Accounts and Budget in TM Master v2

Accounts 1
How to add account groups and accounts? 1
How to delete an account group, sub group or an account? 3
How to use the “Cost Activity” function for accounts? 4
How to activate the “Cost Activity” function? 5
How to add a cost activity? 5
How to add an account to a cost activity? 5
How to remove an account from a cost activity? 5
How to remove a cost activity? 5
Budget 6
The budget module view 6
The budget filter function. 6
How to create a budget from scratch? 7
How to copy a budget from a previous year? 8
How to read and use the budget row detail form? 9
How to edit a budget directly in the grid? 10
How to use the “Distribution tool”? 11
How to manually import a budget? 12
How to use the “Suggest budget” function? 13
How to lock budget figures? 13
How to transfer one or multiple budget figures between budget columns? 15
How to use the budget specification function? 16
How to link orders to the budget? 17
How to use the “Budget Overspend” function? 19
How to configure budget system settings? 20

Accounts

How to add account groups and accounts?

In order to use the budget module in TM Master you will first need to add your accounts. This is done in the [Accounts] view found under the [Purchasing] module group. The [Account] module consist of two parts, on the left you will find the account groups (or structure) on the right had side a grid that will list your accounts. In the tree structure (or folder structure) on the left hand side two default folders can be found. The folder “All accounts” (Blue folder) will list all existing accounts in the grid on the right hand side. Selecting the folder “Ungrouped Accounts” (Green folder) will list any account that has not been assigned to a group. Selecting any of the other groups (yellow folders) will list accounts found in the selected group.

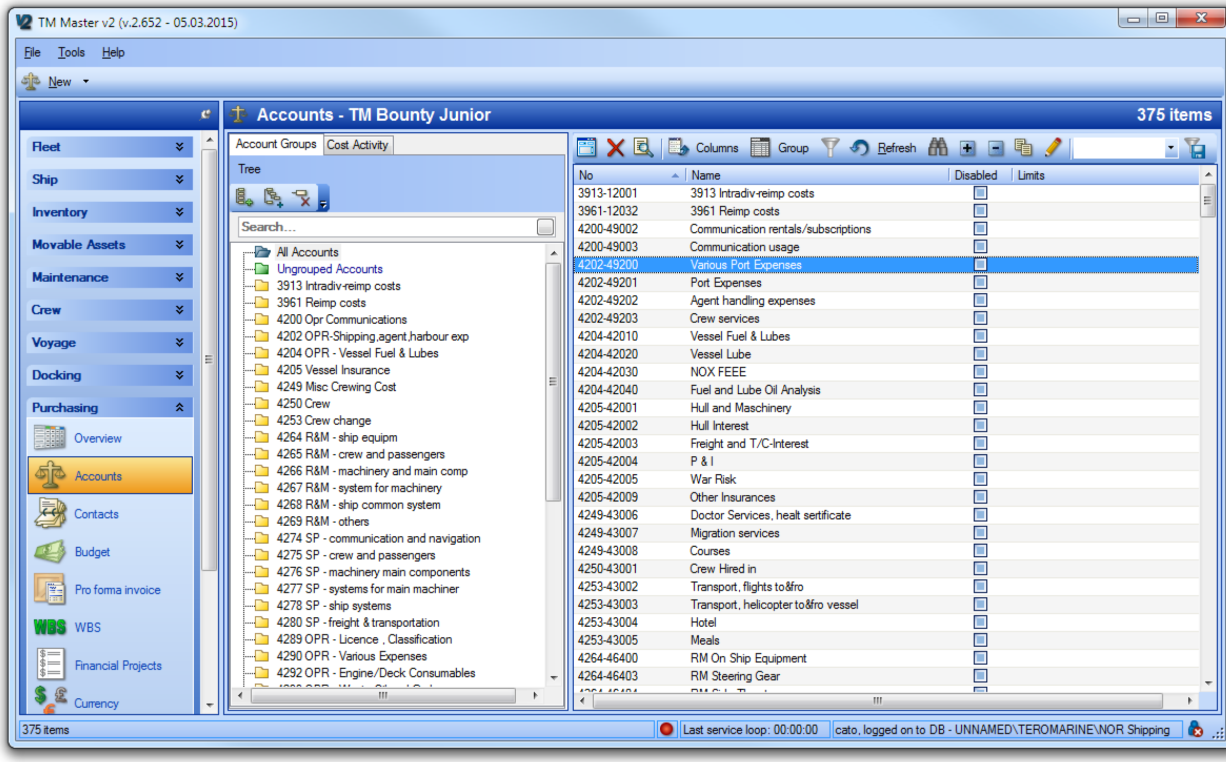


Fig 1: Accounts overview

1. Click [Purchasing] → [Accounts]
2. To add an account group, click the  [Add a root node to tree] button
3. Add the name in the small dialog that appear.
4. To add a sub group to one of your account groups, you will need to select it and then click the  [Add sub node to selected node] button.
5. Add the name in the small dialog that appear.
6. To add an account, click the [New] button found in the top menu bar in top left corner.

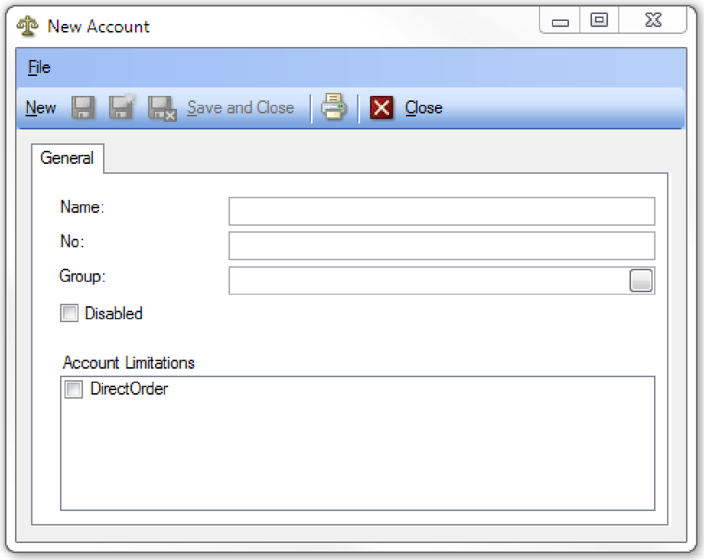


Fig 2: Account form

7. Enter the “Account Name”, “Account Number” and select the account group you want the account to be part of, by clicking the […] button at the end of the “group” field.
8. If The “Disabled” tick box is ticked the account will by default not be included when creating a budget, and it will not be available choice when selecting accounts anywhere in TM Master.
9. The Account limitation check box “Direct order” if used will limit the accounts allowed used on direct orders from the Unit/Vessel. If none of your accounts has this limitation turned on, all accounts will be available when creating direct orders.

Tip: You can drag and drop an account or a selection of accounts from the right hand side grid onto a group in the structure in the left view to add or reassign the account to a group.

Tip: It is possible to edit account numbers and account names directly in the account grid on the left hand side, by first clicking the toggle button [Edit in grid] found in the menu bar. In order to do use this function you will need the “edit in grid” user right for the budget module.

How to delete an account group, sub group or an account?

