



Onyx ERP_{v8}

Accounting Systems

Budget and Plan System

User Guide

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Introduction

The **Budget and Plan System** is one of the **Accounting Systems** that is used to prepare a (monthly/ quarterly/ semi-annual/ annual) budget. Also, it is used to modify the budget that has been planned and to make the two types of transfers (**within the budget/ and from one branch to another**) as well as to prepare an **Inventory Goods Out Plan**, **Purchase Plan**, and **Sales Plan**.





Chapter One Accounts Management





Budget

Use: This screen is used to set a **Monthly/ Quarterly/ Semi-annual/ Annual/ Periodic** budget. It also allows setting the budget in more than one currency if the **Set Budget by Currency** parameter, located in **General Ledger > General Ledger Parameters > Advanced Options** tab, is activated. Accordingly, the user can set a budget for accounts at the level of each currency. If the aforementioned parameter is not checked, the **Currency** field will not appear, and the budget can only be set in the local currency.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Main Data

- **Branch Number:** The number of the branch the user logged in appears automatically. It is the branch in which the budget will be set. It is possible to select another branch if the user has the privilege of working on more than one branch.
- **Version Number:** The budget number appears automatically and it is cumulative at the branch level.
- **Issue Date:** It is the date on which the budget is set.
- **Status:** The status appears automatically and indicates the status of the current budget, whether it is approved, not approved, rejected, or returned.

Note: If the budget status is **Not Approved**, and the users want to add an account, they shall display the previous budget, press the **Modify** button, enter into the **Fetch Options** tab to select the account that will be added, and then click the **Fetching Data** button. Consequently, the



system will add the account to the list of accounts, to which the user will set a budget. However, if the budget status is **Approved**, it is displayed on the **Budget Adjustment** and **Transfer** screens and users can add any account from the **Budget Adjustment** screen.

- **Description:** Users enter a brief explanation about the budget.
- **Version Status:** This field displays one of the following:
 - **New:** If users didn't use this budget in the **Budget Adjustment** and **Transfer** screens.
 - **Modified:** If a movement is made on the budget in the **Budget Adjustment** or **Transfer** screens.
- **Remarks:** Users enter any remarks related to the budget in this field.
- **Budget Type:** Users select the type of budget that will be set from the following:
 - **Monthly:** Users select this type if the organization needs to set a monthly budget.
 - **Quarterly:** Users select this type if the organization needs to set a quarterly budget.
 - **Semi-annual:** Users select this type if the organization will set a semi-annual budget.
 - **Annual:** Users select this type if the organization uses an annual budget.
 - **Periodic:** Users select this type if the organization will set the budget on periods; so the user will define these periods as it can be every twenty days or every two months ... etc.
- **Default:** If this flag is ticked, the entered budget will be the default one; and the system will check the amounts in the transaction screens based on the amounts in the default budget.
- **Reference number:** It is an optional field that users fill in manually.
- **Display Budget-Horizontal:** By ticking this flag, the system will display the budget horizontally.

Second: Fetching Options



The fields in this tab are used to filter the data that will be fetched in the detailed data.

- **Currency:** This field appears if the **Set Budget by Currency** parameter, found in the **General Ledger > General Ledger Parameters > Advanced Options** tab, is ticked. Consequently, the user can set the budget for accounts at the level of each currency. If the parameter is not ticked, this field will not appear, and the budget will be set in the local currency.
- **Distribute Total Budget Equally to All Periods:** This field is used if the user wants to set equal amounts for the budget type, whether it is monthly, quarterly, semi-annual, annual, or periodic. For example, if the budget type is (monthly), and in this field, an amount of 120,000 is entered, the system will distribute the amount equally to ten thousand for each month.
- **Click Here to Repeat the First Budget:** This flag is used for repeating the amount to all accounts in the detailed data. After entering the budget amount for the first account, and clicking this button, the amount will be repeated to all accounts.
- **Transaction Type:** This field is used to adjust the budget after saving, either by increasing or decreasing. After choosing the type of transaction (+, -, /, or *), entering the percentage, and then clicking on the corresponding button, the system will implement the change on the accounts in the detailed data.
- **Filling Data:** By clicking this button, the system will display the detailed data based on the selected options in the **Main Data** and the **Fetch Options** tabs.

