

Account numbers:

Use of account numbers is optional in PlanGuru. If you wish to use account numbers, click the “Use Account Numbers” checkbox during company setup. Using account numbers is useful if you want to import your budget amounts back into your accounting software.

Defining an Account Mask:

If you chose to use account numbers the application will ask you to enter an account mask. The account mask defines your account number format. Enter the pound sign “#” to format a character of your mask as a number, a period “.” or dash “-” can be entered as a delimiter to follow your ledger's account numbers. If you want to consolidate on part of your account mask that portion must be separated from the rest by a delimiter.

For Example, if the accounts number format in your accounting software look like 120.10, 310.20, etc. You would enter your account mask as: ###.##

Consolidation Account Setup:

If you are using account numbers, enter the portion of the account number you want to use for consolidating purposes. For example: if you have a 3 digit main account number with a 2 digit sub-account number, which indicates a department number, you only want to consolidate on the main account number. In this case the mask for the consolidation would be “AAA.SS”.

For example:

If your account mask is ###-### and your consolidation account setup is AAA-SSS.

| Account | | |
|------------|------------|--------------|
| Analysis 1 | Analysis 2 | Consolidated |
| 101-011 | 101-021 | 101 |
| 220-012 | 220-022 | 220 |
| 305-013 | 305-023 | 305 |
| 400-014 | 400-024 | 400 |
| 500-015 | 500-025 | 500 |
| 600-016 | 600-026 | 600 |

Notice that during consolidation the portion of the account assigned “SSS” is ignored. Thus 101-011 from Analysis 1 is combined with 101-021 from Analysis 2 into a single account 101.

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Conversely using the same account mask but instead a consolidation account setup of SSS-AA would result in the following:

| Account | | |
|------------|------------|--------------|
| Analysis 1 | Analysis 2 | Consolidated |
| 101-011 | 101-021 | 011 |
| | | 021 |
| 220-012 | 220-022 | 012 |
| | | 022 |
| 305-013 | 305-023 | 013 |
| | | 023 |
| 400-014 | 400-024 | 014 |
| | | 024 |
| 500-015 | 500-025 | 015 |
| | | 025 |
| 600-016 | 600-026 | 016 |
| | | 026 |

In this instance accounts that in the last example were being combined into one, are now inserted as two rows in the consolidation analysis.