1. Select the account group or sub group you wish to delete.
2. Click the [Delete Node] button
3. You will then be asked what should happen to any accounts currently in this gro

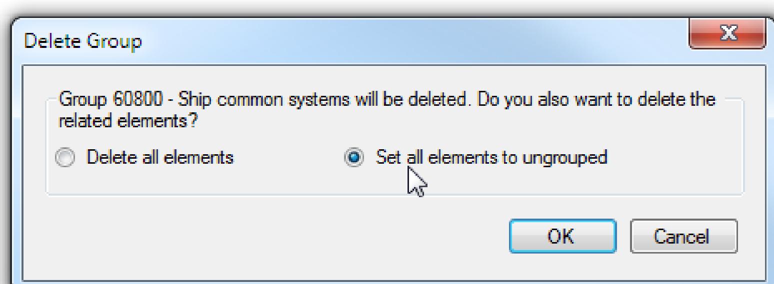


Fig 3: Delete group dialog

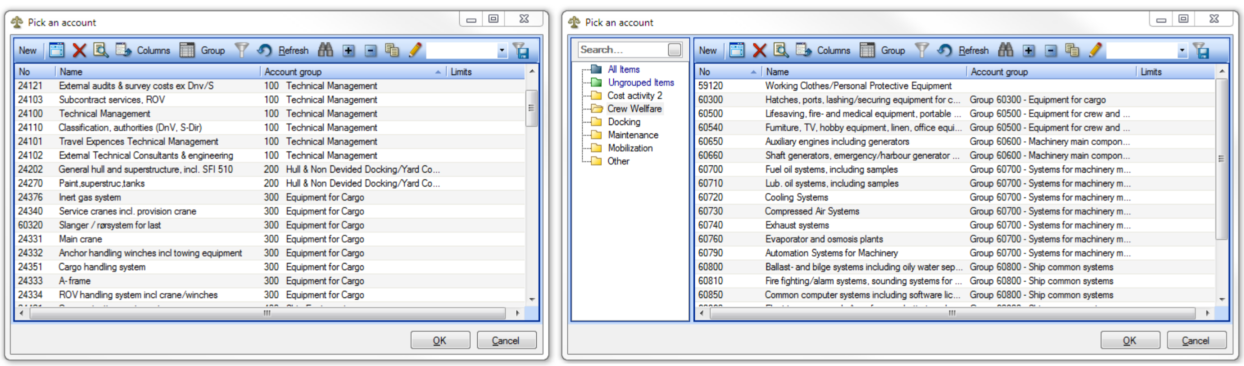
4. Your choices are “Delete all elements” which will delete all accounts found in the group or “Set elements to ungrouped” which will keep the accounts but remove the link to the group. You will find these accounts by clicking the “Ungrouped Accounts” group/folder.
5. To delete a single account, select the account and click the [Delete] button.

How to use the “Cost Activity” function for accounts?

In the top of the left hand side of the account view (above the add account groups/tree structure you should see two tabs, one named “Account group” the current one and the other named “Cost Activity”. Clicking this tab will display a second structure view.

The idea behind this structure is to make the job choosing the correct account when placing orders. The users creating orders are most likely not accountants and when presented with the long list of accounts may have problems choosing the correct one for the order they are about to create. By using the account activity function, you can group accounts based on the activity they are meant for. I.E. Creating an activity group called “Docking” where only accounts to be used during a docking is listed etc.

When selecting an account for an order without the “cost activity function turned on, the account picker will look like illustrated below to the left and with “Cost Activity” to the right:



Default Account picker

"Cost Activity" Account picker

Fig 4: Regular account picker compared to “Cost activity” account picker

Selecting an activity will limit the account list to accounts that is part of that activity group.
When selecting an account, for and order, using the “Cost Activity” picker the selected activity is also displayed on the order form.

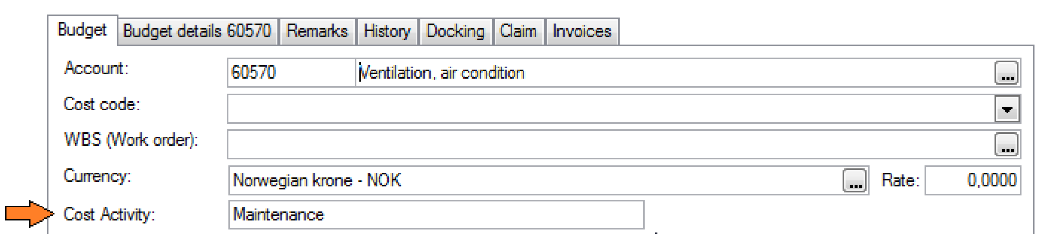


Fig 5 Excerpt of the order head form, displaying the “Cost activity” field.

How to activate the "Cost Activity" function?

In order to use the cost activity function you will need to activate it this is done in the following manner.

1. Click [System] → [Settings] → "Order settings" tab → "General" sub tab.
2. Here you will find two settings applying to "Cost activity"
    a. "Use Account Activity" which will enable the function.
    b. "Mandatory Account Activity" that will force the user to select an account from an activity, when selecting an account for an order, by removing the default groups "All accounts" and "Ungrouped accounts" (Please note that if this is turned on any ungrouped accounts will then not be available for selection)

These settings are "Global Settings"/"Fleet settings", which means once activated at the office, the setting is replicated to all units and will apply to all units/vessels. The setting can not be turned off for individual units.

How to add a cost activity?

1. Click [Purchasing] → [Accounts] → "Cost Activity" tab.
2. Click the  [Add root node to tree]
3. Enter a name for the cost activity.

How to add an account to a cost activity?

1. Click on the default folder "All items" to get a complete list of accounts displayed in the grid on the right hand side
2. Select one or more account (Press the CTRL key or SHIFT key to select more than one account)
3. Drag and drop the account to the desired "Cost activity" folder/group.

Tip: An account can be added to more than one cost activity folder/group, and thus be available for selection for several activities.

How to remove an account from a cost activity?

1. Select the "cost activity" group/folder containing the account or accounts you want to remove from the activity.
2. Right click the account or accounts and select "Remove from cost activity".
   (To remove the account or accounts from all activities use the "Remove from all cost activities" option found in the right click menu)

How to remove a cost activity?

1. Select the cost activity folder/group you want to remove.
2. Click the [Delete Node] button.

Note! You will only be able to delete "Cost activities" that do not contain any accounts. You will need to remove any accounts from the group first, as described above. Once the cost activity group/folder is empty, you may remove it.

Budget

The budget module view

The budget module view consists of a filter bar, a details grid listing budget rows and at the bottom a preview of the selected rows details.