Third: Detailed Data

- **Period/ From Date/ To Date/ Account Number/ Account Name/ Currency:** The system will automatically display the data of these columns based on the selected options in **Main Data** and **Fetch Options** tabs once clicking on the filling data button. These columns can also be filled manually.
- **Amount:** The amount appears automatically when the **Distribute Total Budget Equally to All Periods** flag is ticked; otherwise, the user shall enter the budget amount for each period manually.

Note: The system checks the amount of the budget upon carrying out the transactions if the parameter **Check Budget Balance in Transactions**, in **General Ledger > General Ledger Parameters > Advanced Options** tab, is ticked. It should be noted that using the



mentioned parameter depends on the selected option in **Exceed Budget** field found in **Admin System > Safety and Privilege > Transaction Privilege** screen, where a list appears including the following:

- **Allow:** If the amount used in the transaction exceeds the budget amount, the system will allow it without displaying an alert.
- **Not Allow:** If the amount used in the transaction exceeds the budget amount, the system will not allow it.
- **Allow with Alert:** If the amount used in the transaction exceeds the amount of the budget, the system will allow it and display an alert message.
- **Center Number/ Project Number/ Activity Number:** These columns are used to select the cost center, project, and activity if they are used, and based on the way of handling them (**Optional** or **Mandatory**).
- **Description:** Users enter a brief explanation about the completed transaction.
- **Save:** After entering the data, users click save.
- **Approval:** Once the user clicks this button on the toolbar, a screen will popup includes the following options:
 - **Not Approved:** This option indicates that the budget is not approved.
 - **Approved:** This option is selected if the budget is approved.
 - **Reject:** This option is selected if the budget is rejected.
 - **Return:** This option is selected to return the budget to fulfill certain procedures.
 - **Approval Description:** Here, users enter a brief explanation about the conducted procedure.



Budget Adjustment

Use: This screen is used to adjust the budget whether by increasing its amount or decreasing it.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Main Data

- **Branch Number:** The number of the branch the user logged in appears automatically. It is the branch in which the budget will be adjusted. It is possible to select another branch if the user has the privilege of working on more than one branch.
- **Version Number:** The number of the adjusted budget appears automatically and it is cumulative at the branch level.
- **Date:** It is the date on which the budget is adjusted.
- **Description:** Users enter a brief explanation about the budget adjustment.
- **Remarks:** Users enter any remarks related to the adjusted budget in this field.
- **Reference Number/ Budget Type:** The system automatically displays data of these fields once selecting the budget.
- **Budget:** The budget to be adjusted is selected after pressing **F9** in this field.

Second: Fetching Options

These fields are used to select the data that will be fetched in the detailed data.

- **Distribute Total Budget Equally to All Periods:** This field is used if the user wants to set equal amounts in the **Local Amount – Increase** or **Local Amount – Decrease** columns.
- **Click Here to Repeat the First Budget:** This button is used for repeating the amount to all accounts in the detailed data. After entering the budget amount for the first account, users click this button so the amount will be repeated to all accounts.
- **Transaction Type:** This field is used to adjust the budget by entering the budget amount of the first account, selecting the type of transaction (+, -, /, or *) and percentage, and then clicking on the corresponding button. Consequently, the system will implement the change to the accounts in the detailed data.
- **Fetching Data:** By clicking this button, the system will display the detailed data based on the selected options in the **Main Data** and the **Fetch Options** tabs.

Third: Detailed Data

- **Period/ From Date/ To Date/ Account Number/ Account Name/ Currency:** The system will display the data of these fields based on the selected options in **Main Data** and **Fetch Options** tabs once clicking on the **Fetching Data** button. These columns can also be filled manually.
- **Local Amount – Increase/ Local Amount – Decrease:** These columns are used to increase or decrease an amount from the budget that has already been set on the **Budget** screen.
- **Foreign Amount – Increase/ Foreign Amount – Decrease:** These columns appear if the parameter of **Set Budget by Currency**, and they are used to adjust to the budget previously set in currencies other than the system's local currency.
- **Center Number/ Project Number/ Activity Number:** These columns are used to select the cost center, project, and activity if they are used, and based on the way of handling them (**Optional** or **Mandatory**).
- **Description:** Users enter a brief explanation about the completed transaction.
- **Save:** After entering the data, users click save.



