual purchases. After you set up basic G/L Budget, you can set up budget control.

Budget control is available for source documents. Source documents include purchase requisitions, purchase orders and purchase invoices. Depending on how you configure budget control, source documents can be prevented from additional processing when a budget check indicates that the budgeted amounts are not available.

1.2 Goal of solution

Organizations have a hard time managing their budget or sticking to their approved budget plans. Frustrated by always cancelling purchasing orders that have exceeded the budget. Confused by the difference between budget and actual performance. Many find budget control difficult, especially when relying on constant report running and back-checking against the budget.

The budgetary control functionality considers, at the time of comparison, the released documents prior to financially registered as actual expenditure/income (before they are defined as Actual).

Organizations need the flexibility to manage their budget not just at Actual with Warnings and Alerts in place prior to budget completion so that business activity can be amended.

The budgetary control level can be tuned to warning or blocking. The majority of our clients prefer alerting and informing rather than actual blocking that halts business activity until the completion of the budget.

This accelerator extends the Microsoft Dynamics 365 Business Central G/L Budget functionality.

The Budget Control accelerator provides an expanded and unique `toolbox` for finance and purchasing departments, from dashboards for the creator of demands or orders for free budgets for items in question, to budget and finance managers who wish to examine actual budgets at any given moment, plus added approvals functionality with the help of workflows to boost productivity further.

1.3 Application pack contents

The Budget Control package should contain the following files:





Binaries application package for on premise installation: Prodware Group_Prodware -Budget Control__x.x.x.x.app (where x.x.x.x represents accelerator version).

The accelerator includes following languages:

- English: en-US, en-GB
- French: fr-FR, fr-BE
- Spanish: es-ES
- Dutch: de-DE, nl-NL, nl-BE
- > User Guide (English): This document



2. INSTALLATION

System requirements 2.1

Budget Control can be installed on Dynamics 365 Business Central.

A license is required to execute complete functionalities. Contact Prodware to obtain your license.

2.2 Installation

Important: Before any installation and/or modification, you must create a backup of your solution so that you can restore it if you encounter any issue with your set-up.

Refer to Microsoft documentation to install your accelerator as with any Business Central extension.

From App Source: <u>https://docs.microsoft.com/en-us/dynamics365/business-central/ui-</u> **extensions**

For On premise environment: https://docs.microsoft.com/en-us/dynamics365/businesscentral/dev-itpro/developer/devenv-how-publish-and-install-an-extension-v2

2.3 First launch

Important: All following actions that are needed to register to Prodware license system must be done using administrator level access. Connect to your Business Central system using a login with all necessary permissions (SUPER).

Registration to the Prodware License system 2.3.1

The first time you use some functionalities of this accelerator you may encounter a message like this one:

You must complete and register your Prodware Registration page to use Prodware - Budget Control. OK

You must register and activate a trial license to continue testing the accelerator.



First, ensure that Prodware – Internal Library configuration allows httpClient connections. From Extension management, configure the application.

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extension management		X
Go to Pages and Tasks		Administration
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Filter list by	Installed Intelligent Cloud Base v. 1.0.29537.0	Late Payment Prediction v. 1.0.29537.0
	Pay Microsoft Pay v, 2.1.29537.0	NAV 2018 Intelligent Cloud v. 1.0.29537.0
	PayPal Payments Standard	testalled Prodware - Advanced Sales Dis v. 1.0.1904.181
	Prodware - % 10.1904.3 Manage	Sales and Inventory Forecast v. 2,0.29537.0
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Group			
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Then search from "Tell me what you want..." Business Central functionality for Prodware Registration:

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Then complete all mandatory information or copy it from your company information.

Use "Apply Company Information" to select a company and copy all corresponding information to registration page.

Use "Apply Administrator Information" to select a user and copy their full name and contact email to administrator's information.