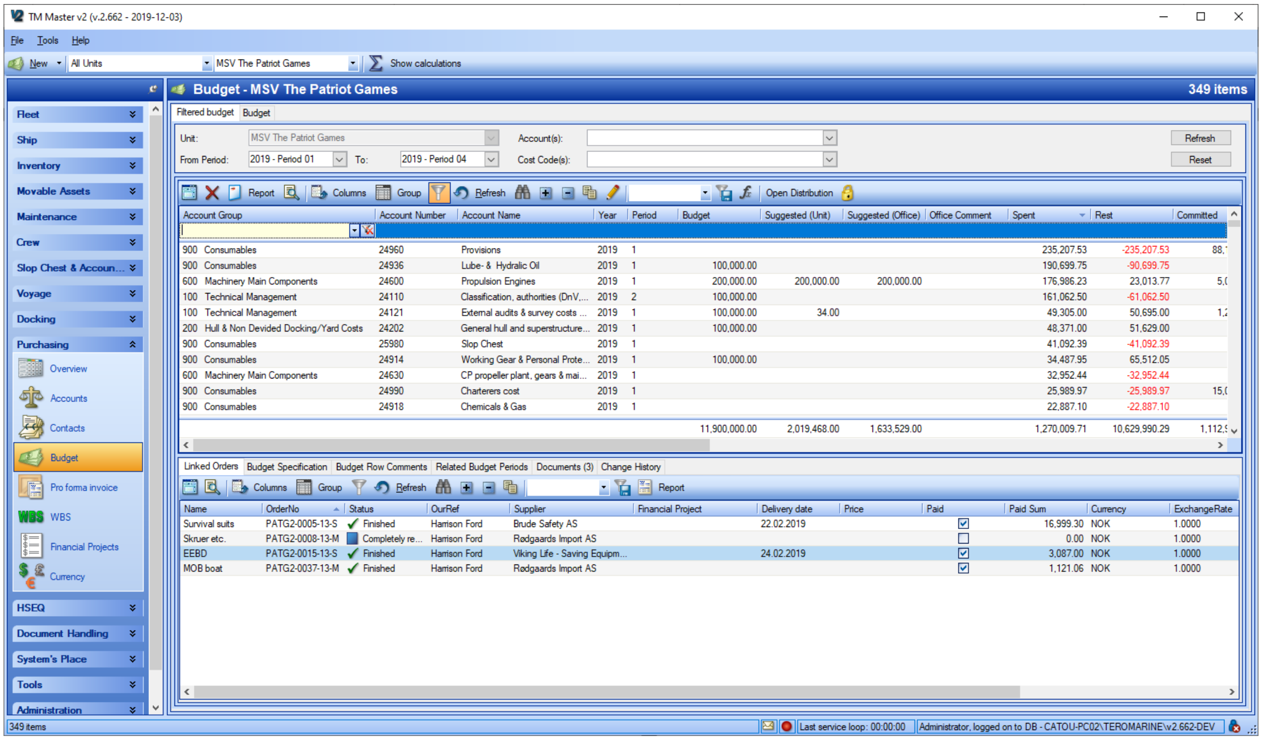


Fig 6: Budget module

The budget filter function.

By default, the grid will be empty, and an interaction with the filter bar is required to populate it.
By default only the filter for “Period from” and “Period to” are set for the “current year”, by clicking the [Refresh] button upon entering the module will list all budget rows for the current year, for the selected unit. The following fields are available on the filter bar:

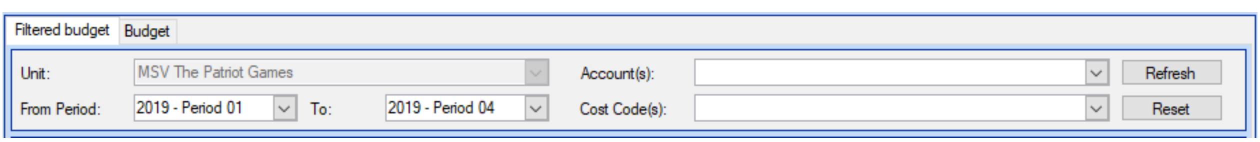


Fig 7: Budget row filter bar

Unit: This filter is not editable if accessed through [Purchasing] – [Budget]. If this is an onboard system only budget details for the current unit\vessel is available in the database. If the module is accessed in the office system, the “unit picker” in the top menu bar servers as a unit filter and will update the “filter bar” filter if a different unit is selected. If the module is accessed through [Fleet] – [Budget], it will be possible to select several vessels\units to include, making it possible to retrieve budget rows from multiple units\vessels

Period from: By default, this will have the first period in the current year pre-selected. Any existing period can be selected as the “period from” (if no budget periods are available this filter will be empty)

Period to: By default, this will have the last period in the current year pre-selected. Any existing period (after the selected “Period from”) can be selected as the “period to” (if no budget periods are available this filter will be empty)

Account(s): This field will allow users to select any number of accounts to be included. If left “blank” (no selections are made) it is considered as “include all”

Cost Code(s): If budgets have been created on cost code level it is possible to select any number of cost codes and only retrieve the budget rows matching the selecting cost codes. If left “blank” (no selections made) it is considered as “include all”. This filter should always be left blank if the budget is not created per cost code.

[Refresh] – Clicking this button will start the data retrieval from the database using the current filter settings.

[Reset] – Clicking this button will reset the filter to its default state (period from and to set to current year)

How to create a budget from scratch?

1. Click [Purchasing] → [Budget]
2. Click [New] in the top left corner.

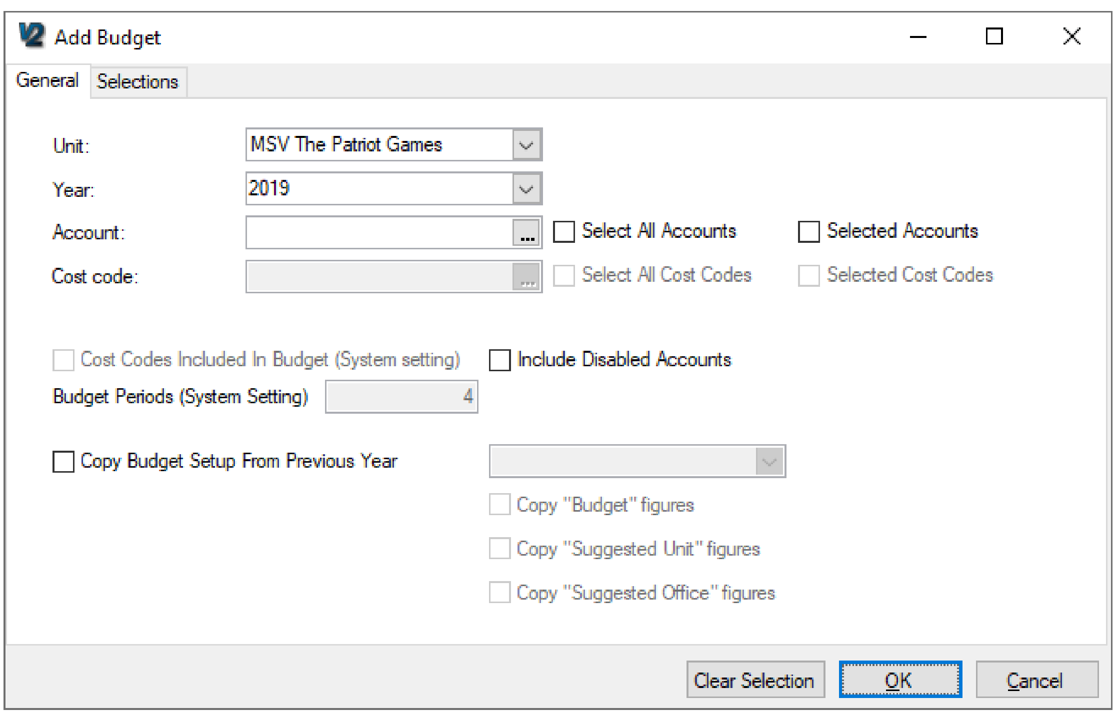


Fig 8: Create new budget dialog

3. **Unit:** Select the Unit/Vessel you want to create the budget for
   (default value will be the current vessel you have selected in your vessel selector)
4. **Year:** Select the year you want to create the budget for. (Default current year)
5. **Account:** Select which account you want to create a budget for.
   a. To create a budget for a single account, select the account by clicking the […] button.
   b. To create a budget for all accounts tick "Select All accounts"
   c. To create a budget for some accounts, tick the "selected accounts" and then click the "selections" tab, and make your selection of accounts to create a budget for.
6. **Cost Code:** If not configured to budget on "Cost code" the cost code selector will be disabled. If TM Master is configured to budget on "Cost code", select which cost code(s) you wish to create the budget for.
   a. To create a budget for a single cost code for all selected accounts, select the single cost code by clicking the […] button.
   b. To create a budget for all cost codes tick "Select All Cost codes"
   c. To create a budget two or more of the Cost codes, tick the "Selected Cost codes" and then click the "Selections" tab, and make your selection of Cost codes per account to create a budget for.
7. **Cost codes Included in budget (system setting):** This check box will reflect if the system is set up to budget on Cost code or not. (Please refer to the chapter: How to configure budget system settings? For more details)
8. **Include disabled accounts:** Tick to generate budget rows for any of the selected accounts that have been disabled.
9. **Budget Periods:** This will reflect the number of budget periods the system is configured to use. By default the system is configured to use only one period but can be altered under [Settings]
   (Please refer to the chapter: How to configure budget system settings? For more details)
10. To start generating the budget rows, Click [OK]. Please note that the system will spend some time generating the budget rows, so please be patient. If any of the rows to be created already exists, it will not create an additional row but keep existing.

