

# Budget CE

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A Budget CE is a full budget of estimated amounts and costs (typically for the Job Bag). This allows costs to be allocated to the Budget CE, and billings done periodically on linked CEs (child CEs). The Budget CE feature can be used when you need to bill for specific line items or a portion of the CE as the job progresses. For this functionality to work, the Budget CE status must be activated and the appropriate user rights should be configured.

Budget CE:

- A Budget CE is a full budget CE where costs will be allocated. Supplier documents (Purchase Orders, Supplier Invoices etc.) will be created from the Budget CE.
- Please note that Chase will not allow any billing from being made on the Budget CE.

Linked CEs:

- Linked CEs will carry all periodic billings for the Job and once all the linked CEs related to a Budget CE are billed, that Budget CE will automatically be set to Reconciled status.
- You can create as many Linked CEs as required, provided that the sum of amounts on linked CEs does not exceed the amount on the Budget CE, per line item.
- Chase will not allow you to create Purchase Orders from a linked CE.

Below are steps to show you how to:

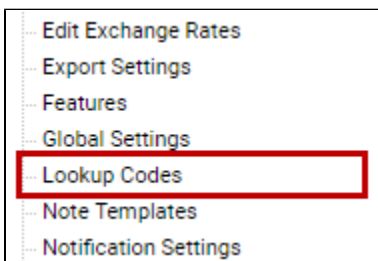
- [Set up user rights to enable the Budget CE option.](#)
- [Create a Budget CE.](#)
- [Create Linked CE from a Budget CE.](#)

## Step-by-step guide

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### Set up user rights to enable the Budget CE option.

1. Navigate to **Settings** and click on **Lookup Codes**.



The *Lookup Codes* screen appears.

2. Click the drop down arrow on the **Category** field, and select **DocStatus\_Cost Estimate**.

## LOOKUP CODES

Category:  ▼

Filter Lookup:

Lookup	
O - Own	DocStatus_Brief
J - Joint	DocStatus_Budget
T - 3rd Party	DocStatus_CampaignBudget
N - None	DocStatus_ClientOrder
	DocStatus_CostEstimate
	DocStatus_Expense
	DocStatus_InternalCostSheet

A list of all Cost Estimate statuses appears.

- To enable this status, check the **Is Active** checkbox next to the Budget line.

If the Budget CE feature is not used, then the Budget status should be left inactive.

## LOOKUP CODES

Category:

Filter Lookup:  Clear Filter

Lookup	Can Change To	Can Change From	List Order	Alt Ref No	IsActive	Create Supplier Doc
Budget	Production	Same as 'Set' Rights			<input type="checkbox"/>	<input type="checkbox"/>
Interim	User	Same as 'Set' Rights			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maybe Overti...	Super	Never			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reconciled	Never	Never			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Production	Same as 'Set' Rights	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


- Click the **Can Change To** drop down and select the user right that will be able to apply this status.

For this example, **Production** was selected.

## LOOKUP CODES

Category:

Filter Lookup:  Clear Filter

Lookup	Can Change To	Can Change From	List Order	Alt Ref No	IsActive	Create Supplier Doc
Budget	<input type="text" value=""/> 	Same as 'Set' Rights			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interim	Admin	Same as 'Set' Rights			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maybe Overti...	ClientServ	Never			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reconciled	Exec	Never			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Financial					
	Guest	Same as 'Set' Rights	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Final	House	Same as 'Set' Rights	2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issued	Internal	Super	3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approved	Leads	Financial	4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Billed	Media	Exec	5		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cancelled	Never	Same as 'Set' Rights	6		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Password Admin...					
	<b>Production</b>					
	Super					

5. Check the **Create Supplier Doc** checkbox.

This will ensure that POs can be created from the Budget CE.

## LOOKUP CODES

Category:


Filter Lookup:  Clear Filter

Lookup	Can Change To	Can Change From	List Order	Alt Ref No	IsActive	Create Supplier Doc	Create Client Doc
Budget	Production	Same as 'Set' Rights			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interim	User	Same as 'Set' Rights			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maybe Overti...	Super	Never			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Click the **Save** button.

