

FRONTIER ERP - BUDGETS



Jan Cushing | 18 December 2025

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DEFINITION OF A BUDGET

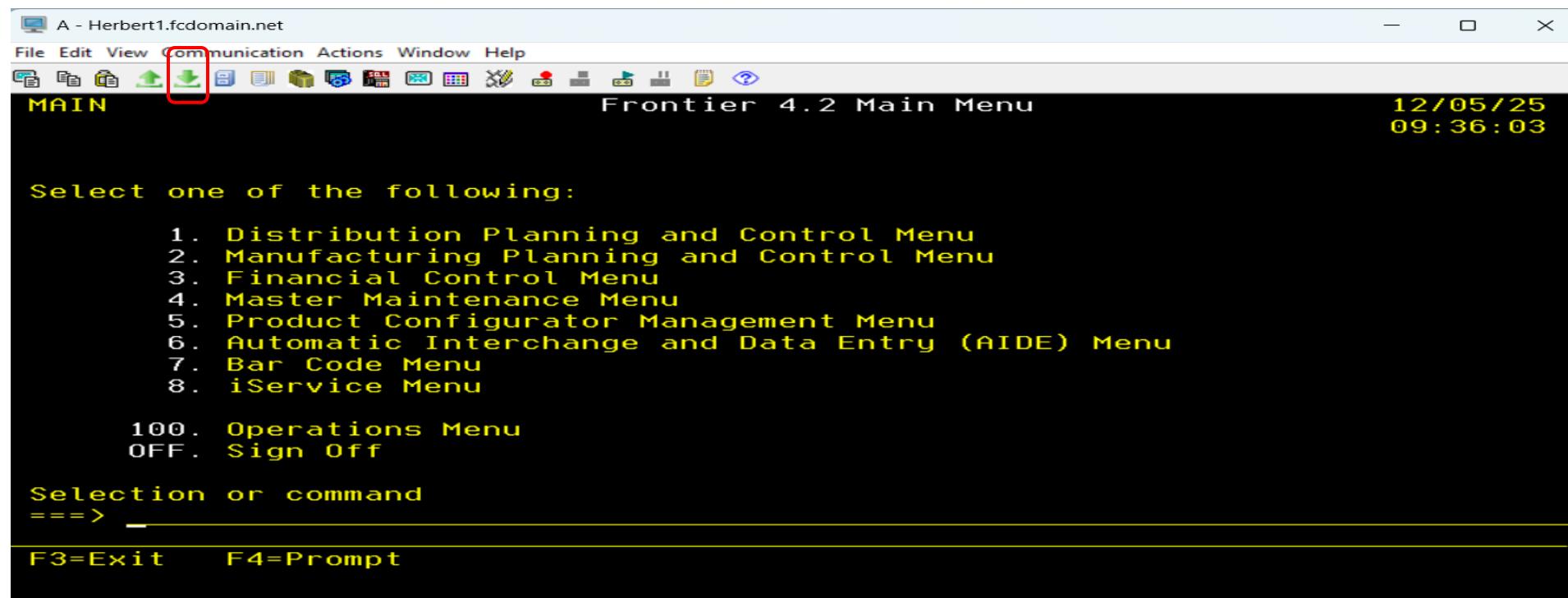
- A budget is a detailed financial plan that forecasts a company's expected income and expenses over a specific period (like a month, quarter, or year) to guide spending, allocate resources, control costs, and achieve financial goals, acting as a roadmap for performance and decision-making. It helps a business estimate revenue, plan for capital, manage cash flow, and ensure funds are available for operations and growth, preventing overspending and financial shortfalls.

AGENDA

- Review how to use IBMi download and upload functions to upload the budget
- Review how to use BE77 in green screen to manually edit/update the budget
- Review proper setting in GLMENUD so budget info can be used/seen in iStatements
- Reviewing running the command to create the GL entries for the budget for the entire year

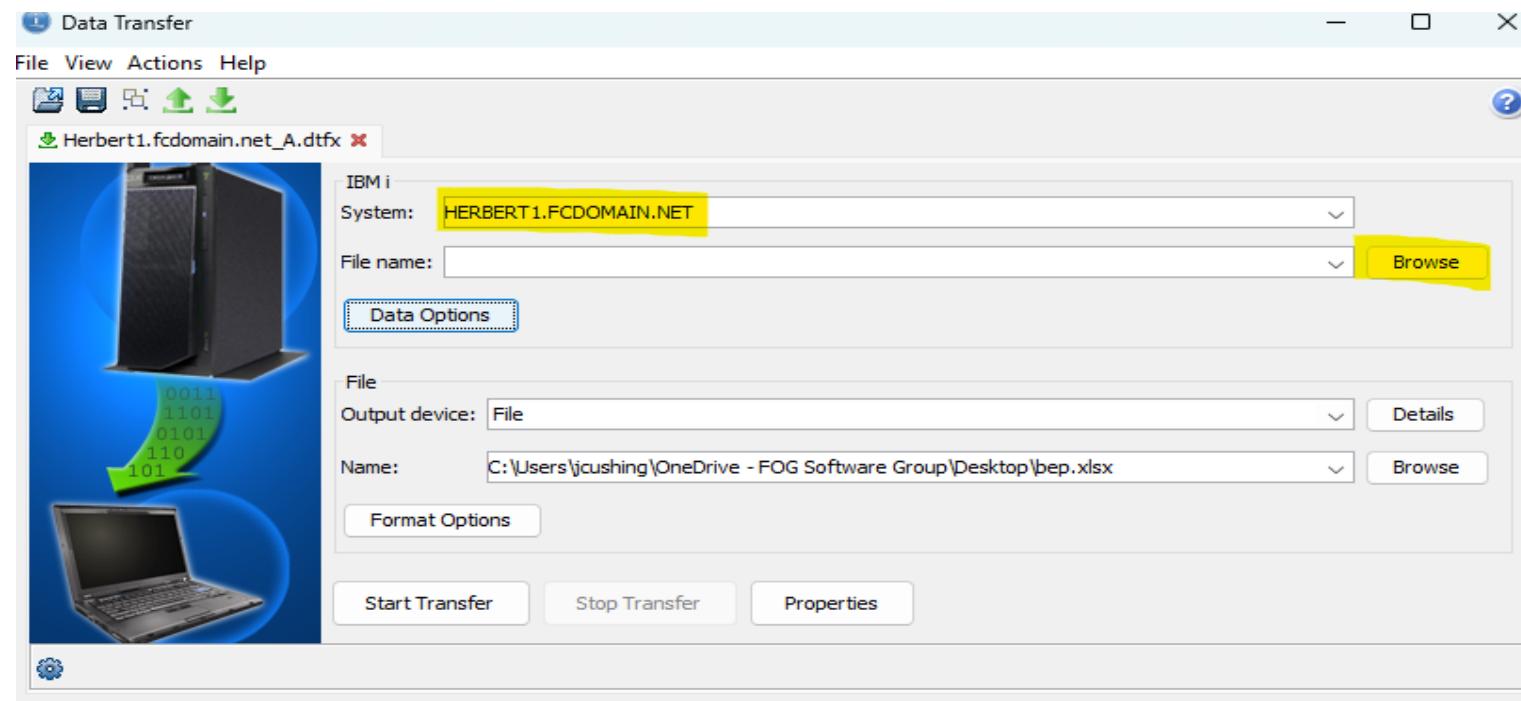
BUDGETS – IBMi DOWNLOAD

- On your IBMi screen (green screen) click on the Data Transfer from IBMi button on the tool bar



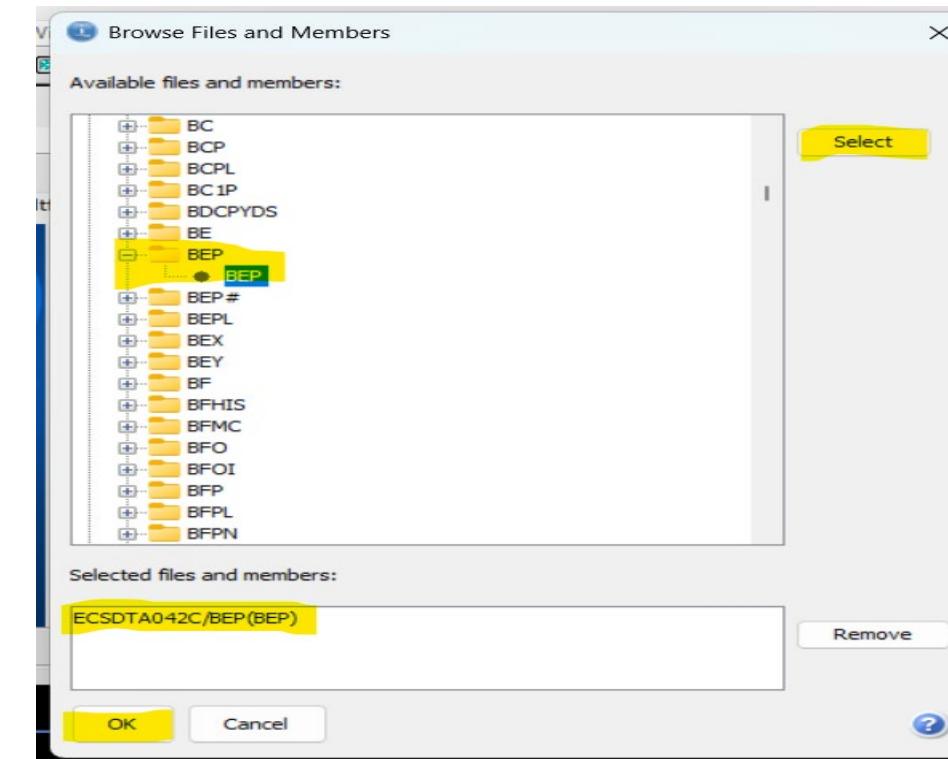
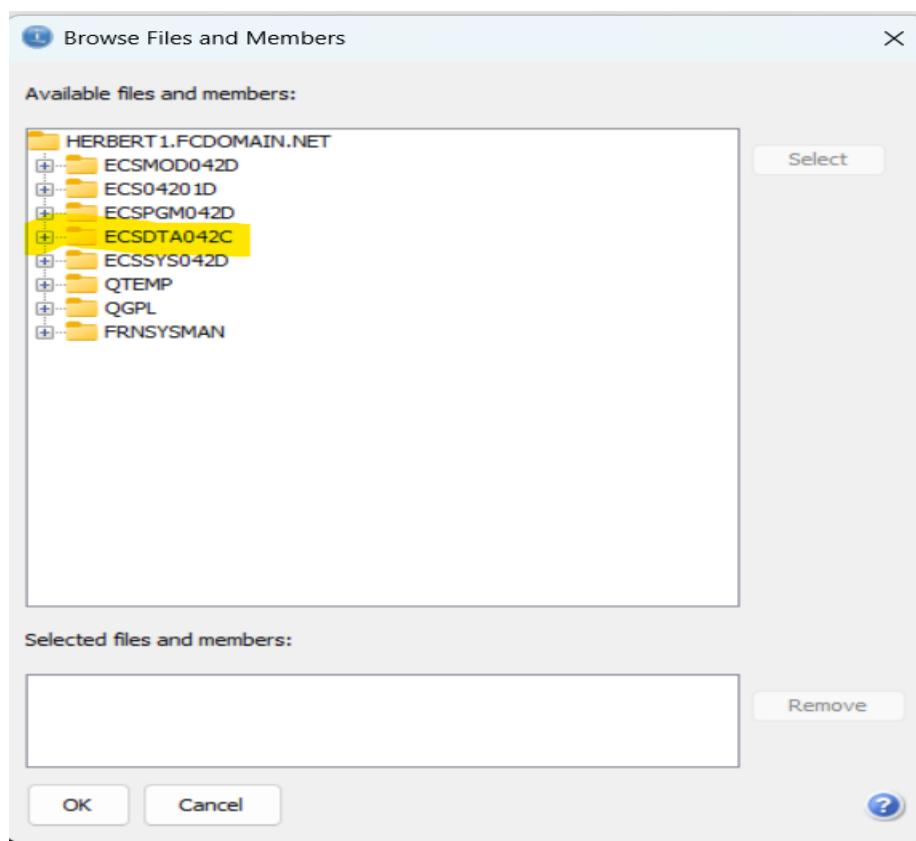
BUDGETS – IBMi DOWNLOAD

