

# Managing provisions

## Introduction

This Quick guide will give you an overview of the provisions module. You will learn how to use and understand the current provisions, balance changes and accounting.

## Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software.

BMS automatically calculates provisions for the variable and fixed promotion allowances on your promotions. You will always have control over your commitments.

The provisions can easily be exported and integrated into your ERP system.

The provision functionality is linked with the settlement process supported by BMS. This means that when you settle a promotion in BMS, the provision is automatically recalculated.

There is a standard functionality for analyzing the current provisions and the changes between two accounting month-closings.

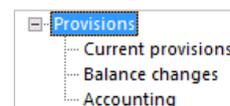
The principle of provisions is a two way procedure. Either, you consider the settled amount of the last closed month as current month provision. Or, you can provision the total future allowances irrespectively of the settled date.

The payment of the settlement is automatically integrated with payment confirmation from your ERP system. If the provisioned payment amount of the previous month is negative and the current is calculated as positive, the system is calculating the summary of these as the provisioned amount.

## The Provision module

Click on the Provision button to go to Provisions window. The Provision list appears on the left side of the window.

- **Current provisions:** In this part you can segment and analyze the total current provisions in details. This can be used for finding old unsettled promotions.
- **Balance changes:** In this part you can track your provisions changes per month and monitor the balance changes between two months. The amounts are calculated per end months' summary. This can be used for explaining the development in the provisions and if you just want to update the existing provisions in your ERP system manually.
- **Accounting:** In this part you close the month ending by simply clicking a button. In this way, BMS creates a frozen picture of the provisions on that exact time you choose. From here you can download a csv file for manual upload into your ERP system.



The guide *may* contain important general notices. These will be marked with an exclamation icon.



Tips and tricks are marked with an Info-icon.

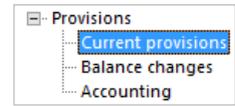


Questions & Answers note relevant to the topic at hand.

**Current Provisions**

**1 Open Current provisions**

Select the Current provisions on the Provisions list and the corresponding window will open on the main screen.



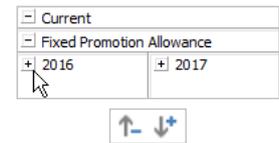
**2 Set date period**

Set the specific period you want to display from the Show current provisions with accounting date between field.



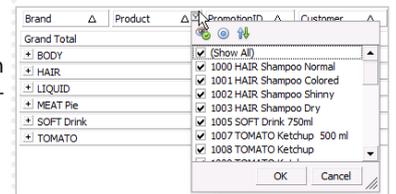
**3 Expand your data display**

The data from the selected period will be displayed. You can expand your data display by opening the fields of your interest. Or click on Expand all or Collapse all buttons to expand all or collapse all data displays.



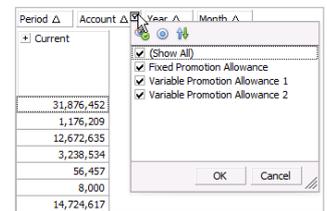
**4 Line data segmentation**

Segment your data display by brand, product, customer or promotion ID. Move your cursor on the Filter field name and click on the drop-down list to select the data you want to display.



**5 Column data segmentation**

Segment your data display by period, account, month or year. Move your cursor on the Filter field name and click on the drop-down list to select the data you want to display.



**6 Current provisions' maintenance**

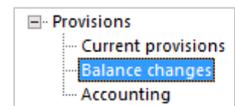
You can export your data display as an Excel file by clicking on the Excel icon. Also, you can copy to your local clipboard and then paste it to an Excel file of your choice by clicking on the copy icon.



**Balance Changes**

**1 Open Balance changes**

Select the Balance changes in the provisions list and the corresponding window will open on the main screen.



**2 Set date period**

Set the specific period you want to display from the Show balance changes between field.



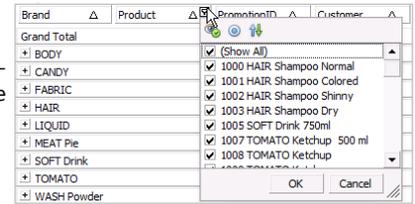
### 3 Expand your data display

The data from the selected period will be displayed. You can expand your data display by opening the fields of your interest. Or click on Expand all or Collapse all buttons to expand all or collapse all data displays.



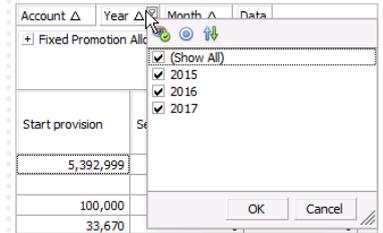
### 4 Line data segmentation

Segment your data display by brand, product, customer or promotion ID. Move your cursor on the Filter field name and click on the drop-down list to select the data you want to display.



### 5 Column data segmentation

Segment your data display by Data, Account, Month or Year. Move your cursor on the Filter field name and click on the drop-down list to select the data you want to display.



### 6 Balance changes' maintenance

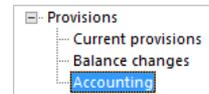
You can export your data display as an Excel file by clicking on the Excel icon. Also, you can copy to your local clipboard and then paste it to an Excel file by clicking on the copy icon.



## Accounting

### 1 Open Accounting

Select the Accounting in the provisions list and the tab will open on the main screen.



### 2 Set starting date

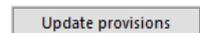
Set a specific starting date you want to display from the First day in file field.



### 3 Main data display

The monthly provisions from the selected first day will be displayed showing you all the important accounting information.

Provisions	
Provision name	Provision date
Search...	
2017 - Mar	31-03-2017
2017 - Feb	28-02-2017

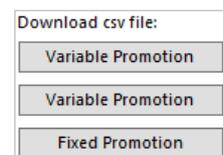


### 4 Update the data

Click on the Update provisions button to update the current months' provision.

### 5 Download your data

Download the allowances you want as a .csv file to your local disc by clicking on the download fields' buttons.



The system will update all the provisions, so if any changes have been applied to a monthly period long before the current, these changes will also be applied in the additional month provision.

## Managing provisions

### Questions & Answers



*Can I control, which promotions states the provision is calculated for?*

The provisions are shown on each promotion in the Settle window. Check the Settle promotions Quick guide for more information.



*Can I have a customized file format for the ERP provision upload?*

Yes you can. Send an example of your file to our support team.