

FRONTIER ERP - BUDGETS

***Caracal
Keithrafferty***

Business Developer

ckeithrafferty@friedmancorp.com

(847) 834-4854



***Jan
Cushing***

Internal Support Consultant

jcushing@friedmancorp.com

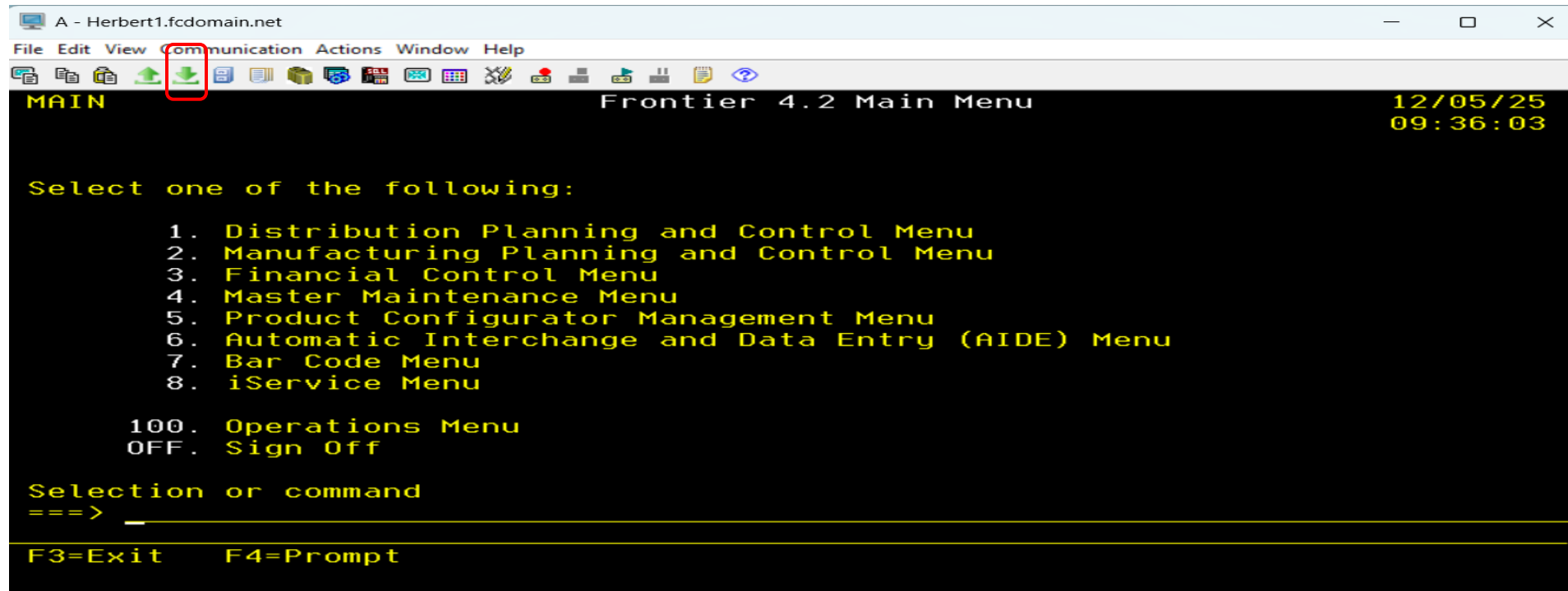
(847) 948-7180 x7



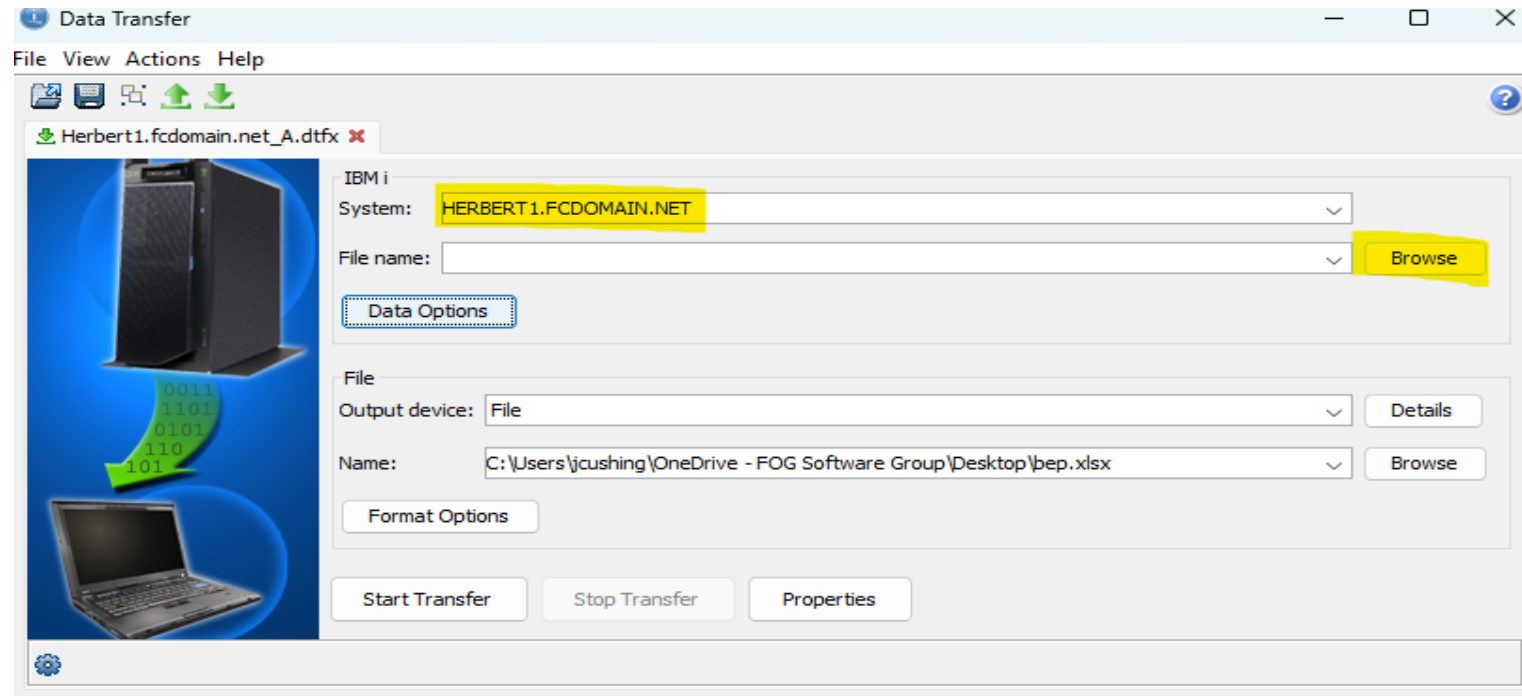
- A budget is a detailed financial plan that forecasts a company's expected income and expenses over a specific period (like a month, quarter, or year) to guide spending, allocate resources, control costs, and achieve financial goals, acting as a roadmap for performance and decision-making. It helps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

- 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 GLMENUMD 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