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B Apply Company Info	ermation Apply Administrtor In	formation 🖪 Register	A
Company			Show more
Name	My Company	Contact Person	Adam Matteson
Address	5 The Ring	Phone No.	0666-666-6666
Post Code	W2.8HG	E-Mail	myaddress@mycompany.mail
City	London ···	VAT Registration No.	7777777777
Country/Region Code	GB		
Administrator			Show more
Name	Administrator	E-Mail	admin@mycompany.mail

Then click on Register to register to the Prodware License System. A unique ID linked to your information will be granted and can be seen on this page.



Registration License	Actions Navigate Fewer of Actions Apply Administrtor In		×
Company			Show more
Name	My Company	Contact Person	Adam Matteson
Address	5 The Ring	Phone No.	0666-666-6666
Post Code	W2.8HG	E-Mail	myaddress@mycompany.mail
City	London ····	VAT Registration No.	זוווווווו
Country/Region Code	GB \checkmark		
Administrator			Show more
Name	Administrator	E-Mail	admin@mycompany.mail

2.3.2 <u>Trial license activation</u>

While using this accelerator you may be asked to activate a trial license. Just click Yes to activate it, which will let you test some of the functionalities of the accelerator during a given time.



Once the trial has expired, the accelerator will not be usable in the production environment anymore and will need to un-installed.

2.3.3 <u>Update after purchase</u>

If you purchased this accelerator, you can update your license at any time from the Prodware Registration page.





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Use the Subscribe / Update action button.

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Prodware - Bo	idget Control	1.1	.1905.197	1.0.1	905.197	Trial	5/26/2019	6/25/2019



3. BUDGET CONTROL SETUP

3.1 User permission consideration

All following modifications may require particular users' permissions. Process through setup using an administrator account with SUPER permission set.

3.2 New financial dimension creation

Purchase budget to control should be based on a financial dimension, then you can create a new financial dimension. You need sufficient permissions to create dimensions, ask your administrator:

1. Use "Tell me what you want to do" functionality and search for Dimension.



2. Create a new Dimension you will use to control your Budget, for example a Purchase Budget dimension.

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The dimension values should be dimensions to which are required to conduct the budgetary control (control items) e.g. procurement, management, production etc.

 Select the Dimensions Values from the actions ribbon and using the New action, complete your dimension values accordingly.

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You can find additional information regarding dimensions on Business Central help site: <u>https://docs.microsoft.com/en-us/dynamics365/business-central/finance-dimensions</u>

3.3 Set up default budget dimension for Items

To control the budget toward your items dimensions you need to assign default dimensions to them.

1. Use "Tell me what you want to do" functionality and search for items

a	TELL ME WHAT YOU WANT TO DO	\sim	×
)	items		×
21	Go to Pages and Tasks	Show all (2	26)
	> Items	Lists	N
	> Catalog Items	Lists	P
	> Teams	Lists	R

- 2. In the item list select item.
- 3. Once in item Card select Dimensions from the actions ribbon Navigate.
- In the Default Dimensions window, fill in the fields as necessary to assign default dimensions to your item. For example, assigning Procurement Purchase Budget default value to 1896-S item.



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Each Item must be assigned with the appropriate default value of the budget dimension.

Specify how default dimensions and their values must be used. To select among the available options, choose the field:

Blank	Select this option if no value posting criteria are specified for the default dimension when using this account or Item type. The default dimension can be posted with any dimension value or with no dimension value.
Code Mandatory	Select this option if the default dimension for this Item or Item type must have a dimension value when posting, but any dimension value is acceptable.
Same Code	Select this option if the default dimension for this Item or Item type must always have the same dimension value code as that selected in the Dimension Value Code field.
No Code	Select this option if you do not want dimension value codes to be used with this Item or Item type.

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When Purchase Order / Purchase Invoice / Quotation are Released or Posted, the budget will be checked against Items with Budget Control dimension value In the lines.

