

## SETTING UP A 12 MONTH CALENDAR FORECAST STATEMENT

A forecast statement is designed to show twelve months of balances. The current or past months will show actual balances. Future months will show budget amounts.

### 1) Setting up the column codes.

A column code will need to be set up for each month and for the total.

To do this, go to General Ledger > Statements > File Maintenance > Column. In Column, hit F5 for insert mode and set up as follows:

Insert		Statement Column Detail	
Code	<input type="text" value="P01"/>		
Description	<input type="text" value="January"/>		
Heading 1)	<input type="text" value="January"/>		
2)	<input type="text"/>		
Start Period	<input type="text" value="01"/> <input type="text" value="2004"/>	Update	<input type="text" value="a"/>
End Period	<input type="text" value="01"/> <input type="text" value="2004"/>	Update	<input type="text" value="a"/>
added: 02/18/2004 leg		changed: 02/18/2004 leg	
m=monthly, q=quarterly, a=annually, n=no update			

**Code:** This is the code that is referenced in the definition. For a forecast statement, this code should be the letter p (for period) followed by the number of the period you are setting up (01 for January). It is important that this convention is used due to the utilities that need to be run to update the information in this statement.

**Description:** This is a description for your own reference. In this example, January is used.

**Heading:** This is what will print at the top of the column in your statements. January is used for this example.

**Start period:** Beginning of the period for the balances to be displayed in this column.

**End period:** End of the period for the balances to be displayed in this column.

Update: “a” (annually) means that these periods will be updated when you close your year.

A column code also needs to be set up for the total. It will look like this:

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File Edit Help

Insert Statement Column Detail

Code

Description

Heading 1)

2)

Start Period   Update

End Period   Update

added: 01/22/2004 leg                      changed: 01/22/2004 leg

m=monthly, q=quarterly, a=annually, n=no update

Please note the column code will need to be ‘ftot1’ for the utilities to work properly.

## 2) Setting up the definition.

Go to Statements > File Maintenance > Definition to set up the definition.

Press the F5 key for insert mode. Begin setting up the definition as in the following example:

Definition Code	1600	Description	Forecast Statement						
Build Order	31	Print Order	31						
Row Code	1500	Profit and Loss by Month							
Statement Text		Rows	0	Chars/	0	Row			
Entity Code									
Property ID									
Print	no	Export	no	No Columns	14	[Date] Col	13		
Export Directory									
File Name	1600	Extension							
If your "Reverse Print" in Row Type Detail is set to "yes", then disable reverse printing for Variance columns in this statement?									
no									
Page Numbers									
added: 11/24/2003leg					changed: 11/24/2003leg				
Enter data or press ESC to end.									

**Definition Code:** A unique code to identify this statement.

**Description:** A description for this new statement.

**Build Order, Print Order:** Every Statement has a build order and a print order. These numbers tell the system the order in which the statements are calculated and the order they are printed. If this statement is to print last in the package, the print order number should be higher than the print order number in the other statements.

**Row Code:** Code that represents the body of the statement. The Row Code for the P&L statement can be used if there was not one set up specifically for this statement.

**No Columns:** 14. This represents description column, twelve months, and the total column.

**[Date] Col:** 13. (but the date in the heading will be the period that the statement is run.)

Press F2 to continue

On the next page, fill in the title for this statement as it should appear on the statement. Since the current period will be in a different column each month, it is best to use [period] to represent the month in the heading of the statement

Definition Code	1600	Description	Forecast Statement
Build Order	31	Print Order	31
Row Code	1500	Profit and Loss by Month	
Statement Text		Rows 0	Chars/ 0
Statement Header Text			
MARYELLEN'S BED & BREAKFAST			
Forecast Statement			
[period]			
added: 11/24/2003leg		changed: 11/24/2003leg	
^=blank line, [date], [day], [fc], [entity], [defcode],[period]			

Press F2 to continue.

