SwissSalary Budget

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1   SwissSalary Budget

With the help of the SwissSalary Budget® module, you can create wage budget in FTE and/or in Amounts as well as calculate forecasts. Different versions can be created for each budget or forecast. In addition, you have the option to compare the target and actual numbers in an assessment and determine the deviations. The SwissSalary Budget® module is available starting from Microsoft Dynamics NAV 2013 and SwissSalary Update 5053.000 and later.

1.1   Introduction

1. The first thing to decide is the way the budget is to be built. This is because it needs to be set up in the Budget Structure. You have the following options:
o By employees: the costs can be generated and assessed for each individual employee.
o By cost centers: the costs or the FTE can be generated and assessed per cost center.
o By departments: the costs or the FTE can be generated and assessed per department.
o By positions: the costs or the FTE can be generated and assessed per position.
o By workplaces: the costs or the FTE can be generated and assessed per workplace.

2. An FTE budget (posts) is usually created by cost center, department, etc. A budget in amounts is rather entered at the employee level.
In addition, at least one column layout must be defined. You decide in column layouts which column should display relevant costs (monthly wage, social security costs, flatrate expenses, etc.).

3. If you want to budget costs for employees not yet registered as employees in SwissSalary, you can create "Vacancies".

2 Settings

Before you can create budgets or forecast, some settings need to be made.

2.1 SwissSalary Budget Settings

By going to Departments, "SwissSalary Budget" module administration, you will find "Budget Settings" with the following fields:

Category name | Field name	Description / Example
FTE calculation	The FTE can be calculated in two different ways: by wage total or by percents by position. • Wage total: The FTE calculation is based on the amounts paid out. This way, e.g. absences due to illness, military, etc. can be taken into account during FTE calculation. **Exemple 1** Monthly wage: Fr. 8'800.00 Reduction due to absences (e.g. illness, accident, military, etc.) Fr. - 1'250.00 Amount paid Fr. 7'550.00 FTE based on the wage total: Fr. 7'550.00: Fr. 8'800.00 = 0.86 FTE **Exemple 2** Hourly wage (23h x Fr. 23.86) Fr. 1'598.60 Holiday pay 3.20% of Fr. 1'598.60 Fr. 51.15 Subtotal Fr. 1649.75 Vacation pay 10.64% of Fr. 1'649.75 Fr. 170.10 Total Fr. 1'819.85 Theoretic monthly wage as per Employee card ("Wage Rate Value" field) : Fr. 4'200.00 FTE based on the wage total: Fr. 1'819.85 : Fr. 4'200.00 = 0.43 FTE Notes: o If an employee with a 100% employment, for example, is recruited or resigns in the middle of the month, 0.5 FTE will be calculated for this employee in this month o You can determine the wage types to be taken into account in the calculation of the wage total in the "Position index" field in each wage type. • Percent by position: The FTE is determined based of the percents by position recorded in the Employee card.
ACTUAL wage items calculation	Wage items posted in SwissSalary can be transferred to SwissSalary Budget as ACTUAL items. You can choose to transfer them automatically or manually. • Manually: The completed, posted pay processes must be transferred manually to the Budget ACTUAL items. You can find the pay processes to be transferred in Lists, Pay Processes to be Transferred. you can select one or more pay processes in this

Category name | Field name	Description / Example
	window and transfer them to the Budget module using the "Transfer pay process" function. For more information, see Chapter Transferring ACTUAL Items. • Automatically during the accounting process: The Budget ACTUAL items are created using the "Wage accounting" process. • Automatically during posting: The Budget ACTUAL items are created using the "Wage posting" process. Notes: • For all options mentioned above, Budget ACTUAL items are deleted if a pay process is canceled in the SwissSalary wage module. • An already transmitted pay process can be transmitted again to Budget ACTUAL items at any time. For more information, see Chapter Pay Processes to be Transferred.
Vacancies number series	A number series that should be used when creating a new vacancy must selected here (see Chapter Vacancies)

2.2 Salary Types

This setting is relevant if you have set up FTE calculation in SwissSalary Budget Settings to "Wage total". In SwissSalary wage types in the "Absences" tab, "Position index" field, you can determine the wage types to be included in the calculation of wage total.

Category name | Field name	Description / Example
Base wage	The amount of this wage type is taken into account as the base wage in Budget ACTUAL items, e.g. the Monthly Wage, Monthly Wage Correction, Hourly Wage, Payout of Overtime Hours wage types, etc.)
Allowances	The amount of this wage type is taken into account in Budget ACTUAL items as an allowance, e.g. the Achievement Bonus wage type
Deductions	The amount of this wage type is taken into account in Budget ACTUAL items as a deduction, e.g. the Reduction due to Absences wage type

2.3 Positions

If you want to prepare the budget by positions, you can define positions in the administration under the "Positions" menu item.A position can be set up with different criteria (e.g., role, department, etc.). When creating ACTUAL budget items, these settings are compared to the criteria assigned to the employees in SwissSalary. If the criteria of the position and the employees match, the corresponding position is as-signed to the ACTUAL budget item. You will see the following fields in the "Positions":

Category name | Field name	Description / Example
Code	You can input an available code here.
Description	You can input an arbitrary description here.
Workplace	You can input a workplace here that should be the criterion for the position.

