22.05. Budgets

To show the budgets window, choose **Special > Show budgets**

Two kinds of budgets

mSupply supports two different types of budgets.

- The budget module described here allows you to track spending and/or sales of items against your targets, which are entered as budgets. Items are grouped together by their account code.
- The customer budget module allows you assign a budget for each supply point (customer), and both report on how much they have been supplied, and limit supply of that item. Information on the customer budget module is available here.

Activating the budget module

To use this feature, you must check **Activate budget module** on the Invoices 1 tab of the mSupply Preferences window:

2	Preferences	×
General A Misc Purchase order default Purchase order 2 Invoices 1 Invoices 2 Item Price Quotes Reports	All Invoices Allow editing tax rate & amount on invoices Allow entry of dates on invoices Export invoices to disk when finalizing After deleting lines, redo the numbering After deleting lines, redo the numbering Activate budget module Per customer budgets Apply part-period limits: Split periods Q Activate Ad hoc items Round cost, sell price, cash payment and cash receipt to 2 decimal places 3 decimal places 4	
Names Tender Reminders Patient Medication Drug Interactions Printing OK and print Logo Dispensary mode HIS Log This Computer	Supplier Invoices Allow editing margins on Supplier Invoice lines Show inner and outer pack fields Hide batch number and expiry date entry Hold invoice by default Show comparative purchases for Supplier Invoices Allow tracking of received stock by donor Item margin overrides supplier margin on Supplier Invoices Allow tracking of received stock by donor Activate supplier payment module Warn if expiry less than 0 days Disallow remove hold status if zero sell price Sell price changes affect un-finalized customer invoices	
Backup v	Cancel OK	

But please note, before you do this you must enter a budget period - see the Adding a budget section below.

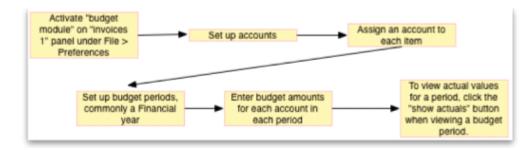
Overview

Firstly, you define budget periods which can be any length you choose - months, quarters, years or whatever.

Once budget periods are set up, you must allocate each transaction that issues stock (customer invoice, inventory adjustment - reduce stock or supplier credit) to a budget period (see the Including transactions in your budget section below for details). The items on that transaction will have been assigned accounts (See here for how to add item account codes, and you can then view budget reports based on expenditure or sales broken down by the accounts you have assigned to items.

At the end of a budget period, that budget period may be locked so that no further entries may be made.

To use the budget feature, these are the steps to be taken:



Viewing budget details

Choosing Special > Show budgets presents you with the Budget period list window as shown (note that the latest entry appears at the top of the list and the oldest entry at the bottom):

Ŀ	Budget pe	eriod list		- 0	×
New	Delete				
New	Description.	Start date	End date	Locked	
Example1		1/01/2014	31/12/2015		~
Example2		1/01/2012	31/12/2013		
Example3		1/01/2010	31/12/2011		
4					~
3/3				OK	

Adding a budget

Click on the New button in the Budget period list window to add a new budget. This window is displayed:

escription 🗌						
Start date 1/0	L/2016 End date					
Locked		-	-	—	1.	
	Show budgets	Show budget against income	Show budget against expense	Print	Show related	
Account code	Account description					Budget
1000	Income					0.00 ^
2000	Stock					0.00
3000	Cost of goods sold					0.00
52510	REPAIRS & MAINTENANCE-I					0.00
52610	CLINEQP-MINOR HEALTH T					0.00
52620	CLINEQP-MED & SURG INST					0.00
53601	DRUGS-ANAEST (S)					0.00
53602	DRUGS-ANALGESIC (S)					0.00
53603	DRUGS-ALLERGY (S)					0.00
53604	DRUGS-ANTIDOTE (S)					0.00
53606	DRUGS-INFECTION (S)					0.00
53607	DRUGS-MIGRAINE (5)					0.00
53608	DRUGS-CANCER (S)					0.00
53609	DRUGS-PARKINSON (S)					0.00 ¥
<						>

In the *Description* field, enter the name of the budget period - for example FY 2008.

The *Start date* is non enterable; the first time you use this feature, the field is set to 00/00/00, on subsequent occasions the it will show the date one day later than the End date entered on the previous occasion.

You should enter the *End date*, the date the budget period ends.

In the *Account Description* column, a list of account names and code(s) will be displayed. To set budget figures for these accounts, select the Account to which the budget applies by clicking on the line. Once selected, click on the figure in the *Budget* column of that line, and enter the budget figure.

Deleting a budget

Select a budget from the list in the budget list window shown above and click on the *Delete* button to delete a budget. You will be asked to confirm the deletion. Note, you can only delete budgets in order, starting from the most recent and you cannot delete a budget that has been used in any transactions (customer invoices) or has accounts with a budget amount of more than zero.