For the first column, fill in type “d” for description. Press F2.

Leave the column code on this page blank. Press F2. Leave the format as it fills in automatically. Fill in the start position as 1. (Depending on the format of each column, the starting position can be adjusted later)  
Press F2

Column 2. The type for this column is “b” for budget. Press F2.

The column codes for the rest of this statement will be the ones that were created earlier. For column 2 the code is P01 because this is the first month. Type “P01” or use control-l to look-up. Press F2. Set the format as to how the statement figures are to appear. The format must allow for the largest total that will display in this column. Rounding will be 1 for rounding to the nearest whole number. Below is an example:

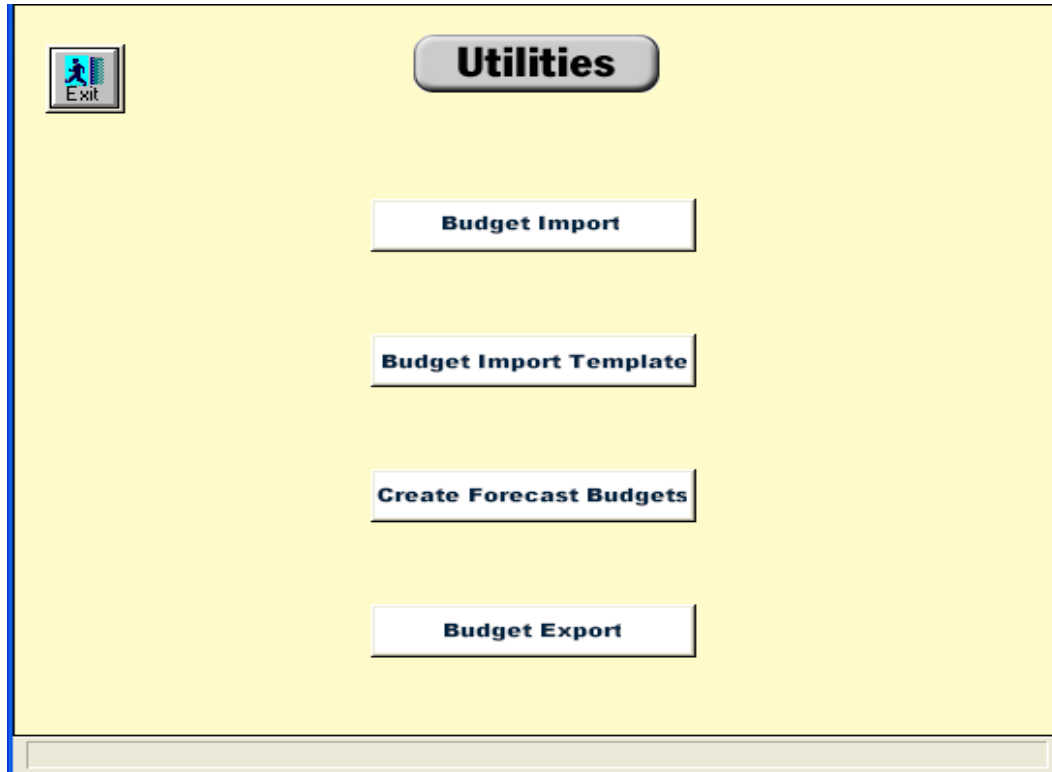
Statement Columns			
Budget Type	FORECAST		
Column Code	P01	January	
Heading 1	JANUARY	Start Period	01 2006
2		End Period	01 2006
Column Property			
Format	->>, >>>, >>>9	Start Position	21 End 32
Rounding	1	Currency Symbol	
Calc Type		Col 1	0 Col 2 0
Print as %	no		
added: 10/19/2004 ded		changed: 10/19/2004 ded	
Enter the format to use for displaying this column			

Continue setting up the rest of the columns in a similar manner. All columns will be type “b” for budget and the budget type for all will be “forecast.” Column 14 will be the last (total) column. The type is still “b” for budget, although a larger format should be considered because the numbers in this column will be larger than the other columns.