- On the IBMi download screen enter your system name/IP address in the System box
- For the File name box click on the Browse button



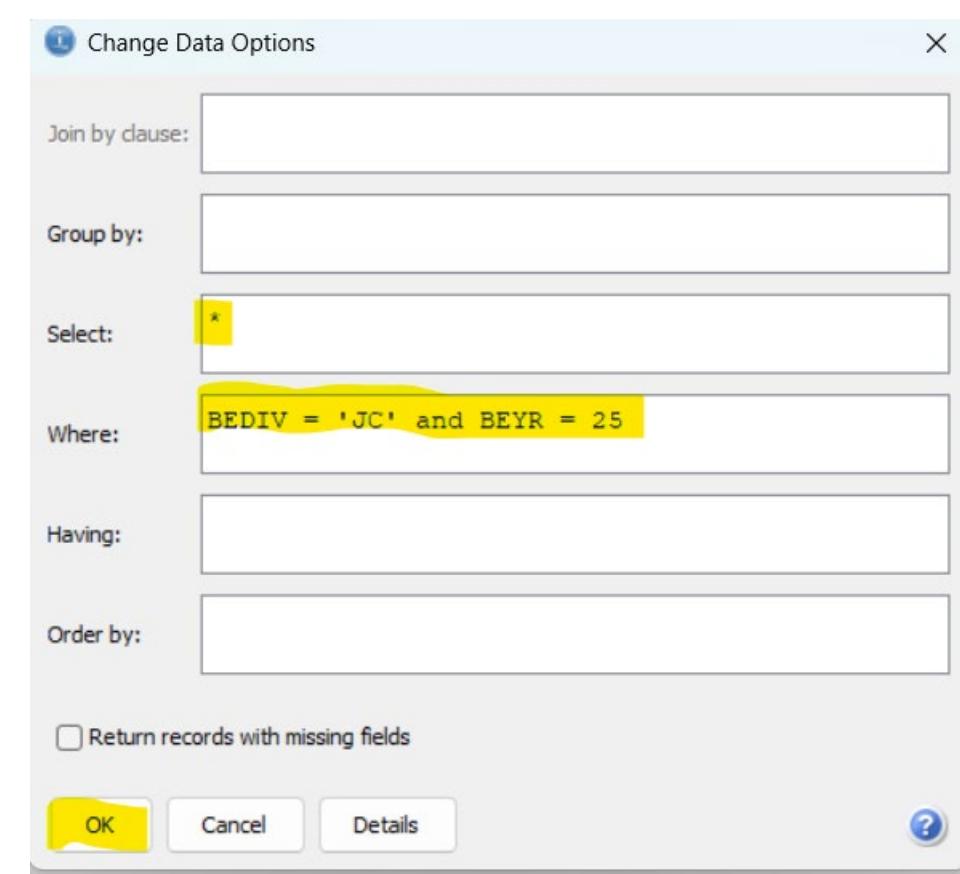
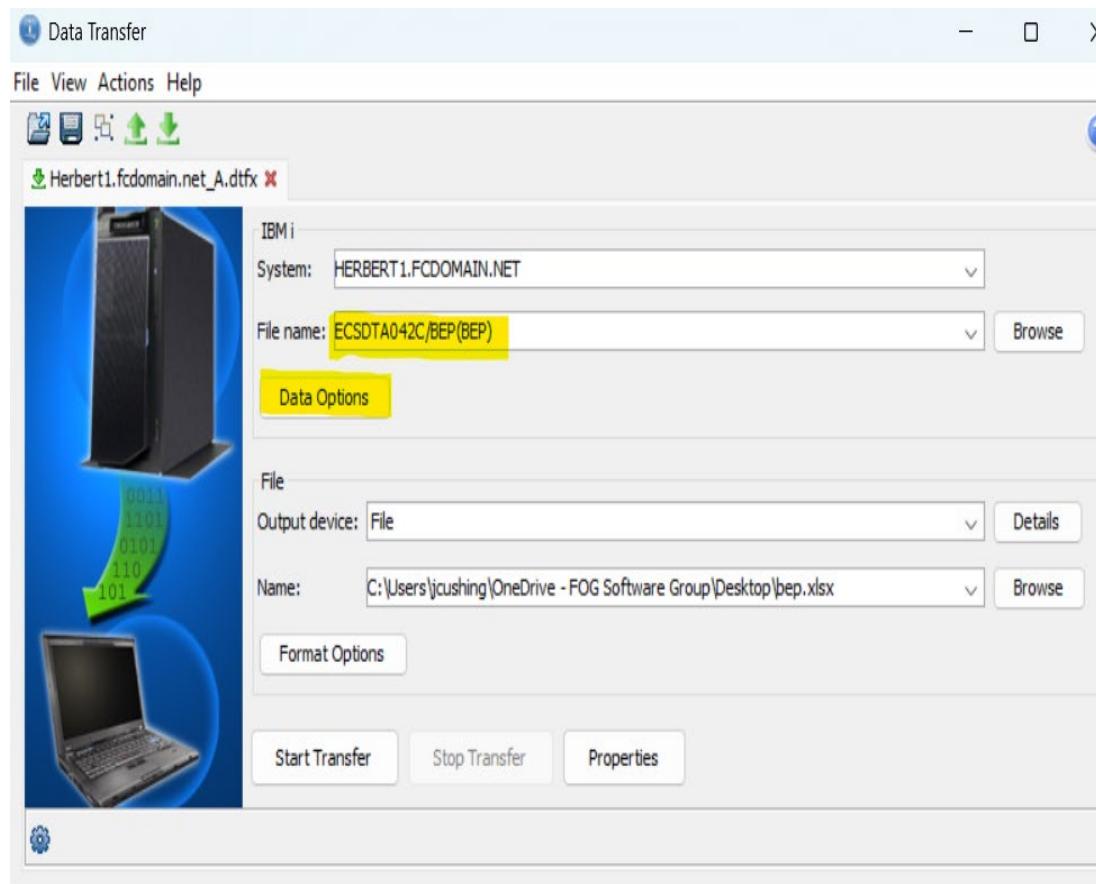
BUDGET – IBMI DOWNLOAD

- Select your data library and click the + sign to show the files
- Scroll down to the BEP file and click the + sign to display the next level
- Click Select to choose this file and click Ok



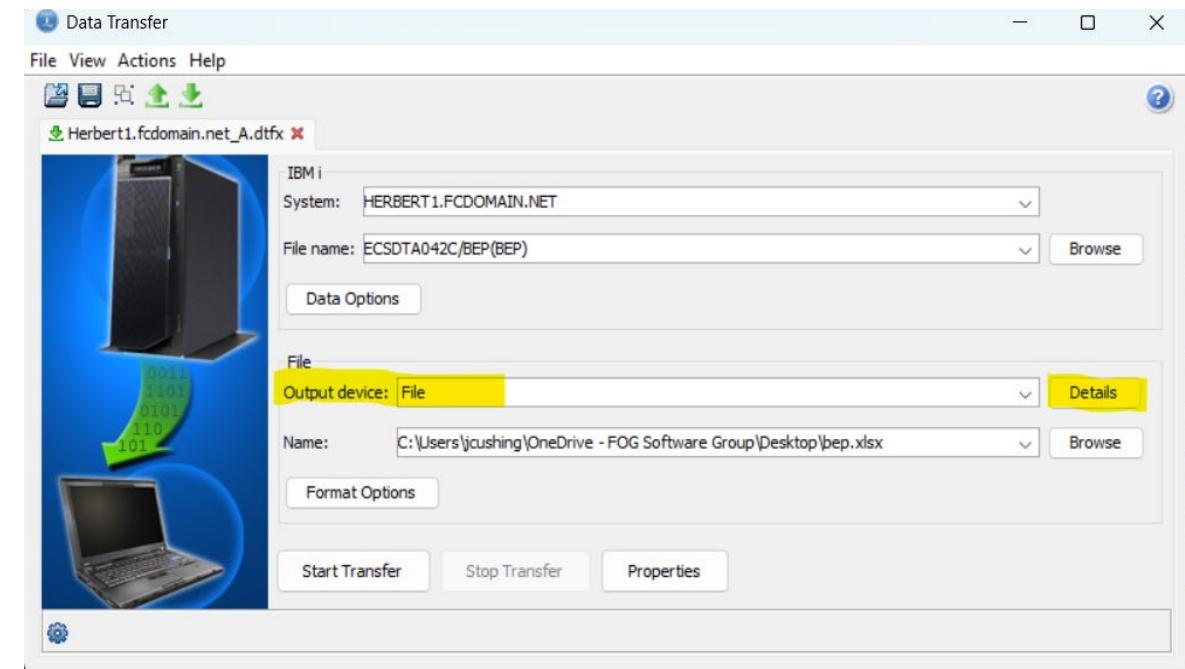
BUDGETS – IBMI DOWNLOAD

- Now that the file name has been chosen click on Data options button
- Enter * in the Select field and the criteria you want in the Where field. In this case I am selecting where division = JC and the budget year = 25. Click ok.