Category name | Field name	Description / Example
	You can also leave this field empty. Then all employees are displayed regardless of the workplace.
Department	You can input a department here that should be the criterion for the position. You can also leave this field empty. Then all employees are displayed regardless of the department.
Role	You can input a role here that should be the criterion for the position. You can also leave this field empty. Then all employees are displayed regardless of the role.
Assessment	Here you can influence FTE calculation of the ACTUAL FTE with an assessment (also see Chapter SwissSalary Budget Settings). Basically, a position is assessed 1.You can also assess a position with another factor, e.g. you want to include only 50% of the "2nd-year trainee" position in the FTE. Then you can enter 0.5 in this field.
Wage class	You can input a wage class here that should be the criterion for the position.
Dimensions allocation	Position dimension assignment is displayed here. For example, there is a "Project manager" position. You want to display this position in the budget structure grouped for several times in different cost centers. Then you can record the position several times and assign the corresponding dimension via "Actions > Positions Dimension".

Note: Please note that when the pay process is transferred from SwissSalary to SwissSalary Budget, the position with different criteria must be defined prior to the transfer. Otherwise, the posted wage items cannot be assigned and are therefore not included in the assessment. If you need to define a new posi-tion, a pay process can be retransferred at any time. For more information, see Chapter Transferring ACTUAL Items.

You will find the following functions under "Actions" in the Positions ribbon:

Category name | Field name	Description / Example
Position dimensions	You can assign one or more dimensions to a position.

2.4   Budget Structures

You will find "Budget structures" in lists. You can use budget structures to determine the form the budget is made and/or evaluated. You have the possibility to create the structures positions, employees, departments, etc. A budget structure can look like this:

Budget structure on the employee level:

Budget Structure Name: PERS-KST

Row No.	Description	Totaling	Type	Job	Department	Place of Work	New Page	Employee No.
EINKAUF	**Einkauf**		Begin-Total				☐	
EINKAUF	Konrad Muster		Line		EK	BE	☐	1000
EINKAUF	Pietro Paolo Arloni		Line		EK	BE	☐	1008
EINKAUF	**Total Einkauf**	EINKAUF..EINKAUF	End-Total				☐	
MATERIAL	**Material**		Begin-Total				☐	
MATERIAL	Heinz Muster		Line		VK	BE	☐	1001
MATERIAL	**Total Material**	MATERIAL..MATERIAL	End-Total				☐	
VERKAUF	**Verkauf**		Begin-Total				☐	
VERKAUF	Fabienne Mauron		Line		VK	BE	☐	1002
VERKAUF	Antonio Divitto		Line		VK	BE	☐	1003
VERKAUF	Peter Müller		Line		EK	BE	☐	1004
VERKAUF	Hans-Rudolf Meier		Line		VK	BE	☐	1005
VERKAUF	Daniela Gerber		Line		VK	BE	☐	1007
VERKAUF	Markus Aeschlimann		Line		VK	BE	☐	1009
VERKAUF	Yannick Hofstetter		Line		VK	BE	☐	1010
VERKAUF	Isabel Neumeyer		Line		VK	BE	☐	1018
VERKAUF	**Total Verkauf**	VERKAUF..VERKAUF	End-Total				☐	
VERW	**Verwaltung**		Begin-Total				☐	
VERW	Antonio Divitto		Line		VK	BE	☐	1003
VERW	Fritz Steiner		Line		VW	BE	☐	1006
VERW	David Burkhalter		Line		VW	BE	☐	1011
VERW	Jens Neumann		Line		VW	BE	☐	1012
VERW	**Total Verwaltung**	VERW..VERW	End-Total				☐	
WERBUNG	**Werbung**		Begin-Total				☐	
WERBUNG	Heinz Muster		Line		VK	BE	☐	1001
WERBUNG	**Total Werbung**	WERBUNG..WERBUNG	End-Total				☐	

Budget structure by positions:

Budget Structure Name: STELLEN

Row No.	Description	Totaling	Type	Job	Department	Place of Work	New Page
1000	**Einkauf**		Begin-Total				☐
1005	Abteilungsleiter/in Einkauf		Line	AL-EIN	EK	BE	☐
1010	Assistent/in Verkauf		Line	ASSIST	VK	BE	☐
1020	Aushilfen Einkauf		Line	AUS-EIN	EK	BE	☐
1030	Sachbearbeiter/in Einkauf		Line	SACH-EIN	EK	BE	☐
1099	**Total Einkauf**	1000..1099	End-Total				☐
2000	**Verkauf**		Begin-Total				☐
2010	Abteilungsleiter/in Verkauf		Line	AL-VER	VK	BE	☐
2020	Aushilfen Verkauf		Line	AUS-VER	VK	BE	☐
2030	Sachbearbeiter/in Verkauf		Line	SACH-VER	VK	BE	☐
2099	**Total Verkauf**	2000..2099	End-Total				☐
3000	**Projekte**		Begin-Total				☐
3010	Projektleiter/in		Line	PL	VK	BE	☐
3020	Assistent/in Projekte		Line	ASSIST	VK	BE	☐
3099	**Total Projekte**	3000..3099	End-Total				☐
4000	**Backoffice**		Begin-Total				☐
4010	CEO		Line	CEO		BE	☐
4020	Sachbearbeiter/in Verwaltung		Line	SACH-VW	VW	BE	☐
4099	**Total Backoffice**	4000..4099	End-Total				☐

The following fields can be found in the "Budget Struktures" windows:

Category name | Field name	Description / Example
Name	You can assign a code here.
Description	You can input a description here.
Payroll Area	You can choose a payroll area here. It is possible this way to grant access to this budget structure only to certain users. If you select a payroll area here, it will be transferred to the budget structure rows.

You can use "Edit structure" in the ribbon to create or edit the structure. A budget structure can be set up manually or using the "automatic" functions in the ribbon.

Category name | Field name	Description / Example
Category No.	You can assign a category No. here. If the structure is created via a function in the ribbon, the category No. is filled in automatically. On the one hand, Category No. is used for structure sorting, on the other hand, totals can be created based on it.
Description	You can input a description here. If the structure is created via a function in the ribbon, the description is filled in automatically.
Summing up	You can input here a formula for creating totals. If you create the structure using a function in the ribbon, From- and To-Totals are created automatically. Using the "Add budget structure" function, the forming of totals is executed and individual rows are inserted. • We recommend working with the "From- and To-Totals" types. Because in this way, the total is created automatically using the "Add budget structure" function. • If, for example, you want to form totals for rows with the category number from 1000 to 1200, you can select the "Total" type and enter it in the 1000..1200 summing.
Type	• Row: Entries can only be made on one row in "Budget scheme" or in "FTE Budget Posts". • Heading: The row is displayed as a headline in bold font. • Total: The row is displayed as a total in bold font. If you use totals, you must enter category number(s) that should be summed up into the "Summing up" field. You can use common Microsoft Dynamics NAV filters here. • From-Total or To-Total: The row is displayed as a from-total or to-total in bold font. Using a from-total or to-total, the totals are formed automatically with the help of the "Add budget structure" function.
Position	You can select the predefined position here that should be used for the filtering of this row. Using the "Add positions" function, the position is filled automatically.
Personnel No.	You can select a personnel No. here that should be used for the filtering of this row. Using the "Add employee" function, the personnel No. is filled automatically.
Department	You can select a department here that should be used for the filtering of this row. Using the "Add department" function, the department is filled automatically.

Category name | Field name	Description / Example
	If a predefined position already has a department, the department is filled automatically when the position is selected. The department can be changed in "Budget structure".
Workplace	You can select a workplace here that should be used for the filtering of this row. Using the "Add workplace" function, the workplace is filled automatically. If a predefined position already has a workplace, the workplace is filled automatically when the position is selected. The workplace can be changed in "Budget structure".
Payroll area	If you have assigned a payroll area in the budget structure, it will be transferred to the budget structure rows.
New page	Here you can set whether a new page should be started when printing the budget structure.
Bold	Here you can set whether a row should be bold when printing the budget structure.
Italic	Here you can set whether a row should be italic when printing the budget structure.
Underline	Here you can set whether a row should be underlined when printing the budget structure.

The "Start", "Actions", and "Navigate" tabs in the Budget structure ribbon have the following functions:

Category name | Field name	Description / Example

Add employee	Using this function, you can add the employees and vacancies automatically. You will see the following fields on the request page:
	• Date range
	  The structure can be generated with "Date range from to". This will list all employees who were active during part of this time period. The dates are drawn from the current setting on the Employee card.
	• Grouping:
	  You can specify here the way employees should be listed
	o Personnel number: The employees are added to the budget structure without groups.
	o Cost center: The employees are grouped in the budget structure by cost center. Each cost center is listed as From- and To-Total.
	o Department: The employees are grouped in the budget structure by department. Each department is listed as From- and To-Total.
	o Workplace: The employees are grouped in the budget structure by workplace. Each workplace is listed as From- and To-Total.
	• Insert only groups with assignments:
	If you check this box, only groups that employees are assigned to are added. For example, if some Cost center 1234 exists in the values of the "Cost Center" dimension, but no employees are assigned to this Cost center 1234, Cost center 1234 is not added as From- and To-Total.

