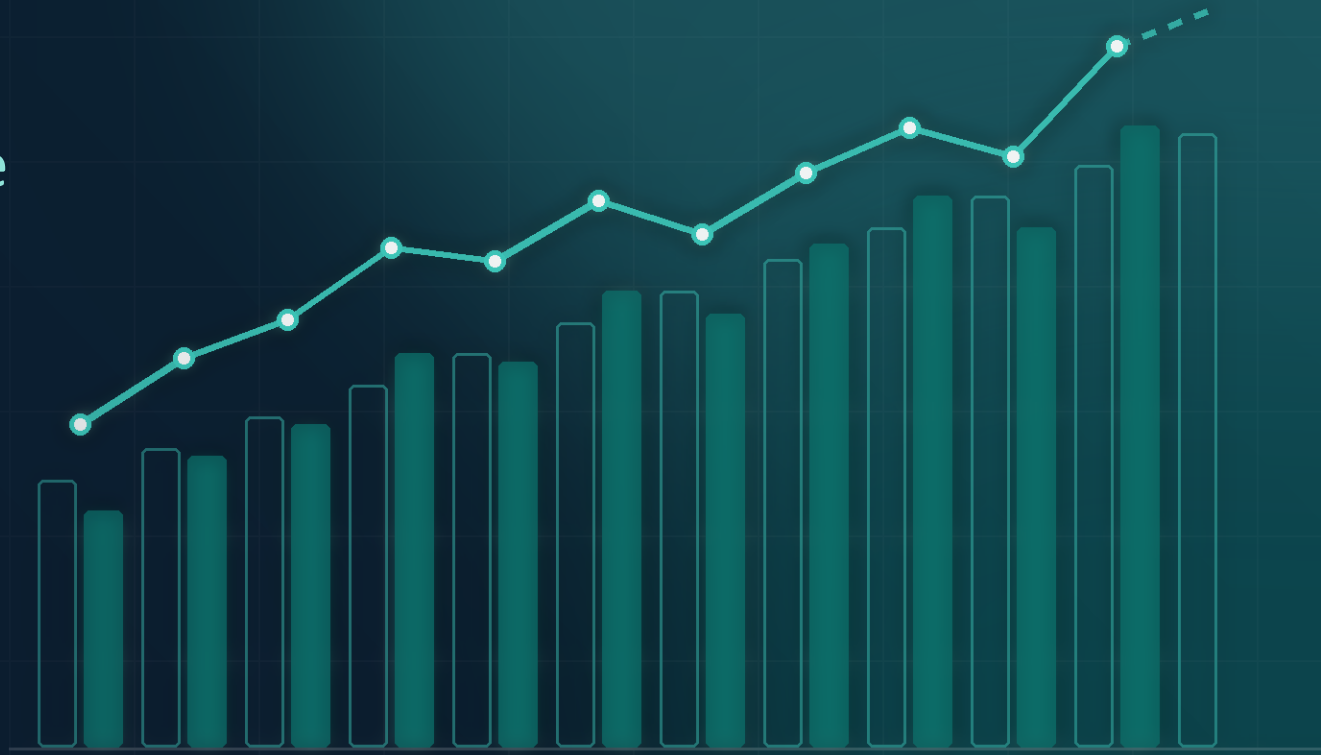
KLIRR

Budget Intelligence

Complete User Manual & Training Guide

Learn how to plan, control, monitor, and analyze budgets using Klirr Budget Intelligence—from budget creation and approval through performance monitoring, insights, and recommendations.

> *Klirr brings together business operations, financial management, intelligent analytics, and AI-assisted decision support in one connected business platform.*



Edition 2.0.1 Updated 27 October 2026

Application https://office.klirr.tech Website https://klirr.tech

Klirr resources and document control

KLIRR RESOURCES

Open Klirr Office
https://office.klirr.tech
The Klirr application: sign in and work with budgets.

Klirr website
https://klirr.tech
Products, modules, pricing and security.

Training Center
https://klirr.tech/resources/training
Interactive Budget Intelligence guide, PDF manual and presentation.

Documentation Center
https://klirr.tech/docs
Reference documentation: features, configuration, API.

Support
info@klirr.tech
Questions or help: write to us, or use the contact form at klirr.tech/#contact.

