



## **2015 WinNetStar Training Classes**

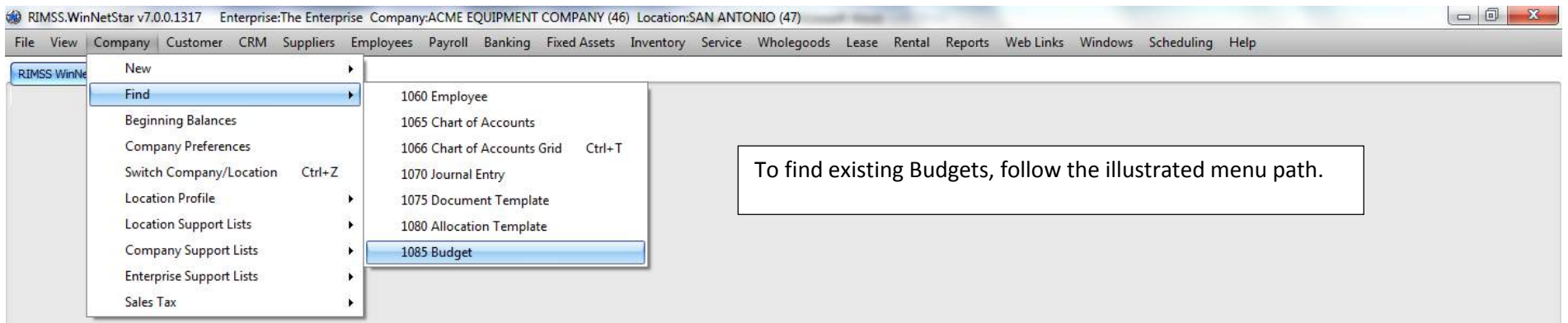
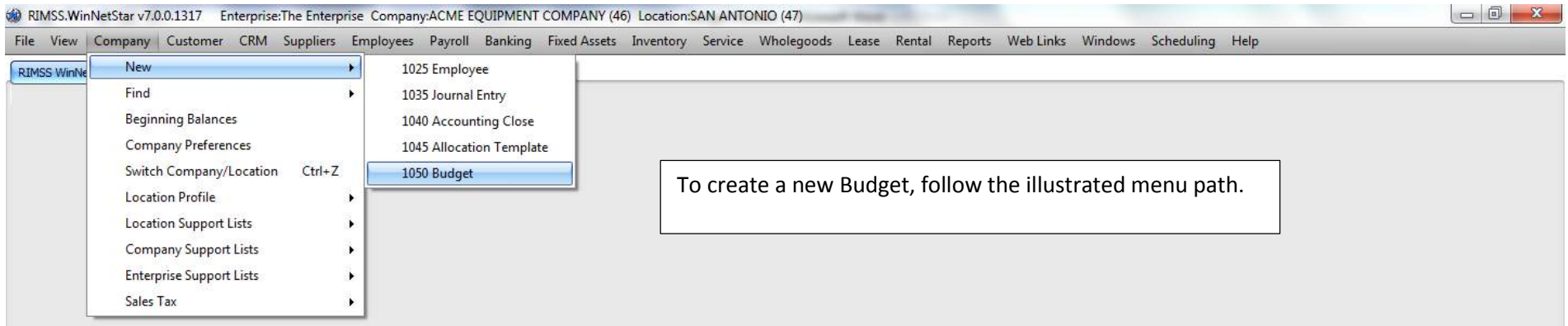
### **Budget Module**

Software Development-F2  
RIMSS Business Systems Technology

Company Confidential  
Copyright ©1983-2015 RIMSS Business Systems Technology

This Document contains information proprietary to RIMSS Business Systems Technology. Use or disclosure without written permission is expressly forbidden.

WinNetStar includes a Budget Module that allows the user to create multiple operating budgets for each year. For instance, for the same fiscal year, you can have a Best Case, Most Likely Case and a Worst Case operating budget. Actual results can then be compared against the various budgets. Budgets can be created from scratch by entering the data directly into the system; however, the module includes a feature allowing users to import budgets from Microsoft Excel spreadsheets. You can also create a budget by copying previous year's actual operating results, or you can copy a previous budget as your starting point. Most users will want to create their budgets using Excel and then import those once they have been finalized since manipulating the numbers will be easier in the spreadsheet.