Reassign

Use: This screen is used to reassign the budget amounts, whether within the frame of the budget or transfer from one branch to another.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Main Data

- **Branch:** The number of the branch the user logged in appears automatically. It is the branch in which the budget reassignment will be taken place. It is possible to select another branch if the user has the privilege of working on more than one branch.
- **Document Number:** The number of the document of the reassigning transaction appears automatically.
- **Date:** The transaction date appears automatically here.
- **Type of Reassign:** This field is used to select the type of reassignment from the following:
 - **Reassign within Budget:** This option is selected to reassign the amount of one account to another within the same budget.
 - **Reassign to Another Branch:** This option is selected to reassign the amount from one account to another that is used in the budgets of the different branches.
- **Budget:** Users select the budget that needs to be reassigned from the ones that appear after pressing F9.
- **Reference Number:** It is an optional field in that users enter data manually.
- **Budget Type:** The budget type appears automatically once the budget is selected.





- **Account Number:** Users select the number of the account whose amount will be decreased after pressing F9.
- **Period:** Once the account number –from which the amount will be transferred– is selected, the period of the budget reassignment will automatically appear.
- **Amount–Decrease:** In this field, users enter the amount that will be decreased from the account specified in the **Account Number** field.
- **Description:** Users enter a brief explanation about the budget reassignment.
- **Remarks:** Users enter any remarks related to the budget reassignment in this field.
- **Center Number/ Project Number/ Activity Number:** These fields are used to select the cost center, project, or activity if they are used, and based on the way of handling them (**Optional** or **Mandatory**).

Second: Detailed Data

- **Beneficiary Branch:** This column appears when the type of reassigning is **Reassign to Another Branch**, through which the beneficiary branch shall be selected.
- **Budget:** This column appears when the type of reassigning is **Reassign to Another Branch**, through which users select the number of the budget to which the amount transfer will be carried out.
- **Period:** The period during which the reassignment will take place automatically appears once the account number to which the transfer will take place is selected.
- **Account Number:** The account number to which the amount will be added is selected after pressing F9. Note that the reassignment can be carried out for more than one account.
- **Account Name:** The account name appears automatically once the account number is specified.
- **Amount–Increase:** Users enter the amount that will be added to the accounts specified in the **Account Number** field, noting that the total amounts that will be reduced must equal the total amounts that will be increased.
- **Description:** Users enter an explanation about the reassignment transaction.
- **Cost Center Number/ Project Number/ Activity Number:** These fields are used to select the cost center, project, or activity if they are used and based on the way of handling them (**Optional/ Mandatory**).



Budget Verification

Use: This screen is used for recording the requests for paying from the budget articles before they are fetched in the **Payment Voucher** or **Journal Entries** screens. It aims for checking the budget and ensuring that the concerned article allows this payment before approving and fetching it.

The screenshot displays the 'Budget Verification' screen. At the top, it shows the user 'User: 1 - Administrator' and the system 'Accounting System - Budget and Plan System - Budget Approval'. The date is '2023 / 107' and the time is '23/08/2023'. The screen is divided into two main sections: 'Master Details' and 'Additional Data'. The 'Master Details' section includes fields for Branch No, Doc No, Account Code, Amount, Recipient Name, Description, Payment Method, and Ref. Code. The 'Additional Data' section includes checkboxes for 'Used', 'Inactive', and 'Suspension', and a 'Status' dropdown menu. Below these sections is a table with columns: S/N, Account Code, Detail Account, Account Name, Currency, Exch. Rate, Budget Balance, Executed Amount, Not Processed Amount, Current Balance, Amount, F. Amt. - Addition, and E. The table has multiple rows for data entry. At the bottom, there are fields for 'Total' and 'Dep.', and a footer section with 'Insert by', 'Updated By', 'Insert Date', 'Update Date', 'Input Device', 'Modifying Device', 'No of Printing Times', 'No of Modifications', and a version number 'V8.0.28-02-2023'.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Main Data