DOCUMENT CONTROL

Property	Value
Product	Klirr
Module	Budget Intelligence
Document version	2.0.1
Last updated	27 October 2026
Document type	User Manual / Training Guide
Official application	office.klirr.tech

About this edition

Version 2.0.1 is the edition of this manual. It documents the behaviour verified on the Klirr demo company on 27 October 2026 (KLIRR-423); it is not the application release number.

Screens show a demo company. Where a procedure could not be demonstrated, the page says so.

Contents

How to use this manual 4

A. Getting started 5

Key terms 9

The budget lifecycle 10

Role and permission matrix 11

B. Creating a budget (steps 1–5) 13

C. Review and approval (steps 6–10) 24

D. Changing an approved budget (steps 11–16) 36

E. Actuals and commitments 50

F. Monitoring and analysis (steps 17–24) 54

G. Risks, findings and insights (steps 25–28) 73

H. Reports and KPI reference 84

I. Settings, access and exports (steps 29–31) 90

J. Year-end and close (step 32) 98

K. Troubleshooting 102

L. Glossary, checklist, verification 106

How to use this manual

Two pages per step

Page A shows the real screen with numbered callouts, who may do it, prerequisites and the actions. Page B ("details") explains fields, why, the result, what changes elsewhere, dependencies and common errors.

Access panel

Lists the demo roles that hold the permission and the exact TrustGate permission identifiers. A role name alone does not guarantee access: restricted budgets, workflow assignment and "not your own budget" rules also apply.

One running example

Rachel Foster (Budget Manager) plans BDGT-009 "Marketing & IT budget FY2026"; Laura Thompson (Finance Manager) reviews and approves it. Monitoring pages use BDGT-008 "Operating budget FY2026", which has real postings.

Numbers and times

Amounts are in the company's accounting currency (NOK), two decimals. Office shows times in UTC. Variance = Actual − Budget: a negative variance means below budget for both cost and revenue lines.

A. Getting started

What Budget Intelligence does, where it is, what you need, key terms, the lifecycle and who may do what.

What Budget Intelligence does

Plan

Annual budgets per account, cost centre, profit centre, project and month; import, phasing, copy and templates.

Approve

Approval workflow with My Tasks, return for changes, separation of duties and full status history.

Control

Available budget per line after actuals and commitments; warnings or blocks on purchase requests, orders, supplier invoices and expenses.

