

# EMPOWERED

2025 | USER CONFERENCE | DETROIT, MI

## GL BUDGETS IN BUSINESS CENTRAL

PRESENTED BY  
Meghan Davignon and Chris Williams

akoyago

# LEARNING OBJECTIVES

1. Create a new budget
2. Budget by Dimensions  
(Fund, Department,  
Function)
3. Import budget values  
from Excel
4. Budget Reports

# LET'S GET STARTED

- Must be a full Business Central User

## Best Practice

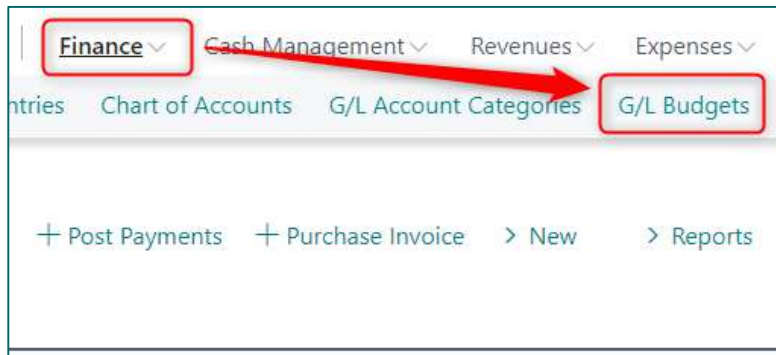
Identify at least one user to be responsible for maintaining G/L Budgets in Business Central.

# G/L BUDGETS IN BUSINESS CENTRAL

Create a new budget

# CREATE A NEW BUDGET

1. Select Finance > G/L Budgets
2. Select + New
3. Specify a Name (shorthand), and Description (full title)



A screenshot of the 'G/L Budgets' table in the software. The '+ New' button is highlighted with a red box, and a red arrow points to it. The table contains the following data:

Name ↑	Description	Global Dimension 1 Code	Global Dimension 2 Code
2020 BUDGE	2020 Operating Budget	FUND	DEPARTMENT
2022FR	2022 Fundraising Budget	FUND	DEPARTMENT
2022OPER	2022 Operating Budget	FUND	DEPARTMENT
2023FR	2023 Fundraising Budget	FUND	DEPARTMENT
2023OPER	2023 Operating Budget	FUND	DEPARTMENT
FUND BUDGE	Fund-level budget	FUND	DEPARTMENT

# CREATE A NEW BUDGET

4. Set Date Filter

5. Optionally, set G/L Account/G/L Account Category/Income/Balance G/L Account Filters to limit budget rows

Filters			
Date Filter	<input type="text" value="01/01/25..12/31/25"/>	Department Filter	<input type="text" value=""/>
G/L Account Filter	<input type="text" value=""/>	Budget Dimension 1 Filter	<input type="text" value=""/>
G/L Account Category Filter	<input type="text" value=""/>	Budget Dimension 2 Filter	<input type="text" value=""/>
Income/Balance G/L Account Filter	<input type="text" value="Income Statement"/>	Budget Dimension 3 Filter	<input type="text" value=""/>
Fund Filter	<input type="text" value=""/>	Budget Dimension 4 Filter	<input type="text" value=""/>

**NOTE:** Budget filters reset each time the form is opened. Date Filter defaults to the current calendar year.

# COPY VALUES FROM PRIOR BUDGET

Copy G/L Budget

Options

Copy from

Source: G/L Budget Entry

Budget Name: 2024OPER

G/L Account No.

Date: 01/01/24..12/31/24

Closing Entries: Exclude

Dimensions: FUND

Copy to

Budget Name: 2025OPER

G/L Account No.

Apply

Adjustment Factor: 1

Rounding Method:

Date Change Formula: 1Y

Date Compression: Month

OK Cancel

1. To copy lines from a prior budget, choose “Copy Budget”

- Set the source in Budget Name
- Optionally, enter a filter for G/L Account No
- Set the Date filter to select the period from which to copy entries
- Select the destination budget in the Copy To “Budget Name”
- If desired, enter an Adjustment Factor to increase/decrease budgeted values by a formula

# BUDGET BASED ON G/L ENTRIES

1. To create budget values based on actual G/L activity, choose “Copy Budget”

Copy G/L Budget

**Options**

Copy from

Source ..... G/L Entry

Budget Name ..... [empty]