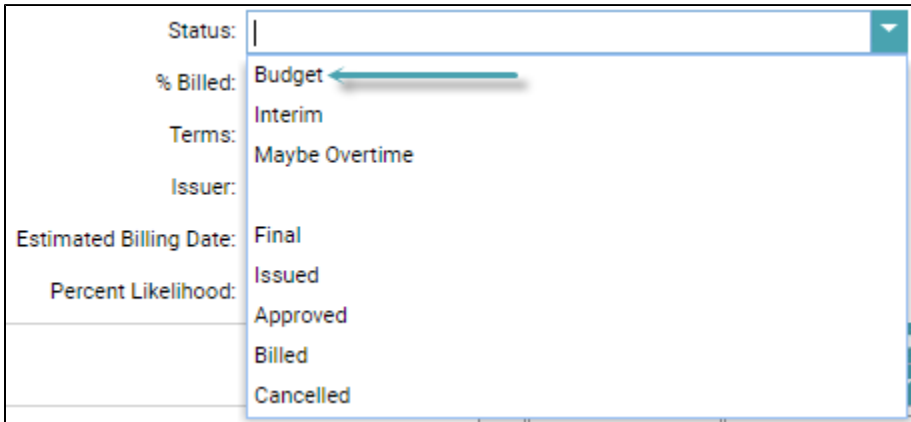
## LOOKUP CODES

Category:

Filter Lookup:  Clear Filter 

Lookup	Can Change To	Can Change From	List Order	Alt Ref No	IsActive	Create Supplier Doc	Create Client Doc	Can Print/Email
Budget	Production	Same as 'Set' Rights			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	User
Interim	User	Same as 'Set' Rights			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User
Maybe Over...	Super	Never			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User

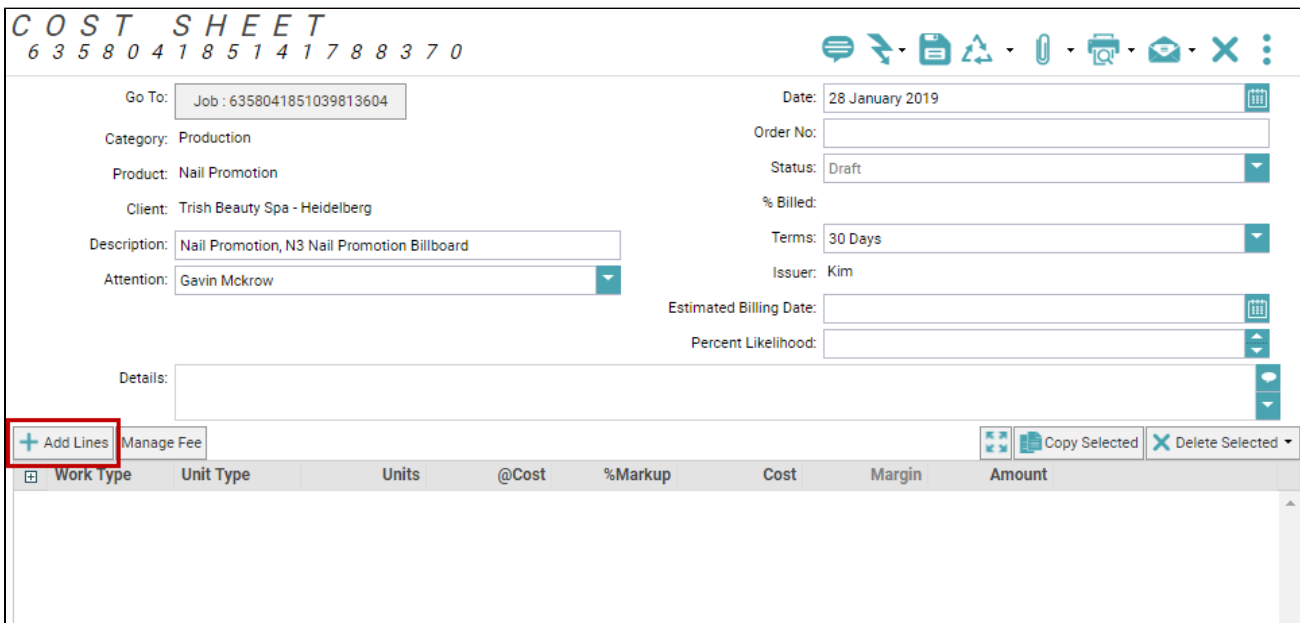
7. The **Budget** status will be added to the list of Cost Estimate statuses.



