Budget Control for

Microsoft Dynamics 365 Business Central

USER GUIDE

budget control
accelerator

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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

2.1 System requirements

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: https://docs.microsoft.com/en-us/dynamics365/business-central/ui-extensions

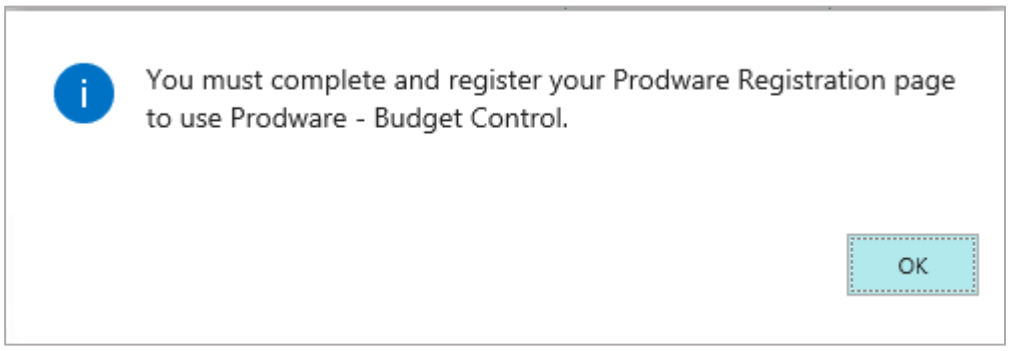
For On premise environment: https://docs.microsoft.com/en-us/dynamics365/business-central/dev-itpro/developer/devenv-how-publish-and-install-an-extension-v2

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).

2.3.1 Registration to the Prodware License system

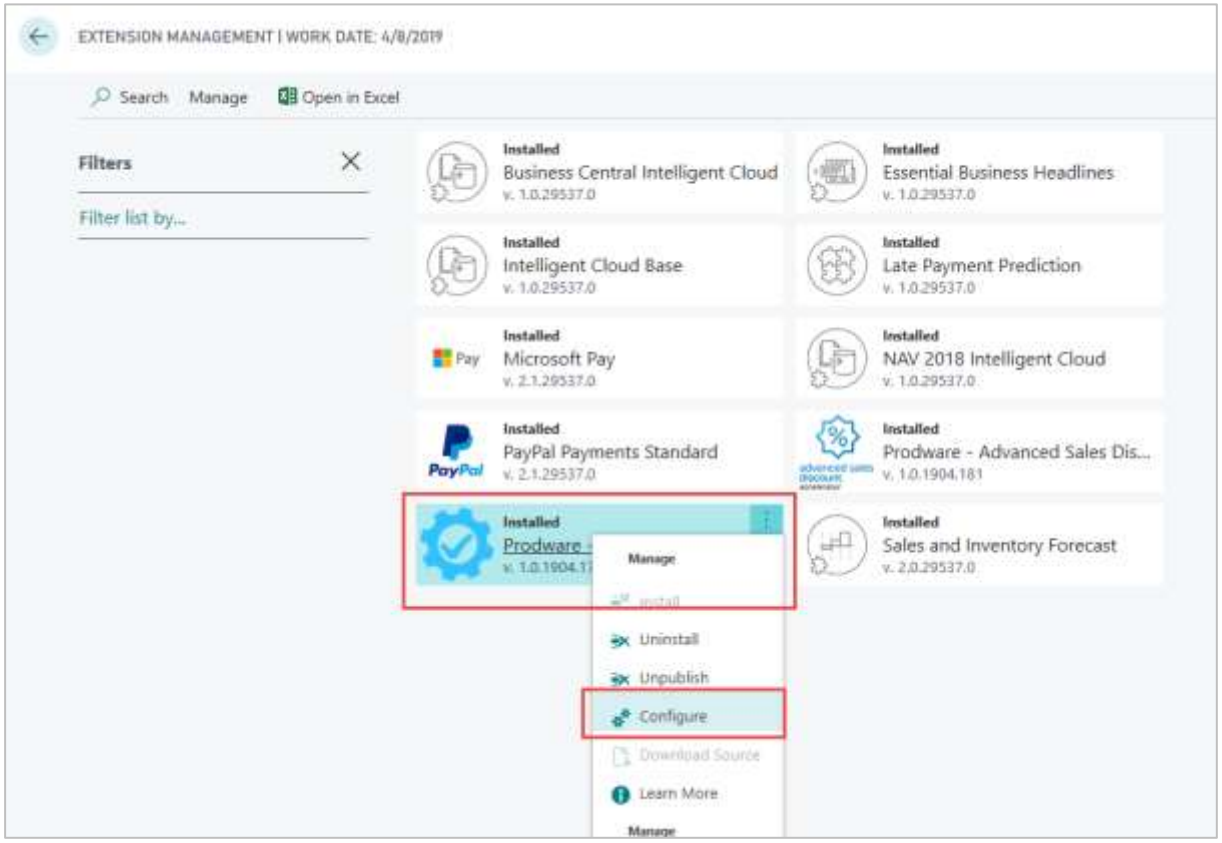
The first time you use some functionalities of this accelerator you may encounter a message like this one:

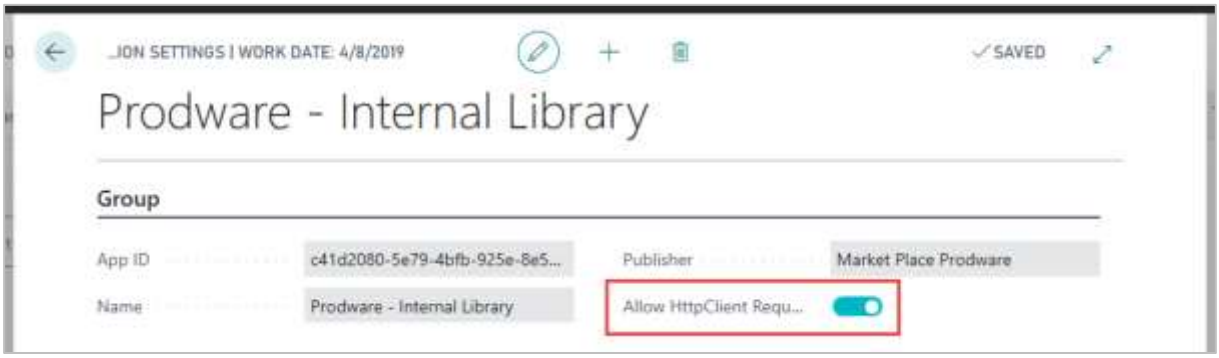


You must register and activate a trial license to continue testing the accelerator.

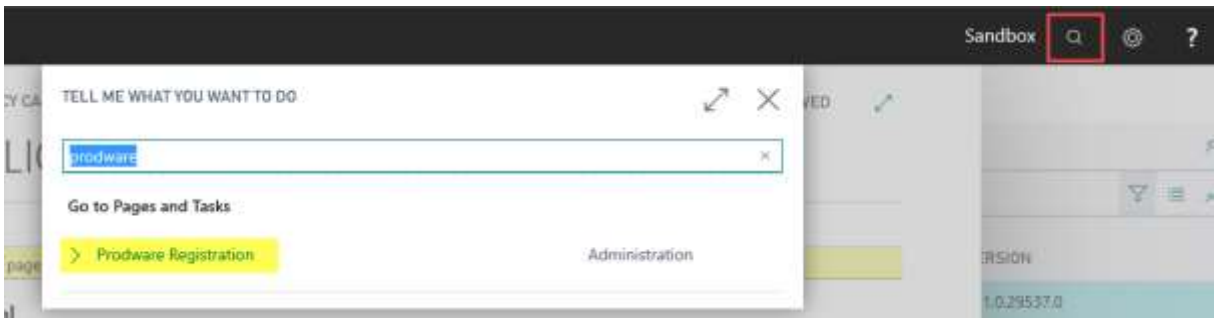
First, ensure that Prodware – Internal Library configuration allows httpClient connections.

From Extension management, configure the application.





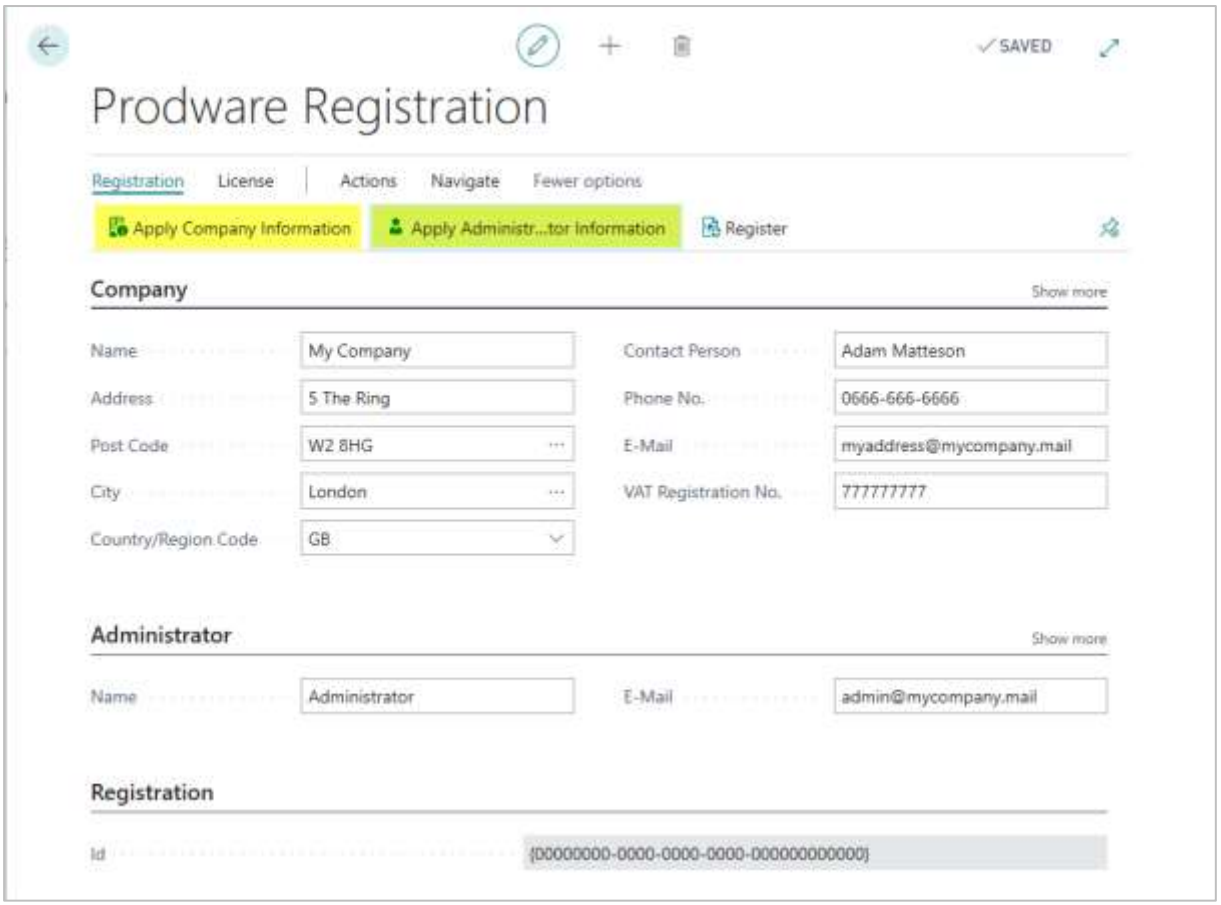
Then search from "Tell me what you want..." Business Central functionality for Prodware Registration:



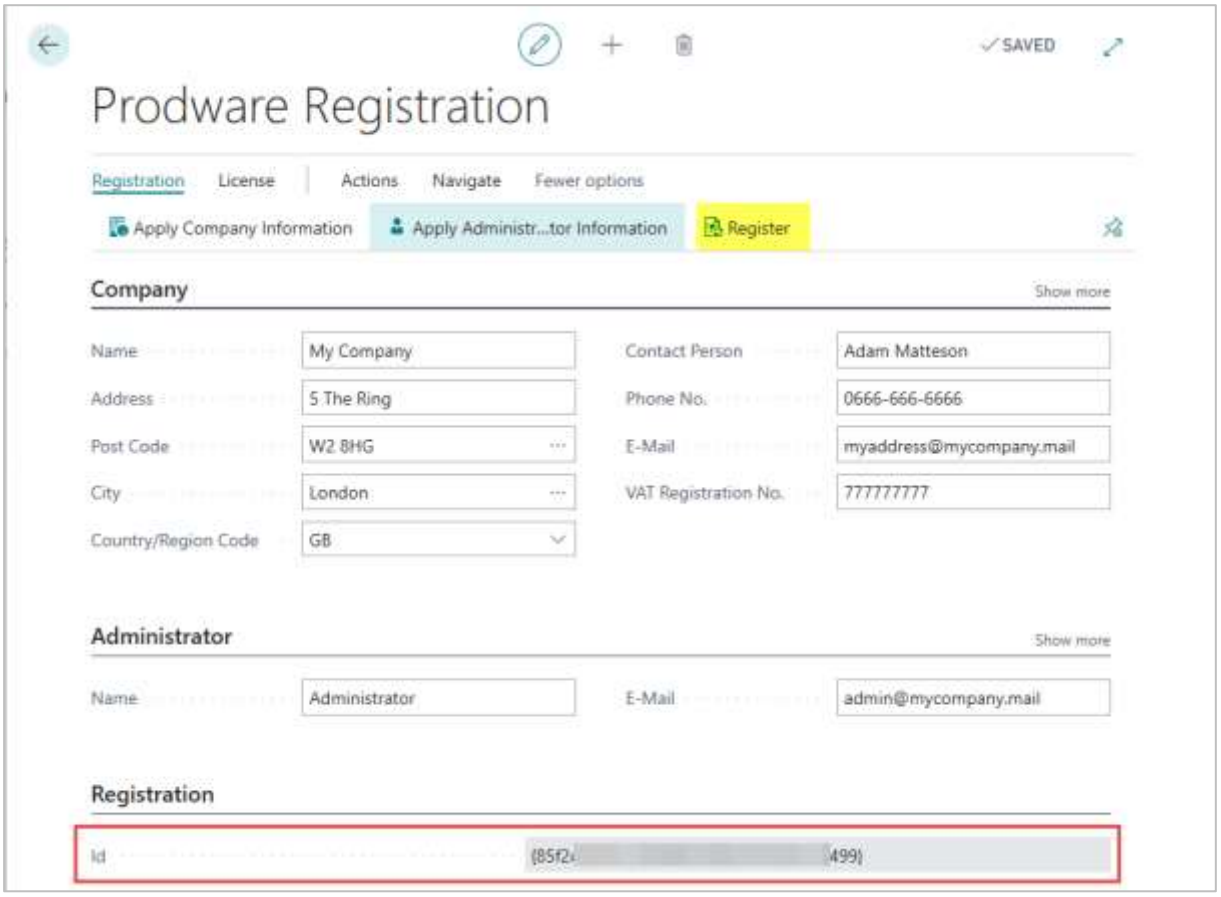
Then complete all mandatory information or copy it from your company information.

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.

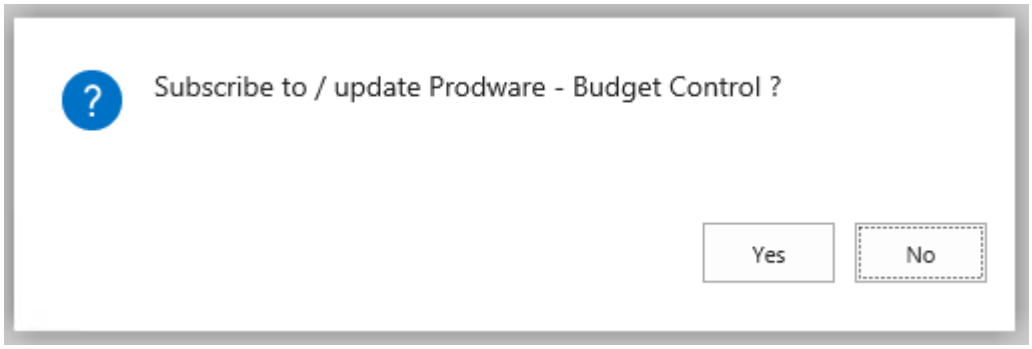


Then click on Register to register to the Prodware License System. A unique ID linked to your information will be granted and can be seen on this page.