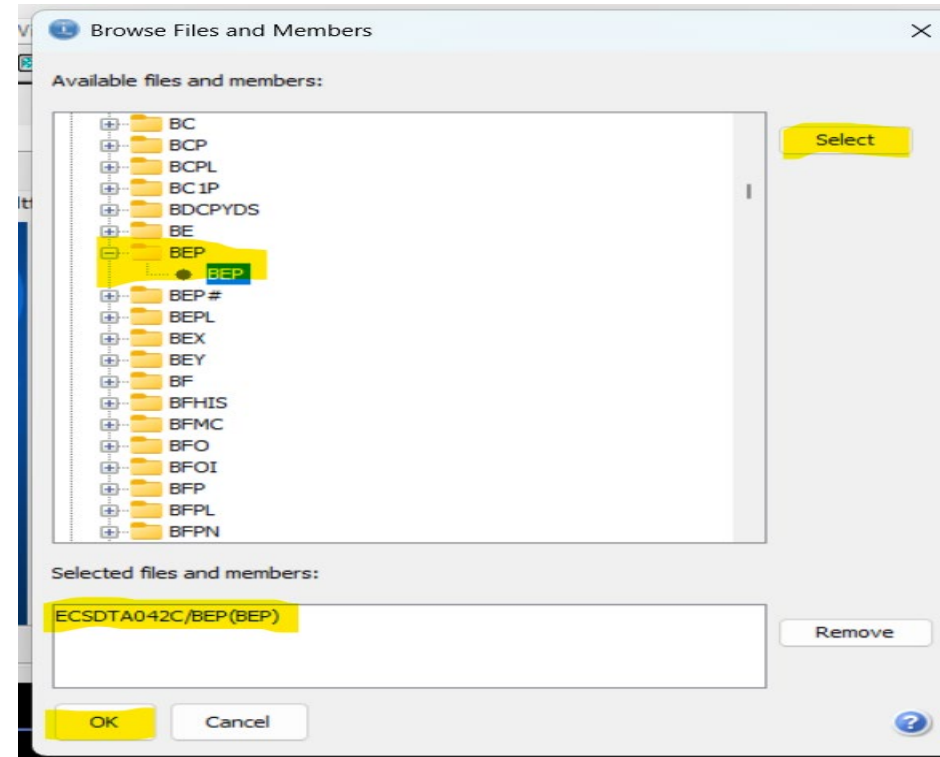
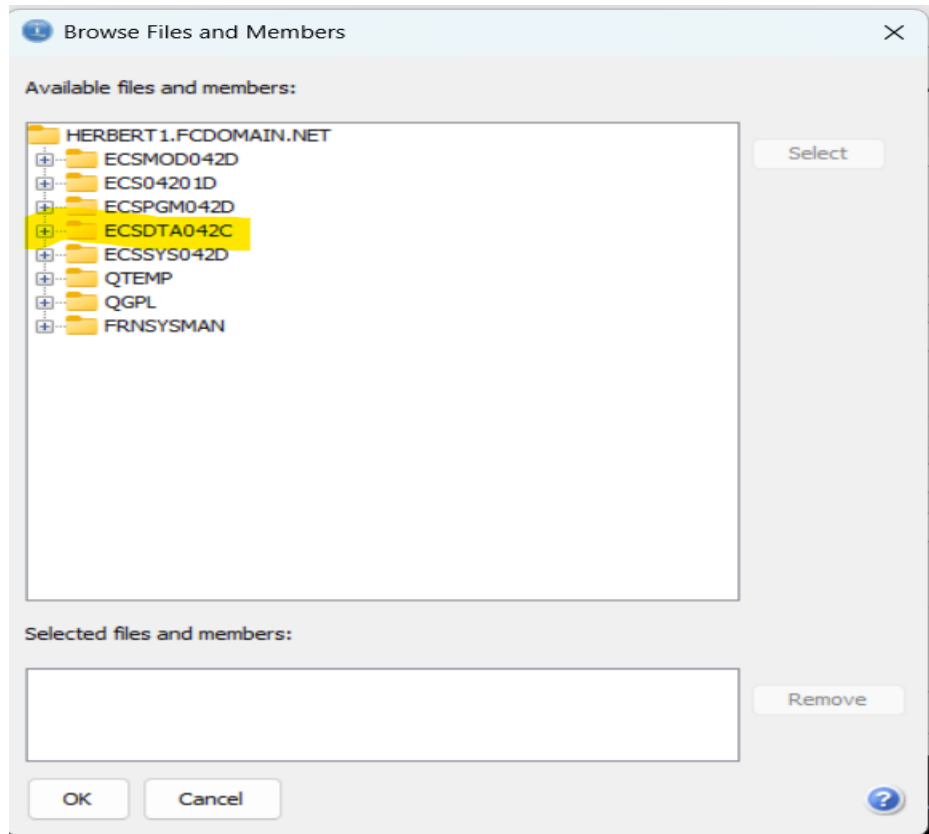
- On you IBMi screen (green screen) click on the Data Transfer from IBMi button on the tool bar



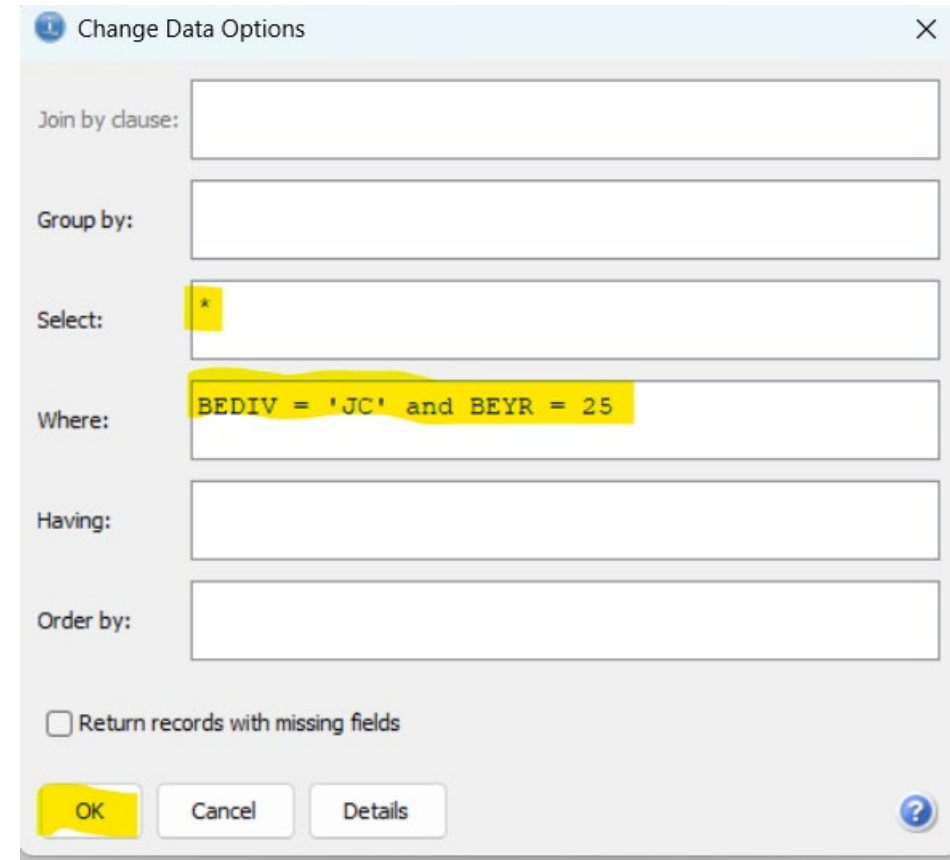
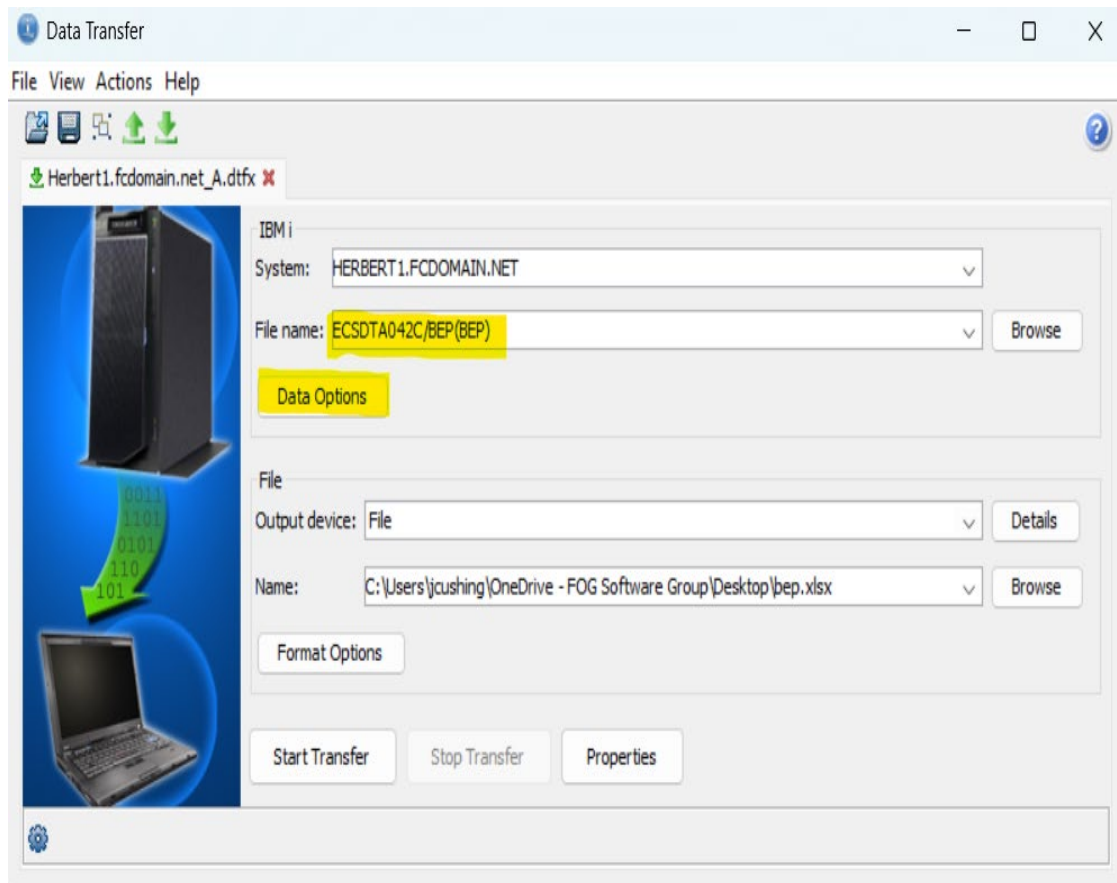
- On the IBMi download screen enter your system name/IP address in the System box
- For the File name box click on the Browse button