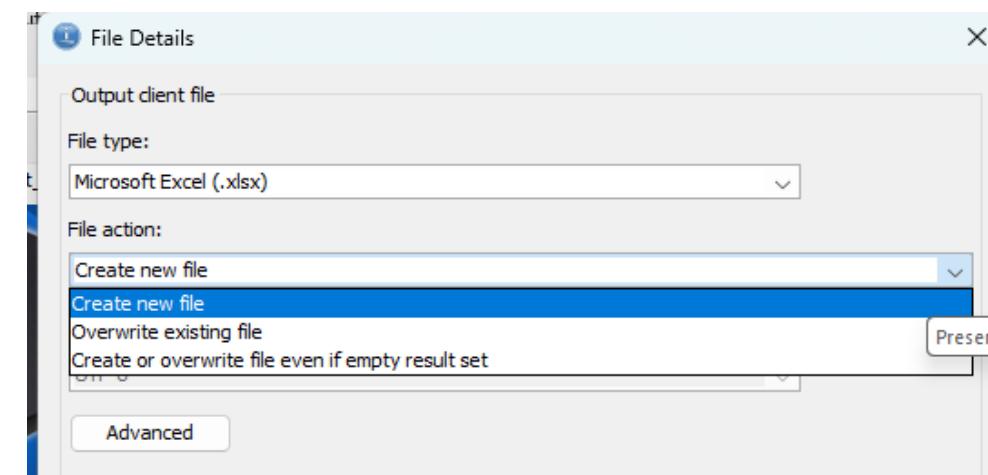
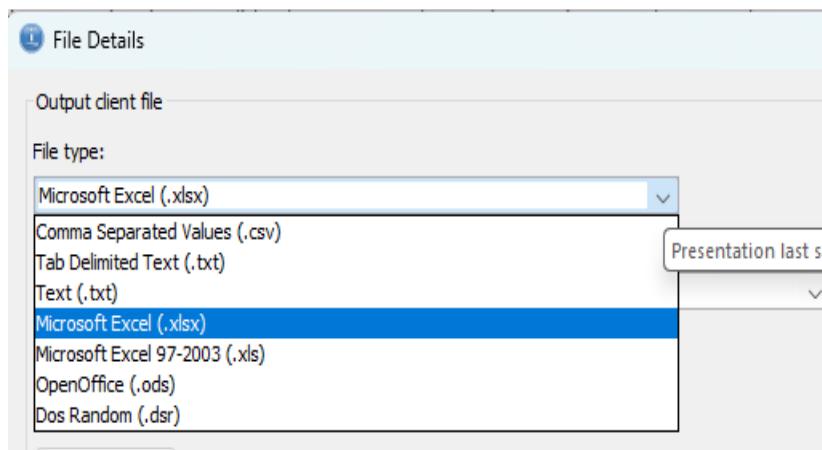
BUDGETS – IBMI DOWNLOAD

- Now we need to tell it where the output should be downloaded.
- In the Output Device field enter File and then click on the Details button.



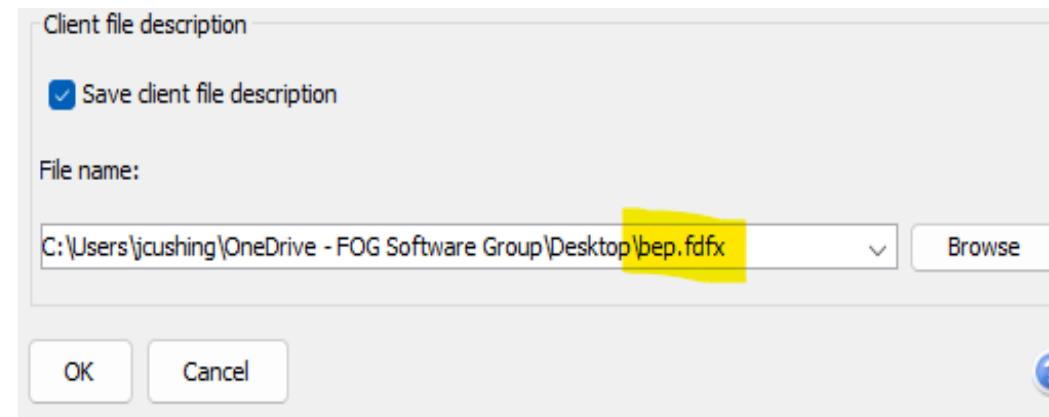
BUDGETS – IBMI DOWNLOAD

- On the File details screen click the down arrow next to File type field and select Microsoft Excel (.xlsx)
- On the File action field click the down arrow and select one of the options. If this is the first time you are downloading this file choose Create new file.



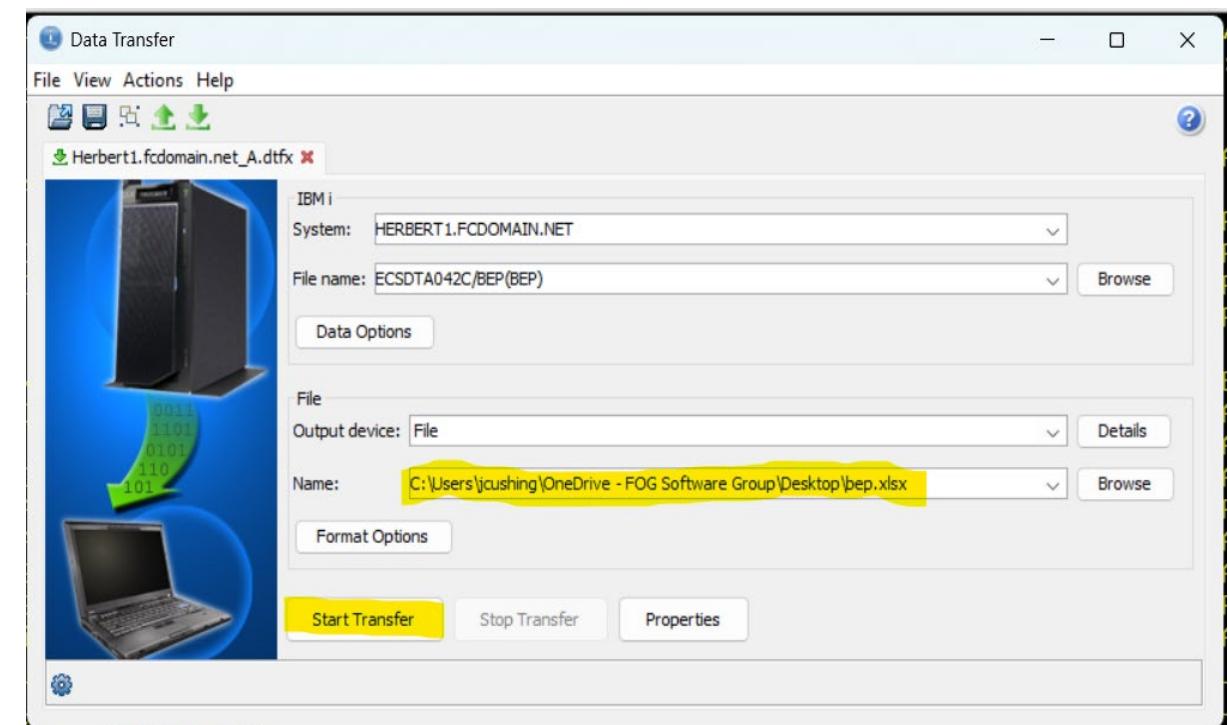
BUDGET – IBMI DOWNLOAD

- Need to click on Save Client file description check box
- Then browse to where you want to save this file and select it.
- Make sure the file name has bep.fdfx at the end of it on this screen.
- Click ok



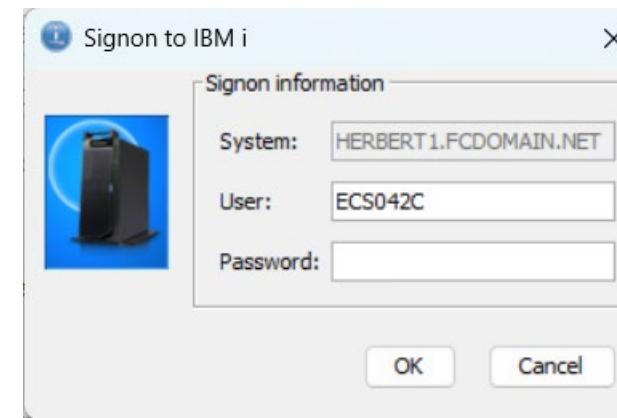
BUDGETS – IBMI DOWNLOAD

- Under File in the Name field browse to or enter the path you want to save the output to. Be sure to enter the file bep.xlsx at the end of the path as this is how it will be saved on your system. Then click Start Transfer.