2.3.2 Trial license activation

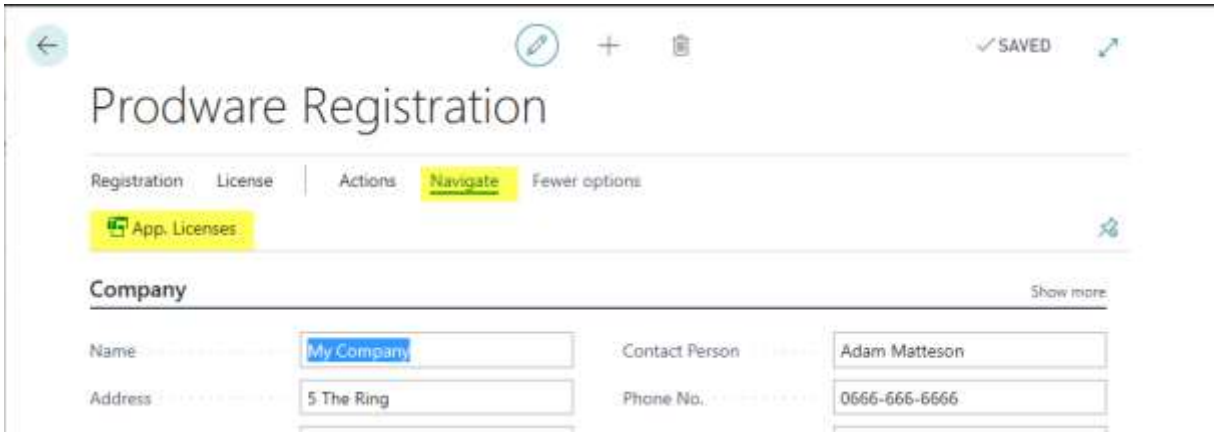
While using this accelerator you may be asked to activate a trial license. Just click Yes to activate it, which will let you test some of the functionalities of the accelerator during a given time.



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 Update after purchase

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



Use the Subscribe / Update action button.

3. BUDGET CONTROL SETUP

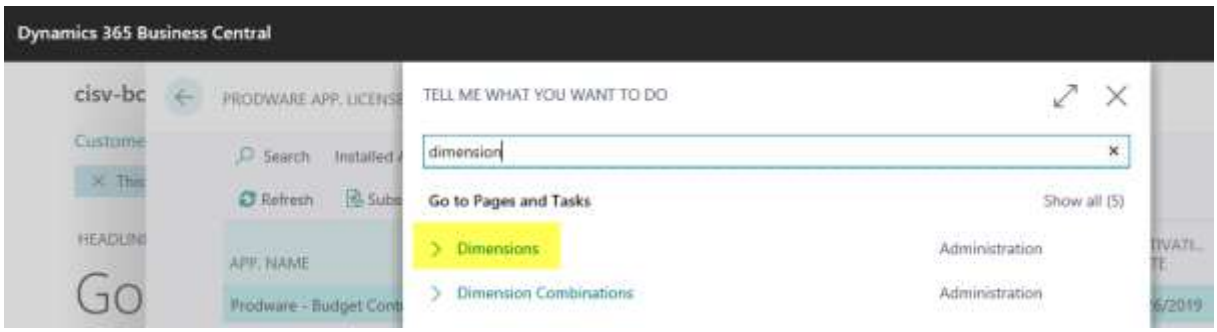
3.1 User permission consideration

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

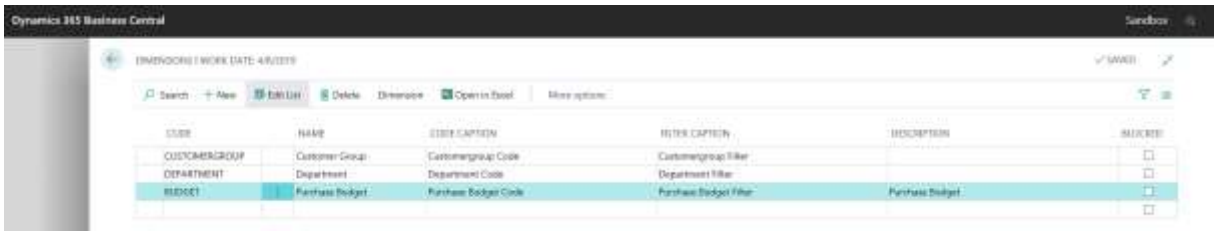
3.2 New financial dimension creation

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.



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

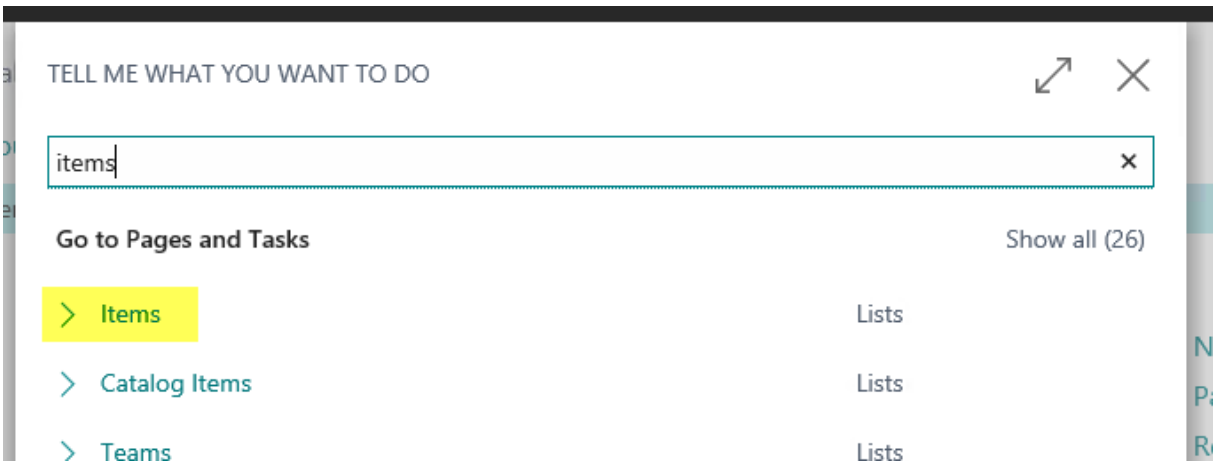
3. Select the Dimensions Values from the actions ribbon and using the New action, complete your dimension values accordingly.