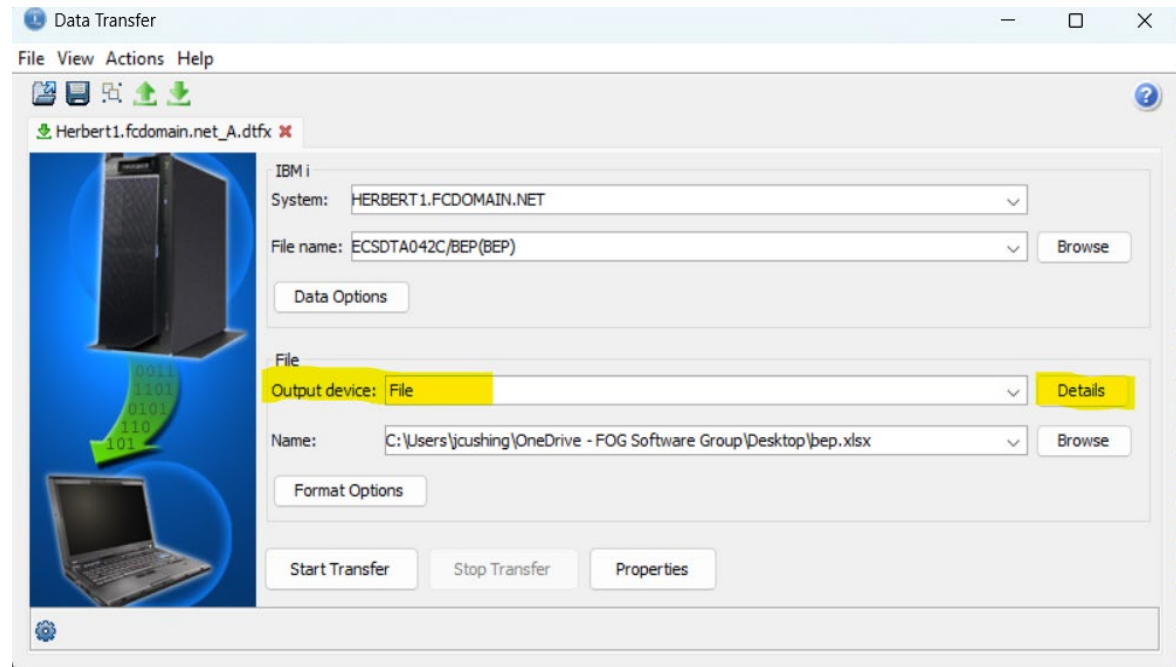
- Select your data library and click the + sign to show the files
- Scroll down to the BEP file and click the + sign to display the next level
- Click Select to choose this file and click Ok



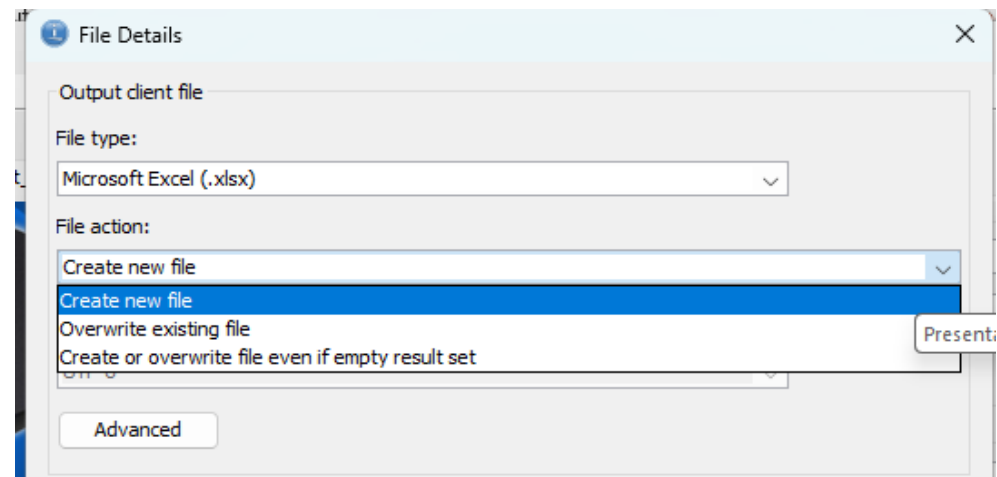
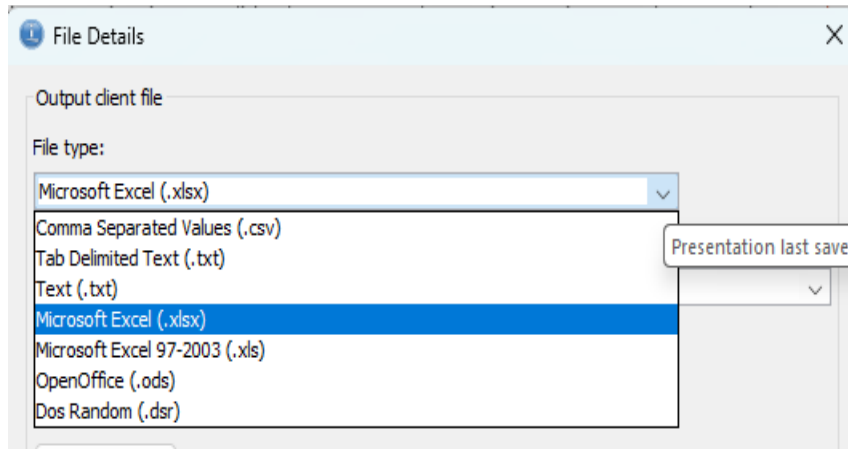
- Now that the file name has been chosen click on Data options button
- Enter * in the Select field and the criteria you want in the Where field. In this case I am selecting where division = JC and the budget year = 25. Click ok.



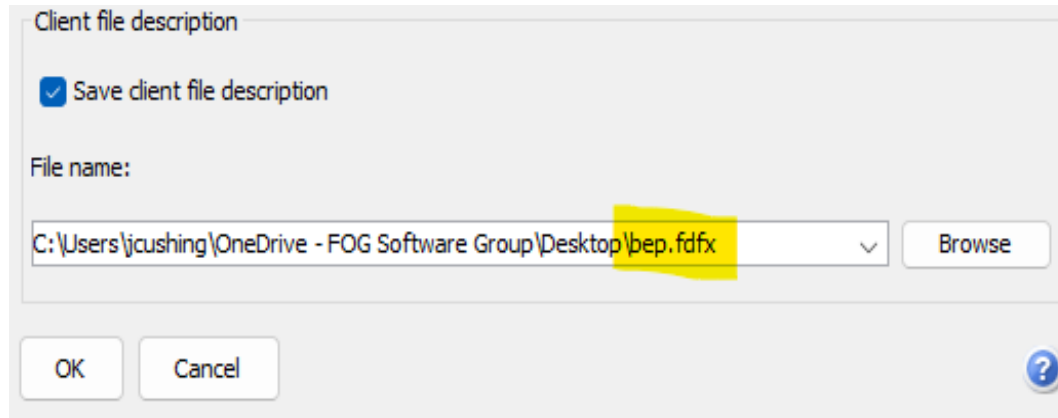
- Now we need to tell it where the output should be downloaded.
- In the Output Device field enter File and then click on the Details button.



- 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.



- 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



Client file description

☒ Save client file description

File name:

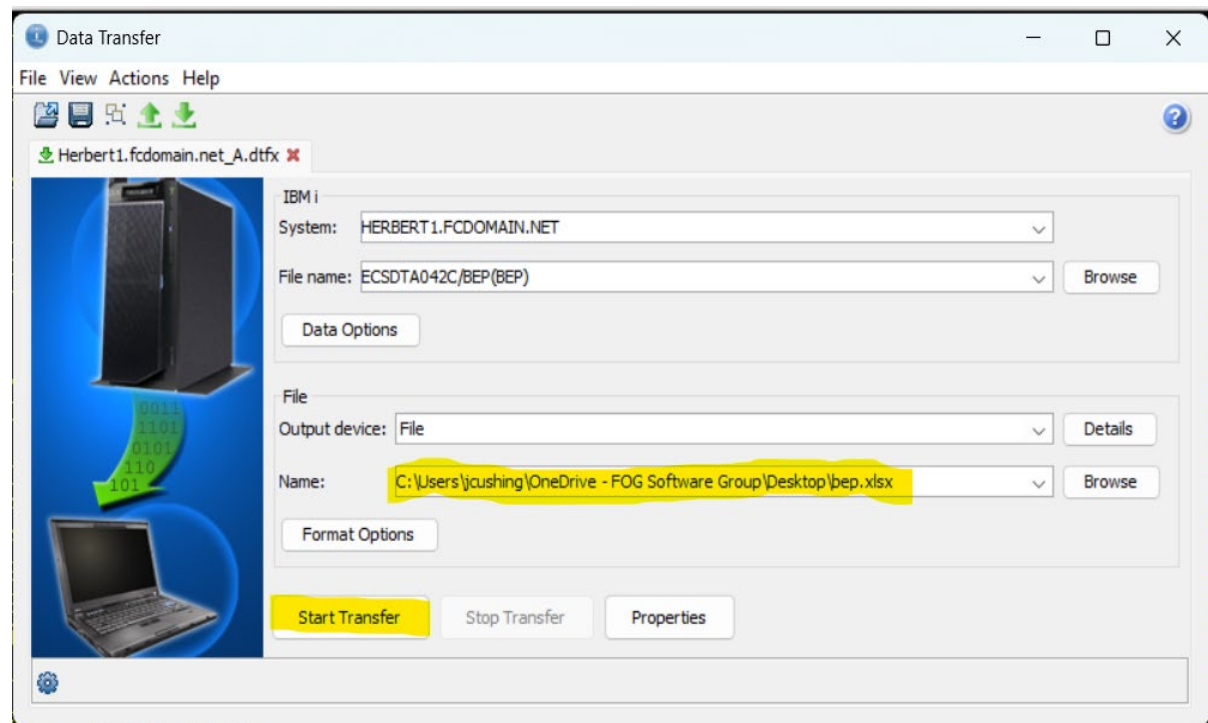
C:\Users\jcushing\OneDrive - FOG Software Group\Desktop\bep.fdfx

Browse

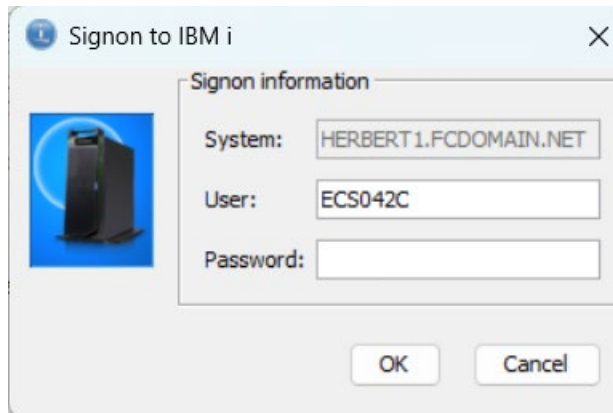
OK Cancel

?