Any orders set on order after the budget rows have been created will automatically be linked.
Please note that if the budget for a period is created after orders have been placed, they will not automatically be linked to the budget rows. In order to link the budget rows to existing orders the [Recalculate budget] function will need to be used.
(Please refer to chapter: "How to Recalculate the budget?" for more information)

How to copy a budget from a previous year?

1. Click [Purchasing] → [Budget]
2. Click [New] in the top left corner. (dialog in Fig 8 will appear ref previous chapter)
3. **Unit:** Select the Unit/Vessel you want to create the budget for
   (default value will be the current vessel you have selected in your vessel selector)
4. **Year:** Select the year you want to create the budget for. (Default current year)
5. Skip the "Account" and "Cost Code" fields
6. Tick the "Copy Budget Setup from Previous Year"
7. Select one of the available previous years that you wish to copy.

8. Select which budget values you wish to copy if any. If no selection is made, the system will copy only the budget setup from the selected year (accounts and cost code combinations)
    a. Copy "Budget" figures, will also copy the "budget" details
    b. Copy "Suggested Unit" budget will also copy the "Suggested Unit" details
    c. Copy "Suggested Office" budget will also copy the "Suggested Office" details
11. Click [OK] to start copying the budget from the selected year. Please note that the system will spend some time generating the budget rows, so please be patient. If any of the rows to be created already exists, it will not create an additional row but keep existing.

How to read and use the budget row detail form?

1. Click [Purchasing] – [Budget]
2. Use the filter bar to retrieve the budget rows to edit
   (Ref. the chapter: The budget filter function for more details)
3. Double click a budget row and the form below will open.

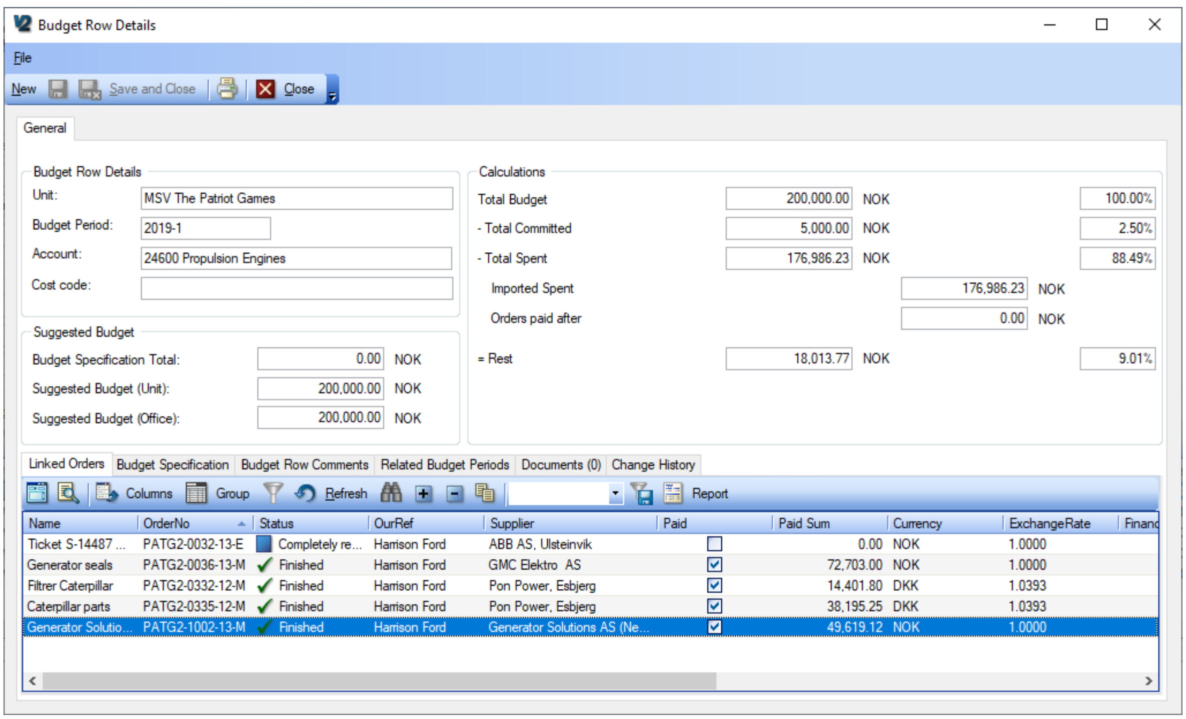


Fig 9: Budget Row detail form

4. The form details explained.
    a. "Budget row details" group
        i. **Unit:** The unit the budget row is linked to
        ii. **Budget Period:** The year and period number the budget row
        iii. Account: The related account
        iv. **Cost Code:** The related cost code
    b. "Suggested budget" group
        i. **Budget Specification Total:** This is the total value for items in the "Budget specification". (For more info on this please see the "How to use the Budget Specification function")

        ii. **Suggested Budget (Unit):** This is the value suggested by the unit\vessel as the budget. This field is possible to edit if the user has the appropriate user rights. (For more info on this please see the "How to use the "Suggest budget" function?" chapter)
        iii. **Suggested Budget (Office):** This is the value suggested by the Office as the budget. This field is possible to edit if the user has the appropriate user rights. (For more info on this please see the "How to use the "Suggest budget" function?" chapter)
    c. "Calculations" group.
        i. **Total Budget:** This is total budget value.
        ii. **Total Committed:** This is the total of orders that are have a status "On Order" or higher, but not yet paid.
        iii. **Total Spent:** This is the total of orders marked paid linked to this budget row.
        iv. **Rest:** What is left of the budget after deducting the committed and the spent values
    d. Sub tabs
        i. **Linked Orders:** This is a list of all orders with a status "On Order" or higher linked to the budget row. The orders are used to calculate what is committed (on order but not yet paid), and used\spent\paid.
        ii. **Budget Specification:** This will list all the details used to estimate\specify the budget. (For more info on this please see the "How to use the Budget Specification function")
        iii. **Budget Row Comments:** This will show the two budget comment fields: Office (comment) and Unit (Comment). These comment fields can be used to describe the suggested budget figures, if the budget specification function is not used.
        iv. **Related Budget Periods:** This grid will list other budget rows for the same account number, and cost code (if budget on cost code is used)
        v. **Documents:** Will list any attached documents.
        vi. **Change history:** Here any alterations done to the budget details will be listed.

How to edit a budget directly in the grid?