RIMSS.WinNetStar v7.0.0.1317 Enterprise:The Enterprise Company:ACME EQUIPMENT COMPANY (46) Location:SAN ANTONIO (47)

File View Company Customer CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Scheduling Help

RIMSS WinNetStar Service Appointments **New Budget**

Save Save and Close Save and New Save Final Version Print

**Budget Parameters**

Name: 2014 Best Case

Fiscal Year Ending: 2014

Status: In Process  Inactive

Populate Budget Import Excel File Populate From Actual Copy Prior Budget

When creating a new Budget, you must give it a name and select a Fiscal Year. Budgets have a Status. All budgets will start with a Status of In-Process until a user chooses to Save Final Version. Once this is done, the Status will change to Final and the Budget will no longer be editable. You do not have to Finalize your Budget in order to compare it to actual operating results. Some users may not want to Finalize Budgets and this is OK. Those Budgets will simply remain editable.

Selecting the Populate Budget option will produce a blank budget for a user to manually key in the budget amounts for each month of the fiscal period. (Not recommended).

Selecting the Import Excel File option will allow the user to lookup an existing Excel file for import. Imported files must be in a very specific format for the import to work correctly. More on this in later screen shots.

Selecting the Populate From Actual option will prompt the user to select a prior fiscal period to copy. Once copied, the data can be edited. Users will generally be better off, however, copying prior year data into a spreadsheet for ease of manipulation and then using the Import Excel File option.

Selecting the Copy Prior Budget option will prompt the user to select a previously saved budget. Again, users will generally be better off copying prior year data into a spreadsheet for ease of manipulation and then using the Import Excel File option.

English (United States) Client Desktop User: dale Role: Administrator Workstation: DALEOFFICE Server: V3Demo Database: WinNetStarApp Key Stroke Entry

4:34 PM 5/15/2014

**Budget Parameters**

Name: 2014 Best Case 3

Fiscal Year Ending: 2014

Status: In Process  Inactive

Populate Budget

**Import Excel File**

Populate From Actual

Copy Prior Budget

**Import From Excel**

In order to import your budget from Microsoft Excel, you should have your data in a format similar to the example below. There must be a Row for each account number you wish to import and there must be a column for each accounting month in cosecutive order with no blank columns. Accounting months must be in order starting with the first month of your fiscal year. For instance, if your fiscal year end is December 31, your first accounting month column will be January. However, if your fiscal year end is September 30, your first accounting month column will be October.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Complete_Account_Number	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
2	BOE-4-10000-01	5	6	7	8	9	10	11	12	13	14	15	16
3	BOE-4-10100-01	10	11	12	13	14	15	16	17	18	19	20	21
4	BOE-4-30010-01	15	16	17	18	19	20	21	22	23	24	25	26
5	BOE-5-10000-01	16	17	18	19	20	21	22	23	24	25	26	27
6	BOE-5-10100-01	17	18	19	20	21	22	23	24	25	26	27	28
7	BOE-5-30010-01	18	19	20	21	22	23	24	25	26	27	28	29
8	BOE-6-10000-01	19	20	21	22	23	24	25	26	27	28	29	30
9	BOE-6												31
10	BOE-6												32
11	BOE-6												33
12	BOE-6												34
13	BOE-7												35
14	SAT-4												36
15	SAT-4												37
16	SAT-4												38
17	SAT-4												39
18	SAT-4												40
19	SAT-4												41
20	SAT-4												42
21	SAT-4												43
22	SAT-4												44
23	SAT-4												45
24	SAT-4												46
25	SAT-4												47
26	SAT-4												48
27	SAT-5												49

Selecting the Import Excel File option will produce this pop up illustration of the data layout of your Excel File required in order to use this feature. Click on the Import button to select your file. The first column must be the complete account number and there should be one column for each month of your fiscal year starting with the first month of your fiscal year. So if your fiscal year end is September, your first month should be October. See next screen shot.

Import Cancel

RIMSS.WinNetStar v7.0.0.1317 Enterprise:The Enterprise Company:ACME EQUIPMENT COMPANY (46) Location:SAN ANTONIO (47)

File View Company Customer CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Scheduling Help

RIMSS WinNetStar Service Appointments **New Budget**

Save Save and Close Save and New Save Final Version Print

**Budget Parameters**

Name: 2014 Best Case 3  
Fiscal Year Ending:   
Status: In Process

**Import Data**

Select File to Import File Name:   
Import Sheet Name:   
Data Rows imported:   
Transfer Data to Document   
Cancel

Click on Select File to Import and you will see a lookup of your local data files. Select the Excel File you wish to import and the File Path and Name will appear in the File Name field above. Next, select the Sheet Name from the Excel File you have selected that includes the data you would like to import. You are then ready to click on the Import button.

