
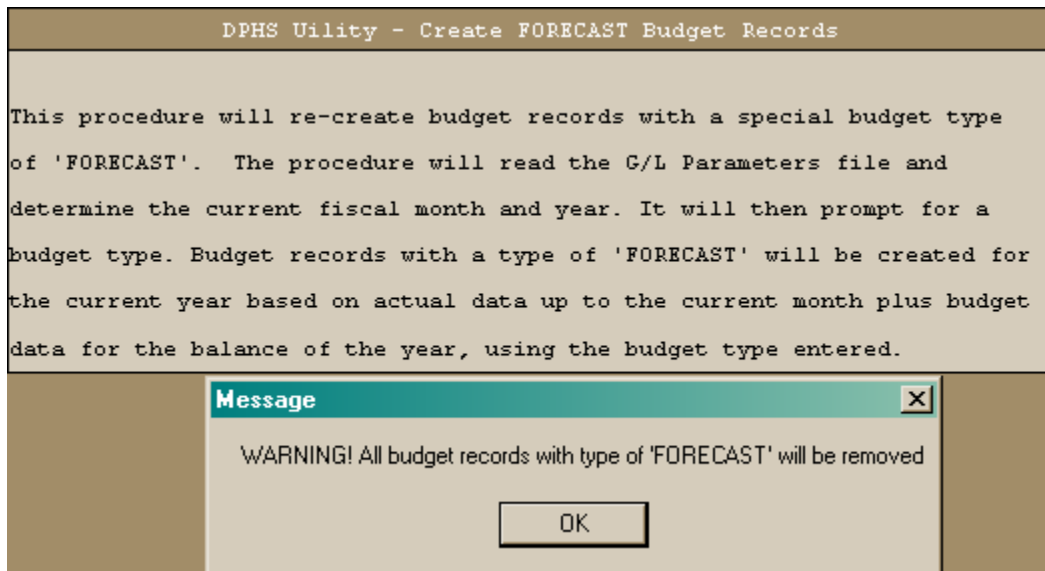


Create Forecast Budgets UTILITY

This utility was written to enable Data Plus users to run financial statements using a special “FORECAST” budget. 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.

1. From the Main GL Menu go to ‘**Utilities**’ – select the  button. The following screen will appear with a message describing the utility.



Press **OK** to continue after reading the warning. Then press the **<space bar>** to continue.

2. You will be prompted for a budget type to copy from. Since Data Plus allows the user to define as many different versions of their budget as they wish, the utility must allow you to specify which one to use. Enter in your budget type. In our example we use “budget” as the type.

Data Plus Hospitality Solution

DPHS Utility - Create FORECAST Budget Records

This procedure will re-create budget records with a special budget type of 'FORECAST'. The procedure will read the G/L Parameters file and determine the current fiscal month and year. It will then prompt for a budget type. Budget records with a type of '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, using the budget type entered.

Current Fiscal Month: 07
Current Fiscal Year: 2003

Budget Type to Copy From:

Press F2 once you've entered the Budget Type to Copy From.

When asked "***Begin Process?***" answer **Yes**. After the utility is complete press the <**space bar**> to exit.

NOTE: The **Forecast Budget** utility needs to be run every month before you print your financial statements in order for the "FORECAST" budget type to be updated for the current year based on actual data up to the current month. To incorporate this special budget into a financial statement, make sure that the appropriate column in your financial statement definition references the budget type "FORECAST".