Add positions	These functions allow you to add positions into the budget structure automatically. A new "Cost center" window opens when this function is called. You can now select the positions you want to add to the budget structure. If you click "OK", the selected positions are transferred into the budget structure.

Category name | Field name	Description / Example
	Note: You cannot select multiple rows of consecutive positions by holding down the Ctrl. key.
Add cost centers	These functions allow you to add cost centers into the budget structure automatically. A new "Cost centers" window opens when this function is called. You can now select the cost centers you want to add to the budget structure. If you click "OK", the selected cost centers are transferred into the budget structure. An employee assigned to two or more cost centers will be listed in the budget structure by cost center two or more times. Note 1: You cannot select multiple rows of consecutive positions by holding down the Ctrl. key. Note 2: If you have already structured cost centers in dimensions with from- and tototals, these from- and to-totals will be also included in the budget structure.
Insert workplace	These functions allow you to add workplaces into the budget structure automatically. A new "Workplace" window opens when this function is called. You can now select the workplaces you want to add to the budget structure. If you click "OK", the selected workplaces are transferred into the budget structure. The workplaces will be added to the budget structure as the "Heading" type.
Add department	These functions allow you to add departments into the budget structure automatically. A new "Department list" window opens when this function is called. You can now select the departments you want to add to the budget structure. If you click "OK", the selected departments are transferred into the budget structure. The departments will be added to the budget structure as the "Heading" type.
Add budget structure	Add budget structure forms from- and to-totals and individual rows are added according to the level.
Dimensions	One or more dimensions can be added to each row as a filter criterion.
Personnel card	If you have added the budget structure by employee, you can directly open the Employee card here.

You can copy an existing budget structure to a new structure. When copying, you also have the option to copy budget items available in the source budget structure. To copy a budget structure, select the structure you want to copy and select "Copy" in the ribbon. A new window with the following fields opens.

Category name | Field name	Description / Example
Source budget structure	You can see the budget structure here that you have marked in advance.
Designation	You can see the designation of the budget structure here that you have marked in advance..
New budget structure	You can enter the name of the new budget structure here. Note: You can change the description of the new budget structure after it has been created.
Copy budget items	• If this box is checked, the budget items in the source budget structure are also copied.

Category name | Field name	Description / Example
	• If this box is unchecked, the source budget structure will be copied only (without budget items).

2.5 Changing Column Layout

Using different column layouts, you can analyze the ACTUAL and TARGET numbers with different views (columns) in the budget scheme. A column layout might look like this:

Name:	MA-CHF									
Column No.	Column Header	Column Type	Ledger Entry Type	Formula	Edit...	Show	Rounding Factor	Salary Entry Filter	G/L Account No. Filter	Budget Writing
1000	IST-Lohn	Net Change	Actual Amount		☐	Always	None		1100	
1010	Neuer Lohn	Net Change	Budget Amount		☑	Always	None		1100	Month
1030	AHV / IV / EO	Net Change	Budget Amount		☐	Always	None		7010|7020	
1035	ALV / ALVZ	Net Change	Budget Amount		☐	Always	None		7050|7060	
1040	BVG	Net Change	Budget Amount		☐	Always	None		7240	
1050	KTG	Net Change	Budget Amount		☐	Always	None		7510	
1060	UVG	Net Change	Budget Amount		☐	Always	None		7130	
1070	UVGZ	Net Change	Budget Amount		☐	Always	None		7150|7160	

You can edit column layouts in "Budget scheme" in the ribbon under "Actions", "Edit column layout". You will see the following fields on the "Column layout" page:

Category name | Field name	Description / Example
Column No.	You can input an available column No. here. (e.g. 1'000, 2'000, 3'000, etc.). On the one hand, the column No. serves for sorting purposes; on the other hand, you can define formulas based on the column No.
Column header	You can define column header here.

Type of column	You can define the type of column here.
	• Formula
	  You can use this column type to make your own calculations in the "Formula" field. You always have to use the column No. for the formulas. If, for example, you want to calculate column 1000 minus column 2000, enter the following in the "Formula" field: 1000-2000
	• Movement
	  Using this column type, you can display the movements within the time period selected in the budget scheme matrix.
	• Balance to date
	  This column type displays the balances at the end of the selected period.
	• Opening balance
	  This column type displays the opening balances of the selected period.
	• Year to date
	  This column type displays the movements of balances for the period from the beginning of the fiscal year until the end of the selected period.
	• Remainder of fiscal year
	  This column type displays the movements of balances from the end of the period to the end of the fiscal year in which the period ends.