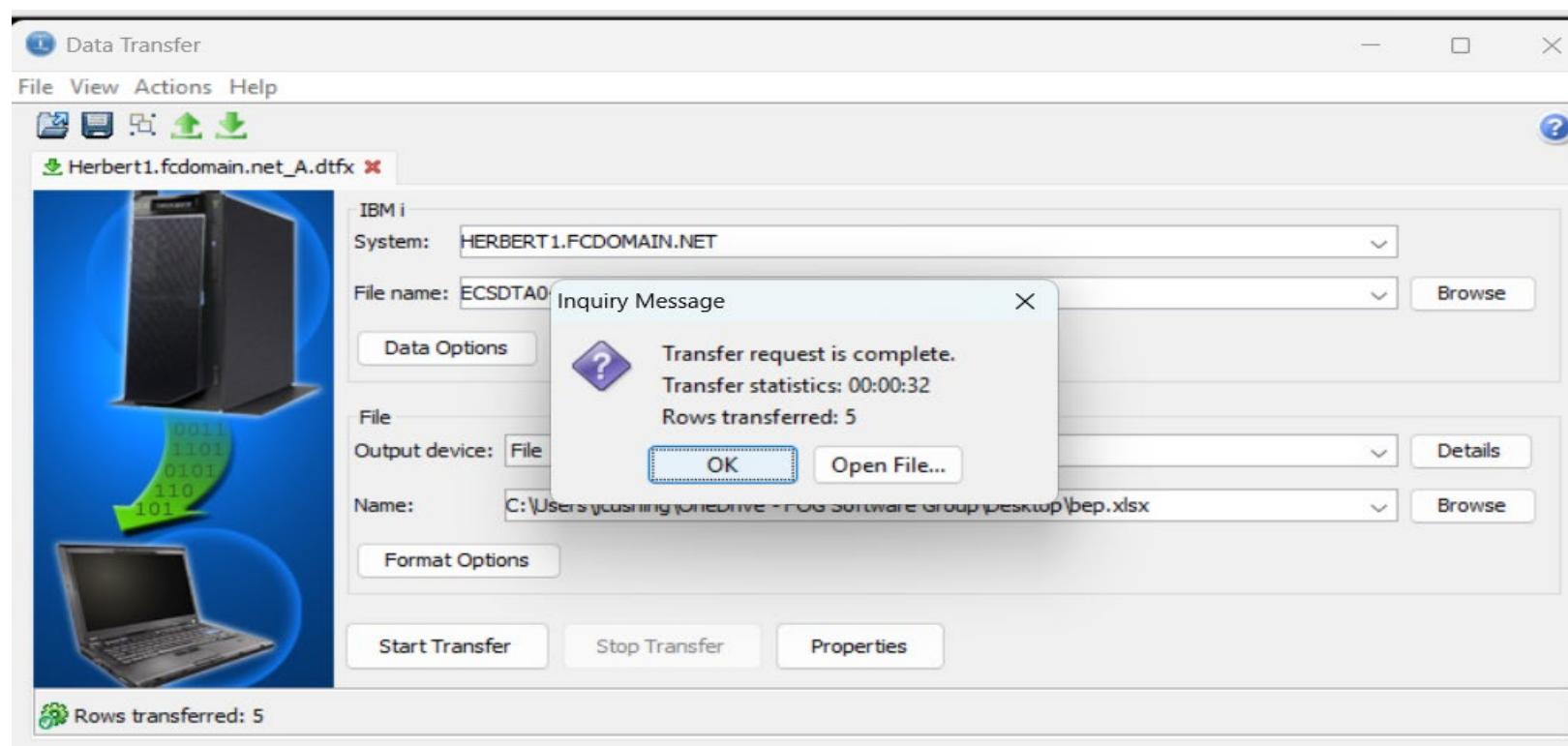
BUDGETS – IBMI DOWNLOAD

- This will bring up an IBMi login screen.
Enter your user id and password and click ok.



BUDGETS – IBMI DOWNLOAD

- If there are no errors, you will get a message letting you know when the transfer is complete

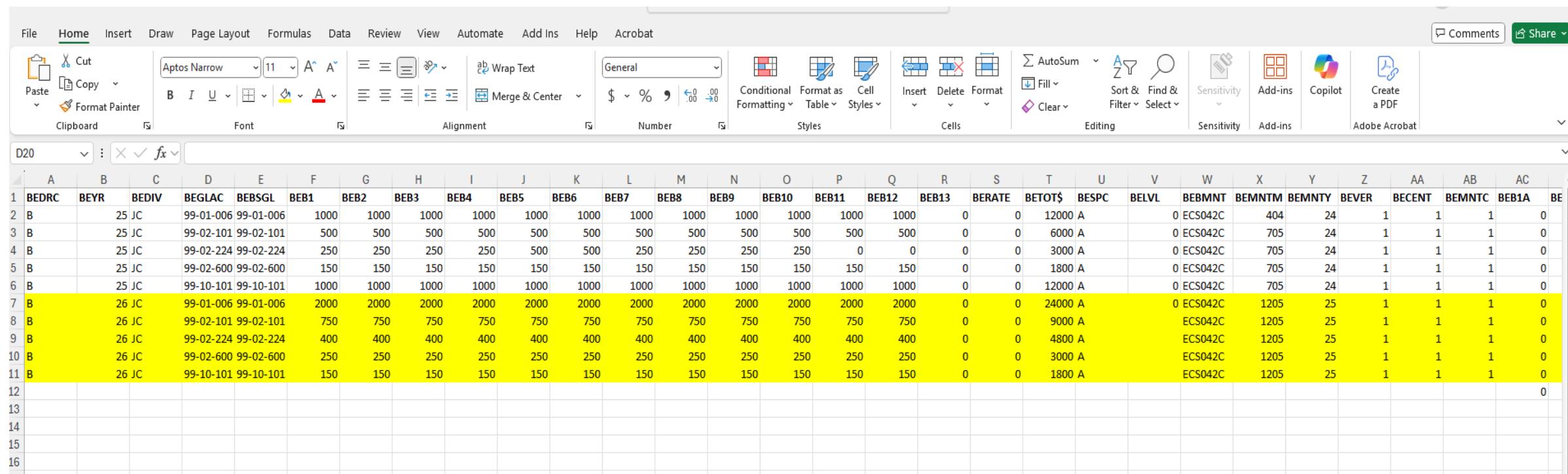


BUDGETS – IBM DOWNLOAD

- The transfer will have created an Excel spreadsheet, open the spreadsheet

BUDGETS – UPDATE SPREADSHEET

- If you downloaded your entire BEP file data
- You can add your new budget to the bottom of the spreadsheet and upload the entire spreadsheet to REPLACE existing file



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1	BEDRC	BEYR	BEDIV	BEGLAC	BEBSGL	BEB1	BEB2	BEB3	BEB4	BEB5	BEB6	BEB7	BEB8	BEB9	BEB10	BEB11	BEB12	BEB13	BERATE	BETOT\$	BESPC	BELVL	BEMINT	BEMNTM	BEMNTY	BEVER	BECENT	BEMNTC	BEB1A	BE
2	B		25	JC	99-01-006	99-01-006	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	0	0	12000	A	0	ECS042C	404	24	1	1	1	0
3	B		25	JC	99-02-101	99-02-101	500	500	500	500	500	500	500	500	500	500	500	500	0	0	6000	A	0	ECS042C	705	24	1	1	1	0
4	B		25	JC	99-02-224	99-02-224	250	250	250	250	250	250	250	250	250	250	250	0	0	0	3000	A	0	ECS042C	705	24	1	1	1	0
5	B		25	JC	99-02-600	99-02-600	150	150	150	150	150	150	150	150	150	150	150	150	0	0	1800	A	0	ECS042C	705	24	1	1	1	0
6	B		25	JC	99-10-101	99-10-101	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	0	0	12000	A	0	ECS042C	705	24	1	1	1	0
7	B		26	JC	99-01-006	99-01-006	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	0	0	24000	A	0	ECS042C	1205	25	1	1	1	0	
8	B		26	JC	99-02-101	99-02-101	750	750	750	750	750	750	750	750	750	750	750	0	0	9000	A	ECS042C	1205	25	1	1	1	0		
9	B		26	JC	99-02-224	99-02-224	400	400	400	400	400	400	400	400	400	400	400	0	0	4800	A	ECS042C	1205	25	1	1	1	0		
10	B		26	JC	99-02-600	99-02-600	250	250	250	250	250	250	250	250	250	250	250	0	0	3000	A	ECS042C	1205	25	1	1	1	0		
11	B		26	JC	99-10-101	99-10-101	150	150	150	150	150	150	150	150	150	150	150	0	0	1800	A	ECS042C	1205	25	1	1	1	0		
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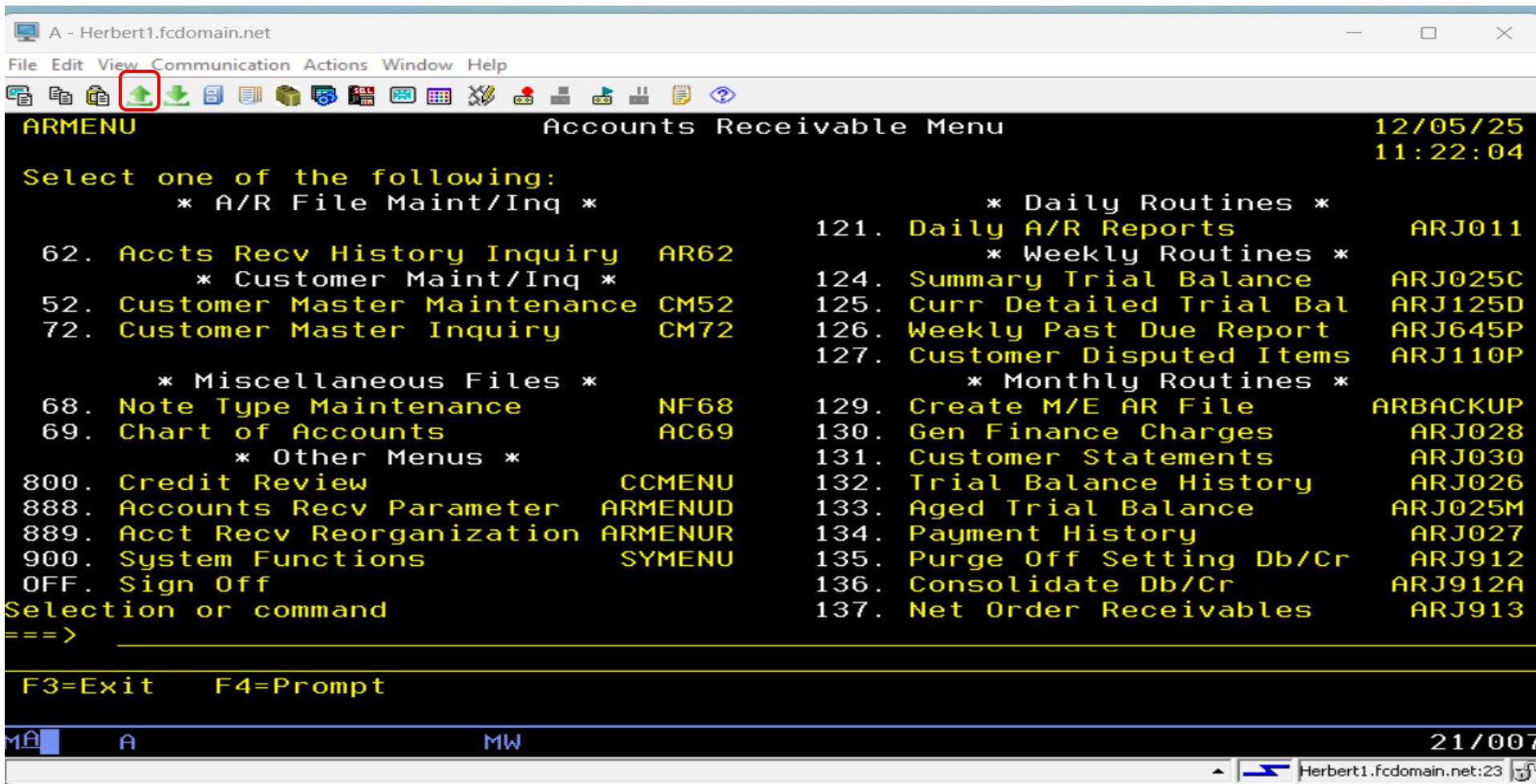
BUDGETS – UPDATE SPREADSHEET