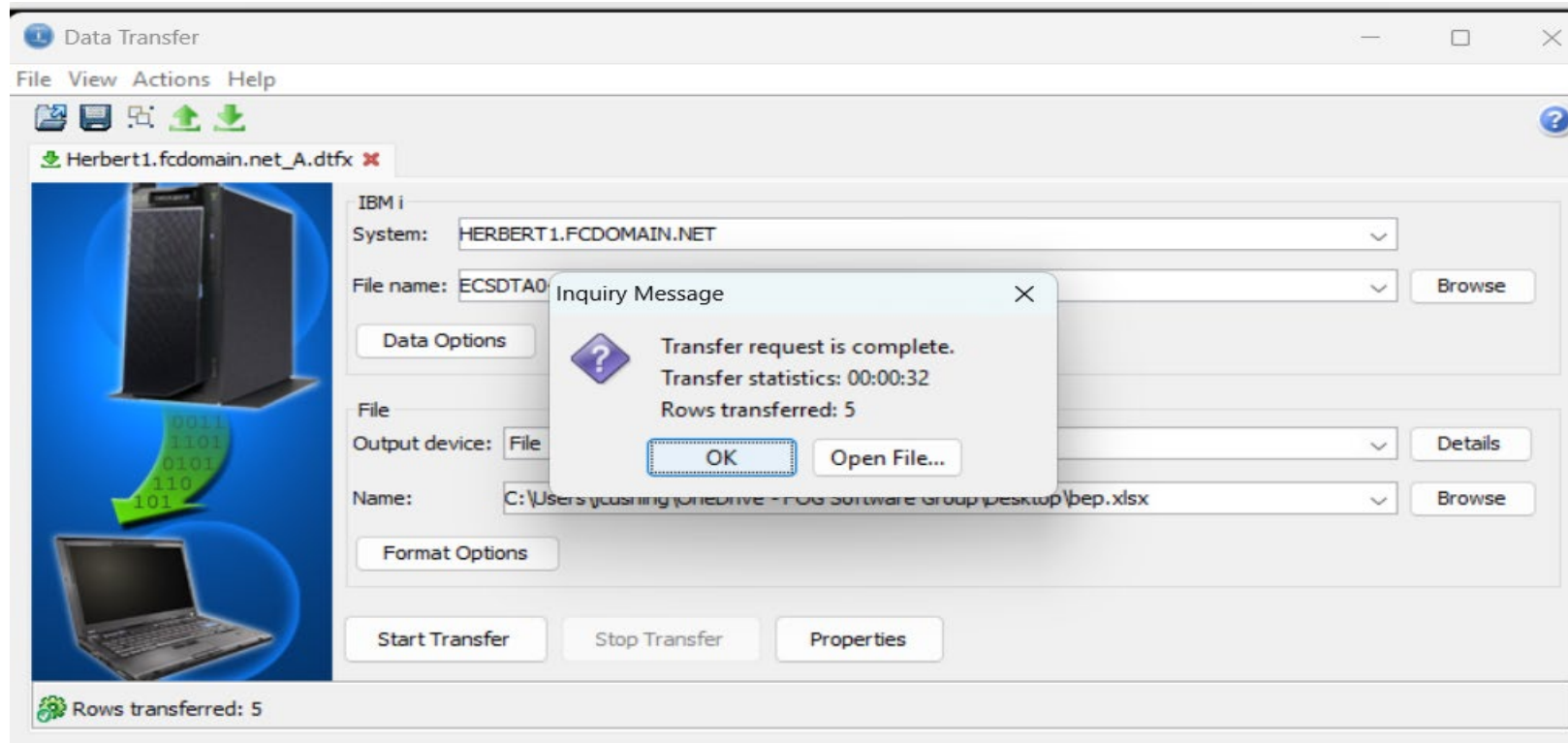
- Under File in the Name field browse to or enter the path you want to save the output to. Be sure to enter the file bep.xlsx at the end of the path as this is how it will be saved on your system. Then click Start Transfer.



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



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



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

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateAdd InsHelpAcrobat

</

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

<div> <div>File Home Insert Draw Page Layout Formulas Data Review View Automate Add Ins Help Acrobat</div> <div> <div> <div>Paste</div> <div>Cut Copy</div> <div>Format Painter</div> </div> <div>Clipboard</div> </div> <div> <div>Aptos Narrow 11 A</div> <div>B I U</div> <div>Font Color Background Color</div> </div> <div>Font</div> </div> <div> <div> <div>General</div> <div> <div>\$ %</div> <div>0.00</div> </div> </div> <div> <div>Conditional Formatting</div> <div>Format as Table</div> <div>Cell Styles</div> </div> <div>Alignment</div> </div> <div> <div> <div>Insert</div> <div>Delete</div> <div>Format</div> </div> <div>Cells</div> </div> <div> <div> <div>Σ AutoSum</div> <div>Fill</div> <div>Clear</div> </div> <div>Editing</div> </div> <div> <div> <div>Sort & Filter</div> <div>Find & Select</div> </div> <div>Sensitivity</div> </div> <div> <div>Add-ins</div> <div>Copilot</div> <div>Create a PDF</div> </div> <div> <div>Comments</div> <div>Share</div> </div>

