

Budget by line item detail

You can build up your annual budget by entering line item detail. The detail is included on some P&L reports.

Click **Add Detail Row**, click within the row to enter a description for the detail line, and add an annual amount for it. Add as many rows as you want to the detail. Once complete (or after each added line) click **Recalc** to update the total.

You may change the order of a row in the list by selecting the row, then using the up/down buttons.

Use the Notes section in Step 2 to add further detail about each line item

You may import line item detail from a prior version by selecting *Import Details*. This will show you any prior versions that have line item detail to import from. All information can be edited after import. This is a quick way to ensure all recurring items are covered year over year.

BudgetPak™
Budget. Forecast. Report.

Home Dashboard Versions Status Reports Projections Configuration About Welcome, Jennifer! Log Out

Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items) Notes (1) Files (1/1)

Currently viewing
Company: ABC Organization
Unit: 10-200: Marketing
Version: 2019 Final Budget
Your budget's status is: Complete

Headcount/FTE
As of 1/1/2019: 21.75
Additions: 3.00
Reductions: -1.00
As of 12/31/2019: 23.75

Version comparison
Expense line items
2018 Actuals: \$14,650
2018 Final Budget: -
2019 Target Budget: \$24,742
2019 Final Budget: \$24,230

This section: Seminar Fees
Total: \$14,650
Your difference: +\$9,580 +65%

This unit: Marketing
Total: \$7,155,628
Your difference: +\$2,545,313 +36%

FYI

Seminar Fees

72600

Step 1
Seminar Fees
Please select one of the budget methods below and use it to designate the annual amount for this line item.

Select budget methods from here:

- By annual amount
- By percent increase
- By per head
- By line item detail**
- By driver x rate
- By rows and columns

By line item detail
You may build up your annual amount by entering detailed line items here.

Add detail row Import details Recalc

Description	Amount	
Q1 Seminars	\$8,316	Delete
Innovation Seminar	\$6,138	Delete
Packaging Trends Seminar	\$5,321	Delete
Marketing Seminar	\$4,455	Delete
Total:	\$24,230	

Step 2 (optional)
Would you like to make a note about this line item? If so, enter your note here. It will be printed on some reports. You may enter up to 8000 characters. Breakout in line item details.

View mapped files Edit Import notes from prior budgets

Category
Category code Category description
Click 'Select' to choose categories

Line item usage
1 other ActionPak also uses this line item.

ActionPak	Amount
1 Management Success Initiative	\$22,349

Total from other areas: \$22,349
Total from here: \$24,230
Total for this line item: \$46,580