A screenshot of a dropdown menu for Cost Estimate statuses. The menu is open, showing a list of options: Interim, Maybe Overtime, Final, Issued, Approved, Billed, and Cancelled. The 'Budget' option is highlighted with a blue arrow pointing to it from the left. The 'Status:' label is visible at the top of the dropdown.

## Create a Budget CE

1. Navigate to the Job Bag that you want to add a Budget CE to.
2. Create the CE and add line items by clicking the **Add Lines** button.



A screenshot of the 'COST SHEET' interface. The title 'COST SHEET' is at the top left, followed by the job number '635804185141788370'. The interface is divided into several sections: 'Go To:' (Job: 6358041851039813604), 'Category:' (Production), 'Product:' (Nail Promotion), 'Client:' (Trish Beauty Spa - Heidelberg), 'Description:' (Nail Promotion, N3 Nail Promotion Billboard), and 'Attention:' (Gavin Mckrow). On the right side, there are fields for 'Date:' (28 January 2019), 'Order No:', 'Status:' (Draft), '% Billed:', 'Terms:' (30 Days), 'Issuer:' (Kim), 'Estimated Billing Date:', and 'Percent Likelihood:'. At the bottom, there is a table with columns: Work Type, Unit Type, Units, @Cost, %Markup, Cost, Margin, and Amount. The '+ Add Lines' button is highlighted with a red box.

3. Once all Work Types have been added, click the **Status** drop down and select **Budget** from the list.

**COST SHEET**  
6 3 5 8 0 4 1 8 5 1 4 1 7 8 8 3 7 0

Go To: Job : 6358041851039813604      Date: 28 January 2019

Category: Production      Order No:

Product: Nail Promotion      Status: **Budget**

Client: Trish Beauty Spa - Heidelberg      % Billed: Interim

Description: Nail Promotion, N3 Nail Promotion Billboard      Terms: Maybe Overtime

Attention: Gavin Mckrow      Issuer:

Estimated Billing Date: Final

Percent Likelihood: Issued

Approved

Billed

Cancelled

+ Add Lines    Manage Fee    Copy Selected    Delete Selected

Work Type	Unit Type	Units	@Cost	%Markup	Cost	Margin	Amount
Copy/Script (BR)	Units	1.00	450.000	Internal		450.000	450.000
Design (Nothing)	Units	1.00	4,501.000	Internal		4,501.000	4,501.000

The user with sufficient user rights will be able to create Purchase Orders and Supplier Invoices against line items on this CE. Please note that you will not be able to create an Invoice from this CE.

## Create Linked CE from a Budget CE

1. With the Budget CE open, click the **Shortcut Menu** button and select **Add Linked CE**.

The screenshot shows the top toolbar of the software. The 'Shortcut Menu' icon (a lightning bolt) is highlighted with a red box. A dropdown menu is open, listing various actions: Purchase Order, Internal Cost Sheet, To Job Tasks, Request For Quote, Setup Deferred Margin, Request Billing, Delivery Note, Client Order, Setup Recurrence, and **Add Linked CE**. The 'Add Linked CE' option at the bottom of the menu is also highlighted with a red box.

A **Create Cost Estimate off of a Budget CE** dialog appears with all amounts on the Budget CE.