- **Branch:** The number of the branch the user logged in appears automatically. It is the branch in which the verification will be made. It is possible to select another branch if the user has the privilege of working on more than one branch.
- **Document Number:** The document number appears automatically with the possibility of modification.
- **Account Number/ Currency:** These fields are used to determine the debit side of the entry if the payment is **Settlement Entry**.
- **Amount:** Users determine the amount that needs approval.
- **Recipient/ Description/ Center Number/ Project/ Activity:** In these fields, users determine the **recipient's name**, **transaction's description**, and numbers of the **sub-ledgers** relating to the payment transaction. Consequently, these data appear automatically upon fetching data in the **Payment Voucher** or **Journal Entries** screens.
- **Status:** Here, the system displays the approval status of the budget verification, as it can be **approved**, **unapproved**, **rejected**, **returned**, or **during transaction**.

- **Payment Method:** Users select the method of payment –with the possibility of modifying it after approval using **Modify** button located beside this field– from the following:
 - **Cash Payment:** Under this method, users fetch the **verification movement** to the **Payment Voucher** screen in **Cash**.
 - **Check Payment:** Under this method, Users fetch the **verification movement** to the **Payment Voucher** screen as **Bank**.
 - **Settlement Entry:** Under this method, Users fetch the **verification movement** in the **Journal Entries Screen**.
- **Reference Number:** The reference number is written in this field if any.

Second: Detailed Data

- **Account Number/ Detailed Account:** Users select an account number from the budget accounts list that pops up when pressing the **F9** button.
- **Currency:** This field is used when users activate the **Set Budget by Currency** parameter in the **General Ledger's Parameters** to determine the currency of account. If the parameter is not ticked, the local currency will be the currency of the budget.
- **Budget Balance:** This column shows the amount allocated to the account in the budget for information.
- **Processed Amount:** This column shows the total amounts used from the amount allocated to the account in the budget for information.
- **Unprocessed Amount:** This column shows the amount that is not used from the amount allocated to the account in the budget for information.
- **Current Balance:** This column shows the **account balance** from the **General Ledger System** based on the movements made on it in the **General Journal**.
- **Description:** Here, users enter an explanation about the verification transaction and the purpose of paying the amount.
- **Center/ Project/ Activity Number:** In these fields, users determine the **account sub-ledgers**, when needed.
- **Save:** After entering the data, users click save.



Budget Reports

Use: This screen is used to review the budget reports.

The screenshot displays the 'MAIN' window of the 'Accounting System - Budget and Plan System - Budget Details Reports'. The interface includes a top navigation bar with the user 'User: 1 - Administrator', the date '2023 / 107', and '15/03/2023'. Below this is a toolbar with icons for print, save, and other functions. The main area contains a form with the following fields:

- Report Title: Text input field
- Report Footer: Text input field
- From Branch: Dropdown menu
- To: Text input field
- User No: Text input field
- Type: Dropdown menu (set to '1-Monthly')
- Status: Dropdown menu
- From No.: Text input field
- To: Text input field
- From Date: Text input field
- To: Text input field
- Period: Text input field
- To: Text input field
- From Account No: Text input field
- To: Text input field
- From CC: Text input field
- To: Text input field
- From Project: Text input field
- To: Text input field
- Activity No: Text input field
- To: Text input field
- Report Type: Dropdown menu (set to 'All')

At the bottom of the form, there are two checkboxes: 'Print Second Template' and 'Before Closing Profits and Loss'. The bottom status bar shows 'GLSPR003' and 'V8.0.15-11-2022'.

How to use the screen

The user shall select the needed options in filtering fields to display the reports accordingly and then they can click the **Print** button to print it.



Budget Variance Reports

Use: This screen is used to display reports on budget overage/ shortage for previous periods, by comparing the amount set in the budget with the actual amount based on the movements in the accounts during the period. It should be noted that when activating **Check Budget Amount in Transactions** parameter may result in not showing budget shortage if users are not granted the privilege to **Exceed Budget** from the **Transactions Privileges** screen.

How to use the screen

The user shall select the needed options in filtering fields to display the reports accordingly and then they can click the **Print** button to print various reports on the budget variation.