Understand

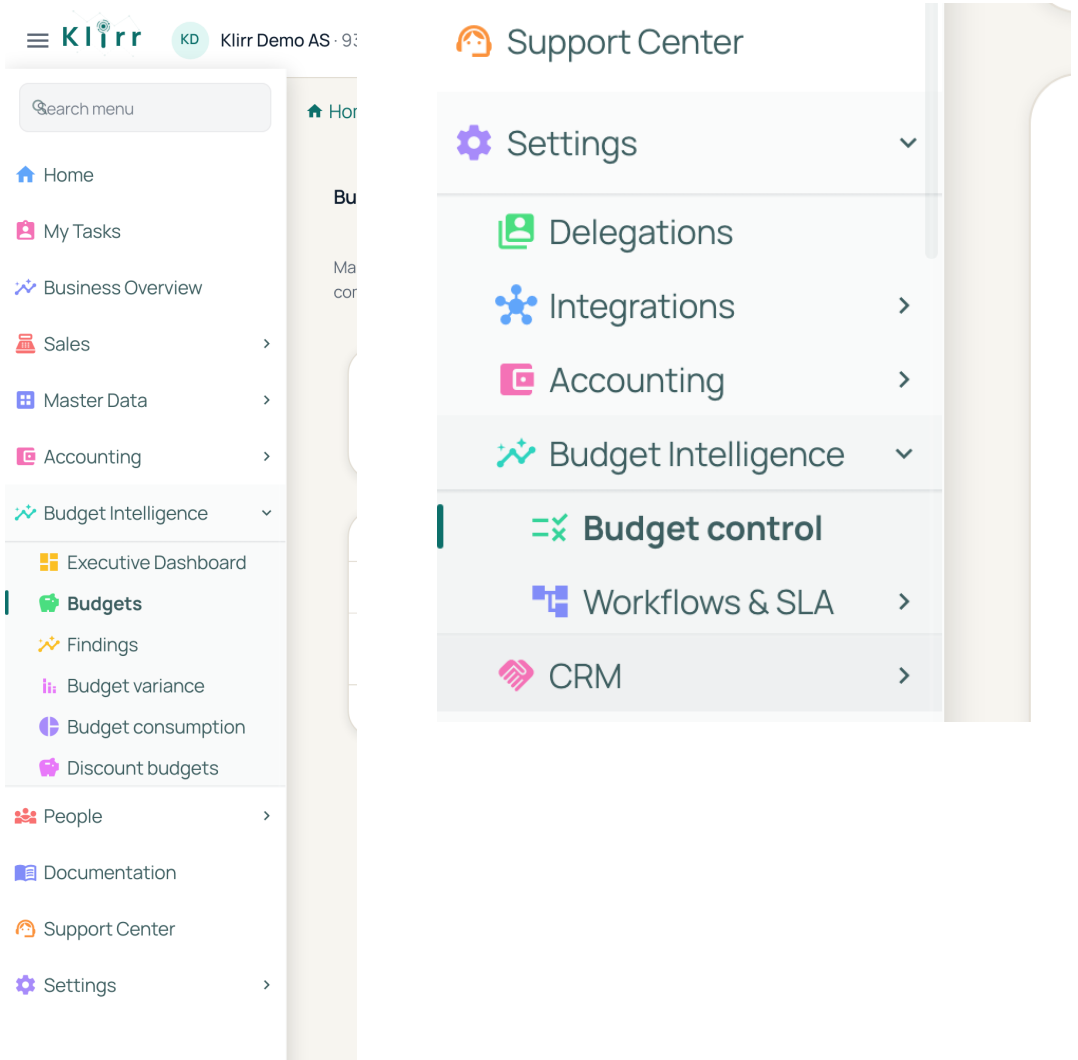
Budget vs actual, consumption, forecast, rule-based risks, findings and an automatic analysis that explains every figure.

Budgets never post to the general ledger — actuals are compared from posted journals.

Who uses it

- Budget Manager — plans budgets, requests changes, recalculates, manages risks.
- Finance Manager — approves plans, revisions and material requests; sets control rules.
- Accountant and Auditor — read figures, risks and findings; export.
- Business Owner — everything, including access restrictions and carry-forward.

Where to find it



Menu path	Page	Route
Budget Intelligence › Executive Dashboard	Company / project / budget position	/accounting/executive-dashboard
Budget Intelligence › Budgets	List, create, open budgets	/accounting/budgets
Budget Intelligence › Findings	Recommendations and findings	/accounting/budget-recommendations
Budget Intelligence › Budget variance	Budget vs actual report	/accounting/budget-vs-actual
Budget Intelligence › Budget consumption	Budget, actual, remaining by month	/accounting/budget-consumption
Budget Intelligence › Discount budgets	Advisory discount allowances	/accounting/discount-budgets
Settings › Budget Intelligence › Budget control	Release mode, control rules, carry-forward	/accounting/budget-control-policy
Settings › … › Workflows & SLA › Budget	Approval workflow	/client/workflows/process/Budget
My Tasks	Approval tasks	Type = Budget / Budget Lifecycle Request

The menu is shown only to roles with klirr.client.budget-intelligence.read and when Accounting › Management accounting is in the subscription.