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

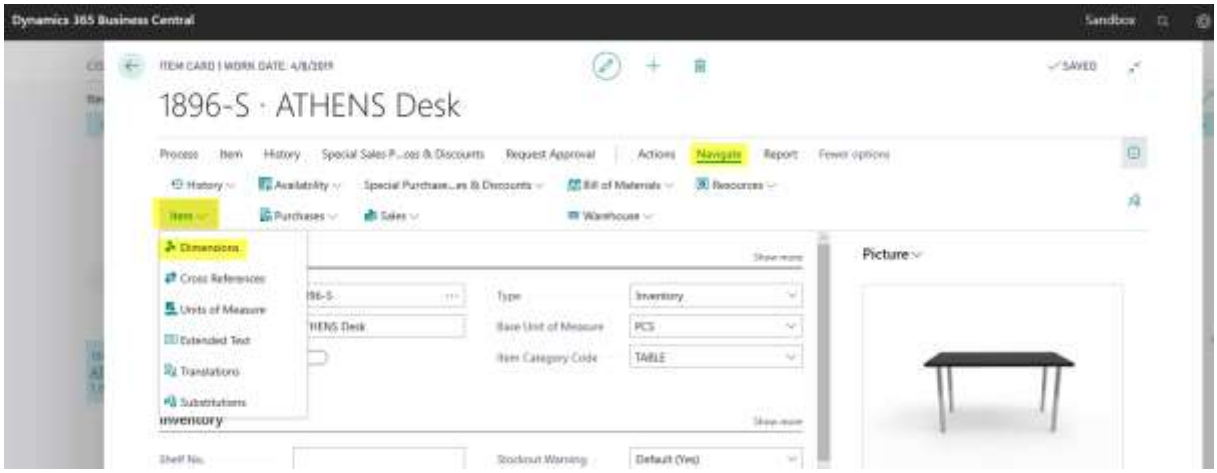
3.3 Set up default budget dimension for Items

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



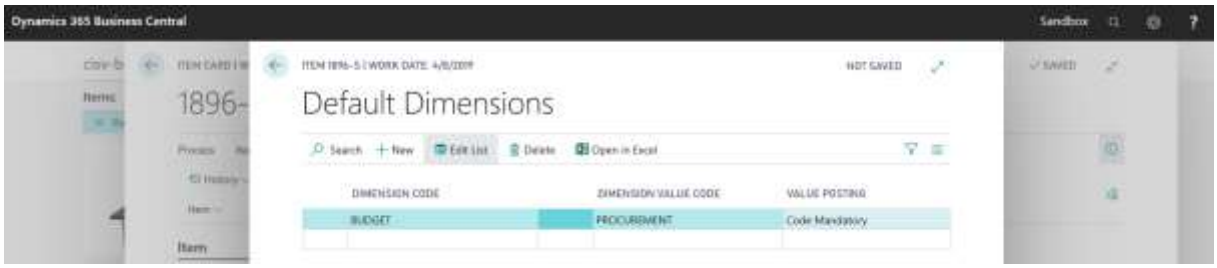
2. In the item list select item.
3. Once in item Card select Dimensions from the actions ribbon Navigate.
4. In the Default Dimensions window, fill in the fields as necessary to assign default dimensions to your item. For example, assigning Procurement Purchase Budget default value to 1896-S item.



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.



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: https://docs.microsoft.com/en-us/dynamics365/business-central/finance-dimensions

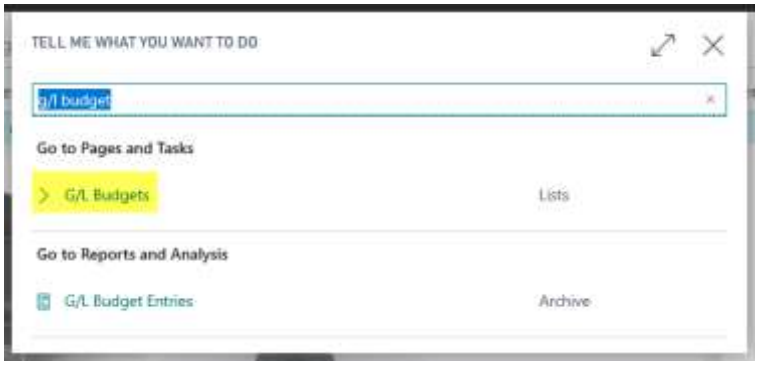
3.4 Create a new budget

3.4.1 Set up basic budgeting

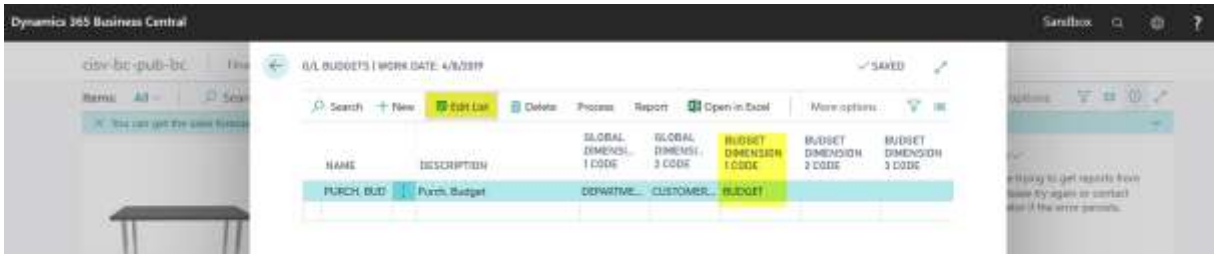
Before setting up Budget Control you need to setup basic budgeting.