Category name | Field name	Description / Example
	• Entire fiscal year This column type displays the movements of balances for the entire fiscal year in which the period ends.
Item type	You can specify here the item type that should be displayed in this column. If, for example, you want to compare posted wage items with budget items, you can set the first column as the "Effective amount" item type and the second column as the "Budget amount" item type. To display the difference, you can set up a total in the third column. • Effective FTE This posts type displays the calculated FTE in this column. For the FTE calculation, see Chapter SwissSalary Budget Settings • Budget FTE This item type displays the planned FTE you have entered in "FTE Budget Posts". • Effective amount This item type displays the wage items of the pay processes already posted in SwissSalary. • Budget amount This item type displays budgeted (manually entered or calculated) amounts. • Forecast amount This item type displays the calculated amount from the forecast. • Forecast FTE This item type displays the calculated FTE from the forecast.
Formula	If you selected the "Formula" option in the column type, you can enter the formula in this field. This way you can, for example, compare ACTUAL values with budget values and display the difference. You must always use the corresponding column No. for the formula. Example: If column no. 1000 is the ACTUAL values and column no. 2000 is the budget values, for example, formula 2000-1000 applies
Editable	If you check the box for this field, this column can be edited in "Budget scheme". Example: You want to be able to enter pay rise or a new wage in a column in "Budget Scheme". In this case, you would have to put check these boxes for the corresponding row.
Display	You can set here the time a value should be displayed in "Budget scheme".
Rounding factor	You can decide here the way the values of the corresponding column are displayed.
Wage type filter	This field can be used in two ways, i.e. to enter input values and to filter this column. • For input If, for example, you want to enter the new wage in this column, you must enter the wage type the entered value should be saved with (e.g., wage type 1100 for monthly wage). • For filtering If, for example, you have selected the "Effective amount" option in the "Item type" field, you can use this field to filter the wage types to be summarized in this column.
Payroll area filter	If you select a payroll area here, these values are filtered for this payroll area accordingly.

Category name | Field name	Description / Example
Fibu account filter	In this field you can refine filter criteria. In addition to the "Wage type filter", you can also filter FiBu accounts. Example: all expenses are filtered in the Wage type filter (wage type 4000..4999). However, you only want to see in this column the values posted in FiBu accounts 5820 and 5840. Then you would enter 5820 | 5840 in the "Fibu account filter".
Write budget	• Month If you want to enter monthly values (e.g. monthly wage of CHF 5'000.00) while budgeting in "Budget scheme", select "Month". Enter CHF 5'000.00 for January in "Budget scheme". This value is then automatically entered for each month until December. • Year If you want to enter annual values (e.g. annual wage of CHF 60'000.00) while budgeting in "Budget scheme", select "Year". Enter CHF 60'000.00 in "Budget scheme". This value is then divided by twelve and CHF 5'000.00 is taken into account for each month.
Comparison date formula	You can enter here a date formula to be used to calculate the amounts in this column. If the field contains e.g. -1J, the same period is compared to the past 1 year.
Comparison period date formula	You can enter here the period formula to be used to calculate the amounts in this column. An accounting period must not correspond to the calendar year. Examples: -1P = previous period / -GJ = current period of the previous fiscal year
Row No.	Each row automatically gets a row number.

3 Vacancies

Vacancies are used to record persons not yet registered as personnel in SwissSalary. This way, you can also carry out budgeting for the employees to be hired. Vacancies card contains the same fields also available in the personnel card. However, we have reduced the number of fields in vacancies to be relevant to the recording of vacancies. You can also assign extra information to a vacancy like wage items, social security obligations and personnel dimensions. A new vacancy is recorded similar to the registration of a new employee in SwissSalary. A number series must be selected in the budget set-tings for the recording of vacancies.

The "Start" and/or "Actions" tabs in the Vacancy ribbon have the following functions:

Category name | Field name	Description / Example
Social security	You can assign social security obligations to the vacancy here.
Personnel dimensions	You can assign personnel dimension(s) to the vacancy here.
Wage items	You can assign wage items to the vacancy here (for example, anticipated fixed BVG contributions, flatrate expenses, private share of company cars, etc.)
Create from personnel	Using this function, you can create a vacancy from an employee present in SwissSalary. The data of the Source personnel No. will be transferred to the vacancy. You should make all necessary changes to the vacancy later (e.g., name, date of birth, wage, etc.) If you call the "Create from personnel" function, a new window opens: • Personnel No.: You select here the SwissSalary employee whose data you want to transfer to the vacancy. • According to number series: If you check this box, the next available number of the series will be used (see Chapter Settings, Vacancies number series field) • Manually entered number: If the box "According to number series" is not checked, you can enter here a number to be used to create a new vacancy.
Convert to personnel	You can create an employee in SwissSalary from a vacancy. In this case, you do not have to reenter all the data. Notes: • The vacancy is then no longer available in the vacancy list. The Vacancy No. is used to create Personnel No.: • If the vacancy was in a budget structure, the Vacancy No. will be automatically replaced by the Personnel No. In this case, you do not have to re-adjust the budget structure(s). If you call the "Convert to personnel" function, a new window opens: • According to number series: If you check this box, the next available number of the displayed series will be used. • Manually entered number: If the box "According to number series" is not checked, you can enter here a number to be used to create the employee.