Movements on Budget Report

Use: This screen is used to display the reports on adjustment and reassignment movements that were carried out on the budget.

How to use the screen

The user shall select the needed options in filtering fields to display the reports accordingly and then they can click the **Print** button to print various reports on the movements carried out on budget variation (**Increase/ Decrease**).

Use: This screen is used to display reports on the transactions related to budget verification.

MAIN		Accounting System - Budget and Plan System - Budget Approval Reports		2023 / 107	15/03/2023																												
User: 1 - Administrator																																	
Show Header: 1- Shown Print Destination: 1- SCREEN No. of Copies: 1 Language: 2 - English Printing Form: 1-Def. Sample Template Name: 																																	
<div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> <div style="flex: 1; padding: 2px 5px;">Master Details</div> <div style="flex: 1; padding: 2px 5px; border-left: 1px solid black;">Analytical Data</div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top; padding: 5px;"> <div style="margin-bottom: 10px;"> Payment Method <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="margin-bottom: 10px;"> Report Type <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="margin-bottom: 10px;"> Sort By <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="margin-bottom: 10px;"> 3- Doc. 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Chapter Two Inventory Management





Goods Out Plan

Use: This screen is used to make plans for the movements of issuance goods to control such inventory movements and make sure they are carried out based on efficient and approved plans. It should be noted that the system can be configured to prevent issuing goods that do not follow the plan by ticking **Prevent Issuing Items Without Goods Out Plan** flag in the **Outgoing Type** screen within **Warehouse Management System**, and the privileges to ignore these plans can be granted at the user level from the **Transactions' Privileges** screen. Moreover, the system enables generating reports to compare actual and planned goods out quantities in the **Inventory Goods Out Report** screen.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Main Data

- **Plan Type:** The type of the **goods out plan** is selected from the following:
 - **By Item:** According to this type, only one plan will be prepared for the item.
 - **By Item and Warehouse:** According to this type, the item plan will be put at the level of each warehouse.
 - **By Item and Representative/ By Item and Marketer:** According to these types, the goods issued to representatives or marketers can be monitored using **Goods Out Order**, for example, issuing free-of-charge items to representatives in the medicine companies.
 - **By Item and Type:** According to this type, the issued items can be monitored at the level of order type made by all warehouses.





- **By Item, Type and Warehouse:** According to this type, the issued items can be monitored at the level of order type made from each warehouse.
- **Plan Number:** The number of the plan appears automatically and can be modified.
- **Reference Number:** This field is used to enter a reference number for the transaction, if any, for example, the number of the manual document or the number of the plan's attachments.
- **Period Type:** The type of the period of the goods out plan is selected from the following:
 - **Daily:** Selecting this option means setting the goods out plan at the day level.
 - **Monthly:** Selecting this option means setting the goods out plan at a monthly level.
 - **Period:** Selecting this option means setting the goods out plan for a specific period (between two dates).
 - **Annual:** Selecting this option means setting the goods out plan annually.
- **From Item Number/ To/ From Warehouse Number/ To/ From Representative Number/ To/ Marketer Number/ From Type Number/ To:** These fields appear based on the plan type selected in the previous field, and are used to determine the data that will be fetched in the detailed data section in order to set the plan.
- **Quantity:** In this field, users enter the quantity expected to be issued from the item during a specific period. This quantity will be fetched to all items in the detailed data with the possibility of modifying it.
- **Minimum Limit:** Here, users enter the lowest amount expected to be issued from the item during a specified period. This amount will be fetched to all items in the detailed data with the possibility of modifying it.
- **Maximum Limit:** Here, users enter the highest amount expected to be issued from this item during a specified period. This amount will be fetched to all items in the detailed data with the possibility of modifying it.
- **From Month/ To/ From Date/ To Date:** These fields are used to enter the months or dates for which the user wants to make **goods out plan**.
- **Fetching Data:** By pressing this button, the system automatically displays the detailed data as determined in the **main data**.
- **Active:** Upon ticking this flag, the system will check the plan every time the **Inventory Goods Out Notes** is issued. If this option is not ticked, the plan will be used for



controlling purposes and comparing actual and planned goods issuance through the **Inventory Goods Out Planning Reports** screen only.