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

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateAdd InsHelpAcrobat

CommentsShare

Cut

Copy

Format Painter

Aptos Narrow

11

A

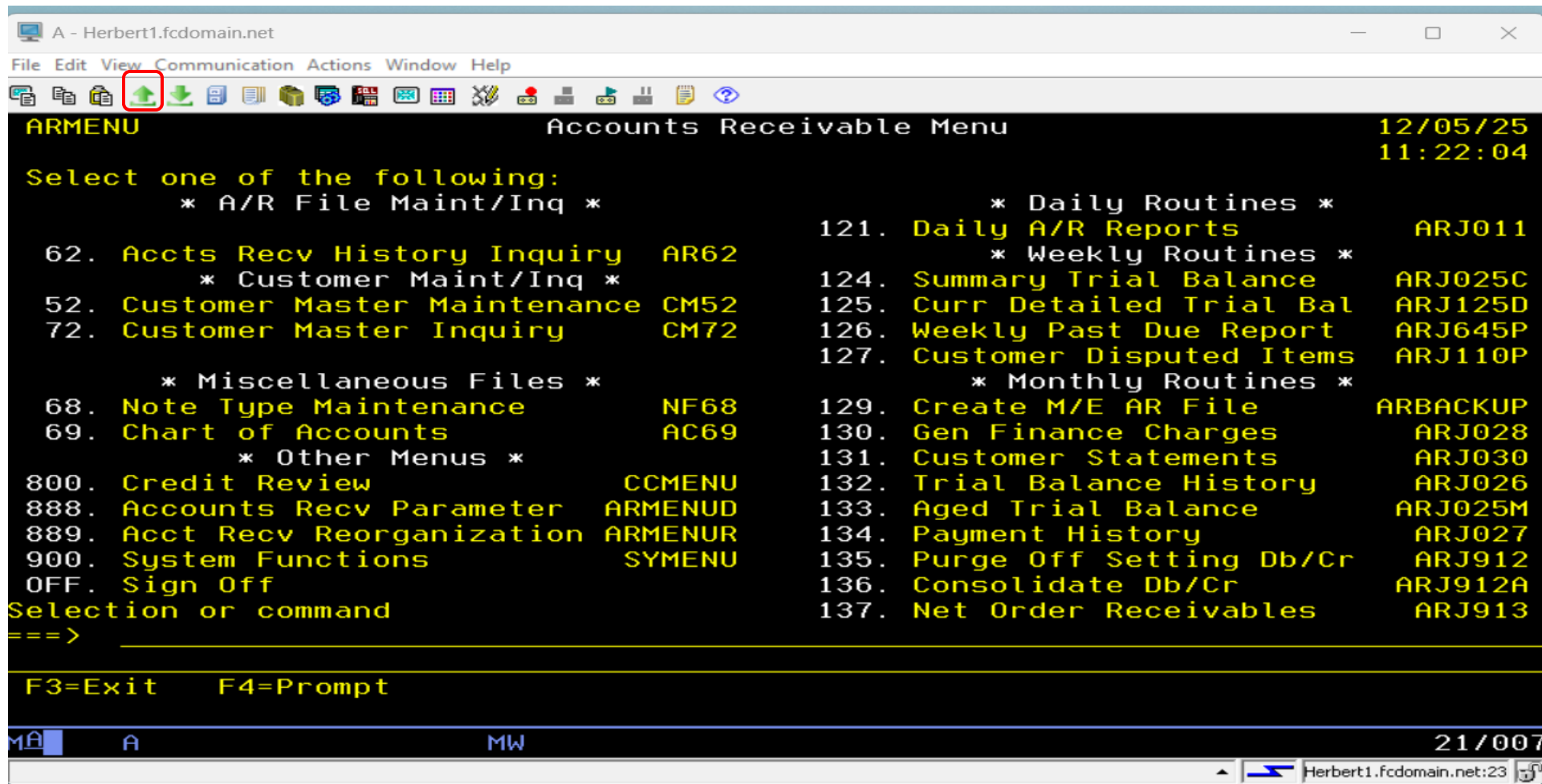
A

Wrap Text

General

<

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



```

A - Herbert1.fcdomain.net
File Edit View Communication Actions Window Help
[Icons: Up Arrow, Down Arrow, Print, etc.]

ARMENU                      Accounts Receivable Menu                      12/05/25
                                                                    11:22:04

Select one of the following:

  * A/R File Maint/Inq *
62. Accts Recv History Inquiry  AR62
   * Customer Maint/Inq *
52. Customer Master Maintenance CM52
72. Customer Master Inquiry    CM72

  * Miscellaneous Files *
68. Note Type Maintenance      NF68
69. Chart of Accounts          AC69

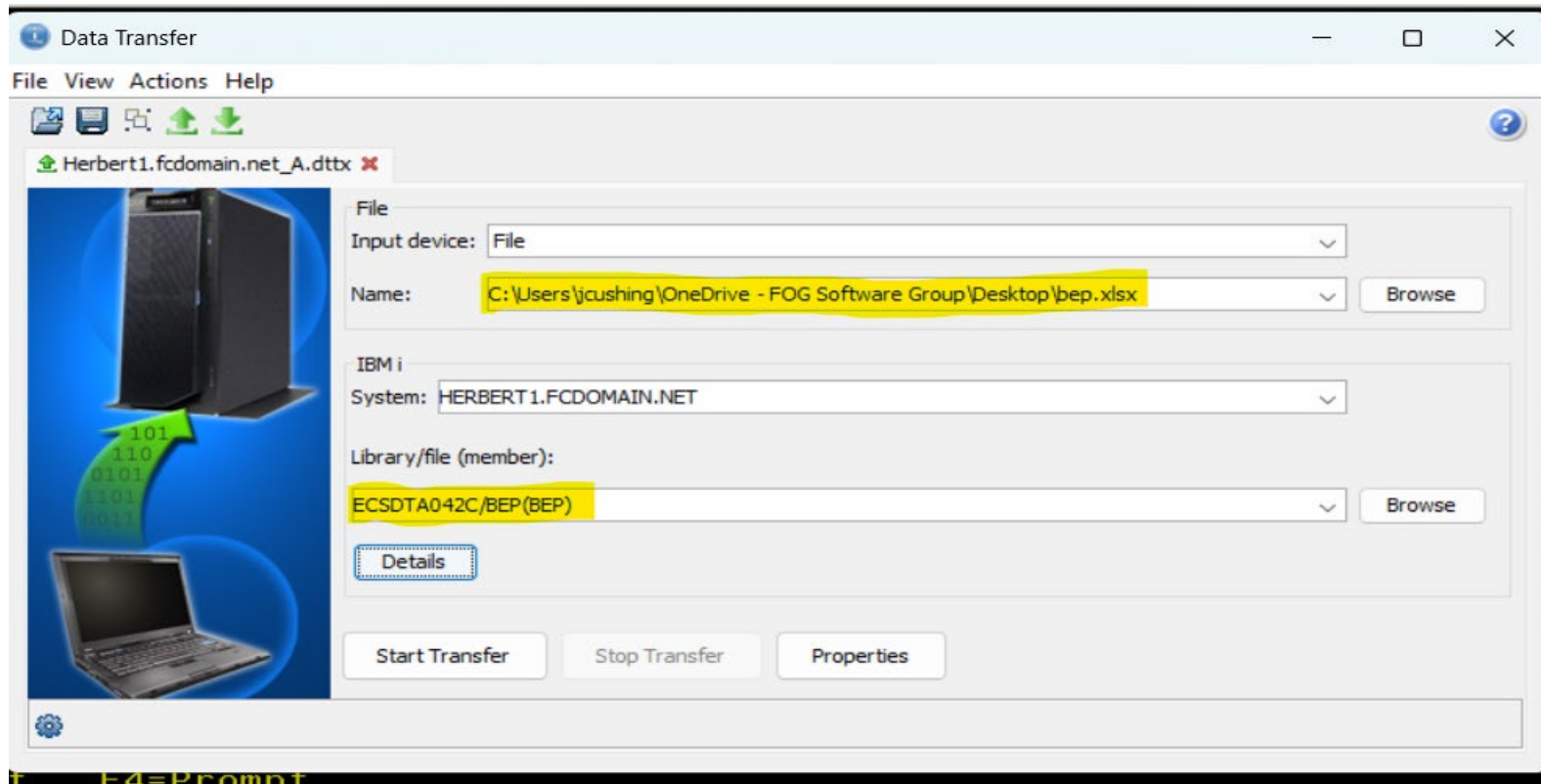
  * Other Menus *
800. Credit Review              CCMENU
888. Accounts Recv Parameter    ARMENUD
889. Acct Recv Reorganization   ARMENUR
900. System Functions           SYMENU
OFF. Sign Off

Selection or command
==>

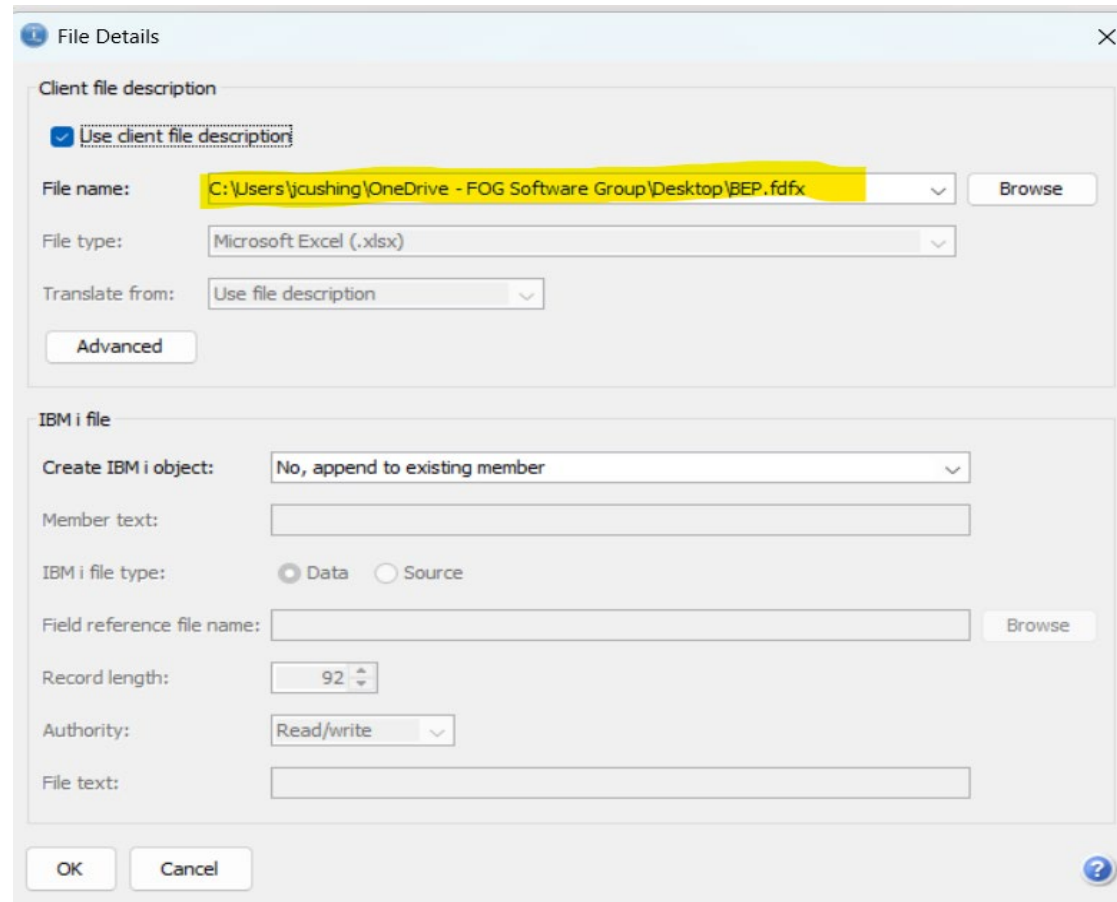
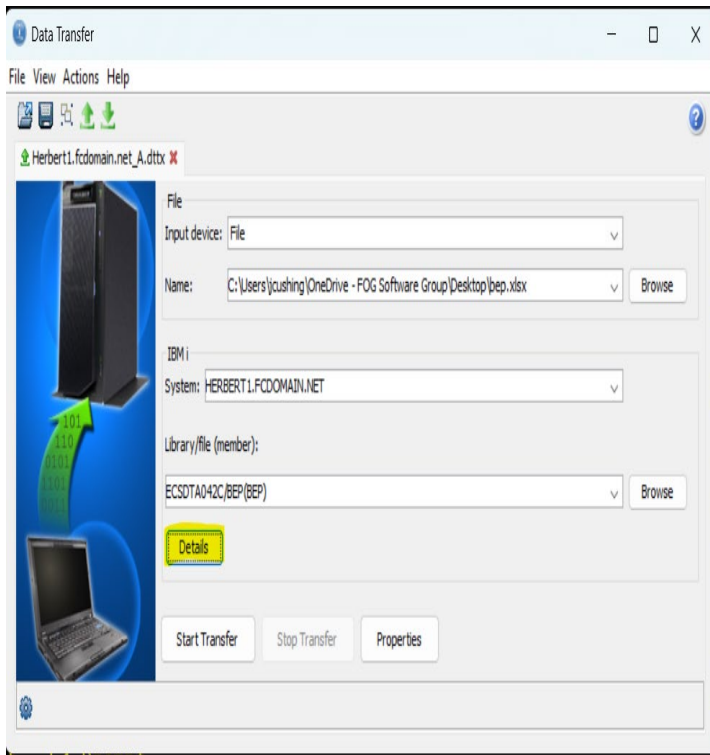
F3=Exit  F4=Prompt

MA  A  MW  21/007
Herbert1.fcdomain.net:23
  