G/L Account No. .... 4020

Date ..... 01/01/24..12/31/24

Closing Entries ..... Exclude

Dimensions ..... FUND

**Copy to**

Budget Name ..... 2025OPER

G/L Account No. .... 4020

**Apply**

Adjustment Factor ..... 1.1

Rounding Method ..... [empty]

Date Change Formula ..... 1Y

Date Compression ..... Month

OK Cancel

- Set Source to “G/L Entry”
- Optionally, enter a filter for G/L Account
- Set the Date filter to select the period from which to copy entries
- Select the destination budget in the Copy To “Budget Name”
- Optionally, select Copy To G/L Account No.
- Enter an Adjustment Factor to increase/decrease budgeted values by a formula

# G/L BUDGETS IN BUSINESS CENTRAL

Budget by Dimensions

# BUDGET BY DIMENSIONS

- Global Dimensions Fund and Department are available by default
- Select additional dimensions using the Budget Dimension Codes

The screenshot shows a software interface for budget management. At the top, there is a navigation bar with 'Demo Foundation' and several dropdown menus: 'Finance', 'Cash Management', 'Revenues', 'Expenses', and 'Approvals'. To the right is 'All Reports' and a hamburger menu icon. Below the navigation bar is a toolbar with 'G/L Budgets: All' and various icons for actions like '+ New', 'Delete', 'Edit List', 'Edit Budget', and 'Trial Balance/Budget'. The main area contains a table with the following columns: 'Name ↑', 'Description', 'Global Dimension 1 Code', 'Global Dimension 2 Code', 'Budget Dimension 1 Code', 'Budget Dimension 2 Code', 'Budget Dimension 3 Code', and 'Budget Dimension 4 Code'. A red box highlights the four 'Budget Dimension' code columns. The first row of data is highlighted in light blue and contains: '2020 BUDGE', '2020 Operating Budget', 'FUND', 'DEPARTMENT', and 'FUNCTION'.

Name ↑	Description	Global Dimension 1 Code	Global Dimension 2 Code	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code	Budget Dimension 4 Code
2020 BUDGE	2020 Operating Budget	FUND	DEPARTMENT	FUNCTION			

# BUDGET BY DIMENSIONS

- To assign a default dimension to all budget entries, add the dimension to the budget Filters




**Filters**










Date Filter	01/01/25..12/31/25	
G/L Account Filter		...
G/L Account Categor...		▼
Income/Balance G/L ...	Income Statement	▼
Fund Filter	00001	...

Department Filter		...
Budget Dimension 1 ...		...
Budget Dimension 2 ...		...
Budget Dimension 3 ...		...
Budget Dimension 4 ...		...

# BUDGET BY DIMENSIONS

- To assign various dimensions to budgeted amounts, click on the budgeted amount and choose “Edit List”

4010 · Contributions - Spendable ✓ Saved   

G/L Budget Entries     + New Edit List  Delete  Dimensions ...   

Budget Name ↑ ▼	Date ↑ ▼	G/L Account No. ↑ ▼	Description	Fund ↑ ▼	Department ↑	Amount
→ 2025OPER	1/1/2025	4010		00001		-2,000.00
2025OPER	2/1/2025	4010		00001		-2,000.00
2025OPER	3/1/2025	4010		00001		-2,000.00

# G/L BUDGETS IN BUSINESS CENTRAL

Import Budget Values  
from Excel

# IMPORT BUDGET VALUES FROM EXCEL

1. From the budget record, select Export to Excel.
2. Set the Start Date, No. of Periods, and Period Length.
3. Optionally, select Column Dimensions to set dimension values.

**Export Budget to Excel**

**Options**

Start Date ..... 1/1/2025

No. of Periods ..... 12

Period Length ..... 1M

Column Dimensions ..... FUND

Include Totaling Formulas .....

**Filter: G/L Budget Entry**

× Budget Name ..... 2025OPER

× G/L Account No. ....

× Fund .....

× Department .....

× Budget Dimension 1 Code .....

× Budget Dimension 2 Code .....

× Budget Dimension 3 Code .....

× Budget Dimension 4 Code .....