Create a new General Ledger budget:

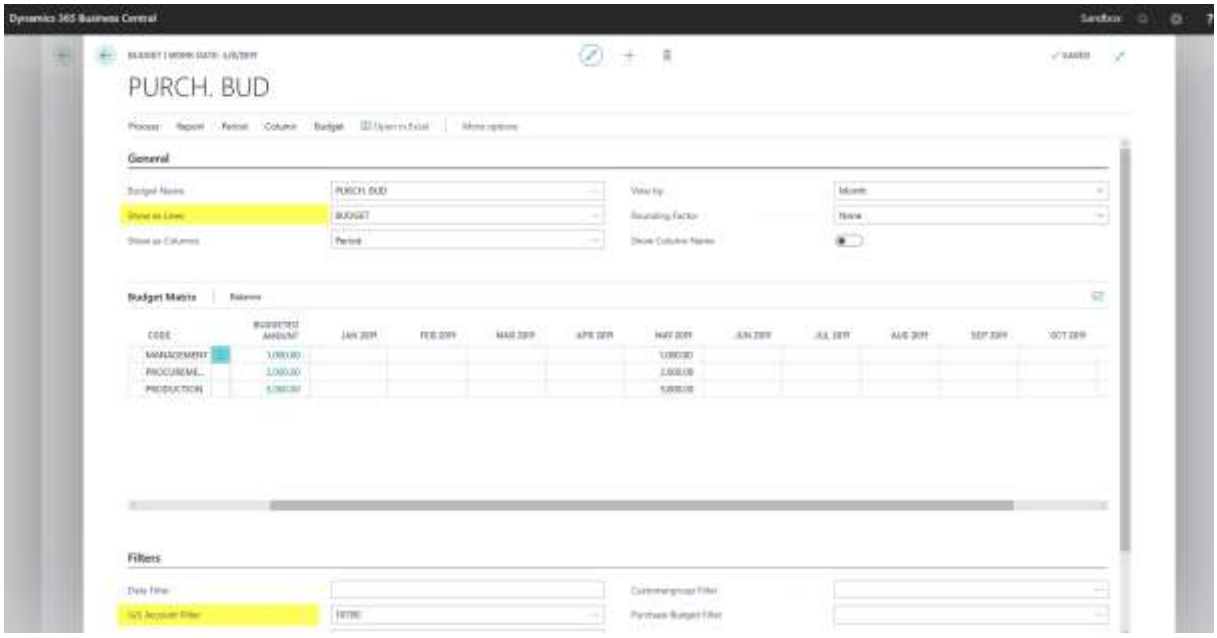
1. Use "Tell me what you want to do" functionality and search for G/L Budgets.



2. 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.



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.

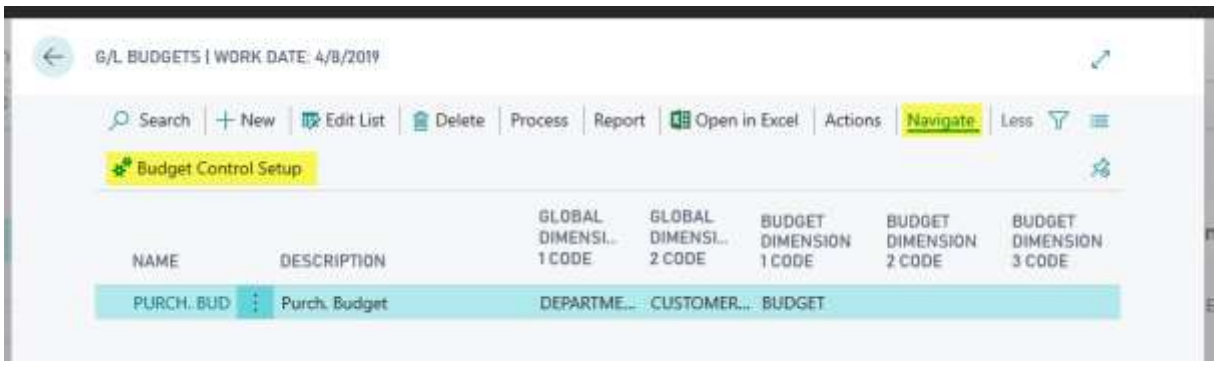


5. Enter your budget values by period, expenses as Positive Numbers, revenue as Negative Numbers (minus sign).

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

3.4.2 Budget Control Setup

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

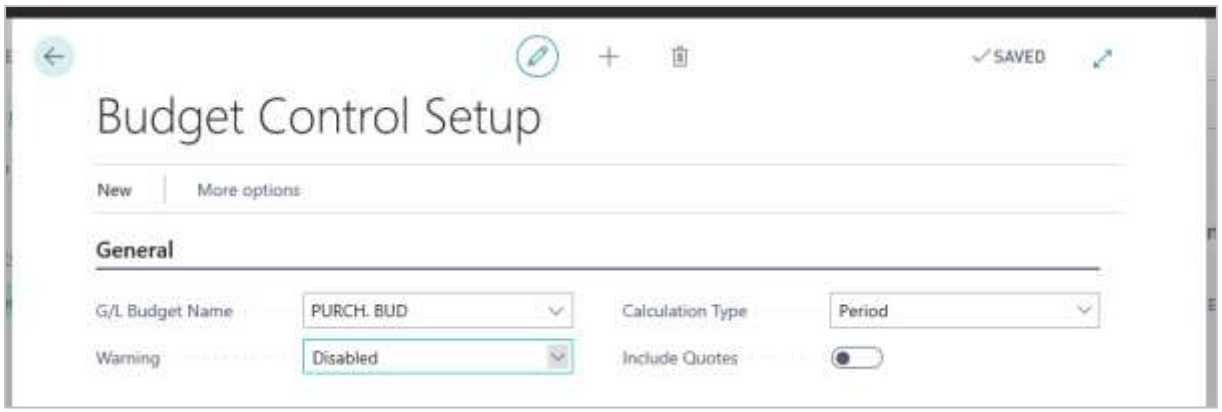


From this setup page, you can select this information:

- 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.