```

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

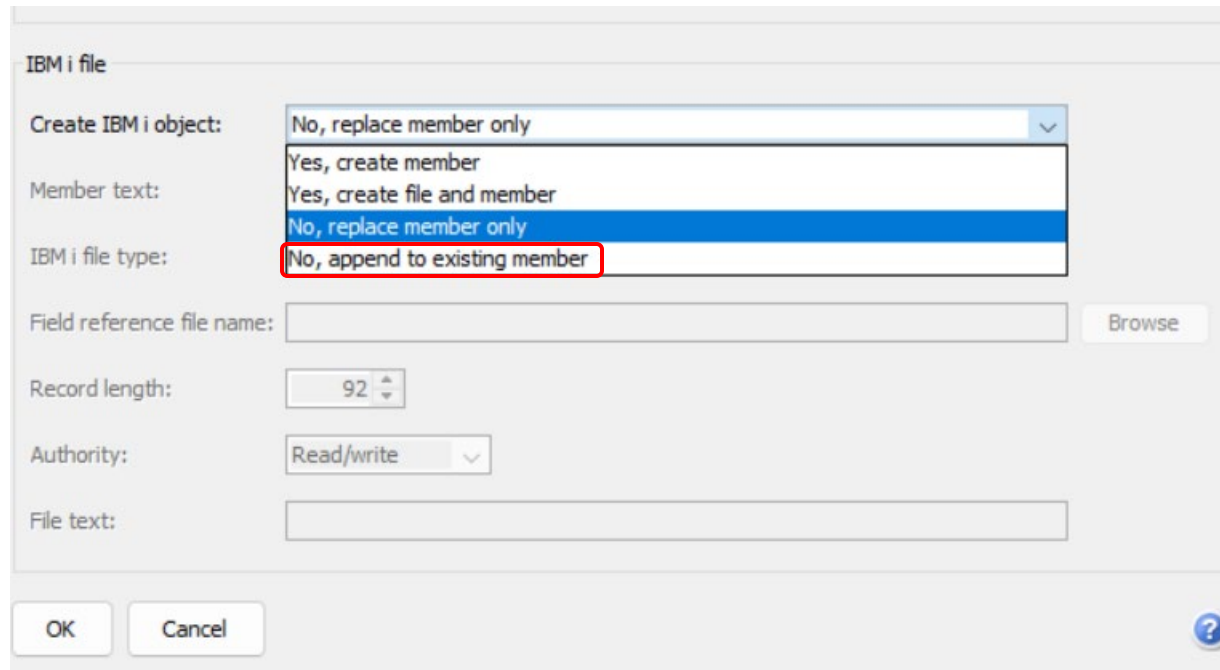


- Click on the Details button
- Make sure the BEP.fdfx link is listed in the File Name field