- Or you can add new budget and delete all lines for old budget info and upload as an APPEND to the existing file
- When adding new budget info, you must fill in all the fields using the existing data as an example; i.e. if it is filled in on your existing data you must fill the field on your new data

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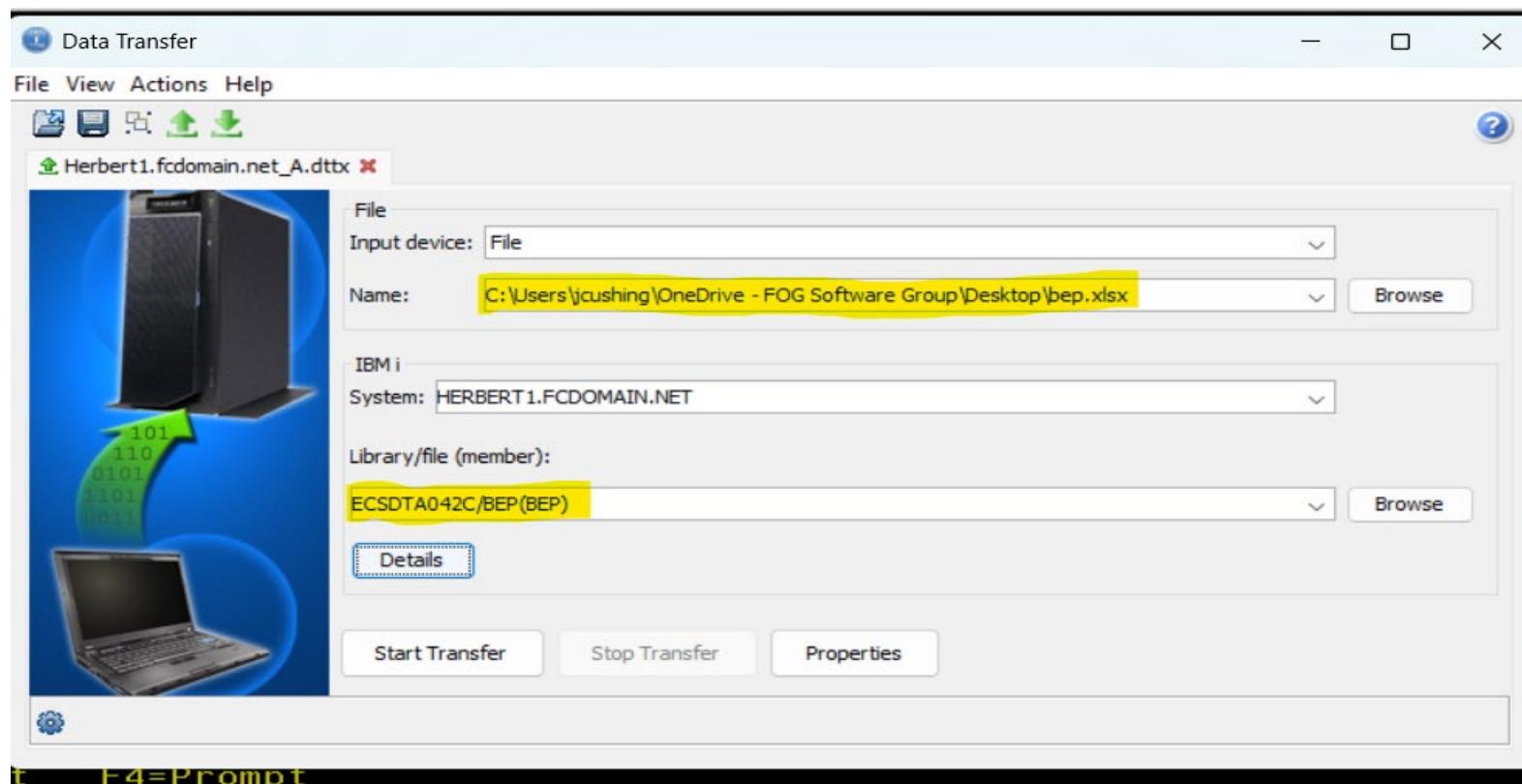
BUDGETS – UPLOAD SPREADSHEET

- Click on up arrow on IBMi (AS400 – Green screen) session to do upload the new budget information



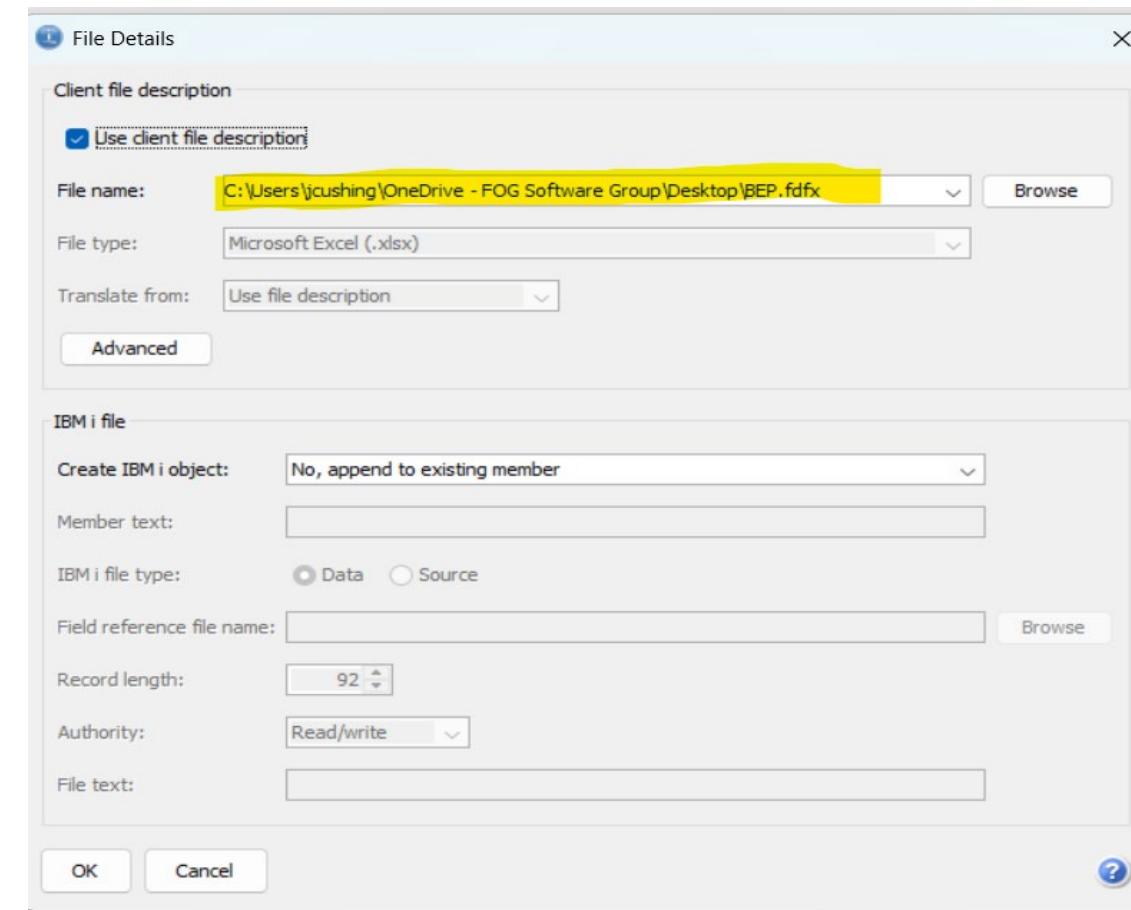
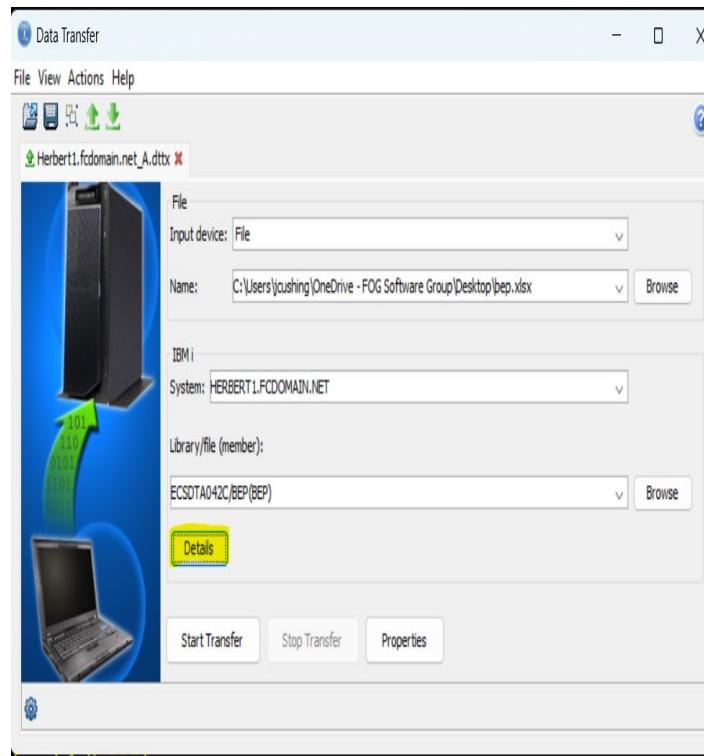
BUDGETS – UPLOAD SPREADSHEET

