



User-Manual

Version 1.0.3

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Symbols in the manual

➡ **Please proceed as follows:** step by step explanation for the single applications

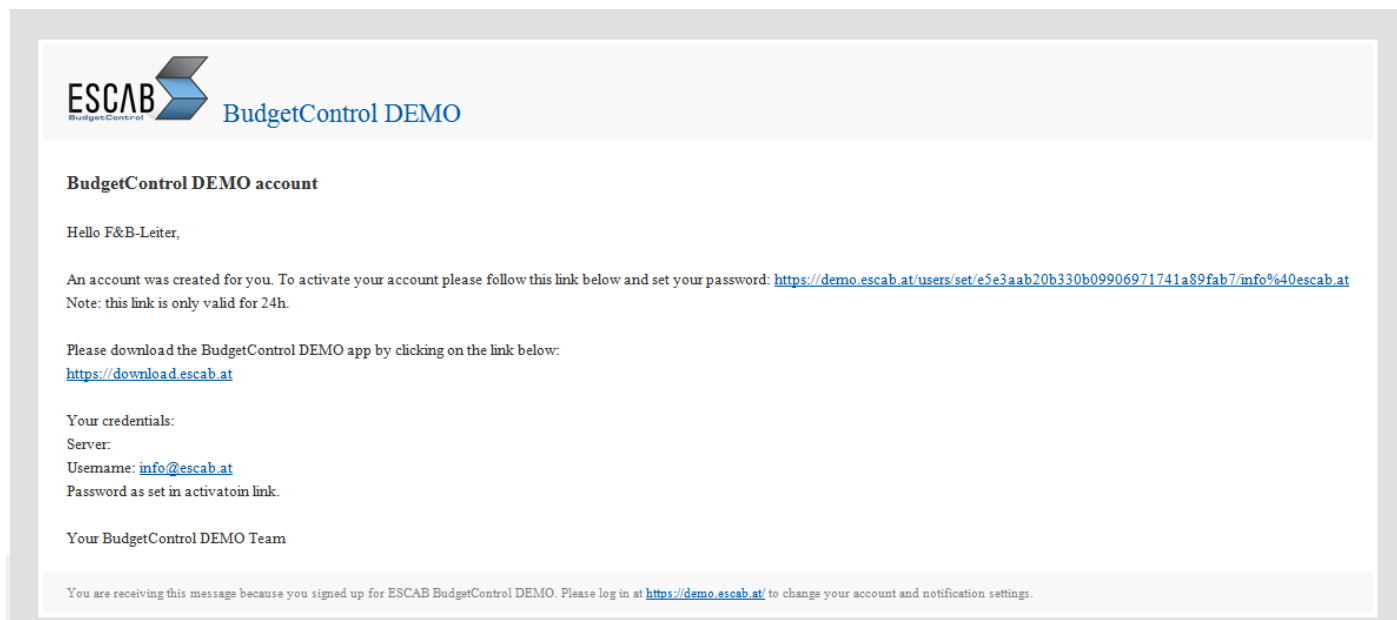
👍 **Advice:** recommendations from ESCAB, for the best use of BudgetControl

ℹ️ **Hint:** Comments concerning the features of BudgetControl

⚠️ **Attention:** Points, you should consider absolutely

Installation and Log-In

For the installation of the Software BudgetControl you will receive an email on the admin email address on your contract.



ESCAB BudgetControl DEMO

BudgetControl DEMO account

Hello F&B-Leiter,

An account was created for you. To activate your account please follow this link below and set your password: <https://demo.escab.at/users/set/e5e3aab20b330b09906971741a89fab7/info%40escab.at>
 Note: this link is only valid for 24h.

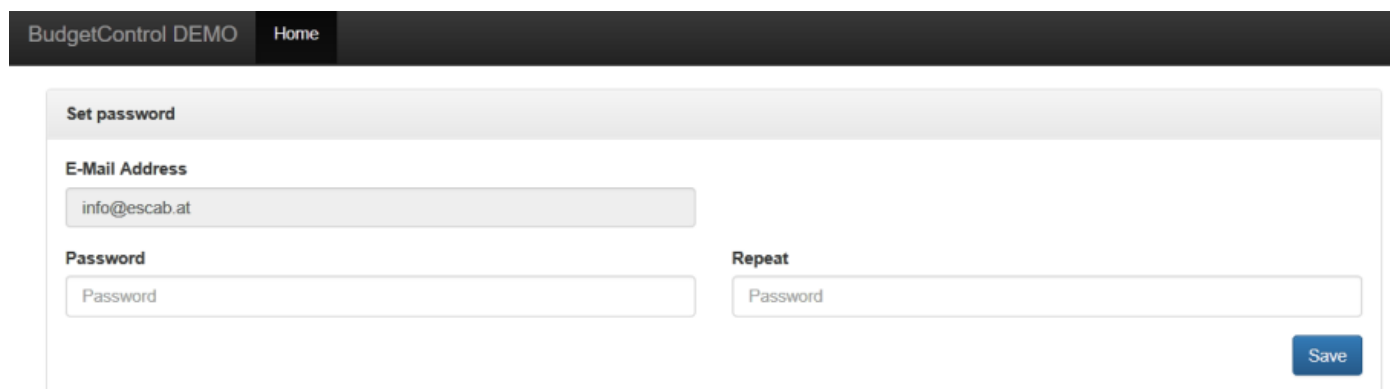
Please download the BudgetControl DEMO app by clicking on the link below:
<https://download.escab.at>

Your credentials:
 Server:
 Username: info@escab.at
 Password as set in activation link.