Second: Detailed Data

- **Item Code/ Item Name/ Unit/ Month/ Date/ From Date/ To Date/ Quantity/ Minimum Limit/ Maximum Limit:** The system automatically displays the data of these columns when pressing the **Fetching Data** button with the possibility of modification or entering them manually.
- **Center Number/ Project Number/ Activity Number:** These columns are used to select the number of the center, project, or activity if required. They are used based on the way of handling them (**Optional/ Mandatory**).
- **Description:** Users enter a brief explanation of the **goods out plan** at the level of each item.
- **Save:** After entering the data, users click save.
- **Approval:** Users who have the privilege to approve the plan tick this button located on the **Task Bar** to make the approval movement.



Goods Out Planning Reports

Use: This screen is used to display reports on the deviations between the actual quantities issued by **Inventory Goods Out Notes** and quantities already determined in the **Inventory Goods Out Plan** screen. These reports enable the related department to take the right decision to increase the positive deviations and decrease the negative ones according to the management policy of the organization.

How to use the screen

The user shall select the needed options in filtering fields to display the reports accordingly and then they can click the **Print** button to print various reports on the goods out plan.



Chapter Three Vendors and Purchase Management





Purchase Plan

Use: The screen is used to prepare a **Daily/ Monthly/ Periodic/ Annual** purchase plan, and display reports comparing the purchase actual quantities and quantities recorded in the **Purchases Plans Reports** screen.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Master Data

- **Plan Type:** The type of purchase plan is selected from the list that appears (**By Country and Item/ By Item/ By Representative, etc.**) based on the organization's need.
- **Type:** The type of the purchase is selected from the following list:
 - **Quantity:** By selecting this option, users set the quantities of the item expected to be purchased during the specified period.
 - **Amount:** By selecting this option, users set the amounts expected to be paid to purchase the item during the specified period.
 - **Quantity – Amount:** By selecting this option, users set the quantities expected to be purchased and the amounts expected to be paid during the specified period.
- **Period Type:** The type of the period is selected from the list:
 - **Daily:** By selecting this option, users will set the purchase plan at the day level.
 - **Monthly:** By selecting this option, users will set the purchase plan at the monthly level.



- **Periodic:** By selecting this option, users will set the purchase plan for the period specified in the **From Date/ To Date** fields.
- **Annual:** By selecting this option, users will set the purchase plan at a year level.
- **Plan Number:** The number of the plan appears automatically and can be modified.
- **Description:** Users enter a brief explanation of the purchase plan.
- **Reference Number:** It is an optional field that users fill in manually.
- **Progress Percentage:** This field is used to enter the percentage of the progress as information.
- **Unit Value:** This field is used to enter the value of one unit item.
- **Fetching Data from:** This field is used to determine how the data in the detailed data section will be handled, it includes the following options:
 - **Fixed Value:** This option is used to import data according to the entered fixed value in the master data section.
 - **Net Purchases for Previous Year:** This option is selected if the user wants to issue a **purchase plan** based on the **net purchases** for the previous year. Based on this option, two fields will appear to make changes to the net purchases of the previous year if any, consequently, filling on the master data fields will be mandatory.
- **From Item Number/ To:** These fields are used to specify the data that will be fetched to the detailed data section.
- **Quantity:** In this field, users enter the quantity expected to be purchased from above specified item(s) during a specific period. This quantity will be set to all items that will be imported in the detailed data with the possibility of modifying it.
- **Minimum Limit:** In this field, users enter the lowest amount expected to be purchased from above specified item(s) during a specified period. This quantity will be set as the minimum for all items that will be imported in the detailed data with the possibility of modifying it.
- **Maximum Limit:** In this field, users enter the highest amount expected to be purchased from above specified item(s) during a specified period. This quantity will be set as the maximum for all items that will be imported in the detailed data with the possibility of modifying it.



- **From Date/ To Date/ From Month/ To:** These fields are used to enter the month(s) or dates for which the user wants to make a purchase plan.
- **Fetching Data:** By pressing this button, the system will automatically display the detailed data based on what has been specified in the master data section.
- **Apply:** It is used when users want to make collective modifications to the plan. They can write the modification in the related field(s) and ticking on this button and the system will apply these modifications(s).