1. Click [Purchasing] → [Budget]
2. Use the filter bar to retrieve the budget rows to edit
   (Ref. the chapter: The budget filter function for more details)
3. Click the [Edit in Grid]* button.
4. The columns that is highlighted in blue is now available for edit. It may vary which columns will be possible to edit as it depends on the system the user is logged on (office or vessel/unit) and the what user rights it has. The following columns can be edited directly in the grid if the conditions are right.
    a. "Budget"
    b. "Suggested Budget (Unit)" **
    c. "Unit comment" (If onboard)
    d. "Suggested Budget (Office)" ***
    e. "Office Comment" (If in office)
5. A small technicality to keep in mind is for the system to save the entered value in a field, the cursor needs to be placed in a different field.

6. Clicking the [Edit in Grid] button again will turn off the edit in grid function again.

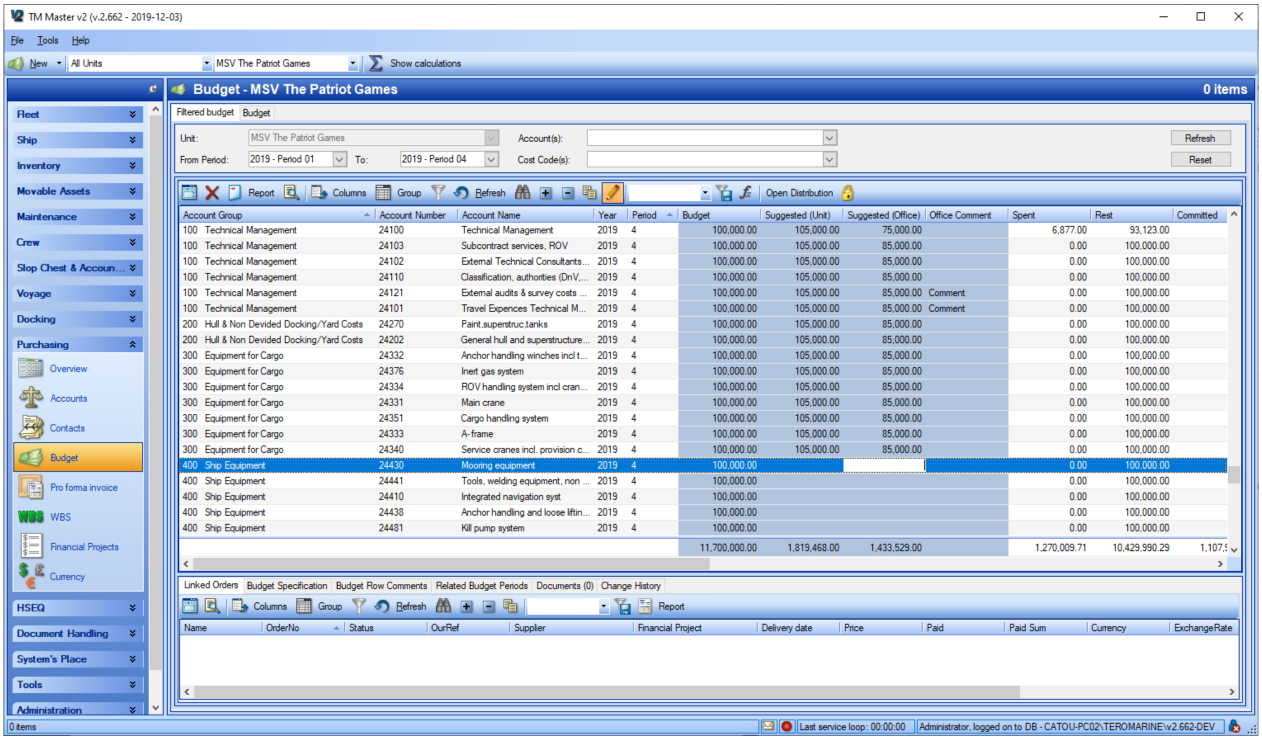


Fig 10: Budget grid with the [Edit in grid] function activated, highlighting the editable fields in blue.

*Requires the "Edit" and "Edit in Grid" user rights
**Requires the "Suggest budget (Unit)" user right.
***Requires the "Suggest budget (Office)" user right.

How to use the "Distribution tool"?

If the budget is divided into multiple periods, it can be a tedious task to enter the "budget" figures for all periods especially if it is the same figure for all periods. If import of budget figures is not an option, the distribution tool can be used. Here is how it works.

1. Click [Purchasing] → [Budget]
2. Use the filter bar to retrieve the budget rows to edit
   (Ref. the chapter: The budget filter function for more details)

3. Click the [Open distribution] button in the top menu.

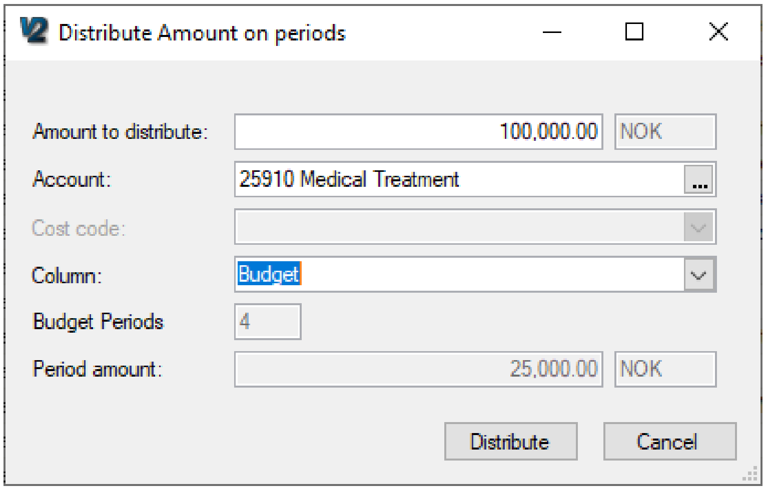


Fig 11: Distribution dialog.

4. Fill in the distribution details
   a. **Amount to distribute:** Enter the total amount to be distributed to all periods
   b. **Account:** Select the “Account”
   c. **Cost Code:** Select the “Cost Code” (If applicable)
   d. **Column:** Specify the budget column to update (Suggested (office), Suggested (unit) or Budget)
   e. **Budget Periods:** The number of periods the system is configured to use will be displayed
   f. **Period amount:** This field will display the amount allocated on each budget period.
5. Click [Distribute]

How to manually import a budget?

It is possible to create integrations between TM Master and Financial systems automating the process of creating accounts, budget rows. Account and budget figures can then be created in the external financial system and then transferred to TM Master. Please contact Tero Marine AS on how to accomplish this.
It is also possible to manually import budget figures from a .CSV file (comma separated file)

The sequence of the information in such a file is:

1. Unit Code
2. Account No
3. Cost Code (The “cost code” code not the “Cost code” name)
4. Account Name (Optional)
5. Budget Amount
6. Spent Amount
7. YearMonth (YYMM)
8. Suggested Budget
9. Period

IE:
W13, 123-B, ABC, Example Account, 100000,0,0101,0,1
W13, 123-C, ABC, Example Account, 100000,0,0101,0,1

To import the prepared file:

1. Click "File" → "Import" → "Import Budget"

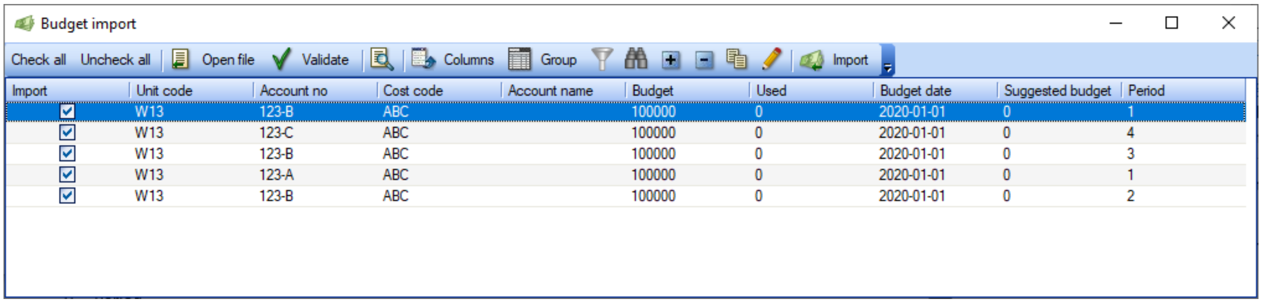


Fig 12: Budget Import dialog example

2. Click [Open file] and select the prepared .csv file.
3. If file is correctly formatted it should show in a "preview" as shown in example above.
4. It is possible to edit the details prior to import using the [Edit in grid] button.
5. If you discover one or more rows you do not wish to import, remove the tick in the "import" column check box for those rows.
6. To Import click the [Import button]

How to use the "Suggest budget" function?

Some companies may want to include several people in the process of estimating and suggesting a budget before deciding upon the actual budget. TM Master supports getting two such "suggestions" per budget row, and these suggestions are referred to as "Suggested (Office)" and "Suggested (Unit)"

Users onboard will be able to update the "Suggested (Unit)" and the users in the office will be able to update the "Suggested (Office)", in addition to the suggested figures users can also add a comment, by double clicking the budget row. (One comment for the office user and one for the unit users.)

Once the suggested figures have been added, it is possible to "lock" the fields individually, stopping further editing. More details on locking figures is described in the chapter: "How to lock budget figures?"

Any of the "Suggested" budget values can be transferred to the "Budget" field. More details on transferring is described "How to transfer suggested budget figures to the budget column?"

How to lock budget figures?

The process of creating a budget may involve a lot of people, both onboard and in the office, so this means that a lot of users may have access to alter an change the budget details during this process. However, once the budget figures have been decided, either the suggested or the actual budget it is an good idea to lock the figures down stopping users with the user right to edit from editing any further.

There is a separate user right in the budget module for locking and unlocking budget rows and should only be given to a very limited list of users. This function will allow users to lock any of the following three budget figures:

- Suggested budget (Unit)
- Suggested budget (Office)
- Budget

Here is how to use the lock\ unlock budget function.

1. Enter values in any of the three previously mentioned budget details row.
2. Select the rows in question (if not all)
3. Click the [Lock budget detail] button, and the following dialog should appear.

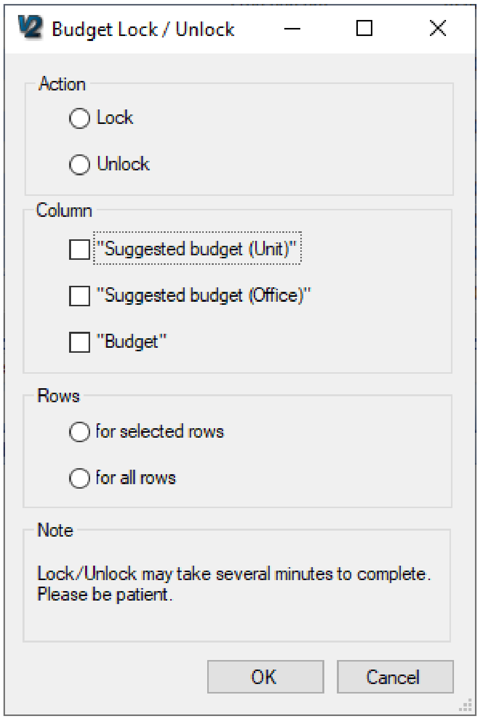
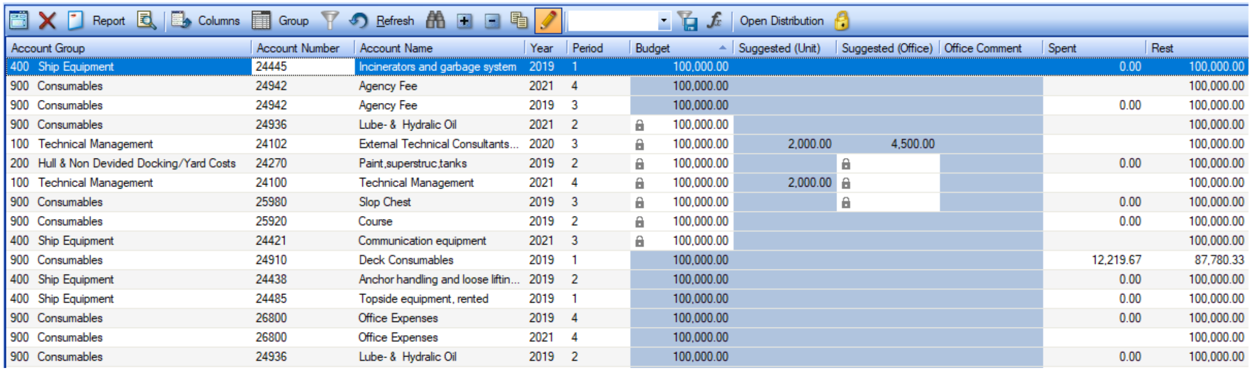


Fig 13: The “Lock budget row” dialog.

4. Action: Tick the relevant action you wish to perform, either “lock” or “unlock”
5. Column: Tick the column(s) you wish to lock (You can lock multiple in one operation)
6. Rows: Tick if you wish to lock only for the rows that have been selected, or all rows in budget.
7. Click [OK]

A small “pad lock” icon is displayed in the locked fields. If the [Edit in grid] function is turned on, the locked fields will not be highlighted in blue since they no longer are possible to edit. Locking and unlocking of fields will be recorded in the budget row change log.



Account Group	Account Number	Account Name	Year	Period	Budget	Suggested (Unit)	Suggested (Office)	Office Comment	Spent	Rest
400 Ship Equipment	24445	Incinerators and garbage system	2019	1	100,000.00				0.00	100,000.00
900 Consumables	24942	Agency Fee	2021	4	100,000.00					100,000.00
900 Consumables	24942	Agency Fee	2019	3	100,000.00				0.00	100,000.00
900 Consumables	24936	Lube- & Hydralic Oil	2021	2	100,000.00					100,000.00
100 Technical Management	24102	External Technical Consultants...	2020	3	100,000.00	2,000.00	4,500.00			100,000.00
200 Hull & Non Devided Docking/Yard Costs	24270	Paint,superstruc,tanks	2019	2	100,000.00				0.00	100,000.00
100 Technical Management	24100	Technical Management	2021	4	100,000.00	2,000.00				100,000.00
900 Consumables	25980	Slop Chest	2019	3	100,000.00				0.00	100,000.00
900 Consumables	25920	Course	2019	2	100,000.00				0.00	100,000.00
400 Ship Equipment	24421	Communication equipment	2021	3	100,000.00					100,000.00
900 Consumables	24910	Deck Consumables	2019	1	100,000.00				12,219.67	87,780.33
400 Ship Equipment	24438	Anchor handling and loose liftin...	2019	2	100,000.00				0.00	100,000.00
400 Ship Equipment	24485	Topside equipment, rented	2019	1	100,000.00				0.00	100,000.00
900 Consumables	26800	Office Expenses	2019	4	100,000.00				0.00	100,000.00
900 Consumables	26800	Office Expenses	2021	4	100,000.00					100,000.00
900 Consumables	24936	Lube- & Hydralic Oil	2019	2	100,000.00				0.00	100,000.00

Fig 14: Budget grid where Locked fields shows padlock icon and is no longer highlighted with the [Editi in grid] function turned on.