Your BudgetControl DEMO Team

You are receiving this message because you signed up for ESCAB BudgetControl DEMO. Please log in at <https://demo.escab.at/> to change your account and notification settings.

For the verification of your account, please follow the verification link and announce your password.



BudgetControl DEMO Home

Set password

E-Mail Address

Password **Repeat**

➔ **Please proceed as follows:**
 Receive email → follow verification link → announce password and save

Installation BudgetControl

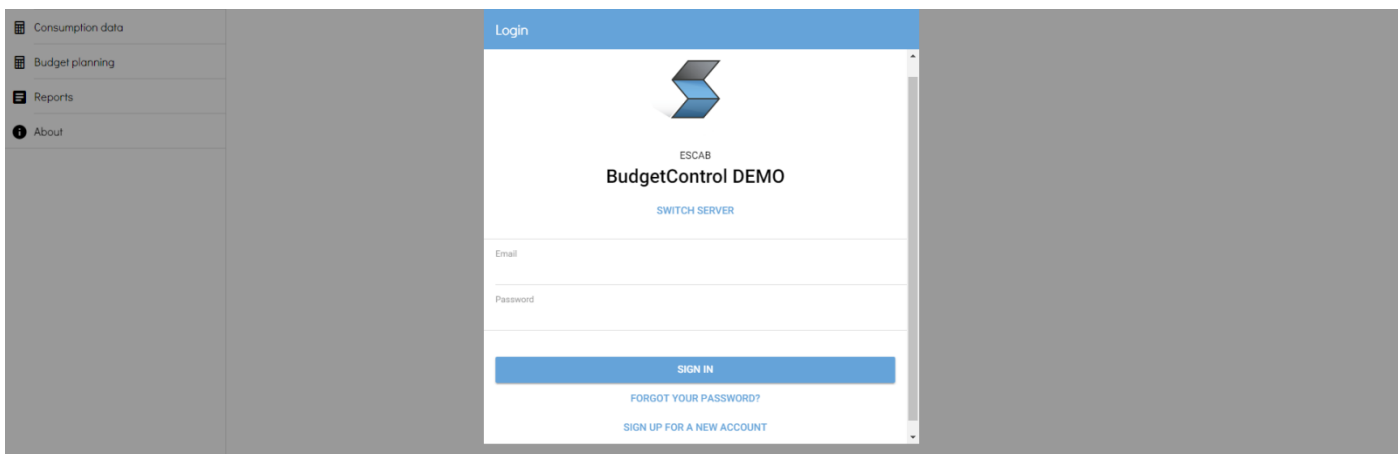
For an local installation of the software on your desktop, please follow the download link in the email.



- ➔ Please proceed as follows:
Follow download link or www.download.escab.at → confirm version → confirm download

Log-In

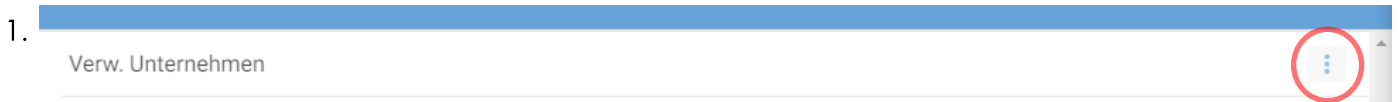
For the log-in you need to use the sent server address in the email.



- ➔ Please proceed as follows:
Open Software BudgetControl → enter server address → confirm → log in with your email address and the announced password

Basic knowledge about the menu

Edit an element in the settings



2.

v. Unternehmen

EDIT

Move on in the next lower level

1.

Verw. Unternehmen

Hotel München

2.

← Location: Hotel München

EDIT

Hotel München

DEPARTMENTS

+


F&B München

Logis München

BK Hotel München

Edit the succession of the fixed settings

You can change the succession of some fixed settings afterwards (e.g. gross margin levels, accounts) by using the move buttons.

 **Advice:** Orientate the succession of your settings, according the succession of your accountancy report. So you can highly accelerate the data entering.

1.

Revenue

DB 1 / Reiner Deckungsbeitrag

DB 2 / Mitarbeiterkosten operativ
2.