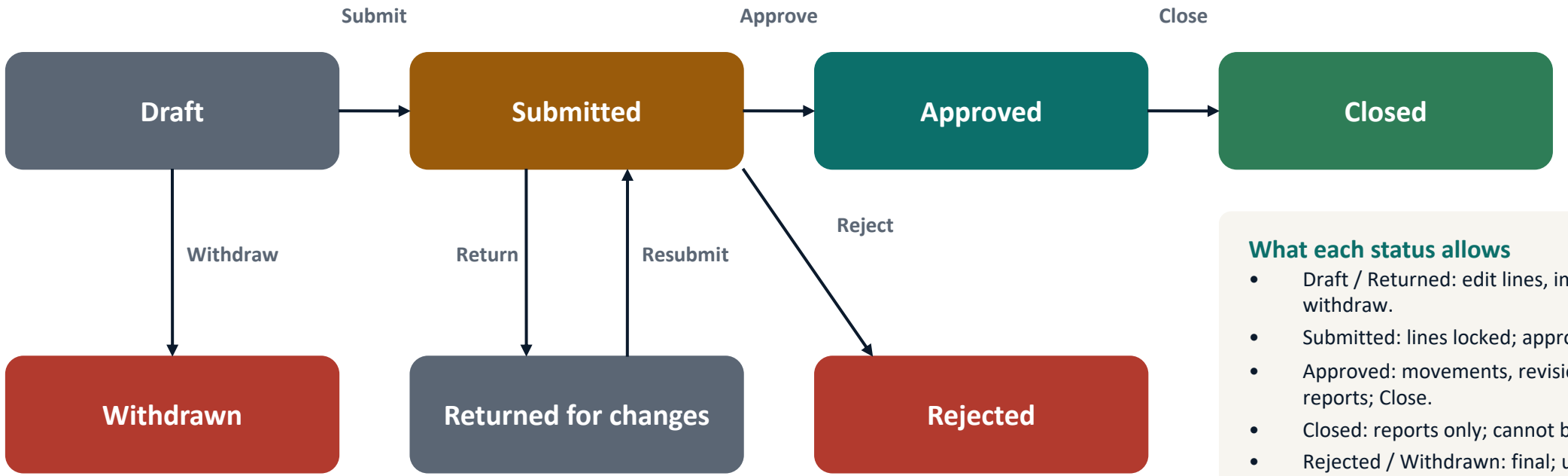
Before you start: required setup and data

Prerequisite	Why it matters	Where it is set
Accounting + Management accounting (+ Dimensions for cost/profit centres and projects)	Without it the menu is hidden and pages redirect to Subscription; without Dimensions budgets cannot be created.	Company subscription
Fiscal year and its accounting periods	A budget belongs to one fiscal year; line periods must lie in it.	Accounting › Fiscal years
Chart of accounts, cost centres, profit centres, projects	Lines reference them; actuals match the exact combination.	Master data / Accounting
A published Budget approval workflow	Submit is refused without one ("Default Budget Approval" is seeded).	Settings › Workflows & SLA › Budget
Reporting lines (line manager)	The default workflow assigns the creator's manager; otherwise Business Owner / Company Administrator.	People › Organisation
Roles with the right permissions	See the role and permission matrix.	TrustGate roles
Posted journals with dimensions	Actuals only count when account and dimensions match a line.	Accounting postings

Key terms

Term	Meaning in Klirr
Original budget	Line amount frozen when the plan is approved.
Revised budget	Line amount after approved revision versions (= Original if never revised). Plan figure used by reports and forecasts.
Approved (Budget Intelligence)	Original approval + supplements + revision adjustments + carry-forward − returns/reductions.
Released	"Approved is released" mode: Approved + transfers in − transfers out + additional releases.
Actual	Posted (or reversed) journal lines on the line's account and exact dimensions in its period.
Open commitment	Unposted supplier bills + open purchase request/order commitments + held control checks + reservations.
Available	Released − Actual − Open commitment: what may still be committed now.
Headroom against plan	Revised − Actual − Open commitment: a planning figure, not spendable budget.
Forecast at completion	Expected year-end figure per line from the last calculation (commitment-driven, run-rate or phased budget).
Material request	Movement ≥ 5,000, or ≥ 10 % of the line's approved amount, or an availability exception; needs approval.

The budget lifecycle



What each status allows

- Draft / Returned: edit lines, import, phase, submit, withdraw.
- Submitted: lines locked; approver decides.
- Approved: movements, revisions, recalculation, all reports; Close.
- Closed: reports only; cannot be reopened.
- Rejected / Withdrawn: final; use Copy to a new budget.

Verified on 27/10/2026 with BDGT-009: Draft → Submitted → Returned for changes → Submitted → Approved → (transfer, supplement, revision) → Closed. "Under review" exists in the data model but is never set by the current workflow.

Withdraw is possible from Draft, Submitted and Returned for changes.