You can find additional information on Microsoft Help site: <u>https://docs.microsoft.com/en-</u> <u>us/dynamics365/business-central/finance-dimensions</u>

3.4 Create a new budget

3.4.1 <u>Set up basic budgeting</u>

Before setting up Budget Control you need to setup basic budgeting.

Create a new General Ledger budget:

1. Use "Tell me what you want to do" functionality and search for G/L Budgets.

ELL ME WHAT YOU WANT TO DO	2
g/l budget	
Go to Pages and Tasks	
> G/l. Budgets	Lists
Go to Reports and Analysis	
G/L Budget Entries	Archive

Edit list and create your new budget filling all necessary fields. For example creating a "Purch. Budget", and assigning a previously created Dimension as Budget Dimension 1.

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	to get reports from
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- 3. Then choose Process / Edit action from the ribbon to edit budget details.
- 4. On Budget Details page, select filters as necessary according to your accounts and dates, and display your previously created Dimension as a column to be able to complete your budget by dimensions.



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5. Enter your budget values by period, expenses as Positive Numbers, revenue as Negative Numbers (minus sign).

You can find additional information on creating budgets on the Microsoft Help Site: <u>https://docs.microsoft.com/en-us/dynamics365/business-central/finance-how-create-budgets</u>

3.4.2 Budget Control Setup

From the G/L budget page, select Navigate / Budget Control Setup to access setup.

G/L BUDGETS WORK	DATE: 4/8/2019					2
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📌 Budget Control S	etup					18
NAME	DESCRIPTION	GLOBAL DIMENSI 1 CODE	GLOBAL DIMENSI 2 CODE	BUDGET DIMENSION 1 CODE	BUDGET DIMENSION 2 CODE	BUDGET DIMENSION 3 CODE
PURCH. BUD	Purch. Budget	DEPARTME	CUSTOMER			

From this setup page, you can select this information:

- G/L Budget Name: The G\L budget to be controlled. If empty, no budget control functionality will be activated
- > Warning:
 - > Disabled No particular information displayed on purchase documents



- Notification Notifications will be shown in purchase documents once budget is over. It does not prevail any purchase action, only inform users about budget status
- Confirmation A confirmation message will be displayed when release purchase document if budget is exceeded.
- > Calculation Type:
 - o Cumulative Cumulative amounts until the document posting date
 - o Period Monthly amounts in the document posting date month
- > Include Quotes: Specifies whether to activate budget check over Purchase Quotes

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Budget (Control Set	tup			
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3.5 Update from existing entries

If purchase documents already exist, you can update Budget Control entries used to calculate budget values.

Use "Update Budget Control" From Existing Purch. Documents batch from Budget Control Setup page and click Yes when asked for updating entries.

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Budget Control Set	cup	
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General		
G/L Budget Name	Calculation Type Period	
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3.6 Create Import Workflow templates

To be able to use the Workflow to review your budget you need to import the Workflows templates.

From the Budget Control Setup page, launch template creation using "Add Workflow Templates" action from ribbon and click "Yes" to the message's question.

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Budget (Control Setu	up		
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Contract Workflow Te	mplates 🛛 💱 Update Budgel	t CPurh. Documents Calculation Type	Period	**

Check Workflow templates have been created by accessing Workflow Templates page.

Use "Tell me what you want to do" functionality and search for Workflow Templates.

ε TELL ME WHAT YOU WANT TO DO	2	×
Workflow Templates		×
Go to Pages and Tasks		
> Workflow Templates Lists		

Check new templates are available.



WORKFLOW TEMPLATES WORK DATE: 4/8/2019	2
New Manage Open in Excel More options	Ŷ
DESCRIPTION	
Administration	
Overdue Approval Requests Workflow	
Budget Control	
Purchase Invoice Budget Control Approval Workflow	
Purchase Order Budget Control Approval Workflow	
Purchase Quote Budget Control Approval Workflow	
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