Revenue

DB 1 / Reiner Deckungsbeitrag

en operativ

↑

MOVE

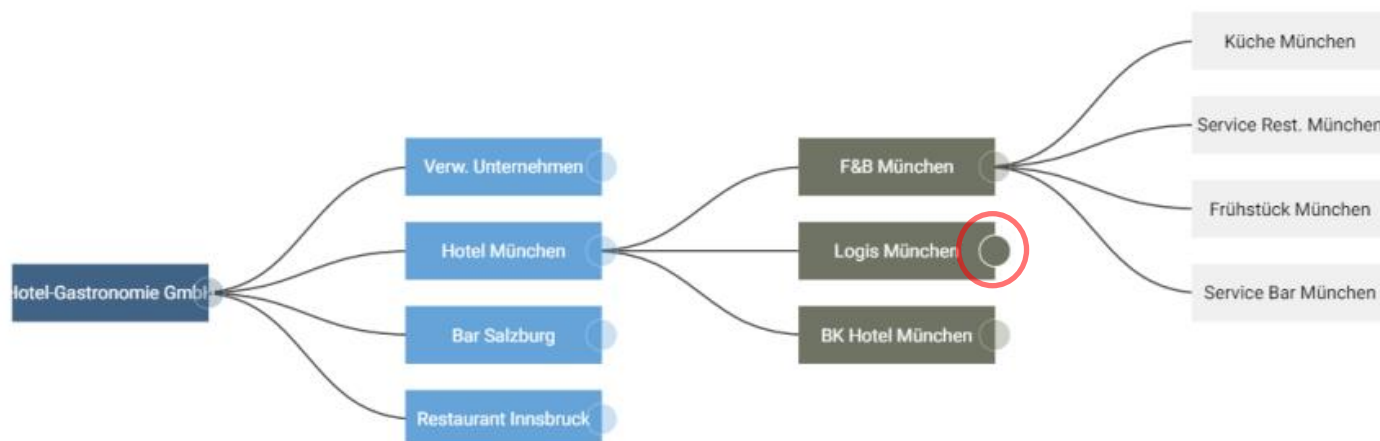
↓

MOVE

EDIT

Working with the company organigram

In the organigram you can move to the settings of the single company levels by the 1-click-principle and change these. With the shady points you can easily expand and reduce the organigram.



Advice: Use the organigram for a very easy visualisation of your company structure, to inspect the single settings and for fast corrections.

Data input

During the data entering you can jump with the tab-key from one field to the next in the single sheets. The input fields are shaded greyly. Please take care, that your data input is correct and compare the amounts with every input, even if corrections are always, also afterwards, possible.


Attention: The software BudgetControl receives data from two directions – on the one hand from the data of your daily revenue bookings, on the other hand from the data of your official accountancy. For the best possible reports of BudgetControl, please take care, that your daily revenue bookings and corrections are happening in accordance of your accountancy.

BUDGET JAN. 2017 - DEZ. 2017	JAN '17		FEB '17		MAR '17	
Total	0	0,00	0	0,00	0	0,00
Bier-Erlös	40	0,00	0,0	0,00	0,0	0,00
Total	0	0,00	0	0,00	0	0,00
Alkoholfrei-Erlös	0,0	0,00	0,0	0,00	0,0	0,00
Total	0	0,00	0	0,00	0	0,00

Afterward changes or delete settings

The total cancellation of settings, like accounts or changes of relations e.g. between departments and cost- or profit-centers is only possible, if there has been no data input for this data path. If you want to change your structure afterwards, set the affected relation "inactive" and set a new connection.

This point assures that no past data is accidentally deleted. The data of inactive relations will be still shown in the reports. If you really want to delete some data completely, please set all affected values on 0.

 **Attention:** For the reactivation of relations, which have been set "inactive" and should be reactivated again, it is necessary to contact the ESCAB support.

Creation of the company structure – the first 10 steps

1. Defining company and locations

As standard your company and every location is already set according to your contract and to your specifications. Changes of names and further detail information are possible of course every time.

➡ **Please proceed as follows:**
Settings → company or location → EDIT → adapt the data → save


2. Defining department types

Department types (e.g. Hotel, F&B, Administration) can be created over the whole company. In a later step you can tailor these types in the actual department and set in relation to the locations.

➡ **Please proceed as follows:**
Settings → department types → + → enter name → save

3. Defining gross margin levels

Cost levels or gross margin levels structure your company finances. They summarize the partial results of your economic efforts (e.g. GM 1 / Product Costs, GM 3 / Department result). In a later step you can set the single account classes in relation with the gross margin levels.


 **Advice:** Every cost account class should be related to its own gross margin level, for the best possible survey.


 **Hint:** The level revenue is already set and cannot be changed.

➡ **Please proceed as follows:**
Settings → Gross Margin Levels → + → enter name → save

4. Defining cost- and profit-centers

Profit-centers are burden centers with revenue and cost-centers are burden centers without revenue. You can use as many cost-centers as you like, but those cannot be related to the cost level revenue and so those cannot bring any revenue into the system. The amount of the available profit-centers per location depends on your contract or from your chosen license. As next step you have to create your cost- and profit-centers.

 **Advice:** The cost- and profit-centers should be set according to the burden center structure of your accountancy.

 **Hint:** Cost-centers can be created and defined for the whole company, as well as for the single locations. Set for the whole company, they will not have a significant location name. The amount of Profit-Center depends on your license and they can be related only one time. So you should give a location related name to profit-centers (e.g. Profit Center "München Service Restaurant").

➡ **Please proceed as follows:**
Settings → Cost- and Profit-Center → + → enter name → choose cost- or profit-Center → save

5. Defining department and connect them to locations

Departments subdivide the department types and can be named more detailed.

Example: Department F&B Salzburg underlies department type F&B

➡ **Please proceed as follows:**
Settings → locations → choose location → + → enter name → choose department type → save

6. Connecting cost- and profit-centers with departments

To finish the creation of the structural company settings, you have to connect the departments with the single cost- and profit-centers.