Filter

Schedule... OK Cancel

# IMPORT BUDGET VALUES FROM EXCEL

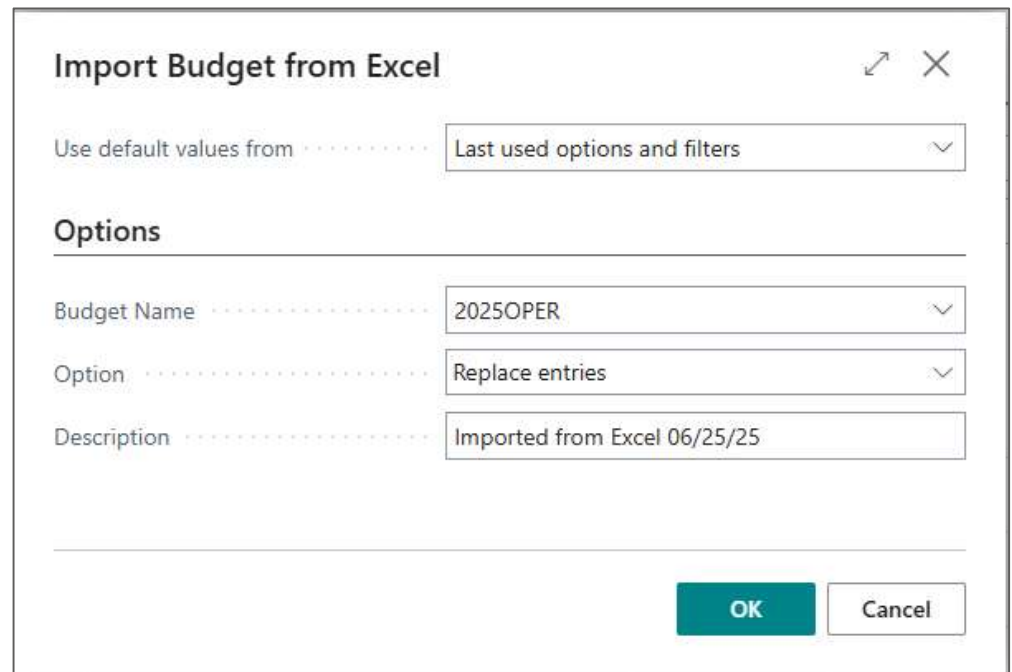
Enter budget values, but do not modify row headers or report headers.

To add multiple budget lines for multiple rows, the same account and period, insert additional rows

	A	B	C	D	E	F	G	H	I	J	K
1	Export Filters										
2	Budget Name	2025OPER									
3											
4	G/L Account No.	Name	Fund	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	6/1/2025	7/1/2025	8/1/2025
5	4010	Contributions - Spendable	00001	-2000	-2000	-2000	-2000	-2000	-2000	-2000	-2000
6	4015	Interfund Contribution - Spendab									
7	4020	Contributions - Nonspendable	00004								-5.5
8	4020		00007								
9	4020		00019	-22000			-187		-275		22
10	4020		00299		-2310	-8800		-3300	-27500	-5500	-1100
11	4020		00587		-5610	-825	-275	-110	-170.5	-55	-1210
12	4020		00588	-550	-2068	-550				-275	
13	4020		00591								
14	4020		00975			-22000	-286	-550	-1362.9	-27.5	11
15	4020		01238					-110			
16	4020		01253					-5500			
17	4020		01254								
18	4020		01262	-55000	-27500						
19	4020		01265								
20	4030	Interfund Contribution - Spendab									
21	4033	Interfund Contribution - Non Sper									
22	4054	Contributions Received from New									
23	4110	Dividend & Interest Income									
24	4120	Capital Gain - Realized									
25	4130	Capital Gain - Unrealized									
26	4910	Rental Income	00001	-1000			-1000			-1000	
27	4920	Fee Income	00001	-30000	-30000	-30000	-30000	-30000	-30000	-30000	-30000
28	4990	Miscellaneous Income									

# IMPORT BUDGET VALUES FROM EXCEL

1. From the budget record, select Import from Excel.
2. Set the Budget Name, whether to add or replace entries, and optionally a default description.
3. Click OK, then select your Excel file.



The screenshot shows a dialog box titled "Import Budget from Excel" with a close button (X) and a refresh button (↻). Below the title, there is a dropdown menu for "Use default values from" set to "Last used options and filters". Under the "Options" section, there are three fields: "Budget Name" set to "2025OPER", "Option" set to "Replace entries", and "Description" set to "Imported from Excel 06/25/25". At the bottom right, there are "OK" and "Cancel" buttons.

# G/L Budgets in Business Central

Budget Reports

# BUDGET REPORTS

## Trial Balance/Budget

- Specify at least a Date Filter and a Budget Filter
- Add filters for G/L Account to limit result rows

**Note: Adding a dimension filter (e.g. Fund) will filter both the Budget Entries AND the G/L Entries**

Trial Balance/Budget

Printer ..... (Handled by the browser) ▾

Report Layout ..... /Finance/GeneralLedger/Reports/TrialBal... ⋮

Filter: G/L Account

× Account Category ..... Income|Expense ▾

+ Filter...