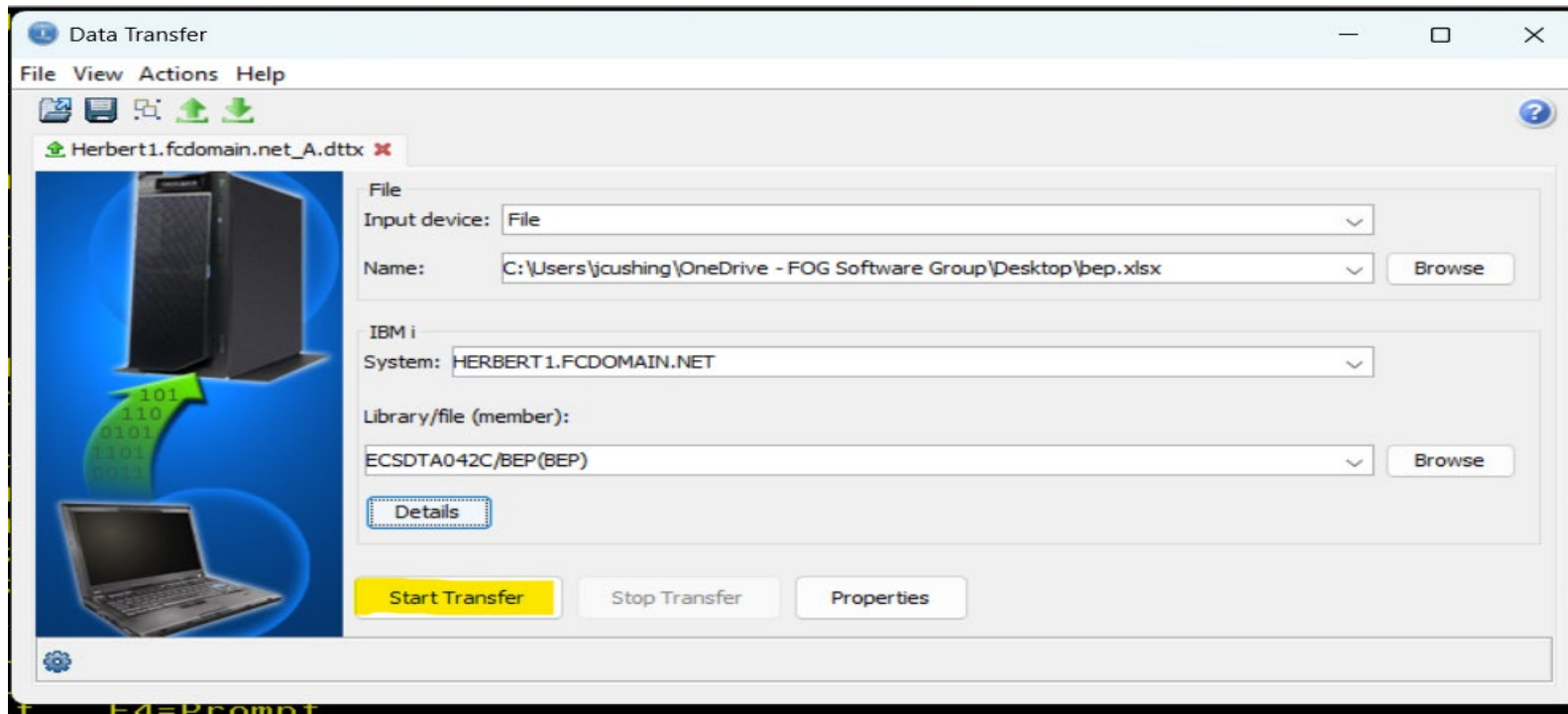
BUDGETS — UPLOAD SPREADSHEET

- 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

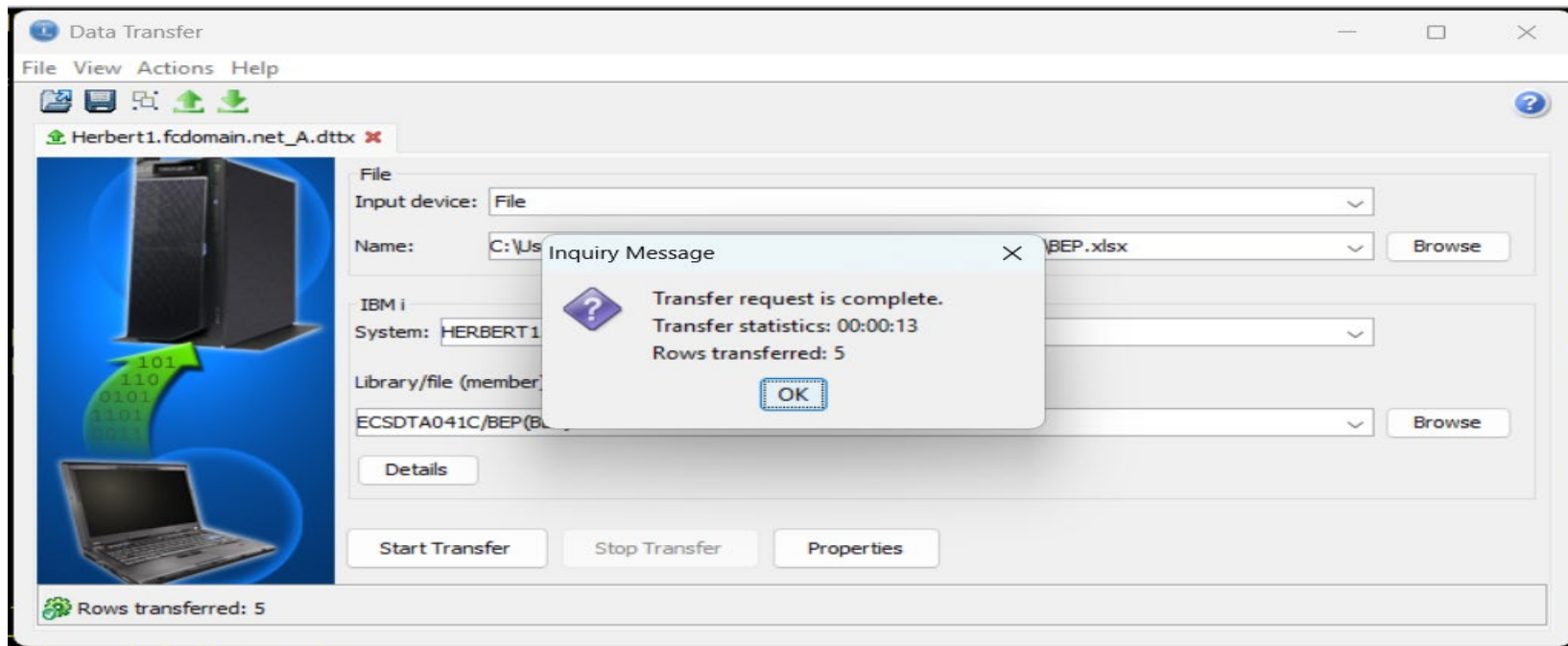


The screenshot shows a dialog box titled "IBM i file". It contains several fields and a dropdown menu. The "Create IBM i object:" dropdown menu is open, showing four options: "No, replace member only", "Yes, create member", "Yes, create file and member", and "No, append to existing member". The "No, append to existing member" option is highlighted with a blue background and a red border. Other fields include "Member text:", "IBM i file type:", "Field reference file name:" (with a "Browse" button), "Record length:" (set to 92), "Authority:" (set to Read/write), and "File text:". At the bottom are "OK" and "Cancel" buttons, and a help icon.

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

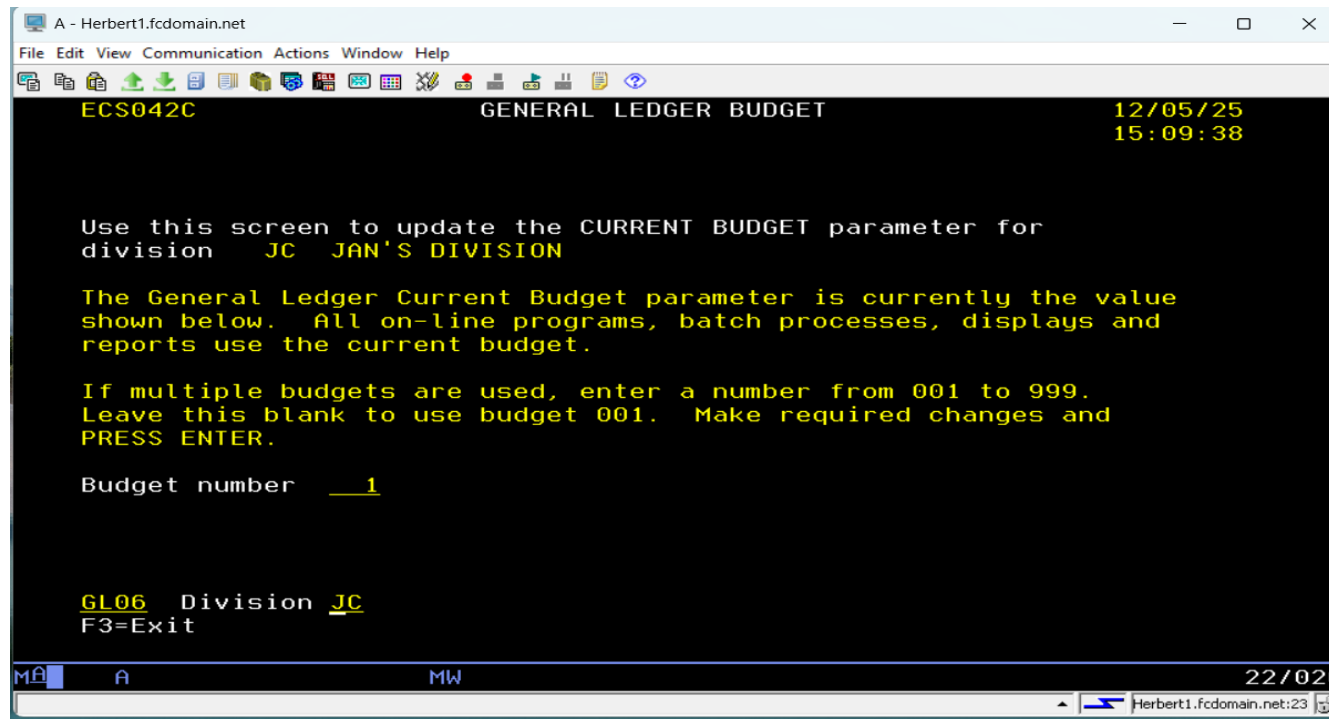


- When the transfer is complete if there are no errors, you will get the following message:
- Click Ok
- Now you can close the Data transfer window



BUDGETS — DATA AREA SETTINGS

- Go to GLMENUMD option 12, enter your division, hit enter, enter your budget number and hit enter
- 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



```
A - Herbert1.fcdomain.net
File Edit View Communication Actions Window Help
ECS042C GENERAL LEDGER BUDGET 12/05/25 15:09:38

Use this screen to update the CURRENT BUDGET parameter for
division JC JAN'S DIVISION

The General Ledger Current Budget parameter is currently the value
shown below. All on-line programs, batch processes, displays and
reports use the current budget.

If multiple budgets are used, enter a number from 001 to 999.
Leave this blank to use budget 001. Make required changes and
PRESS ENTER.

Budget number 1

GL06 Division JC
F3=Exit

M6 A MW 22/026
Herbert1.fcdomain.net:23
```

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

```

A - Herbert1.fcdomain.net
File Edit View Communication Actions Window Help
GLMENU          General Ledger Menu          12/10/25
Select one of the following:                  07:28:04

  * Journal Entries *
65. G/L Transaction Inquiry   JE65
66. G/L Account Inquiry      JE66
67. J/E Maintenance          JE67
  * Master File Maint *
61. Allocated J/E Maintenance JE61
69. Chart of Accounts        AC69
77. Budget Master             BE77
88. Map Definition            SEU
  * Reports *
100. Load Budgets T/JE File  GLJ002
110. G/L Reports             GLJ010
120. Build Statement File    GLJ040
130. Statement Writer        GLSTMTS
135. G/L Statement Set       GLSTMTX
140. Chart of Accounts List  ACM001
160. Cash Account Report     GLJ060
Selection or command
===>

  * Special *
200. Generate Map from ACP    GLJ004
210. Year-End Close          GLJ003
220. Load Annual Budgets     GLJ220
240. Y-T-D Trial Balance      GLJ900
250. Reversing-Standard      GLJ810S
    Allocation J/Es          GLJ970C
270. List JE65 Detail        GLJ970CU
280. Archive JE65 Detail     GLJ011C
290. G/L Entries Print
  * Inquiry *
80. G/L Summary Inquiry      GL80
  * Other Menus *
800. G/L PC Transfer         GLMENUT
888. G/L Parameter           GLMENU
900. System Functions        SYMENU
OFF. Sign Off

F3=Exit  F4=Prompt
  