➡ **Please proceed as follows:**
Settings → locations → choose location → choose department → add cost- and profit-centers

7. Setting account structure and relating it

The account structure results out of the assignment of the different account classes to the gross margin levels.


Example: gross margin level GML 1 → account class product costs/variable costs.

➡ **Please proceed as follows:**

Settings → account classes → + → enter name → relate gross margin level → save

8. Setting accounts

The accounts underlie the single account classes. Furthermore you can divide the accounts with subaccounts for a more detailed breakdown (e.g. account "revenue beverages" → subaccounts "revenue beer", "revenue wine", etc.). For the accounts of the variable costs, so accounts, which depend on the revenue (e.g. product costs), you can set a relation to the single revenues.

 **Hint:** The accounts and subaccounts are basis for the different reports. Orientate your settings of the account structure towards the structure of your accountancy and your booking software.

Setting an **account**

➡ **Please proceed as follows:**

Settings → account classes → choose account classe → + → enter name → save

Setting a **subaccount**

➡ **Please proceed as follows:**

Settings → account classes → choose account class → + → enter name → choose parent account → save

Setting an account with relation to a revenue account

➡ **Please proceed as follows:**

Settings → account classes → choose account class → + → enter name → maybe choose parent account → choose related revenue account → save

9. Relating accounts

To finish the account structure, you have to relate the single accounts with the cost- and profit-centers. Relate only the accounts, which you need in the single burden classes. So you assure the best possible survey in the single account classes. Here you have to differentiate between accounts without and accounts with relation:

Relating an **account without relation**

➡ **Please proceed as follows:**

Settings → account classes → choose account class → choose account or subaccount → set cost- and profit-centers

Relating an account with relation

- ➡ Please proceed as follows:
- Settings → account classes → choose account class → choose account or subaccount → set cost- and profit-centers → choose profit-center for the dependency of the variable costs from the revenue


10. Check settings in the organigram

Recheck your settings in the organigram, whether the structure is set correctly and whether all accounts are related correctly with the cost- and profit-centers.

Managing the company structure

Managing locations

To set or to use a new location, it is necessary to buy a new license.

-  **Hint:** Licenses of the software BudgetControl are generally limited for locations. The use for a data capture of several locations with different addresses, without a written agreement with ESCAB is not allowed!

You can adapt your detail location data anytime.

- ➡ Please proceed as follows:
- Settings → locations → EDIT → enter adaptations → save

Defining a department type

Department types (e.g. Hotel, F&B, Administration) can be created over the whole company. In a later step you can tailor these types in the actual department and set in relation to the locations.

- ➡ Please proceed as follows:
- Settings → department types → + → enter name → save

Defining departments and connect them to locations

Departments subdivide the department types and can be named more detailed.


Example: Department F&B Salzburg underlies department type F&B


➡ Please proceed as follows:

Settings → locations → choose location → + → enter name → choose department type → save

Defining cost- and profit-centers

Profit-centers are burden centers with revenue and cost-centers are burden centers without revenue. You can use as many cost-centers as you like, but those cannot be related to the cost level revenue and so those cannot bring any revenue into the system. The amount of the available profit-centers per location depends on your contract or from your chosen license. As first step you have to create your cost- and profit-centers.

 **Advice:** The cost- and profit-centers should be set according to the burden center structure of your accountancy.

 **Hint:** Cost-centers can be created and defined for the whole company, as well as for the single locations. Set for the whole company, they will not have a significant location name. The amount of Profit-Center depends on your license and they can be related only one time. So you should give a location related name to profit-centers (e.g. Profit Center "München Service Restaurant").

➡ Please proceed as follows:

Settings → Cost- and Profit-Center → + → enter name → choose cost- or profit-Center → save

Connecting cost- and profit-centers with departments

To finish the creation of the structural company settings, you have to connect the departments with the single cost- and profit-centers.


➡ Please proceed as follows:

Settings → locations → choose location → choose department → add cost- and profit-centers

Managing cost levels and financial structure

Defining gross margin levels

Cost levels or gross margin levels structure your company finances. They summarize the partial results of your economic efforts (e.g. GM 1 / Product Costs, GM 3 / Department result). In a later step you can set the single account classes in relation with the gross margin levels.

 **Advice:** Every cost account class should be related to its own gross margin level, for the best possible survey.

 **Hint:** The level revenue is already set and cannot be changed.

 **Please proceed as follows:**

Settings → Gross Margin Levels → + → enter name → save

Setting account classes

The account structure results out of the assignment of the different account classes to the gross margin levels.


Example: gross margin level GML 1 → account class product costs/variable costs.

 **Please proceed as follows:**

Settings → account classes → + → enter name → relate gross margin level → save

Setting accounts and the different kinds of accounts

The accounts underlie the single account classes. Furthermore you can divide the accounts with subaccounts for a more detailed breakdown (e.g. account "revenue beverages" → subaccounts "revenue beer", "revenue wine", etc.). For the accounts of the variable costs, so accounts, which depend on the revenue (e.g. product costs), you can set a relation to the single revenues.

 **Hint:** The accounts and subaccounts are basis for the different reports. Orientate your settings of the account structure towards the structure of your accountancy and your booking software.