Filter totals by:

× Date Filter ..... 01/01/25..06/30/25

× Budget Filter ..... 2025OPER ▾

× Fund Filter ..... ▾

× Department Filter ..... ▾

+ Filter...

Advanced >

Send to... Print Preview & Close Cancel

# BUDGET REPORTS

## Trial Balance/Budget

6/25/2025 10:25 AM

Page 1 / 2

MEGHAN

Period: 01/01/25..06/30/25

Demo Foundation

Budget Filter: 2025OPER

G/L Account: Account Category: Income|Expense, Date Filter: 01/01/25..06/30/25, Budget Filter: 2025OPER

No.	Name	Net Change			Balance			
		Debit	Credit	% of Budget	Debit	Credit	% of Budget	
4010	Contributions - Spendable		246,000	415.5	-59,200	246,000	415.5	-59,200
4015	Interfund Contribution - Spendable				-12,000			-12,000
4020	Contributions - Nonspendable		395,464	110.9	-356,693	395,464	110.9	-356,693
4030	Interfund Contribution - Spendable							
4033	Interfund Contribution - Non Spendable				-9,000			-9,000
4054	Contributions Received from Newspaper							
4110	Dividend & Interest Income		216,377	11.5	-1,884,800	216,377	11.5	-1,884,800
4120	Capital Gain - Realized		385,307	30.7	-1,256,975	385,307	30.7	-1,256,975
4130	Capital Gain - Unrealized		2,160,934	314.1	-688,000	2,160,934	314.1	-688,000
4910	Rental Income				-8,700			-8,700
4920	Fee Income		879,430	45.7	-1,925,449	879,430	45.7	-1,925,449
4999	Miscellaneous Income				-5,100			-5,100

# BUDGET REPORTS

## Financial Report: Budget to Actual

- Specify at least a Date Filter and a Budget Filter
- Edit the row definition or column definition to personalize the report output

**Note: Adding a dimension filter (e.g. Fund) will filter both the Budget Entries AND the G/L Entries**

**Budget to Actual Comparison**

Printer ..... (Handled by the browser) ▾

Report Layout ..... ./Report/Layouts/Akoya Account Sched... ⋮

Use default values from ..... Last used options and filters ▾

**Options** [Show more](#)

**Layout**

Financial Report ..... BUDACT ⋮

**Filters**

Starting Date ..... 1/1/2025 📅

Ending Date ..... 6/30/2025 📅

G/L Budget ..... 2025OPER ▾

**Fund Filters**

Fund Class ..... ⋮

Fund Type ..... ⋮

Fund Endowed ..... ▾

Fund Filter ..... ⋮

Consolidated .....

Send to... Print Preview & Close Cancel

# BUDGET REPORTS

## Budget to Actual Comparison

Demo Foundation  
 Period: 01/01/25..06/30/25  
 Fiscal Start Date: 01/01/25  
 GL Budget Filter: 2025OPER  
 All amounts are in USD.

6/25/2025  
 Page 1  
 MEGHAN

Description	Total Budget	Budget YTD	Actual YTD	Actual Prior YTD
<b>Revenues &amp; Expenditures</b>				
<b>Revenues</b>				
4010 - Contributions - Spendable	397,200	59,200	246,000	246,000
4015 - Interfund Contribution - Spendable	697,043	12,000		
4020 - Contributions - Nonspendable	377,486	366,693	395,464	395,464
4033 - Interfund Contribution- Non Spendable	11,660	9,000		
4110 - Dividend & Interest Income	3,563,500	1,884,800	216,377	216,377
4120 - Capital Gain - Realized	2,887,075	1,266,975	385,307	385,307
4130 - Capital Gain - Unrealized	1,225,000	688,000	2,160,934	2,160,934
4910 - Rental Income	10,700	8,700		
4920 - Fee Income	3,838,164	1,925,449	879,430	879,430
4999 - Miscellaneous Income	5,100	5,100		
<b>Total Revenues</b>	<b>13,212,918</b>	<b>6,205,918</b>	<b>4,283,512</b>	<b>4,283,512</b>

# THANK YOU

Presented by

**Meghan Davignon**  
Director of Product

**Chris Williams**  
Data Migration Specialist