```

```

A - Herbert1.fcdomain.net
File Edit View Communication Actions Window Help
ECS042C          SUBMIT LOAD ANNUAL BUDGETS  *      12/10/25
                                                    07:37:08

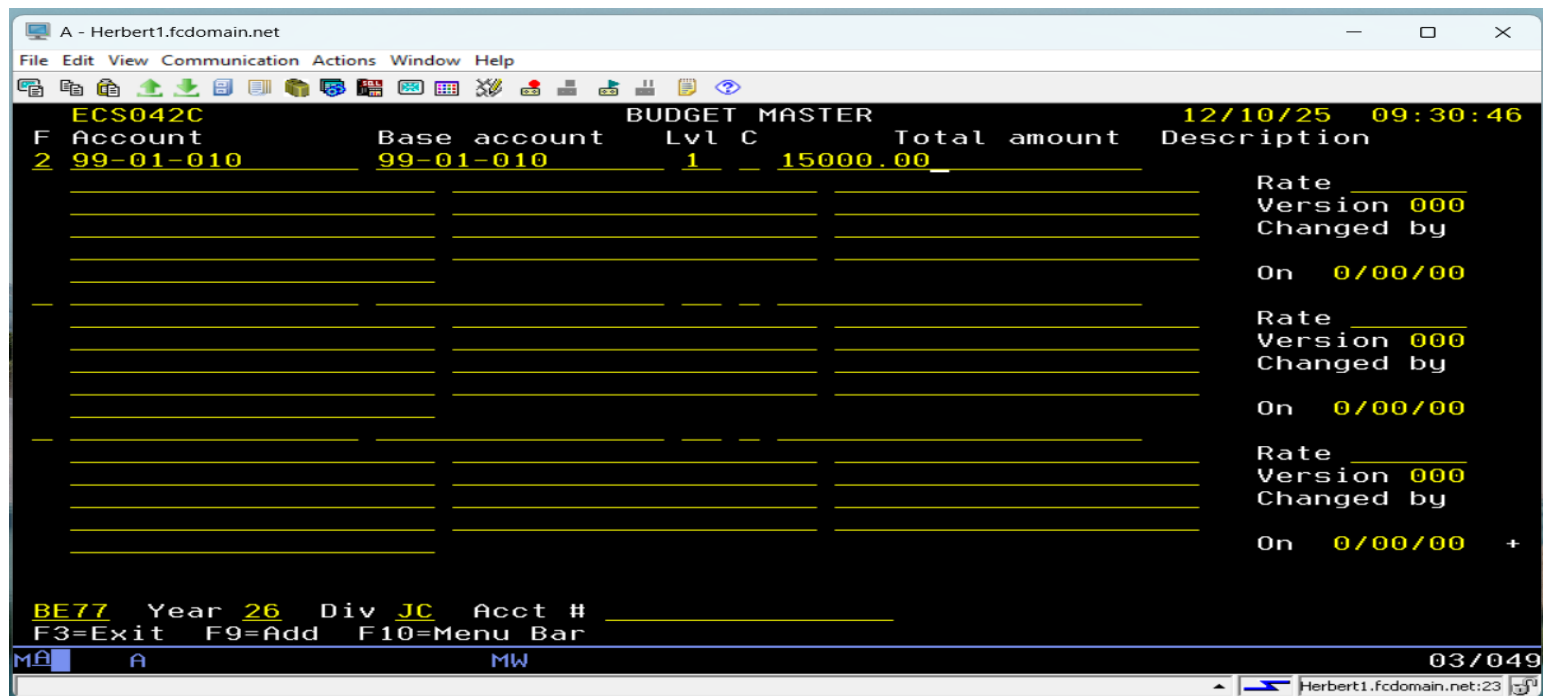
Use this screen to indicate the division(s)
and fiscal period to be processed.

Division          JC
+ for more values -

Fiscal period     2601  (YYMM)

GL05
F3=Submit and exit  F12=Cancel
  
```

- 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



A - Herbert1.fcdomain.net

File Edit View Communication Actions Window Help

ECS042C BUDGET MASTER 12/10/25 09:30:46

F Account	Base account	Lvl C	Total amount	Description
2 99-01-010	99-01-010	1	15000.00	
				Rate
				Version 000
				Changed by
				On 0/00/00
				Rate
				Version 000
				Changed by
				On 0/00/00
				Rate
				Version 000
				Changed by
				On 0/00/00 +

BE77 Year 26 Div JC Acct #

F3=Exit F9=Add F10=Menu Bar

MA A MW 03/049

Herbert1.fcdomain.net:23

- To change/edit and 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.

A - Herbert1.fcdomain.net

File Edit View Communication Actions Window Help

BUDGET MASTER 12/10/25 09:29:37

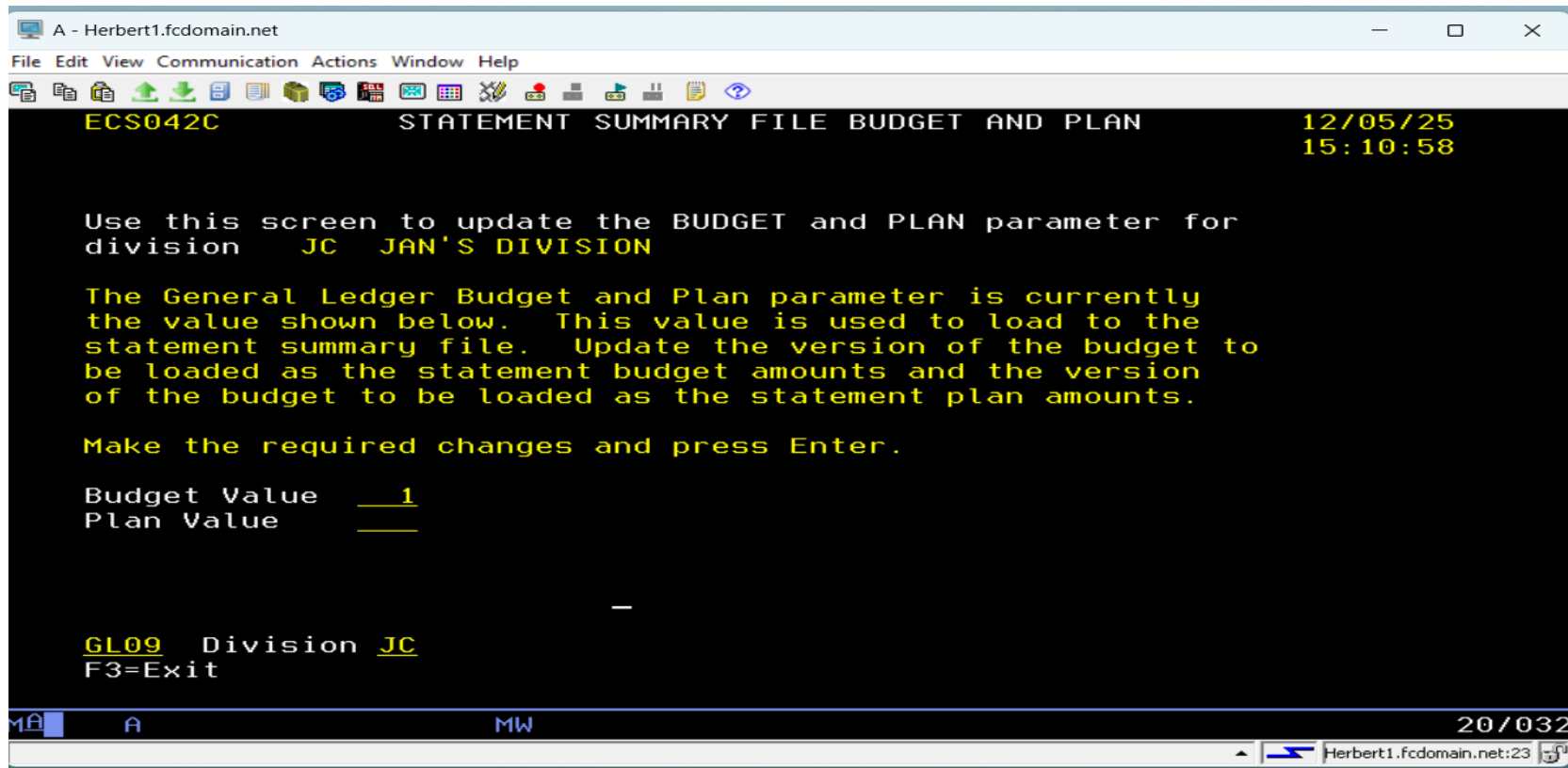
F	Account	Base account	Lvl	C	Total amount	Description
C	99-01-006	99-01-006	1	B	24000.00	INVENTORY
	2000.00		2000.00		2000.00	Rate
	2000.00		2000.00		2000.00	Version 001
	2000.00		2000.00		2000.00	Changed by
	2000.00		2000.00		2000.00	ECS042C
						On 12/10/25
-	99-02-101	99-02-101	1	B	9000.00	MISC EXPENSE
	750.00		750.00		750.00	Rate
	750.00		750.00		750.00	Version 001
	750.00		750.00		750.00	Changed by
	750.00		750.00		750.00	ECS042C
						On 12/10/25
-	99-02-600	99-02-600	1	B	3000.00	HOME DELIVERY CHARG
	250.00		250.00		250.00	Rate
	250.00		250.00		250.00	Version 001
	250.00		250.00		250.00	Changed by
	250.00		250.00		250.00	ECS042C
						On 12/10/25 +

BE77 Year 26 Div JC Acct #
 F3=Exit F9=Add F10=Menu Bar

MA A MW 03/004

Herbert1.fcdomain.net:23

- Go to GLMENUMD 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



```
A - Herbert1.fcdomain.net
File Edit View Communication Actions Window Help
ECS042C STATEMENT SUMMARY FILE BUDGET AND PLAN 12/05/25 15:10:58

Use this screen to update the BUDGET and PLAN parameter for
division JC JAN'S DIVISION

The General Ledger Budget and Plan parameter is currently
the value shown below. This value is used to load to the
statement summary file. Update the version of the budget to
be loaded as the statement budget amounts and the version
of the budget to be loaded as the statement plan amounts.

Make the required changes and press Enter.

Budget Value 1
Plan Value

GL09 Division JC
F3=Exit

MA A MW 20/032
Herbert1.fcdomain.net:23
```

- 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 you budget info.
Select Statement Column and choose the budget formula you want to use

QUESTIONS AND ANSWERS



Book a Discovery Call

***Caracal
Keithrafferty***

Business Developer

ckeithrafferty@friedmancorp.com

(847) 834-4854



***Jan
Cushing***

Internal Support Consultant

jcushing@friedmancorp.com

(847) 948-7180 x7