How to transfer one or multiple budget figures between budget columns?

If the "[Suggest budget]" function or the "[Budget specification]" function has been used. It is possible to transfer or copy the numbers from one column to another column. Here is how it is done.

1. Click [Purchasing] → [Budget]
2. Use the filter bar to retrieve the budget rows to edit
   (Ref. the chapter: The budget filter function for more details)
3. Select the Rows where you want to transfer figures from one column to another column.
4. Right click the selected rows and select "Copy selected suggested budget.."
5. You are then given the following options

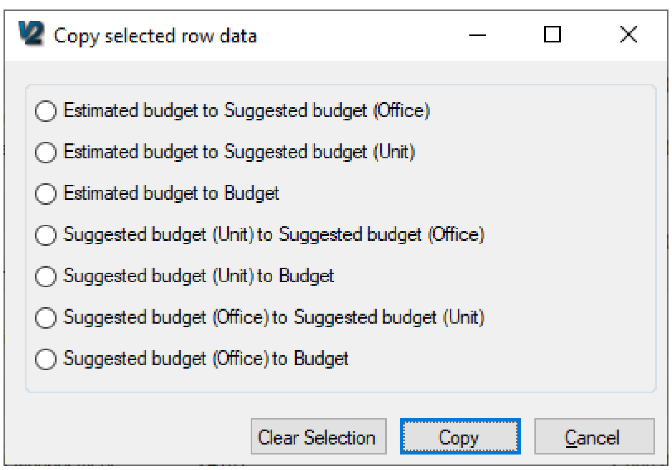


Fig 15: Copy selected row data dialog.

   a. "Estimated" (Budget Specification) can be copied to both suggested columns and the budget columns
   b. "Suggested budget (Unit)" can be copied to "suggested budget (Office) and the Budget column
   c. "Suggested budget (office)" can be copied to "suggested budget (Unit) and the "Budget Column"
6. Click [Copy] and the specified figures will be copied to the specified column.
   (If the field you are copying to is locked, no changes will occur)

How to use the budget specification function?

Originally the TM Budget module was only available with the "Suggest budget" function, where users could add a figure representing what was thought to be the expected\required budget per budget row. To describe what was behind the figures the "Office Comment" and "Unit Comment" fields could be used. In a later release (2.662) a more detailed function for the same purpose has been added called the "Budget Specification" function. Here is how it works.

1. Click [Purchasing] → [Budget]
2. Use the filter bar to retrieve the budget rows to edit
   (Ref. the chapter: The budget filter function for more details)
3. Double click the budget row where the budget specification is to be done.
4. Click the "Budget Specification" tab.

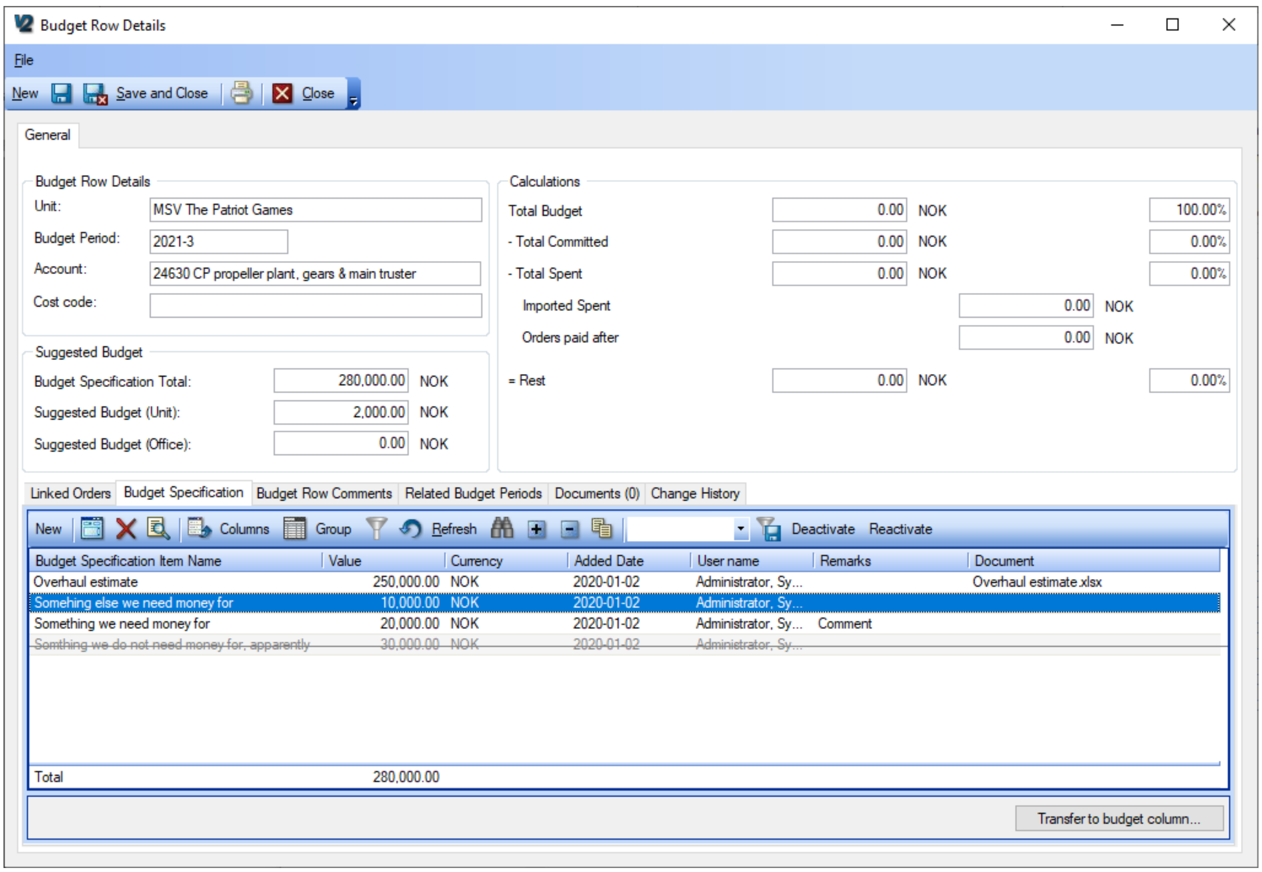


Fig 16: Budget Row detail form with the "Budget Specification" sub tab selected.