- Make sure the link in the name field under File is where you BEP.xlsx is located.
- In the Library/File field add your data library/BEP(BEP)



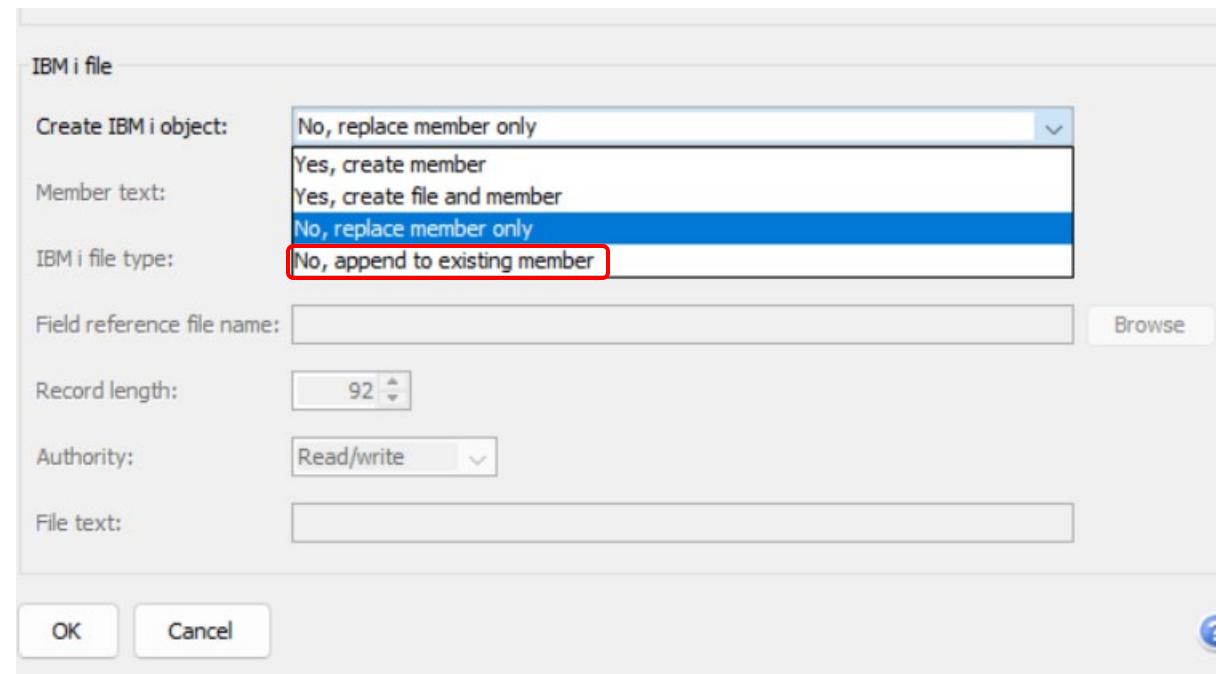
BUDGETS – UPLOAD SPREADSHEET

- Click on the Details button
- Make sure the BEP.fdfx link is listed in the File Name field



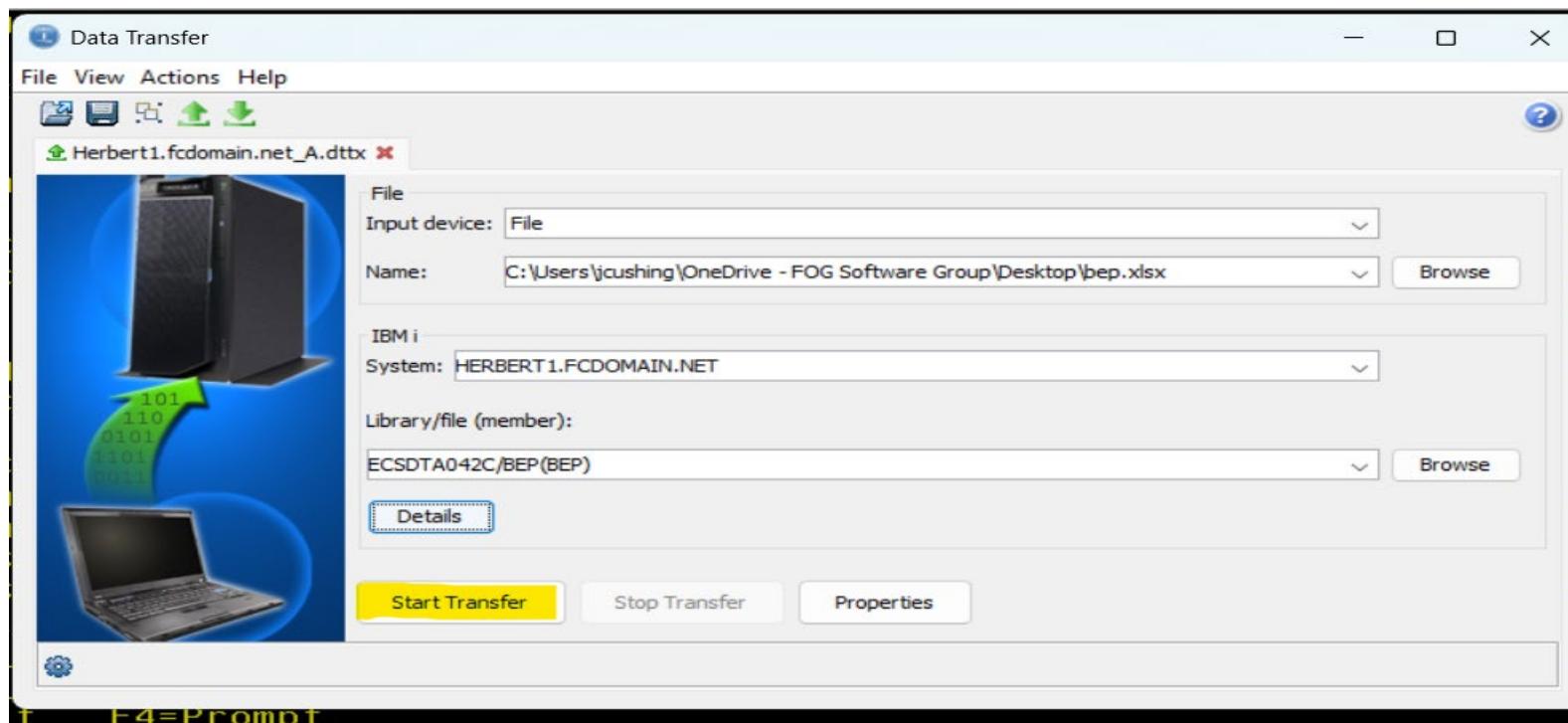
BUDGETS – UPLOAD SPREADSHEET

- Click on Create IBMi object down arrow and select **No, append to existing member** to upload just the new budget information only
- If you downloaded the entire BEP file and just add your new records to the bottom of the spreadsheet, then you would select **No, replace member only**
- Then click OK