Setting an **account**

 **Please proceed as follows:**

Settings → account classes → choose account classe → + → enter name → save

Setting a **subaccount**

 **Please proceed as follows:**

Settings → account classes → choose account class → + → enter name → choose parent account → save

Setting an account with relation to a revenue account

 **Please proceed as follows:**

Settings → account classes → choose account class → + → enter name → maybe choose parent account → choose related revenue account → save

Relating accounts with cost- and profit-centers

To finish the account structure, you have to relate the single accounts with the cost- and profit-centers. Relate only the accounts, which you need in the single burden classes. So you assure the best possible survey in the single account classes. Here you have to differentiate between accounts without and accounts with relation:

Relating an **account without relation**

➡ Please proceed as follows:

Settings → account classes → choose account class → choose account or subaccount → set cost- and profit-centers

Relating an **account with relation**


➡ Please proceed as follows:

Settings → account classes → choose account class → choose account or subaccount → set cost- and profit-centers → choose profit-center for the dependency of the variable costs from the revenue

Define a daily report with turnover times

With the turnover times you can breakdown your daily reports more detailed, while you consider different daily shifts. First you have to set turnover time types. These you can define for the whole company. Subsidiary you can define single turnover times and relate them with the single profit centers. Furthermore it is possible to announce individual units for each turnover time (e.g. guests, rooms, overnight stays, etc.). So you can capture your average revenue per unit and shift.

Example: Restaurant Innsbruck → Turnover time type "Lunch" → Turnover time "Lunch Service Innsbruck"

 **Hint:** Please consider for the units of the single turnover times, whether the units in the reports have to be captured as sum or average. As standard the units are captured as sum.

Setting a turnover time type

➡ Please proceed as follows:

Settings → turnover time types → + → enter appellation → save

Setting a turnover time

➡ Please proceed as follows:


Settings → turnover time types → choose turnover time type → + → enter name → relate location → relate department → relate profit-center → enter unit → maybe activate average calculation → save


User Management


In the user management you can define the access rights of the single users of BudgetControl. These can consider activities in the software, as well as limitations for the single areas of the company.

Creating user roles and detailed definition

With the user roles you can restrict the activities of the single users. You can define, who is allowed to enter and/or see the data and who is allowed to change the settings structure. The single roles can be saved and related with each user of the software in a later step.

 **Attention:** The allowance for changes of the settings should be given to so few persons as possible. The adaption of settings is rarely necessary, but if here is done any mistake, it will result in a high correction effort.

 **Advice:** Create the user roles according to the company structure. Define roles for the leaders of cost- and profit-centers, for department leaders, for location leaders, for company leaders and the software administration.

 **Hint:** You should activate the following access rights as standard in every user role, to assure the basic functionality of the software for every user. These rights allow only the access to the company structure without the possibility to change anything or to see one of the numbers.

Account Classes:	See list of account classes / See account classes detailed
Accounts:	See accounts detailed / See relation of accounts to cost-/profit-center detailed / See choice of accounts
Cost-/Profit-Center:	See list of cost-/profit-centers / See cost-/profit-centers detailed / See relations of cost-/profit-centers to accounts
Departments:	See department detailed / See relations of departments to cost-/profit-centers / See choice of departments
Turnover Times:	See turnover times detailed / See choice of turnover times
Department Types:	See list of department types / See department types detailed
Turnover Time Types:	See list of turnover time types / See turnover time types detailed
Gross Margin Levels:	See list of gross margin levels / See gross margin levels detailed
Locations:	See list of locations / See locations detailed
Profiles:	Update profiles

User: See list of users / See users detailed

User-Roles: See list of roles

Setting a new user role

Please proceed as follows:

➔ User management → roles → + → enter appellation → save


Defining a user role


Please proceed as follows:

➔ User management → roles → choose role → activate or deactivate single allowances or access rights

Creating a new user

Generally you can create and involve so many users as you want.

 **Attention:** By creating new users you allow accesses to your finances. Please take care that all given access rights are correct.

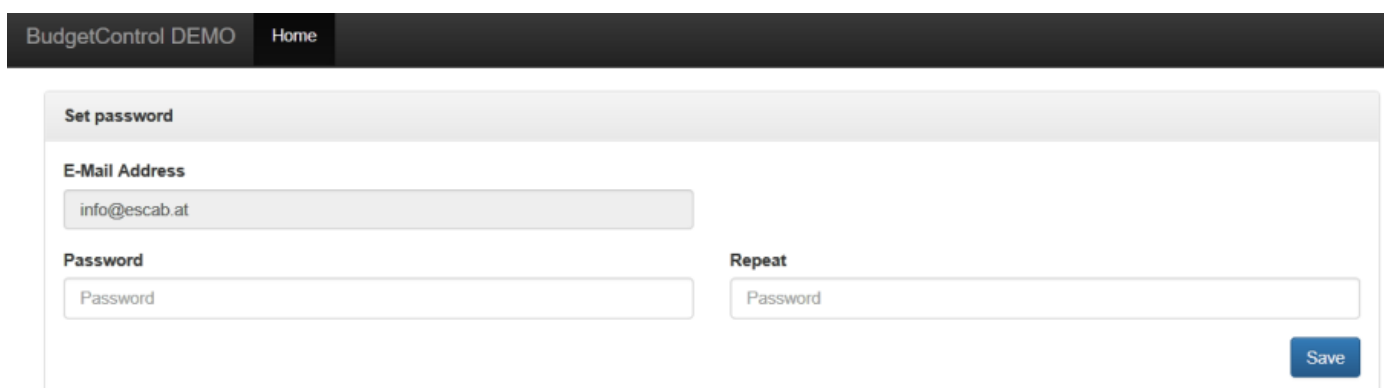
 **Advice:** If there is any employee, who is leaving the company, you can block his account. So you cancel his access rights, but all user data stays untouched.