English (United States) Client Desktop User: dale Role: Administrator Workstation: DALEOFFICE Server: V3Demo Database: WinNetStarApp Key Stroke Entry

5:00 PM 5/15/2014

**Budget Parameters**

Name: 2014 Best Case 3  
 Fiscal Year Ending:  
 Status: In Process

**Import Data**

Select File to Import File Name: C:\Users\Dale.RIMSS\Desktop\Budget Test May 5.xlsx  
 Sheet Name: Sheet

Transfer Data to Document  
 Cancel

Data Rows imported: 73

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
> SAT-5-10010-02	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
SAT-5-10020-02	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
SAT-5-10030-02	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
SAT-5-10035-02	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
SAT-5-10100-01	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
SAT-5-10930-20	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
SAT-5-10935-20	5000													
SAT-5-10936-20	5000													
SAT-5-10937-20	5000													
SAT-5-20010-03	5000													
SAT-5-20020-03	5000													
SAT-5-30010-04	5000													
SAT-5-30020-04	5000													
SAT-5-40000-11	5000													
SAT-5-40050-11	5000													
BOE-5-10000-01	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
BOE-5-10100-01	5000	5050	5100.5	5151.505	5203.02...	5255.05...	5307.60...	5360.67...	5414.28...	5468.42...	5523.11...	5578.34...		
SAT-6-00100-01	100	101	102.01	103.0301	104.060...	105.101...	106.152...	107.213...	108.285...	109.368...	110.462...	111.566...		
SAT-6-00200-01	100	101	102.01	103.0301	104.060...	105.101...	106.152...	107.213...	108.285...	109.368...	110.462...	111.566...		
SAT-6-00300-01	100	101	102.01	103.0301	104.060...	105.101...	106.152...	107.213...	108.285...	109.368...	110.462...	111.566...		
SAT-6-00302-01	100	101	102.01	103.0301	104.060...	105.101...	106.152...	107.213...	108.285...	109.368...	110.462...	111.566...		
SAT-6-00400-01	100	101	102.01	103.0301	104.060...	105.101...	106.152...	107.213...	108.285...	109.368...	110.462...	111.566...		

After clicking on the Import Button, you should see your data in the pop up window. Notice that the system will inform you of the number of rows that were imported. You are now ready to click on Transfer Data to Document.