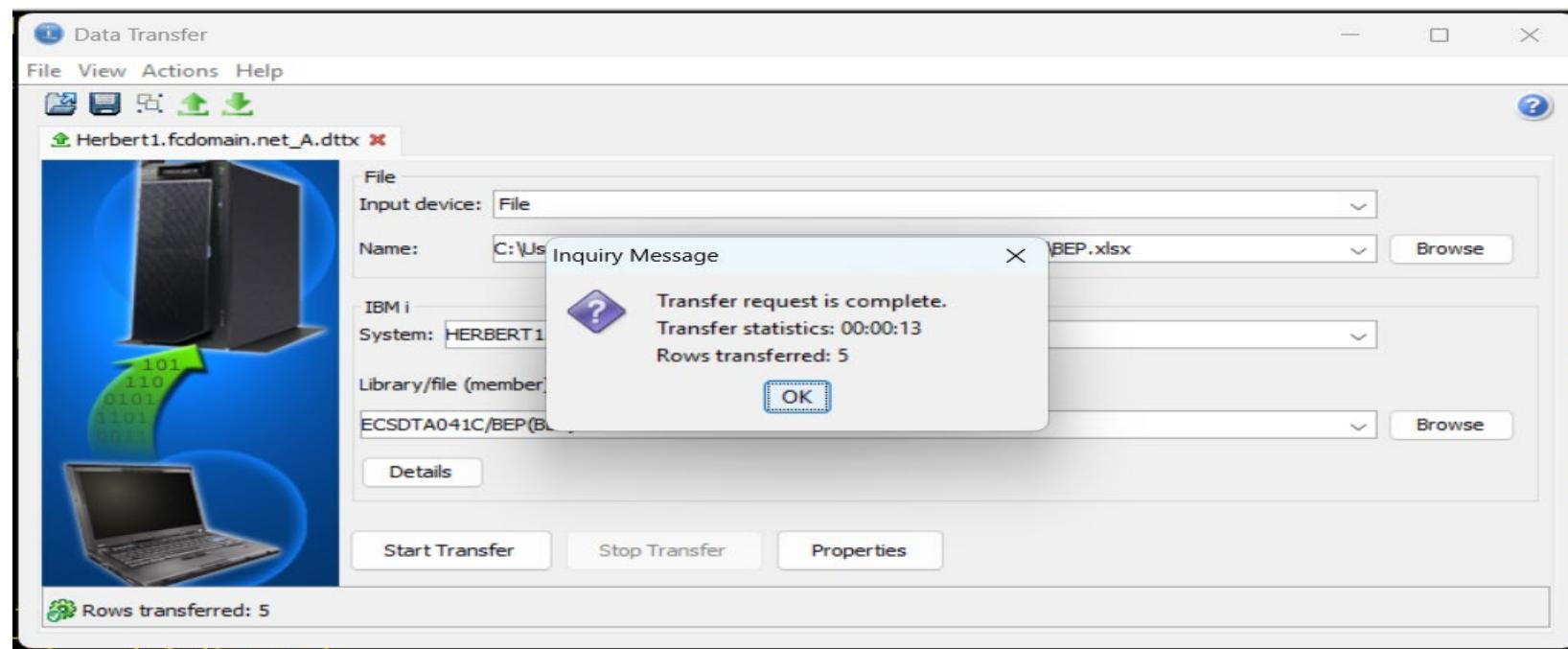
BUDGETS – UPLOAD SPREADSHEET

- Once all data is updated on the Data transfer window click Start Transfer



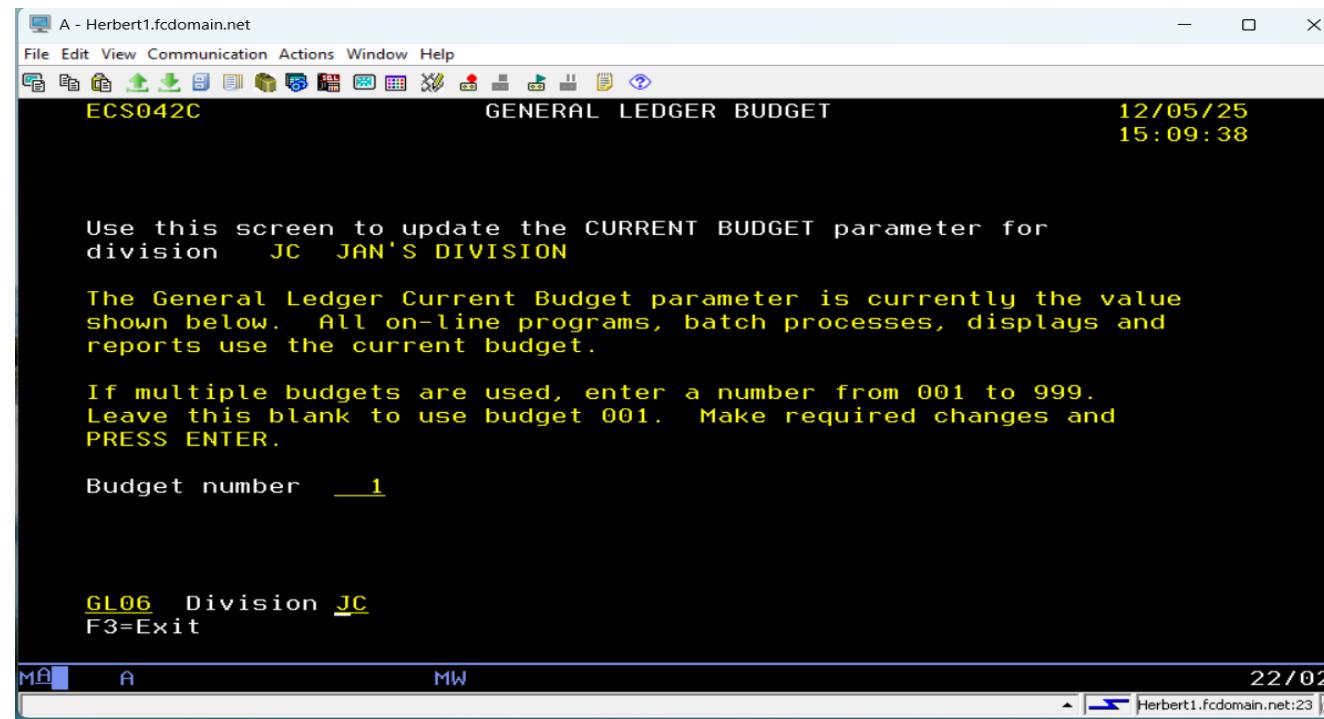
BUDGETS – UPLOAD SPREADSHEET

- When the transfer is complete if there are no errors, you will get the following message:
- Click Ok
- Now you can close the Data transfer window



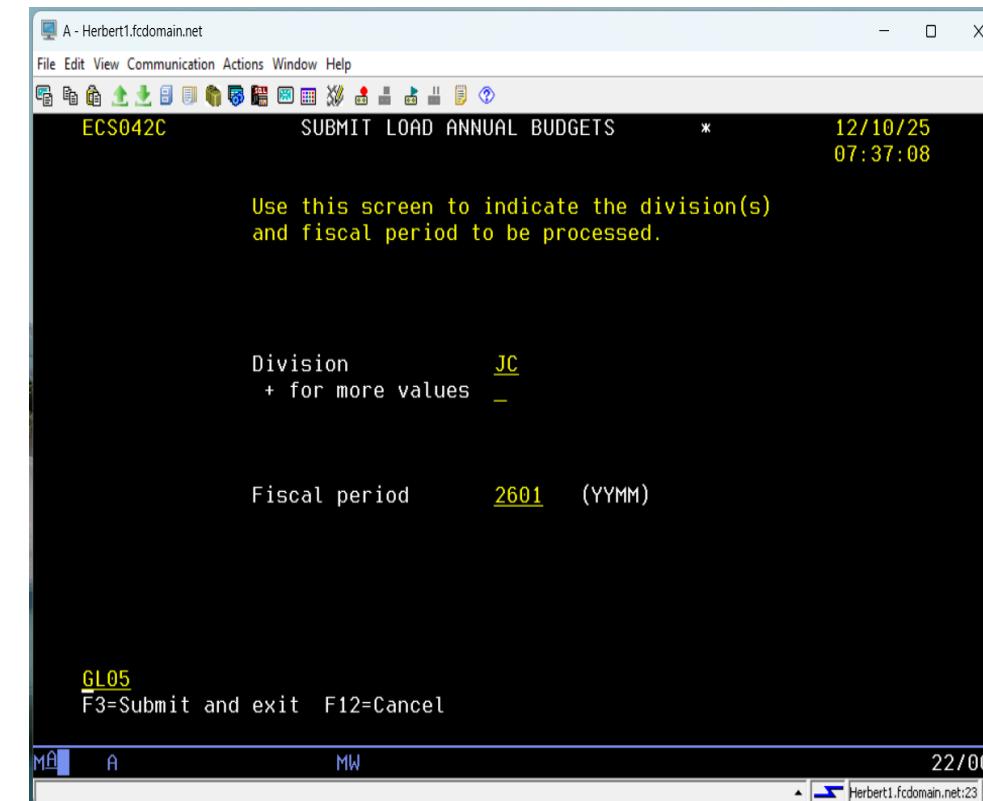
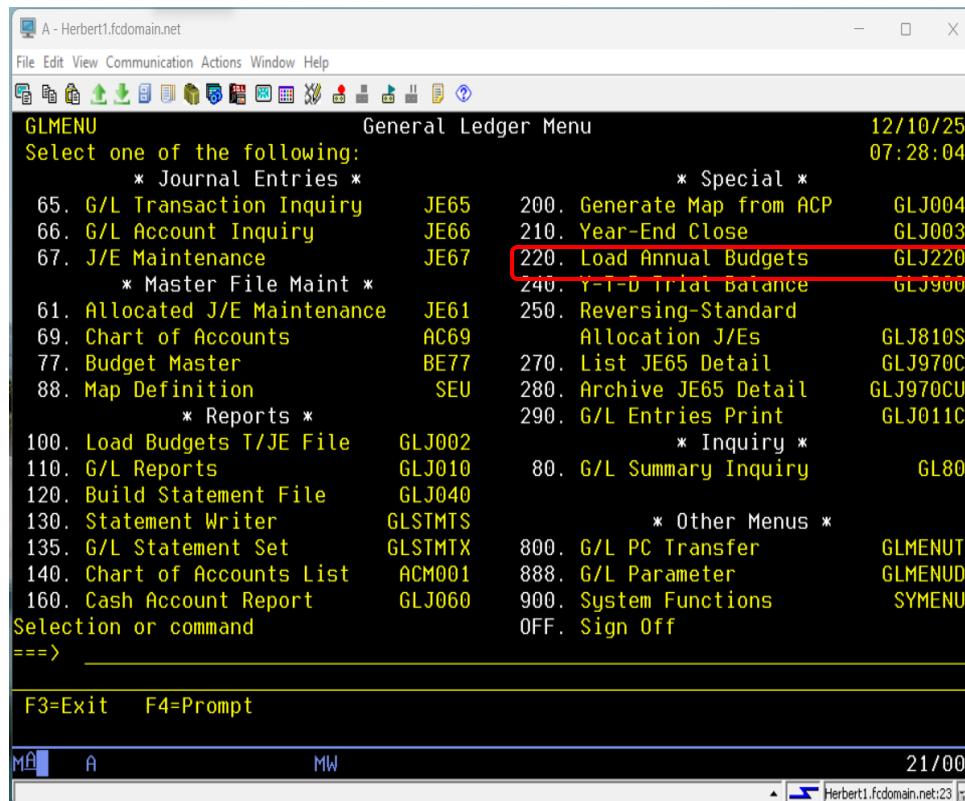
BUDGETS – DATA AREA SETTINGS

- Go to GLMENUD option 12, enter your division, hit enter, enter your budget number and hit enter
- The budget value number should be the same on both screens and match the budget level you entered on your spreadsheet for your new budget that was uploaded