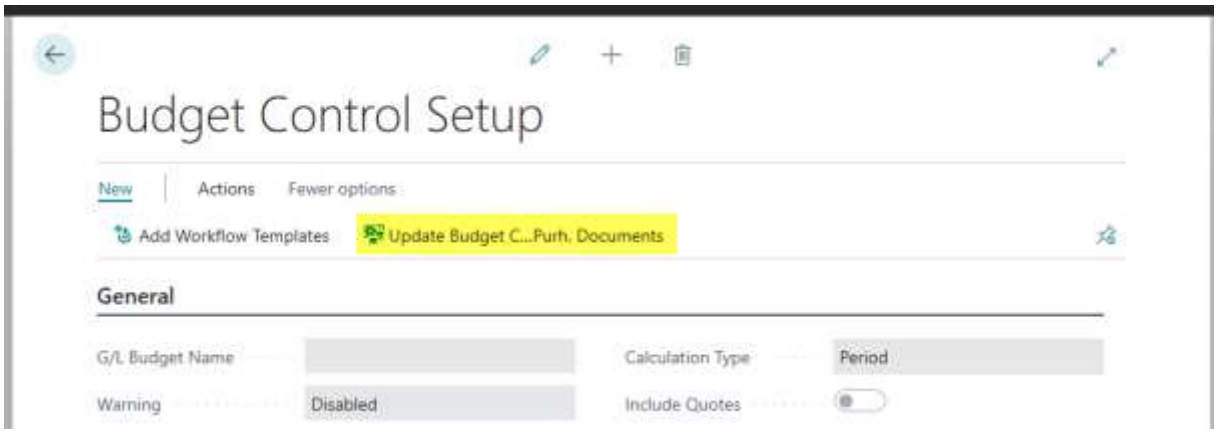
- Calculation Type:
  - Cumulative - Cumulative amounts until the document posting date
  - Period - Monthly amounts in the document posting date month
- Include Quotes: Specifies whether to activate budget check over Purchase Quotes



3.5 Update from existing entries

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

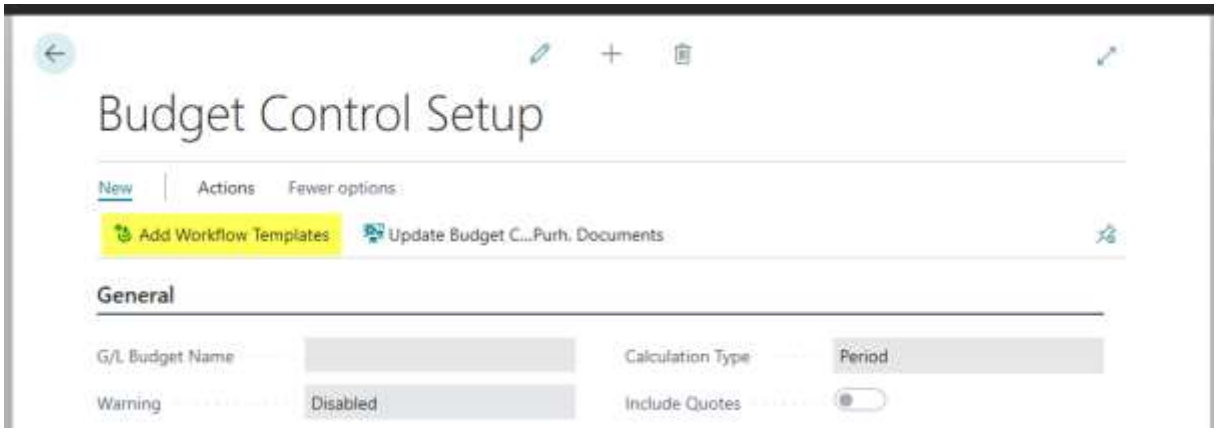
Use “Update Budget Control” From Existing Purch. Documents batch from Budget Control Setup page and click Yes when asked for updating entries.



3.6 Create Import Workflow templates

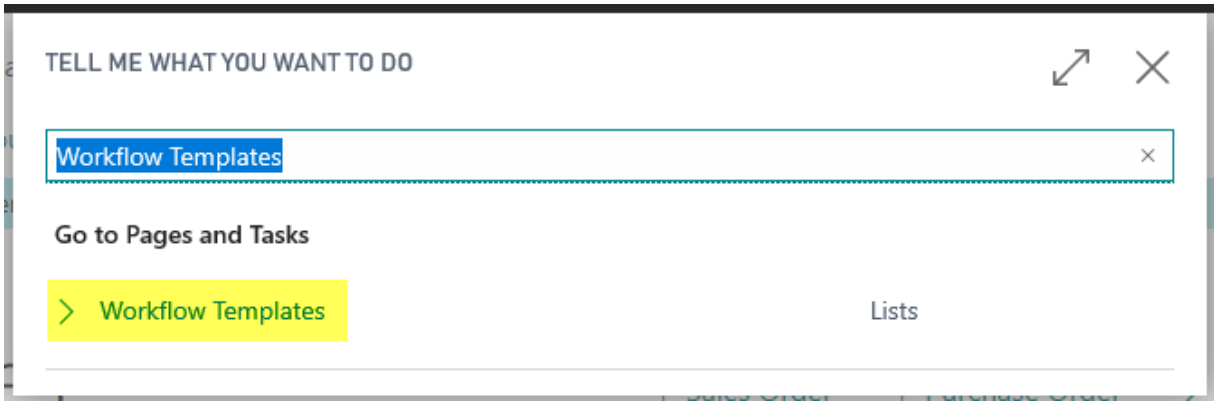
To be able to use the Workflow to review your budget you need to import the Workflows templates.