Please proceed as follows:

➔ User management → user → + → enter data (**required fields:** first name, name, email address) → choose role → define allowances for the single cost- and profit-centers → save

Activation of user and announcement of password

After you have created a new user's account, he will receive an activation link on the email address (see also [Installation and Log-In](#))




Please proceed as follows:


➔ Receive email → follow activation link → enter and confirm password → log-in with BudgetControl

Current data feed manually

Daily data feed

The daily data is basis to capture the average consumption values and the reached daily revenues. These can be entered with individual turnover times and units. To create turnover times see [Define a daily report with turnover times](#). The data entering should happen daily and per burden center with revenue.

 **Hint:** For all accounts with subaccounts, you will receive additionally a subaccount with the name "General". This is for revenues, which cannot be assigned directly to one of the other subaccounts.


 **Advice:** The field comment can be used for any notes to the single data (e.g. weather, special events,...). These notes can be shown or hidden in reports.

 **Please proceed as follows:**

Consumption data → choose location → choose department → choose profit-center → choose date → enter data

Accountancy data feed

The accountancy data should be the final data from your tax counselor. Nevertheless this data completes the data, which you are entering daily in the system. Correction bookings should happen always in reconciliation with both sides. The entering of the accountancy data happens each month.

 **Advice:** To reduce the effort of the data entering on a minimum, you should adapt the account succession of BudgetControl to the account succession in you accountancy system.

 **Please proceed as follows:**

Accountancy data → choose location → choose department → choose cost- or profit-center → choose month → enter data

Current data feed automatized

General points of the data import

It is possible to import the consumption data as well as the accountancy data automatically in your BudgetControl. Whether this process is possible and perhaps even completely automatized, depends on your accountancy

and booking systems. If the export of the necessary data is possible out of these systems manually and automated in the needed format, BudgetControl is able to import and fill in these data automatically.

Please contact the ESCAB-Support, to check the implementability of the necessary interfaces for the systems you are using in your company. We look forward to advising you.

Your interfaces at a glance – active and inactive

If there are any interfaces integrated in your BudgetControl Software, you will receive access to the menu item Imports. Here you have the overview of the installed import orders.

Application Edit View		
Importer		
	Importer 1	0 Fehlschläge
	Importer 2	0 Fehlschläge
	Importer 3	0 Fehlschläge

Hint: In this screen shot you find three different importers. Importer 2 is not active, what you can realize with grey symbol at the beginning of the line.

Attention: If there is any reason, why a data file cannot be imported, the importer will be deactivated after five failed attempts. In this case you should check the mappings of the importer (go to: [Mappings in the interfaces](#))

Please proceed as follows

Imports → select Importer → Button „Activate for Autorun“ or „Deactivate to Test“

File-Name for Import files of Interfaces

Your interfaces will import only files, which can be realized as importable with the filename. On the one hand this is to assure that BudgetControl receives only data which really has to be imported. On the other hand the file name often supplies necessary information for the import. The expected name formate of each interface you can check in the interface details.

Please proceed as follows:

Imports → select Importer → check file pattern

← Importer: Importer 1

Importer 1

Autorun status: inactive [ACTIVATE FOR AUTORUN](#)

File pattern: Buchung*DEMO*.csv

Files found: Buchungsjournal_DEMO.csv [DRY RUN](#)

Hint: The symbol * is set as a place holder. Instead of this symbol every text, independent of length and signs is allowed. Obligatory in the file name is **(Consider big and small letters!)**:

Buchung ... DEMO... .csv

If the symbol ? is used in the file pattern, every ? means one sign:

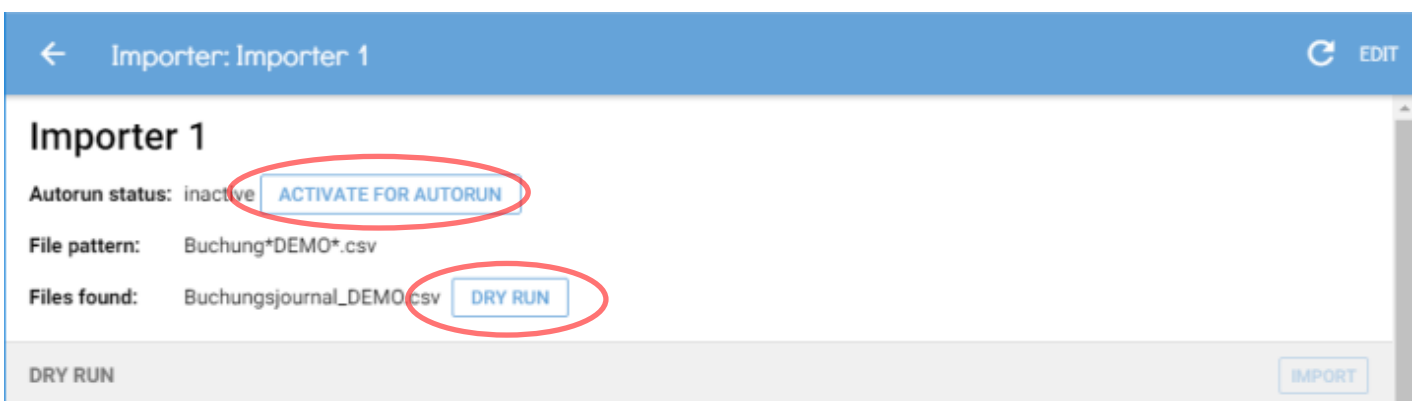
Example: File pattern: Buchung_?????.csv → possible file name: Buchung_2017.csv

Mappings in the interfaces

To assure, that only the correct data is imported, the importer will only use files, where all necessary mappings are set. This means: If there is any item in a file, which is not mapped, this file cannot be imported and you will receive defect note, as long as the missing mapping is not added.

➔ **Please proceed as follows:**

Imports → select Importer → maybe click on „Deactivate to Test“-Button → click on „Dry run“-Button → edit the unknown mappings → save → release „Import“ manually or click on the „Activate Autorun“-Button, to reactivate the interface



Hint: As long as there are shown lines as failed in the dry run documentation, there are still positions to map.

DRY RUN

IMPORT

File:

Buchungsjournal_DEMO.csv

Lines found:

1,182

Lines ignored:

1

Lines skipped:

872

Lines processed:

0

Lines failed:

309

MAPPINGS

SAVE

Unknown mappings

Cost/Profit centre: 4301|1

Select department

Select cost/profit centre

Missing cpcenters_id for 4301|1

Cost/Profit centre: 4302|1

Select department

Select cost/profit centre

Missing cpcenters_id for 4302|1

Cost/Profit centre: 4305|1

Select department

Select cost/profit centre

Missing cpcenters_id for 4305|1

Error of the file import with interfaces – What is to do?


- ➡ Please proceed as follows:
- Check, whether the file is conform to the file pattern of the importer, whether the file is saved correctly and is shown under files found → go to: [File-Name for Import files of Interfaces](#)
 - Check, whether the Autorun of the importer is activated → go to: [Your interfaces at a glance – active and inactive](#)
 - Check, whether there are shown errors in the importer overview. In this case it is necessary to start the dry run of the interface and check the mappings. → go to: [Mappings in the interfaces](#)
 - Check, whether you are trying to import data, which is already existing for this term and cannot be overwritten → go to: [Mappings in the interfaces](#)


Budget planning

Start of new budget

The budget, the economic planning for a defined period, should be defined clearly and should be kept for the planned time completely. BudgetControl allows to write a new budget for the same period, during the running process and to define an alternative budget period. The budget planning has to be done on a monthly basis.

Furthermore you can choose two comparison periods. With the comparison data you write you budget easily and as realistic as possible.

 **Advice:** It is only advisable to restart a budget, if the differences between target and actual values are so big, that a realistic economic planning is aggravated. In this case do not edit your current budget, but start a new one for the same period.


 **Hint:** The budget planning has to be done for each cost- and profit-center.

 **Please proceed as follows:**

Budget planning → + → enter name → define budget period from and until → choose comparison period 1 → choose comparison period 2 → save

Budget planning for profit-centers


The revenue budget planning happens in the profit-centers on basis of the daily average of units (e.g. guests, rooms, articles, etc.), average revenue per turnover time and open days. To define the turnover times and units see [Define a daily report with turnover times](#). The budget planning for variable costs can be done with absolute values or with percentages (requirement: the cost accounts have been set in dependency of the respective revenue accounts – see [Setting accounts and the different kinds of accounts](#)). The budget planning for the running costs has to be done monthly.

 **Advice:** Orientate yourself to the current inflation values for the budget planning. The inflation should be the minimal increase, which should be added to the respective comparison period.

 **Please proceed as follows:**

Choose Budget

Budget planning → choose budget → choose location → choose departement → choose profit-center

 **Writing revenue budget**

Every month: enter open days per turnover time → enter number of units per turnover time and open day → enter daily revenue per turnover time and unit

 **Writing budget for variable costs**


Every month: define and enter absolute or percentage value

 **Writing budget for all other costs**

Every month: define and enter absolute value for each account

Budget planning for cost-centers

The budget planning for continually costs has to be done monthly.

 **Advice:** Orientate yourself to the current inflation values for the budget planning. The inflation should be the minimal increase, which should be added to the respective comparison period.

➡ Please proceed as follows:

➡ Choose Budget

Budget planning → choose budget → choose location → choose department → choose cost-center


➡ Writing budget for cost centers


Every month: define and enter absolute value for each account

Reports & graphics

General remarks for reports

You can compare current, past and budget values flexibly with BudgetControl. So you can configure, adapt and save the reports individually. The comparisons are possible on every level. It is allowed to compare three different periods and data, considering single burden centers, or even the whole company.

