

How to Setup Financial Budgeting by Posting Code

Quick Reference Guide

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Introduction

This Quick Reference Guide will explain how to setup Financial Budgets in Maestro. It is assumed that the readers are already able to create Posting Codes and configure Manager's Flash and Manager's Revenue reports.

Procedure

Financial Budgets in Maestro are configured on Posting Code level. Login to Global Maintenance > Setup > Posting Code Maintenance. Find the Posting Code that requires a budget, Window > Budgeting.

Posting Code	ROOM
Description	Room Charge
Posting Type	1
System Use Only	
Record Type	ROOM
Profit Centre	
Tax Code	HST
Tax Code	
Tax Code	
Tax Code	
G/L Property	
Low Amount	-9999999999.00
High Amount	99999999,999.00
Force Extended Info	N
Loyalty Category	
G/L Reference	
G/L Account Number	44523-1123
G/L SubAccount	

In the Budget Maintenance screen enter the yearly amount in the top right corner. Maestro will automatically divide the yearly amount by 12 months. Amounts will be slightly different based on the number of days in each month.

Budget Maintenance [dmitry] - Northwind Hotel

File Record Window Help

Posting Code: ROOM Source Module: []
 Budget Year: 2012 Yearly Amount: 1000000.00
 Period: C

Fisc

Mon	#Days	First Date	Last Date	Amount
1	31	01/01/2012	01/31/2012	84,699.44
2	29	02/01/2012	02/29/2012	79,234.96
3	31	03/01/2012	03/31/2012	84,699.44
4	30	04/01/2012	04/30/2012	81,967.20
5	31	05/01/2012	05/31/2012	84,699.44
6	30	06/01/2012	06/30/2012	81,967.20
7	31	07/01/2012	07/31/2012	84,699.44
8	31	08/01/2012	08/31/2012	84,699.44
9	30	09/01/2012	09/30/2012	81,967.20
10	31	10/01/2012	10/31/2012	84,699.44
11	30	11/01/2012	11/30/2012	81,967.20
12	31	12/01/2012	12/31/2012	84,699.60

Any monthly amount can be changed manually and Maestro will update yearly amount automatically.

Budget Maintenance [rwind] - Gleneagles Hotel

File Record Window Help

Posting Code: ROOM Source Module: []
 Budget Year: 2012 Yearly Amount: 1065300.56
 Period: C

Fisc

Mon	#Days	First Date	Last Date	Amount
1	31	01/01/2012	01/31/2012	84,699.44
2	29	02/01/2012	02/29/2012	79,234.96
3	31	03/01/2012	03/31/2012	84,699.44
4	30	04/01/2012	04/30/2012	81,967.20
5	31	05/01/2012	05/31/2012	84,699.44
6	30	06/01/2012	06/30/2012	81,967.20
7	31	07/01/2012	07/31/2012	150,000.00
8	31	08/01/2012	08/31/2012	84,699.44
9	30	09/01/2012	09/30/2012	81,967.20
10	31	10/01/2012	10/31/2012	84,699.44
11	30	11/01/2012	11/30/2012	81,967.20
12	31	12/01/2012	12/31/2012	84,699.60

To look up daily budget numbers, highlight any month, then go to Window > Daily Budget Maintenance. Displayed the monthly amounts divided by the number of days in the month. Daily amounts can be changed manually and Maestro will automatically update monthly and yearly numbers. Daily amounts will also appear on Manager's Flash and Manager's Revenue reports.

Date	Amount
07/01/2012	4,838.71
07/02/2012	4,838.71
07/03/2012	4,838.71
07/04/2012	4,838.71
07/05/2012	4,838.71
07/06/2012	4,838.71
07/07/2012	4,838.71
07/08/2012	4,838.71
07/09/2012	4,838.71
07/10/2012	4,838.71

To reset all budget numbers and start from scratch, yearly amount on the Budget Maintenance screen can be set to 0. It will set to 0 all monthly and daily budget