**Budget Parameters**

Name: 2014 Best Case 3

Fiscal Year Ending: December 2014

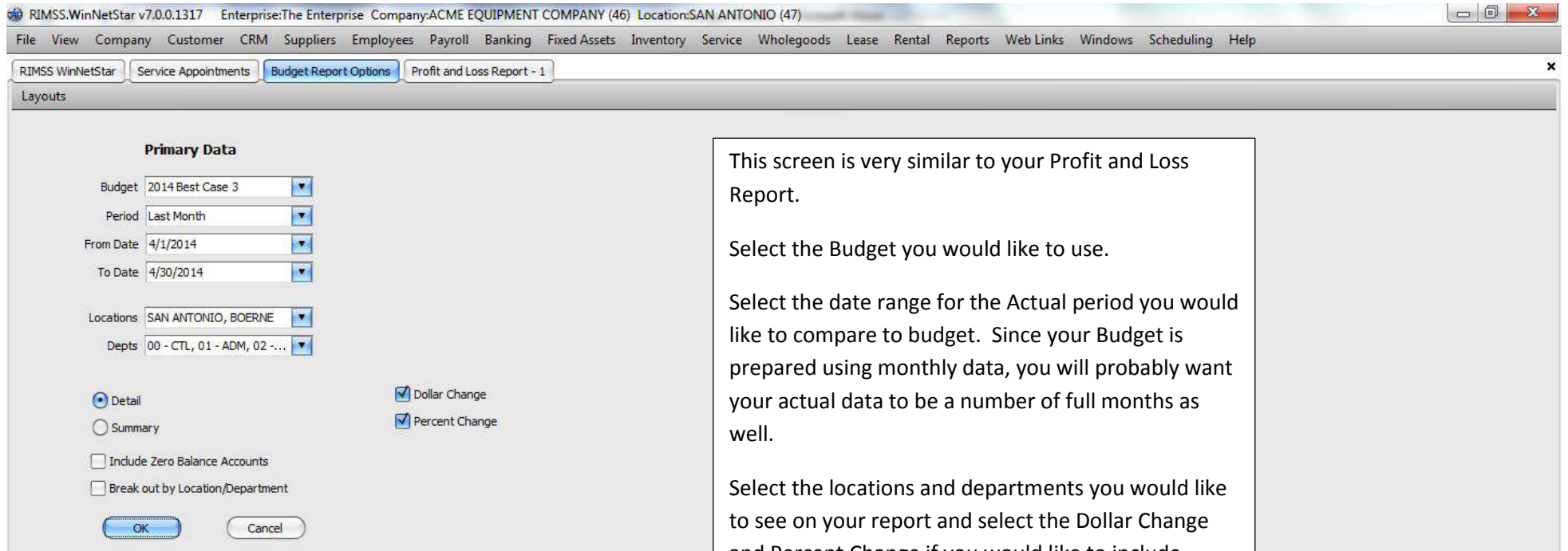
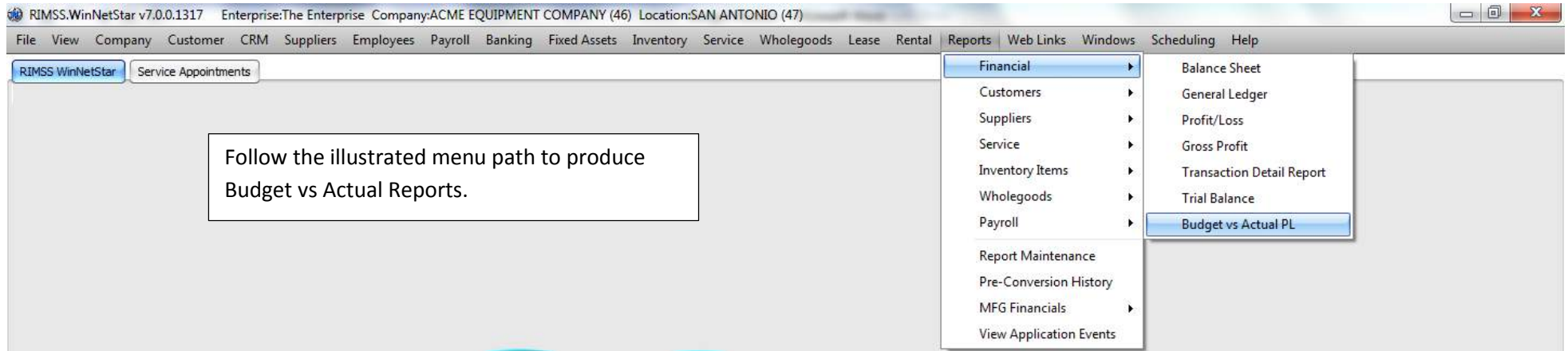
Status: In Process  Incative