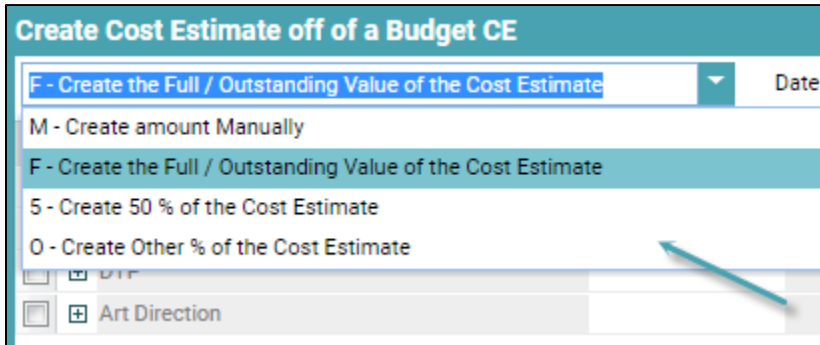
The Create Linked CE dialog works similarly to the Create Invoice dialog, where line items can be selected.

You can also select options from the field in the top left of the dialog for creating a CE with standard amounts.  
F - Create the Full / Outstanding Value of the Cost Estimate

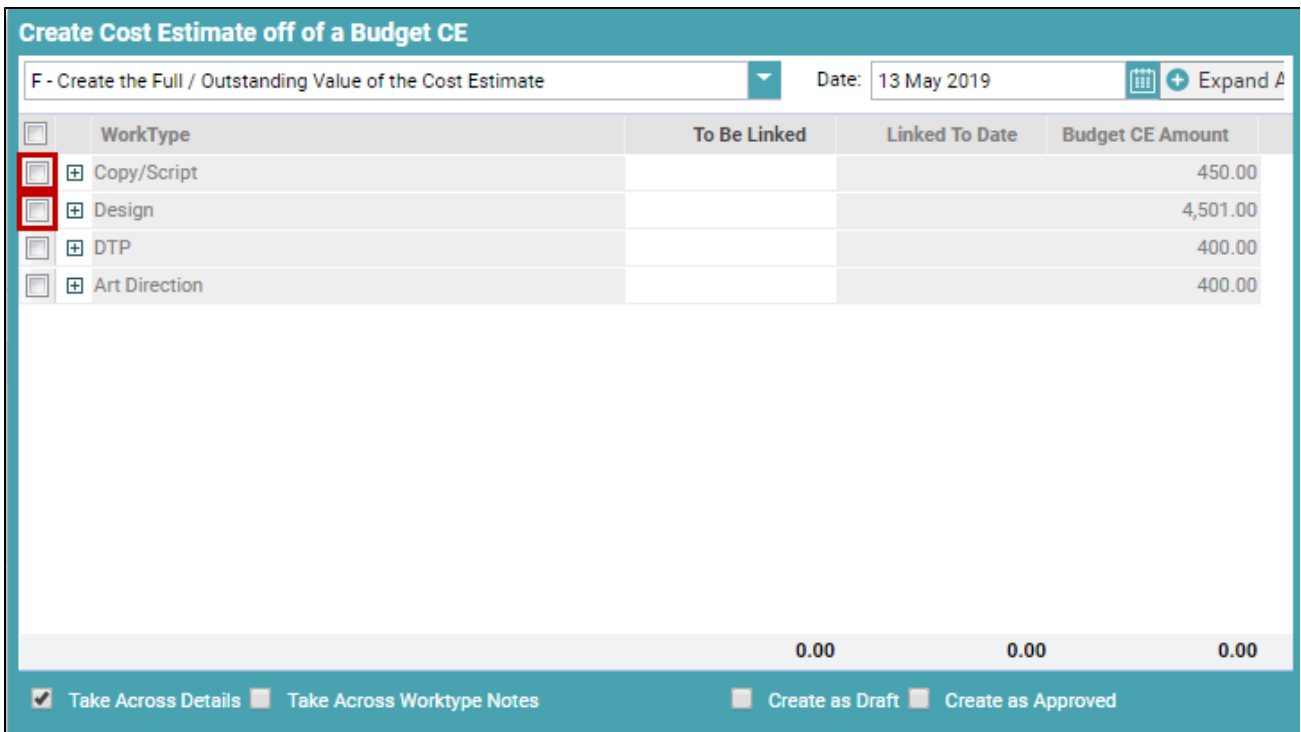
M - Create amount Manually

5 - Create 50 % of the Cost Estimate

O - Create Other % of the Cost Estimate



2. Select individual line items that will be on this CE.  
For this example, **Copy/Script** and **Design** line items were selected.



3. In the **To be Linked** column, enter amounts that you want this linked CE to be created with.  
For this example, **R225** and **R 2 250.5** were entered for **Copy/Script** and **Design** line items.

### Create Cost Estimate off of a Budget CE

F - Create the Full / Outstanding Value of the Cost Estimate Date: 13 May 2019

<input type="checkbox"/>	WorkType	To Be Linked	Linked To Date
<input checked="" type="checkbox"/>	Copy/Script		
<input checked="" type="checkbox"/>	Design		
<input type="checkbox"/>	DTP		
<input type="checkbox"/>	Art Direction		

You can also select if you want to create the linked CE in Draft or Approved status by checking the Create as Draft or Create as Approved checkboxes.

Create as Draft
  Create as Approved

4. Click the **Create** button.

### Create Cost Estimate off of a Budget CE

F - Create the Full / Outstanding Value of the Cost Estimate Date: 13 May 2019 Expand All

<input type="checkbox"/>	WorkType	To Be Linked	Linked To Date	Budget CE Amount
<input checked="" type="checkbox"/>	Copy/Script	225.00		450.00
<input checked="" type="checkbox"/>	Design	2,250.50		4,501.00
<input type="checkbox"/>	DTP			400.00