Statement Columns			
Budget Type	FORECAST		
Column Code	ftot1		
Heading 1	TOTAL	Start Period	01 2006
2		End Period	01 2006
Column Property			
Format	->>>, >>>, >>>9	Start Position	150 End 162
Rounding	1	Currency Symbol	
Calc Type		Col 1	0 Col 2 0
Print as %	no		
added: 10/19/2004 ded		changed: 10/19/2004 ded	
Enter data or press ESC to end.			

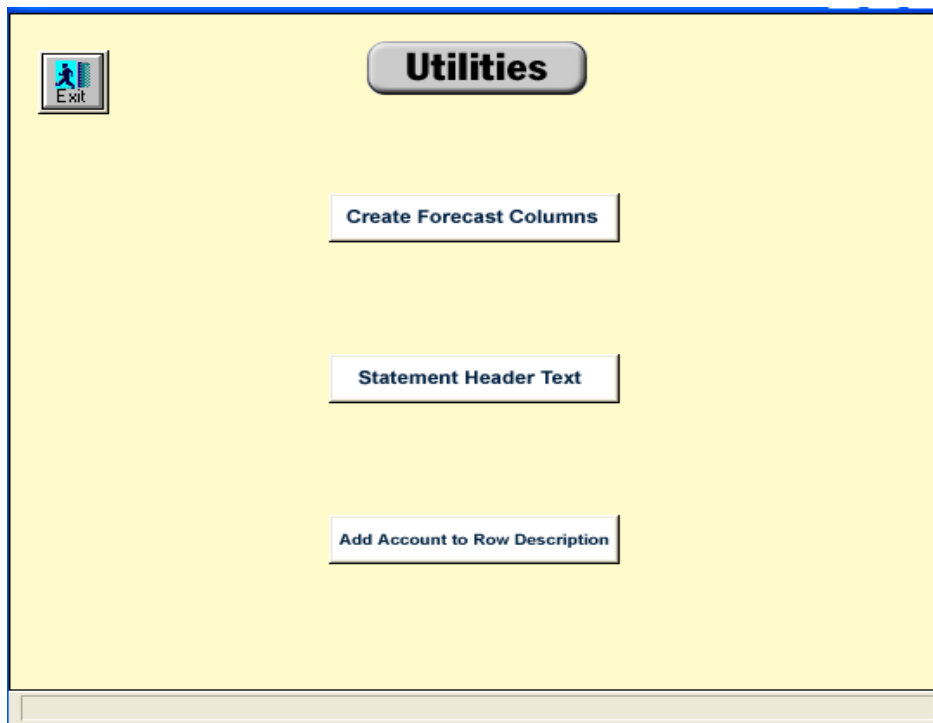
### 3) Printing your monthly statements.

There are two procedures that must be run before printing your Forecast statements. The first procedure to be run is “Create Forecast Budgets.” This procedure is found under GL > Utilities > Budgets.



Budget records with a “type” called “forecast” will be created for the current year based on actual data up to the current month, plus budget data for the balance of the year. This should be run each time you print your Forecast statement so that all of your current actual data is pulled into the forecast.

The next procedure to run is “Create Forecast Columns”. It can be found under GL > Statements > Utilities > Format.



This procedure will put the word “actual” or “budget” in the headings of the columns. This only needs to be run once a month.

The statement will look something like the following when finished.