Populate Budget Import Excel File Populate From Actual Copy Prior Budget

Drop Filter Fields Here

Amount				Accounting Period ID		PeriodYearMonth									
Location Name	Complete Acc...	Account Description	GL Cla...	37	38	39	40	41	42	43	44	45	46		
				2014 January	2014 February	2014 March	2014 April	2014 May	2014 June	2014 July	2014 August	2014 September	2014 October		
SAN ANTONIO	SAT-4-10000-01	REVENUE	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10001-01	RENTAL REVENUE	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10010-02	PARTS SALES	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10020-02	PARTS SALES - SHOP	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10030-02	PARTS SALES - WARRANTY	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10035-02	NAPA PARTS SALES	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10100-01	CASH DISCOUNTS GIVEN	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10930-20	CUSTOM BLEND REVENUE	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10935-20	EQUIPMENT BILLINGS	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10936-20	LABOR BILLINGS	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-10937-20	MISC BILLINGS	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-20010-03	LABOR SALES	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-20020-03	LABOR WARRANTY SALES	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-30010-04	NEW WG SALES	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-30020-04	USED WG SALES	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-40010-11	LEASE REVENUE	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-4-40050-11	DIESEL FUEL SALES	REVENUE	\$8,000.00	\$8,080.00	\$8,160.80	\$8,242.41	\$8,324.83	\$8,408.08	\$8,492.16	\$8,577.08	\$8,662.85	\$8,749.48		
	SAT-5-10000-01	COST OF GOODS SOLD	COGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	SAT-5-10010-02	COST OF PARTS SALES	COGS	\$5,000.00	\$5,050.00	\$5,100.50	\$5,151.51	\$5,203.02	\$5,255.05	\$5,307.60	\$5,360.68	\$5,414.28	\$5,468.43		
	SAT-5-10020-02	COST OF PARTS SALES - SHOP	COGS	\$5,000.00	\$5,050.00	\$5,100.50	\$5,151.51	\$5,203.02	\$5,255.05	\$5,307.60	\$5,360.68	\$5,414.28	\$5,468.43		
	SAT-5-10030-02	COST OF WARRANTY PARTS	COGS	\$5,000.00	\$5,050.00	\$5,100.50	\$5,151.51	\$5,203.02	\$5,255.05	\$5,307.60	\$5,360.68	\$5,414.28	\$5,468.43		
	SAT-5-10035-02	COST OF NAPA PARTS SALES	COGS	\$5,000.00	\$5,050.00	\$5,100.50	\$5,151.51	\$5,203.02	\$5,255.05	\$5,307.60	\$5,360.68	\$5,414.28	\$5,468.43		
	SAT-5-10100-01	PURCHASE DISCOUNTS TAKEN	COGS	\$5,000.00	\$5,050.00	\$5,100.50	\$5,151.51	\$5,203.02	\$5,255.05	\$5,307.60	\$5,360.68	\$5,414.28	\$5,468.43		
	SAT-5-10930-20	COST OF CUSTOM BLENDS	COGS	\$5,000.00	\$5,050.00	\$5,100.50	\$5,151.51	\$5,203.02	\$5,255.05	\$5,307.60	\$5,360.68	\$5,414.28	\$5,468.43		
	SAT-5-10935-20	COST OF EQUIPMENT BILLINGS	COGS	\$5,000.00	\$5,050.00	\$5,100.50	\$5,151.51	\$5,203.02	\$5,255.05	\$5,307.60	\$5,360.68	\$5,414.28	\$5,468.43		

If your data passes the basic validation rules you will see your budget populating the screen. If you have any validation errors, the system will inform you of this fact. The amounts in your budget are editable. You can now save your budget or you can Save Final Version if you do not want to be able to edit the data.





Open Save Print Quick Print Options Parameters Header/Footer Scale Margins Orientation Size Find Bookmarks First Page Previous Page Next Page Last Page Many Pages Zoom Out Zoom Zoom In Page Color Watermark Export To E-Mail As Close Print Preview

**ACME EQUIPMENT COMPANY**  
**Budget Profit and Loss - Detail**  
**All Locations, All Departments**

**January 01, 2014 to April 30, 2014**

		Actual: 1/1/2014 to 4/30/2014	Budget: 1/01/2014 to 4/01/2014	\$ Change	% Change
<b>REVENUE</b>					
SAT-4-10000-01	REVENUE	-375.00	32,483.21	32,858.21	-8762.19%
SAT-4-10001-01	RENTAL REVENUE	24,050.00	32,483.21	8,433.21	35.07%
SAT-4-10010-02	PARTS SALES	235,541.15	32,483.21	-203,057.94	-86.21%
SAT-4-10020-02	PARTS SALES - SHOP	7,469.16	32,483.21	25,014.05	334.90%
	PARTS SALES - WARRANTY	24.66	32,483.21	32,458.55	131624.29%
	PA PARTS SALES	0.00	32,483.21	32,483.21	0.00%
	SH DISCOUNTS GIVEN	0.00	32,483.21	32,483.21	0.00%
	STOM BLEND REVENUE	580.00	32,483.21	31,903.21	5500.55%
	EQUIPMENT BILLINGS	400.00	32,483.21	32,083.21	8020.80%
	LABOR BILLINGS	202.00	32,483.21	32,281.21	15980.80%
SAT-4-10937-20	MISC BILLINGS	400.00	32,483.21	32,083.21	8020.80%
SAT-4-20010-03	LABOR SALES	6,971.63	32,483.21	25,511.58	365.93%
SAT-4-20020-03	LABOR WARRANTY SALES	500.00	32,483.21	31,983.21	6396.64%

A new tab will appear with a print preview of your report. You can now print, export to Excel or attach to an email.