<input type="checkbox"/>	Art Direction			400.00
		<b>2,475.50</b>	<b>0.00</b>	<b>4,951.00</b>

Take Across Details
  Take Across Worktype Notes
  Create as Draft
  Create as Approved

The **Cost Estimate** appears with details pulling from the Budget CE and the Job Bag.

**COST SHEET**  
6 3 5 8 0 4 1 8 5 1 4 1 7 8 8 3 7 1

Go To: Job : 6358041851039813604    CE No : 635804185141788370    Date: 13 May 2019

Category: Production    Order No:    Status: Draft

Product: Nail Promotion    % Billed:    Terms: 30 Days

Client: Trish Beauty Spa - Heidelberg    Issuer: Kim

Description: Nail Promotion, N3 Nail Promotion Billboard    Estimated Billing Date:    Percent Likelihood:    Attention: Gavin Mckrow

Details:

Work Type	Unit Type	Units	@Cost	%Markup	Internal Cost	Cost	Margin	Amount
Copy/Script (BR)	Units	1.00	450.000	Internal			225.000	225.000
Design (Nothing)	Units	1.00	4,501.000	0			2,250.500	2,250.500
						0.000	0.000	2,475.500

Please Note that billings can be performed on CEs linked to the Budget CE. When all linked CEs are fully billed, the related Budget CE status will automatically be set to **Reconciled**.

Trish Beauty Spa - Heidelberg

- 6358041851039813604,(Open),Nail Promotion
  - Cost Sheet (3)
    - 635804185141788372,N3 Nail Promotion Billboard,(Billed)
    - 635804185141788371,N3 Nail Promotion Billboard,(Billed)
    - 635804185141788370,N3 Nail Promotion Billboard,(Reconciled)
  - Purchase Order (1)

**Linked CE's fully Billed**

**Budget CE status changed once linked CE's are fully billed**

You can also navigate back to the Budget CE by clicking the CE No button.

**COST SHEET**  
6 3 5 8 0 4 1 8 5 1 4 1 7 8 8 3 7 1

Go To: Job : 6358041851039813604    CE No : 635804185141788370

Category: Production