Second: Detailed Data

- **Item Code/ Item Name/ Unit/ Month/ Quantity/ Minimum Limit/ Maximum Limit:** The system automatically displays the data of these columns when pressing the **Fetching Data** button to fetch the data as specified in the master data section with the possibility of modification or entering them manually.
- **Progress Percentage:** This field is used to enter the percentage of the progress as information.
- **Description:** Here, users enter a brief explanation of the **purchase plan**.
- **Save:** After entering the data, users click save.

Purchase Plans Reports

Use: This screen is used to display reports on the deviations between the actual quantities in the **Purchase Invoice** and quantities already determined in the **Purchase Plans** screen. These reports enable the related department to take the right decision according to **cash flow** and the policy of inventory holding followed by the management of the organization.

How to use the screen

The user shall select the needed options in filtering fields to display the reports accordingly and then they can click the **Print** button to print various reports on the purchase plan.



Chapter Four Customers and Sales Management





Sales Plans

Use: This screen is used to prepare a sales plan based on the plan type which can be **Representative/ Customer/ Customer Type**, etc. with the ability to issue sales plans at the level of periods as specified by the organization which can be **Daily/ Monthly/ Periodic/ Annual**. The system allows displaying reports comparing the actual sales quantities to the planned quantities in the **Sales Plans Reports** screen.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Main Data

- **Plan Type:** The type of sales plan is selected from the list that appears (**By Salesman/ By Customer/ By Customer Type**, etc.) based on the organization's need.
- **Type:** The type of sales plan is selected from the following list:
 - **Quantity:** By selecting this option, users set the quantities of the item expected to be sold during the specified period.
 - **Amount:** By selecting this option, users set the amounts expected to be received for selling the item during the specified period.
- **Period type:** The type of the period is selected from the list:
 - **Daily:** By selecting this option, users will set the sales plan at the day level.
 - **Monthly:** By selecting this option, users will set the sales plan at the monthly level.
 - **Periodic:** By selecting this option, users will set the sales plan for the period specified in the **From Date/ To Date** fields.



- **Annual:** By selecting this option, users will set the sales plan at a year level.
- **Plan Number:** The number of the plan appears automatically and can be modified.
- **Description:** Here, users enter a brief explanation of the sales plan.
- **Reference Number:** It is an optional field that users fill in manually.
- **Fetching Data from:** This field is used to determine how the data in the detailed data section will be handled, it includes the following options:
 - **Fixed Value:** This option is used to import data according to the entered fixed value in the master data section.
 - **Net Sales for Previous Year:** This option is selected if the user wants to issue a **sales plan** based on the **net sales** for the previous year. Based on this option, two fields will appear to make changes to the net sales of the previous year if any, consequently, filling on the master data fields will be mandatory.
- **From Item Number/ To:** These fields are used to specify the data that will be fetched to the detailed data section.
- **Quantity:** In this field, users enter the quantity expected to be sold from above specified item(s) during a specific period. This quantity will be set to all items that will be imported in the detailed data with the possibility of modifying it.
- **Minimum Limit:** In this field, users enter the lowest amount expected to be purchased from above specified item(s) during a specified period. This quantity will be set as the minimum for all items that will be imported in the detailed data with the possibility of modifying it.
- **Maximum Limit:** In this field, users enter the highest amount expected to be sold from above specified item(s) during a specified period. This quantity will be set as the maximum for all items that will be imported in the detailed data with the possibility of modifying it.
- **From Date/ To Date/ From Month/ To:** These fields are used to enter the month(s) or dates for which the user wants to make a sales plan.
- **Unit Level:** This field is used to choose the unit according to which the sales plan will be measured from the following: **Main Unit/ Sale Unit/ Purchase Unit/ Maximum Limit/ Minimum Limit.**
- **Fetching Data:** By pressing this button, the system will automatically display the detailed data based on what has been specified in the master data section.