5. Create a new budget specification item by either:
   a. Click the [New] button in the "Budget Specification" sub tab menu bar
   b. Drag and drop file (document, email etc.) into the grid

6. The following dialog will appear

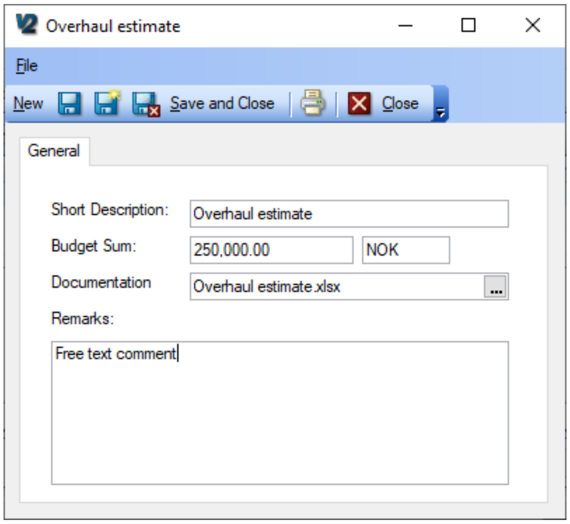


Fig 17: Budget specification item detail form

7. Enter the following details
    a. **Short description:** A short name/description for the specification item
    b. **Budget Sum:** What is the estimated cost for this specification item
    c. **Currency:** Currency is set by to “Unit Currency”
    d. **Documentation:** If the item was made using the [New] button this field will be empty, but a file can be linked by clicking the […] button at the end of the field. If the drag and drop option was used the file name is already populated.
    e. **Remarks:** Enter remarks for the item if required.
8. Click [Save and Close]
9. It is possible to add as many of these specification items as you want, and the system will calculate and show the “total” value.
10. If for some reason an item is not approved, it is possible to “delete” the specification item, but it is also possible to “Deactivate” it by selecting it and clicking “Deactivate”. This will keep the item in the list but crossed out and no longer included in the calculated total.
11. The “estimated” or “Specified” amount can then be transferred or copied to any of the “suggested budget” rows or the “budget” row by clicking the [Transfer to budget columns..] If you wish to perform this copy function on multiple budget rows you can use the “transfer budget figures function”

How to link orders to the budget?

It is possible to select accounts and cost codes for each individual order. If a budget is present on the selected account (and cost code) and period, budget figures will show up in the order head.

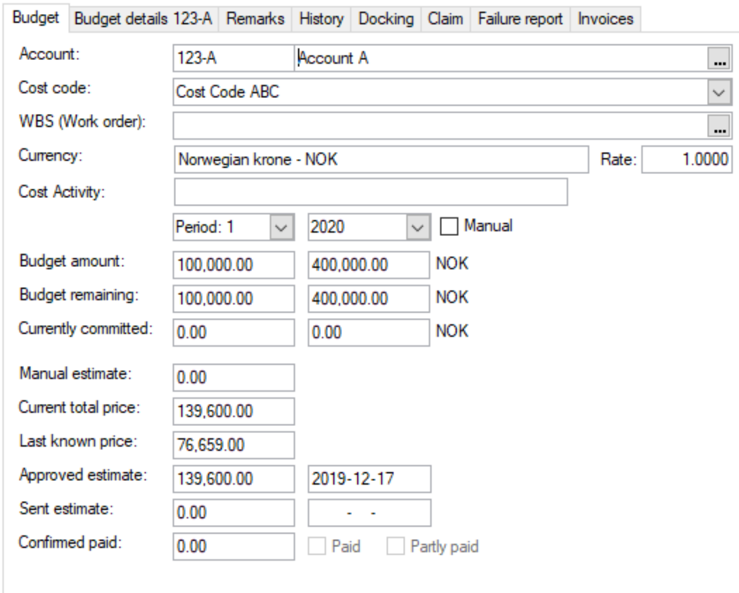


Fig 18: Lower right-hand side of the order head form with budget details

1. Open order in question and look in the lower right-hand corner of the order form. (re image)
2. **Account:** Select an account by clicking the […] button
3. **Cost Code:** Select a cost code. If budget is set per cost code this is mandatory in order to link the order to the budget, if the budget is added on the account level, this is optional.
4. **Period:** By default the system will try to estimate what budget period to place the order, using certain dates present in the order head. It will pick the first date available in the following prioritized order. The order may move from one period to another based when dates are made available.
    a. **Delivery date**
    b. **Estimated Delivery date**
    c. **Required Onboard date**
    d. **On Order date**
    e. **Approved date**
    f. **Created date**
5. **Manual:** It is also possible to override this automated period allocation, by ticking the "Manual" check box and selecting one of the available budget periods. A special user right protects this function found in the PO user group called "CanManuallySetBudgetPeriod"

6. If a budget for the selected Account, cost code is available the following budget details are shown in the order head.
    a. **Budget amount:** The total budgeted amount for the selected account and cost code combination, for the selected period and for the year.
    b. **Budget Remaining:** The total remaining amount (not spent) for the period and the year. This amount is the without the "currently committed" subtracted.
    c. **Currently committed:** This is the total of any orders that have linked to the account and cost code combination, that has been ordered but not yet been paid. For the period and the year.

7. All budget values are shown in the “Unit currency”

How to use the “Budget Overspend” function?

TM Master v2 has a function to warn and to deny users from overspending the set budget.
The function can be turned on pr. unit. Turning it on for one unit does not affect any of the other units.
Here is how to configure the “Overspend” function. The overspending control will also apply for users in the office approving orders

1. In the office module click [Fleet] → [Units] → “Double click the “Unit” you wish to turn the overspending function on for.
2. Click the “Overspending” tab

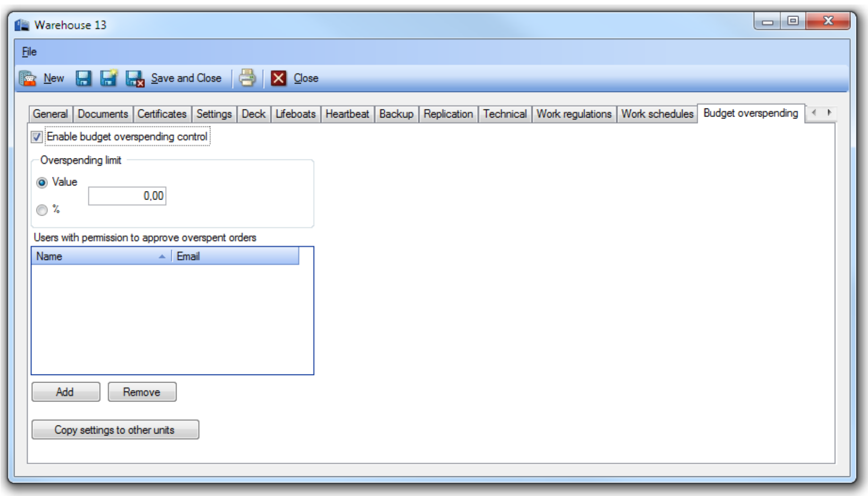


Fig 19. Unit detail form with the “budget overspending” tab selected.

3. Tick of the “Enable budget overspending control”

Now you will need to decide if you want the system should allow any type of overspending.
It is possible to set a level for what will be accepted overspending, this can be done either by a set “value” or a “percentage” of the account budget figures.

4. You select which by ticking either “Value” and enter the accepted sum to overspend for every account or you tick the “percentage” (%) and enter the accepted overspending percent.

5. Users with permission to approve overspent orders: Add users who will be allowed to approve orders that will result in overspending the budget. If you do not wish anyone to approve overspending, leave the list empty.

6. Click the [Add] button and then tick users who will be allowed to overspend the budget.

7. If the current set up should be used on other units, click the [Copy settings to other units] and then select the units to copy the overspending set up to.

How to configure budget system settings?

The settings for budget are found under [System] → [Settings] → "General" tab → "Budget" sub tab.
The available settings are:

Number of budget periods: This is the default number of periods a budget is divided into when created.

Include cost code in budget: Ticking this will allow creation of budget with cost codes.

Use external economy system: Will enable the service to import budget figures from an external system.

External Budget type: Defines the import filter for external budget systems import files.