4 Transferring ACTUAL Items

4.1 Transferred pay processes

You can retrieve the transferred pay processes via Departments, SwissSalary Budget. This list shows the pay processes already transferred from SwissSalary to SwissSalary Budget. You can use the "Re-transfer pay process" function to transfer an already transferred pay process to SwissSalary Budget again. This step may be necessary when creating and/or customizing a new budget structure. It may also be the case that pay processes have to be retransferred when new positions have been recorded. Since the posted wage items are assigned to a defined position at the time of transfer.

4.2 Pay Processes to be Transferred

You will find the "Pay processes to be transferred" menu item in the lists under Departments, SwissSalary Budget. If the "ACTUAL budget items calculation" field is set to "Manual" in the budget settings, this window shows the pay processes that can be transferred from SwissSalary to SwissSalary Budget using the "Transfer pay process" function. By selecting different pay processes, you can transfer several pay processes at the same time. As soon as you have transferred the pay process, the corresponding pay process is no longer in this list. The pay process now appears in the "Transferred pay processes" list. From there, the pay process can be retransferred at any time.

5 Entering Budgets

Budgets can be created in FTE and/or amounts. A FTE budget is entered in "FTE budget posts". You can enter the budget in amounts under "Budget scheme". Both input masks can be found under Lists in the "SwissSalary Budget" menu.

5.1 FTE Budget Posts

You will find the "FTE budget posts" menu item under Lists. You can create and/or edit different budg-ets here. The "Posts" function in the ribbon opens the input mask with the following fields.

Category name | Field name	Description / Example
Budget structure name	You can select here the budget structure you want to edit.
Version name	You can select here the version you want to edit. Note: Version 1 is created auto-matically for each budget structure.
Column set	You can see here the months displayed in the matrix.
Date filter	You can filter by date here. Only the months corresponding to the filter criterion are displayed in the matrix.

You can now enter the FTE posts in the matrix. A "Wage budget item" is created with each entry. If you overwrite an existing number, the difference is recorded in the "Wage budget items". You can always understand this way what changes have been made to FTE budget posts. When you click a cell in the matrix, the Assist button becomes active. By clicking it, you will see the detailed "Wage budget items".

The "Start", "Actions", and "Navigate" tabs in the "FTE Budget Posts" ribbon have the following func-tions:

Category name | Field name	Description / Example

Copy month	This function allows you to copy a month into one or more months, or to another version. A request page with the following fields opens when you call this function:
	• Source budget version
	  You can see the version here the function was called from. The entries to be copied are transferred from this version.
	• Source month
	  You can specify here the source month the entries to be copied are to be transferred from. The date is always the 1st of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 01.01.17.
	• Target budget version:
	  You can select here the version of the budget the data should be copied into.
	• Target period start date:
	  You can specify here starting from which month the data should be entered. The date is always the 1st of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 01.01.17.
	• Target period end date:
	  You can specify here by which month the data should be entered. The date is al-

Category name | Field name	Description / Example
	ways the 1st of the month. If you enter e.g. 12.12.17, the date will be automatically changed to 01.12.17. Examples: • If 01.02.17 is the start date and the end date of the target period, the dates will be entered in February 2017. • If 01.02.17 is the start date of the target period and 01.12.17 is the end date of the target period, the dates will be entered in the months from February 2017 till December 2017.

Copy year	This function allows you to copy a year into another year and/or to another version. A new window with the following fields opens when you call this function:
	• Source period start date
	  You can specify here the source month the entries to be copied are to be transferred from. The date is always the 1st of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 01.01.17.
	• Source period end date
	  You will see the end date here by which the entries to be copied are taken into account. For this, 12 months are always calculated automatically based on the "Source period start date".
	• Source budget version
	  You can see the budget version here the entries are copied from.
	• Target period start date
	  You can specify here the month the dates should be entered from. The date is always the 1st of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 01.01.17.
	• Target period end date
	  You will see the end date here by which the entries are made. For this, 12 months are always calculated automatically based on the "Target period start date".
	• Target budget version
	  You can specify here the budget version used to input the items.