Second: Detailed Data

- **Representative Number/ Representative Name/ Month/ Amount/ Minimum Limit/ Maximum Limit:** The system automatically displays the data of these columns when pressing the **Fetching Data** button to import data as specified in the **master data** with the possibility of modification or entering them manually.
- **Description:** Users record a brief explanation of the sales plan.
- **Save:** After entering the data, users click save.

Note: The headings of the detailed data columns appear based on the plan type specified in the master data section.



Sales Plan Reports

Use: This screen is used to display the reports on monthly plans for sales.

The screenshot displays the 'MAIN' window of the 'Accounting System - Budget and Plan System - Sales Periodic Plan Report'. The interface includes a header bar with user information (User: 1 - Administrator), date (2023 / 1), and time (15/03/2023). Below the header, there are several icons and a toolbar with options like 'Show Header', 'Print Destination', 'No. of Copies', 'Language', 'Printing Form', and 'Template Name'. The main area contains a form with the following fields:

- Report Title: [Text Field]
- Report Footer: [Text Field]
- From Company: [Dropdown Menu]
- To: [Dropdown Menu]
- From Branch: [Dropdown Menu]
- To: [Dropdown Menu]
- User No: [Text Field]
- Plan Type: [Dropdown Menu]
- Type: [Dropdown Menu]
- Period Type: [Dropdown Menu]
- Plan No: [Text Field]
- To: [Text Field]
- From Rep. Person: [Text Field]
- To: [Text Field]
- From Date: [Text Field]
- To: [Text Field]
- Ref. Code: [Text Field]
- To: [Text Field]
- Description: [Text Field]

At the bottom right, there is a status bar showing 'ARSP012' and 'V8.0.05-12-2022'.

How to use the screen

The user shall select the needed options in filtering fields to display the reports accordingly and then they can click the **Print** button to print various reports on the sales plan.

Collection Plan

Use: This screen is used to prepare a collection plan to collect debits from customers with the possibility to issue collection plans at the level based on the periods specified by the organization (**Daily/ Monthly/ Period**). Users can display reports to compare the actual amounts collected to the collection plan from the **Collection Plan Reports** screen.

How to use the screen

Users click **Add** button or press **F6** to use the screen as follows:

First: Master Data

- **Plan Number:** The plan number appears automatically after clicking the **Add** button.
- **Plan Type:** The type of collection plan is selected from the list as follows:
 - **Daily:** By selecting this option, users will set the collection plan at the day level.
 - **Monthly:** By selecting this option, users will set the collection plan at the monthly level.
 - **Periodic:** By selecting this option, users will set the collection plan for the period specified in the **From Date/ To Date** fields.
 - **Annual:** By selecting this option, users will set the collection plan at a year level.
- **Collector Number:** Here, users determine the **number of the collector** to whom the collection plan is set.
- **Collector Name:** The collector's name will appear automatically once the collector's number is selected.
- **Currency:** In this field, users select the currency in which the collection plan will be prepared.

- **From Customer/ To – From Month/ To – Day – From Date/ To/:** These fields are used to enter customers and months or periods for which the **collection plan** will be prepared.
- **Route Number:** This field is used to enter the route which the collector will use in the collection process.
- **Equally Distribute Amount:** If this flag is ticked, **the total amount** required to be collected from the customer will be distributed equally to the specified collection period.
- **Fetch Customers Linked to Collector:** If this flag is ticked, the customers linked to the collector in **Customer Data screen > Linked Customers to Collectors** tab will be fetched.
- **Target Percentage:** In this field, users enter the percentage that needs to be collected from the customer's balance during the specified collection period.
- **Fetching Data:** By pressing this button, the system will automatically display the detailed data as determined in the master data section.

Second: Detailed Data

- **Customer Number/ Customer Name/ Balance by Currency/ Target Percentage/ Target Amount:** The system displays the data of these columns based on the specified data in the **master data** fields once the **Fetching Data** button is clicked with the possibility of modification or entered manually.
- **Remarks:** The user can add any detailed notes about the collection plan.
- **Save:** After entering the data, users click save.

Collectors Plan Reports

Use: This screen is used to display reports on the collection plan.

How to use the screen

The user shall select the needed options in filtering fields to display the reports accordingly and then they can click the **Print** button to print various reports on the collection plan.