Editing budgets

Should you wish to edit a figure allocated to an account, double click on the appropriate line on the *Budget period list* and this brings up the *Budget edit* window; Click on the *Account description*, *End date* and various budget value fields and change them as required. Note that a budget can only be deleted when all of its accounts are allocated zero budget amount.

Budget reports

To find out information like expenditure against budgeted amount for a particular budget (and a whole lot more!) then you need to open the budget first by double-clicking on it in the *Budget period*

list mentioned above. This opens the *Edit Budget period* window:

escription 🔤	mple3						
Start date 1/01		End date \$1/12/2	₩.	Show budget against expense	Print		
Account code	Account description						Budget
1000	Income						0.00
2000	Stock						0.00
3000	Cast of goods sold						0.00
52510	REPAIRS & MAINTE	NANCE I					0.00
52610	CLINEQP-MINOR HE	EALTH T					0.00
52620	CLINEQP-MED & SU	IRG INST					0.00
53601	DRUGS-ANAEST (S]					0.00
53602	DRUGS-ANALGESIC	C (S)					0.00
53603	DRUGS-ALLERGY (S)					0.00
53604	DRUGS-ANTIDOTE	[5]					0.00
53606	DRUGS-INFECTION	(5)					0.00
53607	DRUGS-MIGRAINE	(5)					0.00
53608	DRUGS-CANCER (S)					0.00
53609 <	DRUGS-PARKINSO	N (S)					0.00 ¥
						Cancel	OK

The *Show budget against income* and *Show budget against expense* buttons change the table to display the selected information for each account for that budget period. The *Show budgets* button changes it back to show the budget account information for the period.

The *Print* button prints out the table which is displayed at the time it is clicked.

The *Show related* button will display all the purchase orders, goods received notes, customer invoices, supplier invoices, supplier payments, customer payments or inventory adjustments which are related to the budget period. You simply click the button and choose which you want to see.

Including transactions in your budget

When the budget module is activated, a new *Period* field appears at the top of transactions that issue stock. Here it is on a customer invoice:

Ε.		
<u> </u>	/ ``	

	new1 hwere Delete line(s)	La Contraction Con	Pack Size	Unconfirm None History Batch Tr Batch ertyu678	ansport det Exp date 31/019 31/020	ails Log Sell Price	Colour Invoice : 1 Entry date : 3 Goods received ID : 0 Status : cr Entered by : us Store : G Price exten	n ser 1 (pass= user
Comment comment in	belete line(s) General Item Name Item 1	Summary by Item	Category inders	None Mistory Batch Tr Batch ertyu678	ansport det Exp date 31/019	ails Log Sell Price 2.00	Entry date : 30 Goods received ID : 0 Status : cr Entered by : ur Store : G	n ser 1 (pass= user eneral 2.00
New line	Delete line(s) General Item Name item 1	Summary by Item S Quan	iders ummary by Pack Size	History Batch Tr Batch ertyu678	Exp date 31/019	Sell Price 2.00	Goods received ID : 0 Status : cr Entered by : us Store : G	n ser 1 (pass= user eneral 2.00
L Location	Ceneral Item Name Item 1	Summary by Item S Quan	Pack Size	Batch Tr Batch ertyu678	Exp date 31/019	Sell Price 2.00	Status : cr Entered by : u: Store : G	n ser 1 (pass= user eneral 2.00
L Location	Ceneral Item Name Item 1	Summary by Item 9	Pack Size	Batch Tr Batch ertyu678	Exp date 31/019	Sell Price 2.00	Entered by : u: Store : G	ser 1 (pass= user eneral 2.00
L Location	Ceneral Item Name Item 1	Summary by Item 9	Pack Size	Batch Tr Batch ertyu678	Exp date 31/019	Sell Price 2.00	Store : G	eneral 2.00
L Location	Ceneral Item Name Item 1	Summary by Item 9	Pack Size	Batch Tr Batch ertyu678	Exp date 31/019	Sell Price 2.00		2.00
1 New i	Item Name item 1	Quan	Pack Size 600	Batch ertyu678	Exp date 31/019	Sell Price 2.00	Price exten	
1 New i	item 1		600	ertyu678	31/019	2.00	Price exten	
-								
2 New I	item 2		2 100	fghjk98	31/020	2.00		4.00
. . .						_		
	0	ther charges litem:					Amount: Subtotal:	0.0
							0 % tax:	0.0
							Total:	6.0
Hold								
	xport batch: 0				OK & N	ext	Delete O	к 🗌 🛛 🤅

It is set to "Unconfirmed or none" by default and you must select a period before the invoice can be saved or closed. If you don't, mSupply will give you a warning message when you click on the OK or OK & Next buttons.

Note: you don't have to select a period if you're viewing or editing a customer invoice (or other stock issuing transaction) that was created or confirmed before the first budget period starts.

Once the transaction has been saved with a budget period, when it is confirmed the goods on it will automatically be accounted for in your budget and will affect any budget reports you run.

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