Role and permission matrix (verified)

Task (permission)	Budget Manager	Finance Manager	Accountant	Auditor	Company Admin	Business Owner	Employee
See menu & read (budget-intelligence.read, management-accounting.read)	✓ yes	✓ yes	✓ yes	✓ yes	✓ yes	✓ yes	— no
Create / edit / import lines (management-accounting.budget.write or …setup)	✓ yes	— no	— no	— no	via setup	✓ yes	— no
Submit / withdraw (budget.write or setup)	✓ yes	via setup	— no	— no	via setup	✓ yes	— no
Approve / return / reject plan (…setup; or assigned task + approval.decide)	— no	✓ yes	— no	— no	✓ yes	✓ yes	task only
Request movement (budget-intelligence.lifecycle.request)	✓ yes	— no	— no	— no	— no	✓ yes	— no
Approve movement (…lifecycle.approve / task)	— no	✓ yes	— no	— no	— no	✓ yes	— no
Approve revision version (…version.approve)	— no	✓ yes	— no	— no	— no	✓ yes	— no
Recalculate / run (…recalculate, …forecast.run)	✓ yes	— no	— no	— no	— no	✓ yes	— no
Manage risks (…risk.manage)	✓ yes	— no	— no	— no	— no	✓ yes	— no
Run analysis / Rody (…recommendation.review)	✓ yes	— no	— no	— no	— no	✓ yes	— no
Export (…export)	✓ yes	✓ yes	✓ yes	✓ yes	— no	✓ yes	— no
Control rules / policies (…control.administer, …policy.administer)	✓ yes	✓ yes	— no	— no	— no	✓ yes	— no
Restrict budget access (…management-accounting.budget-access.manage)	— no	— no	— no	— no	— no	✓ yes	— no

Source: TrustGate catalog klirr-authorization-catalog.json (version 78ee59134aff9807). Live checks on testing: Rachel (Budget Manager) planned, submitted, requested, revised, recalculated; Laura (Finance Manager) approved, decided requests and versions, closed; James (Accountant) and Margaret (Auditor) had no Recalculate/Request movement and their Edit was refused (TG-AUTH-004); Nora (Employee) got 403.

Access is more than a role

Separation of duties

Planning (budget.plan) and approving (budget.approve) are never given to the same role. The creator of a budget, version or request cannot approve it — except the single-user company exception for an owner/admin.

Workflow assignment

While a workflow case is open only the assigned person decides (from My Tasks or the budget's decision bar). The Business Owner can decide on their behalf with a reason.

Restricted budgets

A restricted budget is visible only to users with a grant (View; Edit; Manage Intelligence) or the budget-access permission. Commands such as Recalculate need Manage Intelligence.

Company isolation

Every request is limited to the signed-in company (ClientId). Budget Intelligence requires a token for exactly one company; ids of other companies return 404.

Buttons vs server

Some buttons (New budget, Edit, Close, Submit, finding decisions) are shown without a permission check; the server still refuses them (James's Edit → TG-AUTH-004).

Status rules

Lines are editable only in Draft/Returned; Close needs no open requests or reservations; Rejected/Withdrawn/Closed are final.