Copy into new version	This function allows you to copy a version into another version. A new window with the following fields opens when you call this function:
	• Source budget version
	  You can see the version here the items are copied from. Source budget version you call the function from is always used for the version.
	• Target budget version
	  You can determine here the version of the budget in which the entries should be made.

Copy ACTUAL FTE	This function allows you to copy ACTUAL FTE into posts. A new window with the following fields opens when you call this function:
	• Source period start date
	  You can specify here the start month the ACTUAL FTE should be copied from. The date is always the 1st of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 01.01.17.
	• Source period end date
	  You can specify here the end month the ACTUAL FTE should be copied by. The date

Category name | Field name	Description / Example

	is always the last day of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 31.01.17.
	• Target period start date
	  You can specify here the start month the ACTUAL FTE should be entered for. The date is always the 1st of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 01.01.17.
	• Target period end date
	  You can specify here the end month the ACTUAL FTE should be entered for. The date is always the last day of the month. If you enter e.g. 12.01.17, the date will be automatically changed to 31.01.17.
	Note: To ensure data consistency, "Target period end date" is always determined by the number of months of the source period. If e.g. 01.01.17 till 31.03.17 (3 months) is defined in the source period and 01.07.17 is entered in "Target period start date", 31.10.17 (also 3 months) will be calculated as the "Target period end date".
	• Target budget version
	  You can specify here the version used to input ACTUAL FTE.

Delete FTE budget	All entries of this budget version will be deleted permanently.

5.2   Budget Scheme

On the one hand, the budget scheme allows you to compare the ACTUAL figures with the TARGET figures. On the other hand, budgets can also be created in amounts in the budget scheme. You can specify in the column layout whether a column should be editable in the budget scheme, e.g. to enter new wages or pay rise. You will find the "Budget scheme" menu item under Lists. You will see the following fields on this page:

Category name | Field name	Description / Example
Name	You can enter a code here.
Description	You can input a description here.

You will find the following functions in the "Start" or Actions ribbon in the "Budget scheme" list:

Category name | Field name	Description / Example
New	You can create a new budget scheme here. Enter a name and a description.
Matrix	You can call the Budget Scheme Matrix page here. For more information, see Chapter Budget Scheme Matrix.
Edit column layout	You can edit column layout here. For more information, see Chapter Changing Column Layout.
Edit structure	You can call the budget structure here. For more information, see Chapter Budget Structures.
Users	Certain users may be granted access to the budget scheme here. A new page will open:

Category name | Field name	Description / Example
	• In User ID, you can select the user(s) allowed to access the budget scheme. Note: If no user is recorded in a budget scheme, all users with relevant permissions in SwissSalary Budget will have access to this scheme.

5.2.1 Budget Scheme Matrix

The budget schema matrix serves three different purposes:
• Create budget: manual input and calculated values like social security contributions
• Create forecast: Calculated values
• Assessments: for example, target/actual comparison

You will see the following fields in the upper area:

Category name | Field name	Description / Example
Budget structure name	You can select here the budget structure you want to edit or rather assess.
Column layout name	You can select a previously configured column layout here.
Version name	You can select here the version you want to edit or assess. Note: Version 1 is created automatically for each budget structure.
Show by	You can determine here the period unit you want to summarize the values for.
Date filter	You can determine here the period you want to summarize the values for. Note: If you enter an annual budget and want to enter monthly values (e.g., monthly wage), make sure that you enter January of the budget year in this field (also see Chapter Changing Column Layout, field "Write Budget").

The "Start" and "Actions" tabs in the "Budget scheme matrix" ribbon have the following functions:

Category name | Field name	Description / Example
Previous column	If multiple columns have been created and not all columns can be displayed, you can switch to the previous column here.
Next column	If multiple columns have been created and not all columns can be displayed, you can switch to the next column here.
Previous period	You can switch to the previous period here. The values in the matrix are then up-dated to the new selected period.
Subsequent period	You can switch to the subsequent period here. The values in the matrix are then updated to the new selected period.
Settle budget	You can settle the budget here. For more information on this topic see Chapter Creating a Budget
Export to Excel	You can export the budget in an Excel file. You will see the following fields on the request page: • "Create workbook" option:

Category name | Field name	Description / Example
	a new Excel file will be created • "Update workbook" option: You can use the Assist button under "Workbook file name" to select the Excel file to be updated. In addition, you can use the Assist button under "Table name" to select the worksheet of the Excel file to update. • Details: If you check this box, all details will be transferred to the Excel file. If you do not check this box, "only" the sums will be transferred to the Excel file.
Edit structure	You can directly open the budget structure here that you have selected in the budget scheme matrix.
Delete budget items	This action allows you to delete budget items. The visible budget items are deleted. • If 'month' is selected in "Show by" and the date filter is set to e.g. 01.07.18..31.07.18, the budget items of July 2018 will be deleted. • If 'year' is selected in "Show by" and the date filter is set to e.g. 01.01.18..31.12.18, the budget items of the year 2018 will be deleted.