 **Attention:** The reports can be shown with a resolution per day, month or general amount. The maximum period for a resolution per day is 36 days. The maximum period for a resolution per month is 36 months. Generally the maximum period for reports is 3 years.

 **Advice:** For a maximum flexibility, you can combine all different data. You receive the best expressiveness with reports, if you limit your choice of actual values on one [Data types in reports](#) (the combination with budget data is possible in all variation of course!).

Data types in reports

Generally there is a difference between five data types in the reports:

Budget data: This data results out of the entered values under budget planning and is shown according to the depiction of the comparison periods. Depending on the structure of the comparison periods, it is possible only the revenue amount, but also the revenue amount with planned average consumption per unit and planned number of units.

Accountancy data: This data results out of the entered values under accountancy data. This data is **dominant for the report's structure**, which means if you have chosen "accountancy data" for one of the comparison periods, you will receive for all comparison periods the whole cost structure as report. The revenues will be shown as amount per account.

Consumption data: This data results out of the daily entered values under consumption data. This is shown only on the revenue level and is dominant for the report's values, which means if you have chosen "consumption data" for one of the comparison periods, all revenue values are calculated with the consumption data. If you compare only consumption data, you will receive only revenue values. Additionally the report shows the

average consumption and number of units. Furthermore you can display the entered comments from the consumption data.

 **Attention:** The consumption data is only available for profit-centers!


Accountancy-/Consumption data combined: This data combines the revenue values from the consumption data and the cost values from the accountancy data. You will receive a report with detailed revenues according to the consumption data and cost values according to the accountancy data.

Forecast data: The forecast data combines accountancy and budget values. You can create a prediction, how the result of the report period will be, if you exactly reach your budget from a certain point. For this, please choose the right budget and enter the date, from which you want to work with the budget values. For the period before you will see the entered accountancy values.

Creating a new report

BudgetControl allows an individual creation of reports. You can prepare, save and update a report for each company level very flexibly.

 **Hint:** The succession of the saved report is alphabetic. To find your reports easily, you should consider a name scheme for the saving (e.g. Budget Kitchen München, Budget Service München, Budget Company,...)

 **Advice:** For a maximum flexibility, you can combine all different data. You receive the best expressiveness with reports, if you limit your choice of actual values on one [Data types in reports](#) (the combination with budget data is possible in all variation of course!).

 **Please proceed as follows:**

Fix the basis

Reports → + → enter name → choose unit of period per dropdown (day, week, month, year) → enter number of period units → choose resolution on daily, monthly or amount basis →

Defining comparison periods

Compare to + → choose data type → enter starting date → maybe select location → maybe select department → maybe select cost- or profit-center → maybe define comparison periods → save → VIEW

Edit reports – temporarily

 **Please proceed as follows:**

Reports → choose report → make adaptations → **not** save → VIEW

Edit reports – permanently

➔ Please proceed as follows:

Reports → choose report → make adoptions → save → VIEW

Show comments, hide accounts and subaccounts in reports

You have the possibility to reduce or extend different details in a report. So you can hide the subaccounts, the subaccounts with accounts, or show the comments.

➔ Please proceed as follows:

Reports → choose report → VIEW → click on 3-point-field → choose option

Report: Report Unternehmen

REPORT UNTERNEHMEN	Accountancy + forec...	Accountancy Jan '15 ...	Budget Jan '16 - Sep '...	JAN '16	JAN '15	JAN '16	FEB '16	FEB '15	FEB '16
UMSATZ	6.242.969,87 100,0%	5.893.808,43 100,0%	6.338.042,34 100,0%	655.422,87 100,0%	636.968,03 100,0%	722.834,75 100,0%	630.660,60 100,0%	594.392,00 100,0%	651.580,41 100,0%
Speisen-Erlös	2.374.560,43 38,0%	2.222.312,25 37,7%	2.421.956,25 38,2%	251.110,55 38,3%	242.458,55 38,1%	270.633,10 37,4%	246.809,00 39,1%	227.082,50 38,2%	254.972,64 39,1%
General	1.532.564,32 24,5%	1.430.327,13 24,3%	1.574.184,11 24,8%	157.774,55 24,1%	152.972,13 24,0%	171.011,50 23,7%	157.945,30 25,0%	144.846,90 24,4%	165.648,00 25,4%

Show report as graphic

BudgetControl allows showing your reports in several graphics.

➔ Please proceed as follows:

Reports → choose report → VIEW → click on graphic field → open graphic in the list

Report: Report Unternehmen

REPORT UNTERNEHMEN	Accountancy + forec...	Accountancy Jan '15 ...	Budget Jan '16 - Sep '...	JAN '16	JAN '15	JAN '16	FEB '16	FEB '15	FEB '16
UMSATZ	6.242.969,87 100,0%	5.893.808,43 100,0%	6.338.042,34 100,0%	655.422,87 100,0%	636.968,03 100,0%	722.834,75 100,0%	630.660,60 100,0%	594.392,00 100,0%	651.580,41 100,0%
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If you want to have a look on detailed positions, you can hide the not necessary positions.

➔ Please proceed as follows:

→ Hide the single costs by clicking in the legend