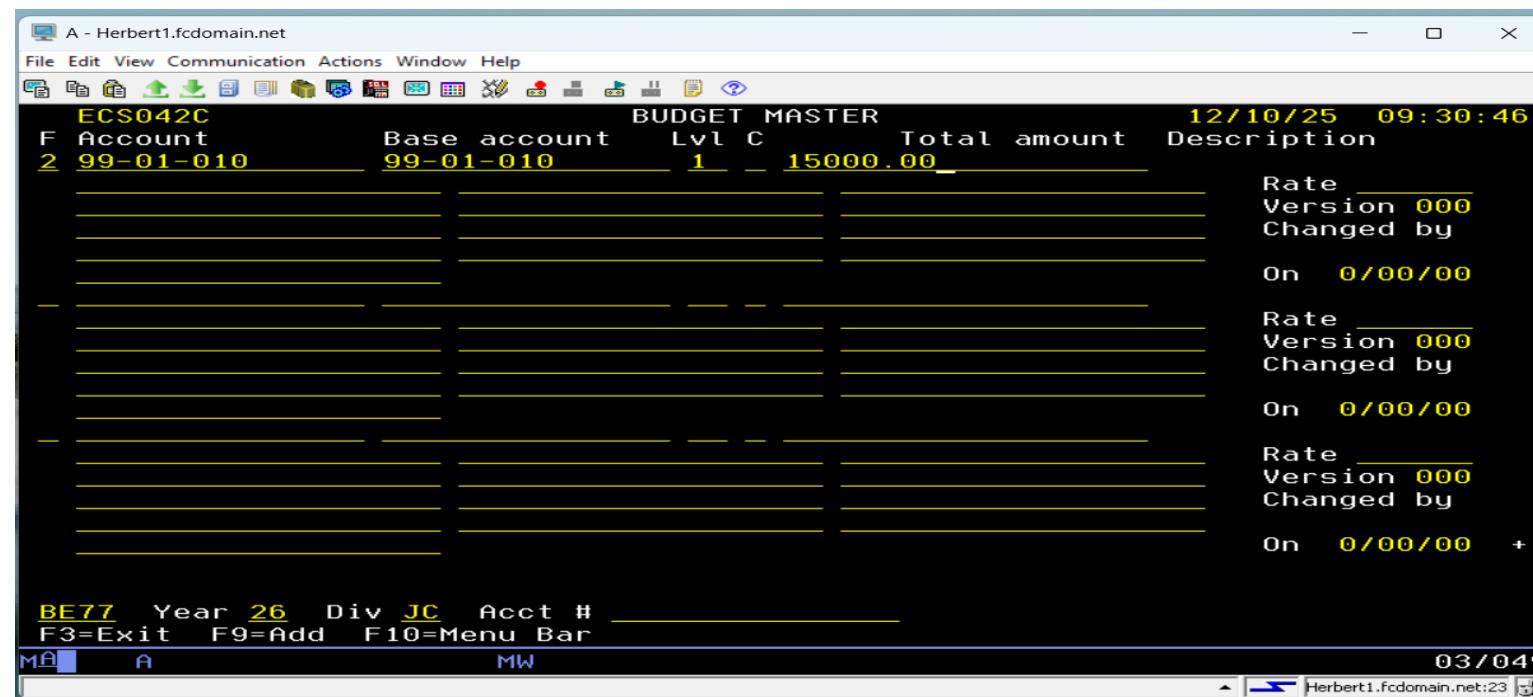
BUDGETS – CREATE JOURNAL ENTRIES

- Now you are ready to create your journal entries for the year
- Go to GLMENU and run option 220
- This will create a BE001 entry in your GL for each month of the year



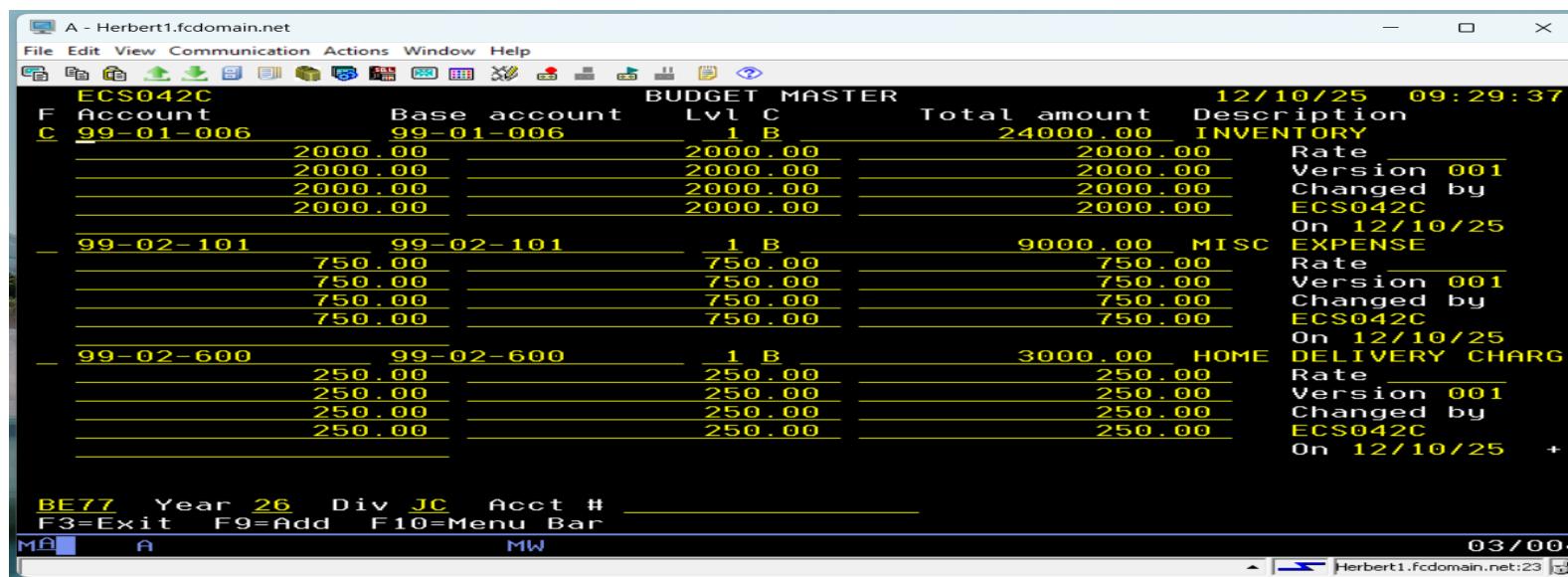
BUDGETS – MANUAL ENTRY

- You can manually add and/or edit budget information by going to GLMENU and selecting option 77 (BE77)
- To add a record in BE77 you enter the year and division, hit enter then hit F9
- Add the account info and hit enter



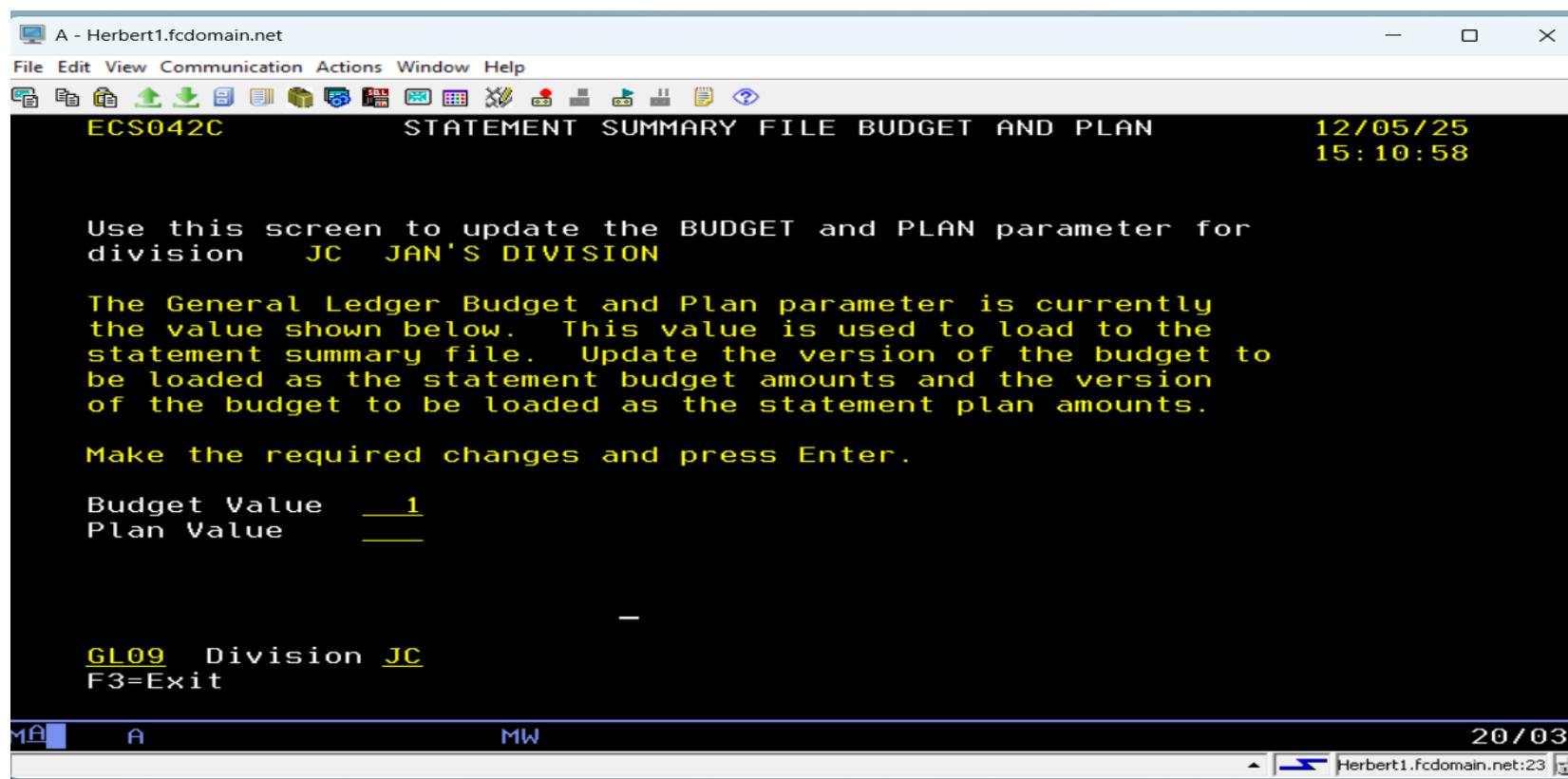
BUDGETS – MANUAL ENTRY

- To change/edit an exiting account number in BE77 enter the year, div and the account # and hit enter
- Put a C in the F column and then change the information you want to change
- Any changes done in BE77 after option 220 is run to load the budgets would require canceling all BE001 journals for the year and then rerunning option 220 on GLMENU to reload the budgets.



BUDGETS – DATA AREA SETTINGS

- Go to GLMENUD option 20, enter your division, hit enter, enter your budget value and hit enter
- These are need to allow your budget information to go to iStatements
- The budge value number should be the same on both screens and match the budget level you entered on your spreadsheet for your new budget that was uploaded



BUDGETS – ISTATEMENTS

- Go MEMENU and run option 901 for your fiscal year; i.e. 2601 through 2612
- Open the iStatement program and do a data transfer
- Now in your Excel spreadsheet create a column to hold your budget info. Select Statement Column and choose the budget formula you want to use

QUESTIONS AND ANSWERS



Book a Discovery Call

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