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

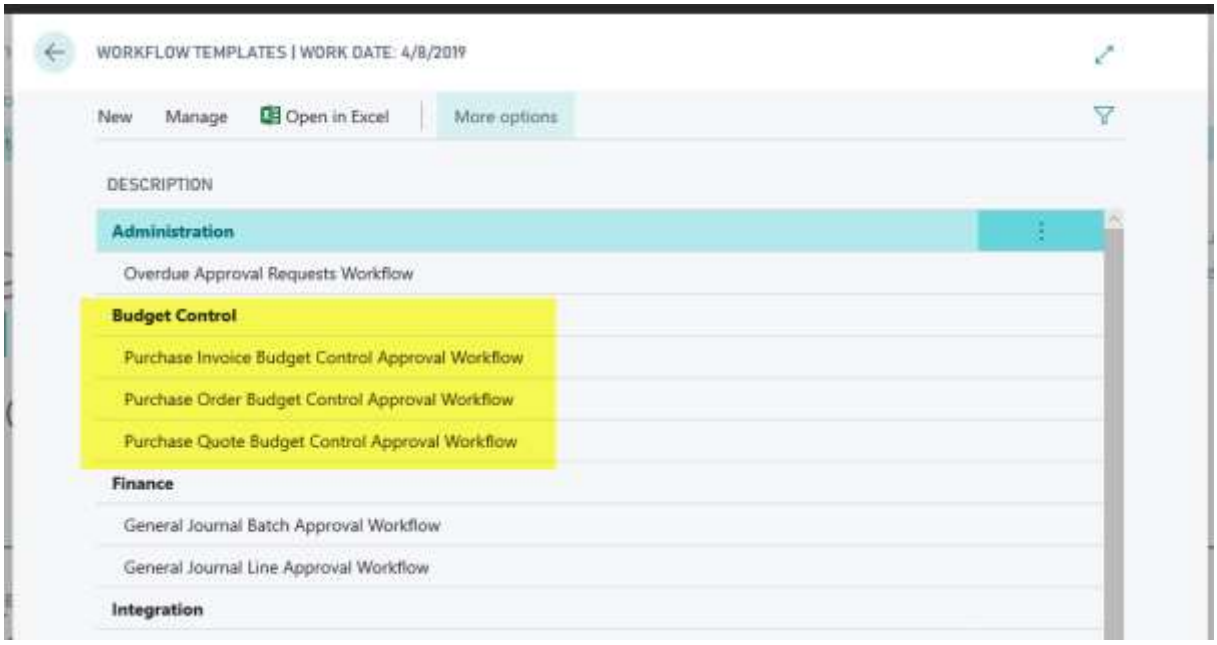


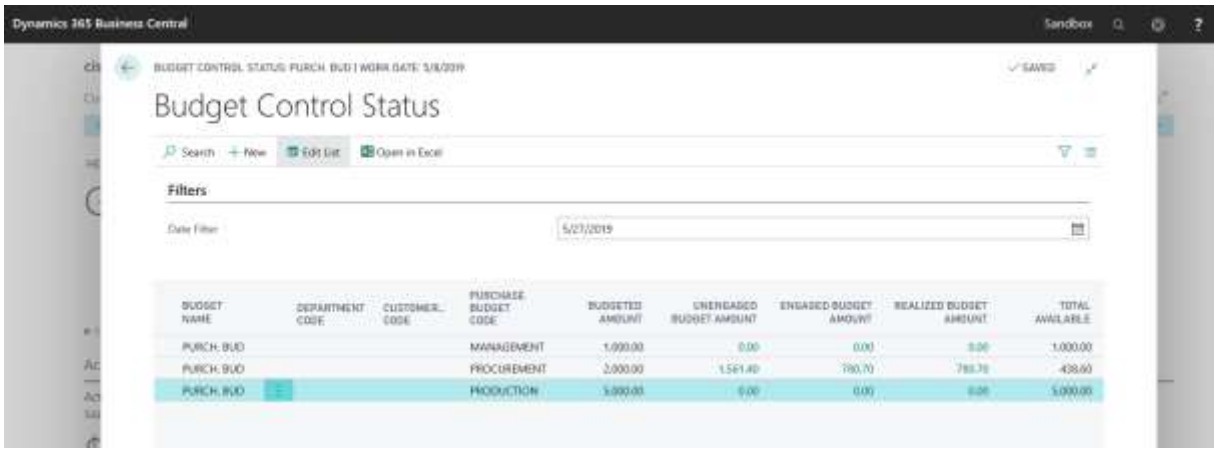
Check Workflow templates have been created by accessing Workflow Templates page.

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



Check new templates are available.


WORKFLOW TEMPLATES | WORK DATE: 4/8/2019
New
Manage
Open in Excel
More options
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
Finance
General Journal Batch Approval Workflow
General Journal Line Approval Workflow
Integration


Dynamics 365 Business Central
Sandbox
Budget Control Status
Search
New
Edit List
Open in Excel
Filters
Date Filter
5/27/2019
BUDGET NAME
DEPARTMENT CODE
CUSTOMER... CODE
PURCHASE BUDGET CODE
BUDGETED AMOUNT
UNENGAGED BUDGET AMOUNT
ENGAGED BUDGET AMOUNT
REALIZED BUDGET AMOUNT
TOTAL AVAILABLE
PURCH. BUD
MANAGEMENT
PURCH. BUD
PROCUREMENT
PURCH. BUD
PRODUCTION