5.2.2   Creating a Budget (accounting)

The prerequisite is that you have created a column layout in which you have defined a column in which manual entries can be made (Edit column layout, field "Editable"). This is the only way you can make manual entries in the budget scheme matrix. If you enter an annual budget and want to enter monthly values (e.g., monthly wage), make sure that you enter January of the budget year in the "Date filter" field (01.01.xx..31.01.xx).This way, the entered value (for example, CHF 5'000.00) is entered for each month until December of the corresponding year or until a possible date of resignation. You can enter budget wages in the column provided.

·   If an employee is only recruited during the budget year (for example, on 01.10.xx) and you enter the budget wage with the date filter for January, a message appears: Admission only on 01.10.xx. The value after October will be considered. The entered wage is not considered up to and including September. The budgeted wage will be taken into account for the respective employee starting from October.

·   In case of recruitments and resignations during the month, pro rata calculation is carried out according to the wage type settings (field "Admission/resignation calculation" in the "Function" tab in the wage type).

·   If you click the Assist button next to the entered value, the "Wage budget items" window opens. The changes in the input values are recorded here. If, for example, you first entered CHF 4'900.00 and then increase the value to CHF 5'000.00, a "Wage budget items" of CHF 100.00 will be created. This way you can understand the changes made.

You can calculate the budget then. To do this, the "Calculate budget" function is available in the action pane. You will see the following fields in the window that just opened:

Field name	Description / Example
Settle from	You can determine here the month you want to start budget settling from. Note: We recommend always settling and budgeting for an entire calendar year. Only then upper and lower limits can be correctly determined (UVG and UVGZ, KTG, ALV and ALVZ).

Field name	Description / Example
Number of months	You can determine here the number of months you want to settle the budget for. If the "Settle from" field contains 01.01.2018 and the "Number of months" field contains 12, the budget will be settled for the entire year of 2018. Note: We recommend always settling and budgeting for one calendar year. Only then upper and lower limits can be correctly determined (UVG and UVGZ, KTG, ALV and ALVZ).
Structure name	You can choose here the budget structure you want to settle the budget for.
Budget version	You can determine here the version you want to settle the budget for.

By confirming with "OK", you start the "Settle budget" process. Now, all costs defined for this view in the column layout (e.g., employer's social security contributions, 13th monthly wage provisions, etc.) are calculated based on the budget wages entered. The budget is calculated for all rows of the selected budget structure and for the entire budget year. If values already exist in this budget, a message will follow indicating that items already exist and whether you want to replace them. If this query is answered with "Yes", the existing items are deleted and recalculated.

5.2.3   Forecast Calculation

You can use these functions to calculate expected labor costs. A prerequisite for this is that you create a column layout with the columns defined using the "Forecast amount" item type (Edit column layout, field "Item type"). The "Calculate forecast" function can be found in the SwissSalary Budget main menu under Tasks. A new window with the following fields opens when you call this function:

Field name	Description / Example
Payroll Area	You select the payroll area here you want to calculate the forecast for.
Year of calculation end date	The time of forecast calculation is displayed here. Note: We recommend always settling and budgeting for one calendar year. Only then upper and lower limits can be correctly determined (UVG and UVGZ, KTG, ALV and ALVZ).

By confirming with "OK", the forecast is calculated as follows. In the example below, we assume that the forecast will be calculated in May and that pay processes in SwissSalary are posted up to and including April.

- The posted actual amounts (posted wage items) for the posted pay processes up to and including April are transferred to the forecast.
- Wages and wage items available in SwissSalary are calculated from May to December.
- o All possible entries in TimeMachine will be considered. This means that if a new wage was entered in TimeMachine for certain employees in August, the new wage will be included in the forecast as of August.
- o Wage items validity is taken into account according to the "Valid from" and "Valid until" fields.
- The forecast is calculated for all rows of the corresponding forecast structure and for the entire fore-cast year.
- In case of recruitments and resignations during the month, pro rata calculation is carried out according to the wage type settings (field "Admission/resignation calculation" in the "Function" tab in the wage type).

5.2.4   Assessments

You can also carry out assessments in the budget scheme matrix, e.g. you can compare target values with actual values and see the deviation(s). For this, a corresponding gap layout must be created (see chapter Changing Column Layout).). You can analyze a budget structure with different column layouts by selecting the corresponding "Column layout name" in the upper area of the budget scheme matrix. You can now carry out the assessment for different periods using the date filter.