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Forecast Statement  
January 2004

	January Actual	February Budget	March Budget	April Budget	May Budget	June Budget	July Budget	August Budget	September Budget	October Budget	November Budget	December Budget	Total
<b>REVENUE</b>													
ROOM	21,588	25,818	25,818	25,818	25,818	25,818	25,818	25,818	25,818	25,818	25,818	25,818	322,358
FOOD	2,888	3,888	0	588-	5,888-	5,888-	5,888-	4,888-	3,588-	3,888	3,888	3,888	35,888-
BEVERAGE	1,988	5,888	5,888	5,888	5,888	5,888	5,888	5,888	5,888	5,888	5,888	5,888	56,988
CONFERENCE SERVICES	588	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	38,933
FIELD SERVICE	388	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	3,661	38,633
MISCELLANEOUS	2,232	4,361	4,361	4,361	4,361	4,361	4,361	4,361	4,361	4,361	4,361	4,361	48,866
<b>TOTAL REVENUE</b>	<b>34,532</b>	<b>39,518</b>	<b>38,518</b>	<b>37,818</b>	<b>35,518</b>	<b>35,518</b>	<b>35,518</b>	<b>34,518</b>	<b>36,818</b>	<b>39,518</b>	<b>39,518</b>	<b>39,518</b>	<b>439,693</b>
<b>DEPARTMENTAL EXPENSE</b>													
ROOM	388-	31,588	31,588	31,588	31,588	31,588	31,588	31,588	31,588	31,588	31,588	31,588	432,488
FOOD	38,356	0	0	0	0	0	0	0	0	0	0	0	38,356
BEVERAGE	0	0	0	0	0	0	0	0	0	0	0	0	0
CONFERENCE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0
FIELD SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS	2,832-	0	0	0	0	0	0	0	0	0	0	0	2,832-
<b>TOTAL DEPARTMENT EXPENSE</b>	<b>39,444</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>31,588</b>	<b>421,944</b>
<b>DISTRIBUTED EXPENSE</b>													
ADMINISTRATION & GENEXP	0	0	0	0	0	0	0	0	0	0	0	0	0
SALES & MARKETING	0	0	0	0	0	0	0	0	0	0	0	0	0
UTILITIES	0	3,888	3,888	3,888	3,888	3,888	3,888	3,888	3,888	3,888	3,888	3,888	37,888
MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0
FRANCHISE FEES	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL DISTRIBUTED EXP</b>	<b>0</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>3,888</b>	<b>37,888</b>
<b>GROSS OPERATING PROFIT</b>	<b>39,889</b>	<b>818</b>	<b>322-</b>	<b>622-</b>	<b>5,322-</b>	<b>5,322-</b>	<b>5,322-</b>	<b>4,322-</b>	<b>3,622-</b>	<b>818</b>	<b>818</b>	<b>818</b>	<b>141</b>
<b>MANAGEMENT FEES - BASIC</b>													
MANAGEMENT FEE - BASIC	0	0	0	0	0	0	0	0	0	0	0	0	0
MANAGEMENT FEE - JONES	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL MANAGEMENT FEES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PRELIMINARY FIXED EXP</b>	<b>39,889</b>	<b>818</b>	<b>322-</b>	<b>622-</b>	<b>5,322-</b>	<b>5,322-</b>	<b>5,322-</b>	<b>4,322-</b>	<b>3,622-</b>	<b>818</b>	<b>818</b>	<b>818</b>	<b>141</b>
<b>FIXED EXPENSE</b>													
TAXES	0	0	0	0	0	0	0	0	0	0	0	0	0
REPAIRS	0	0	0	0	0	0	0	0	0	0	0	0	0
LEASES - MISC	0	0	0	0	0	0	0	0	0	0	0	0	0
LEASES - RENT	0	0	0	0	0	0	0	0	0	0	0	0	0
INTEREST	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL FIXED EXPENSE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET INCOME (LOSS)</b>	<b>39,889</b>	<b>818</b>	<b>322-</b>	<b>622-</b>	<b>5,322-</b>	<b>5,322-</b>	<b>5,322-</b>	<b>4,322-</b>	<b>3,622-</b>	<b>818</b>	<b>818</b>	<b>818</b>	<b>141</b>

If there are any questions, please contact Data Plus.