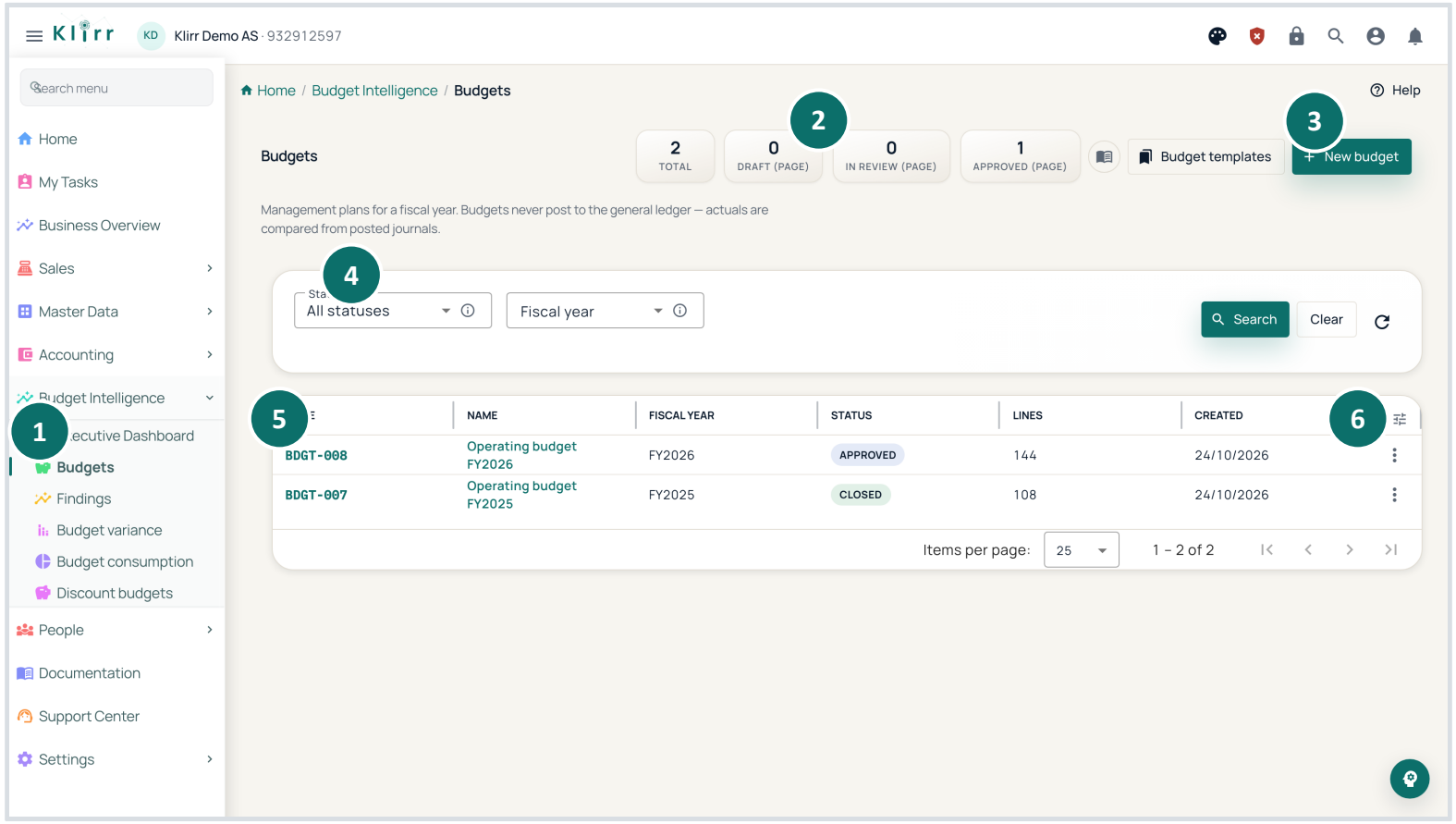
B. Creating a budget

Create the header, add lines manually or from CSV, and phase whole-year lines. Running example: BDGT-009 "Marketing & IT budget FY2026".

Step 1 · Budgets list

Goal: Open the list of budgets and start a new one.

Navigation: Menu › Budget Intelligence › Budgets (/accounting/budgets)



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Accounting with Management accounting is part of the company subscription.

ACTIONS (numbers match the screenshot)

1. Open Budget Intelligence › Budgets.
2. Read the status tiles (counts on this page).
3. Click New budget to create a budget.
4. Filter by Status and Fiscal year, then Search.
5. Click a code or name to open a budget.
6. Use the three-dot row menu for Edit, View risks, Submit or Withdraw.

Step 1 · Budgets list — details

Goal: Open the list of budgets and start a new one.

Navigation: Menu › Budget Intelligence › Budgets (/accounting/budgets)

FIELD GUIDANCE

- Code — assigned by Klirr (BDGT-001, BDGT-002 …).
- Status — Draft, Submitted, Returned for changes, Approved, Rejected, Withdrawn or Closed.
- Lines — number of budget lines (account × dimensions × period).
- Tiles marked (page) count only the rows on the current page.

WHY THIS STEP MATTERS

The list is the entry point for every budget of the company and shows at a glance which budgets still need work or a decision.

EXPECTED RESULT

You see every budget you may view. Restricted budgets you hold no grant for are not listed.

WHAT IT CHANGES ELSEWHERE

None — the list only reads.

DEPENDS ON

- Fiscal years defined in Accounting.
- Per-budget access grants on restricted budgets.

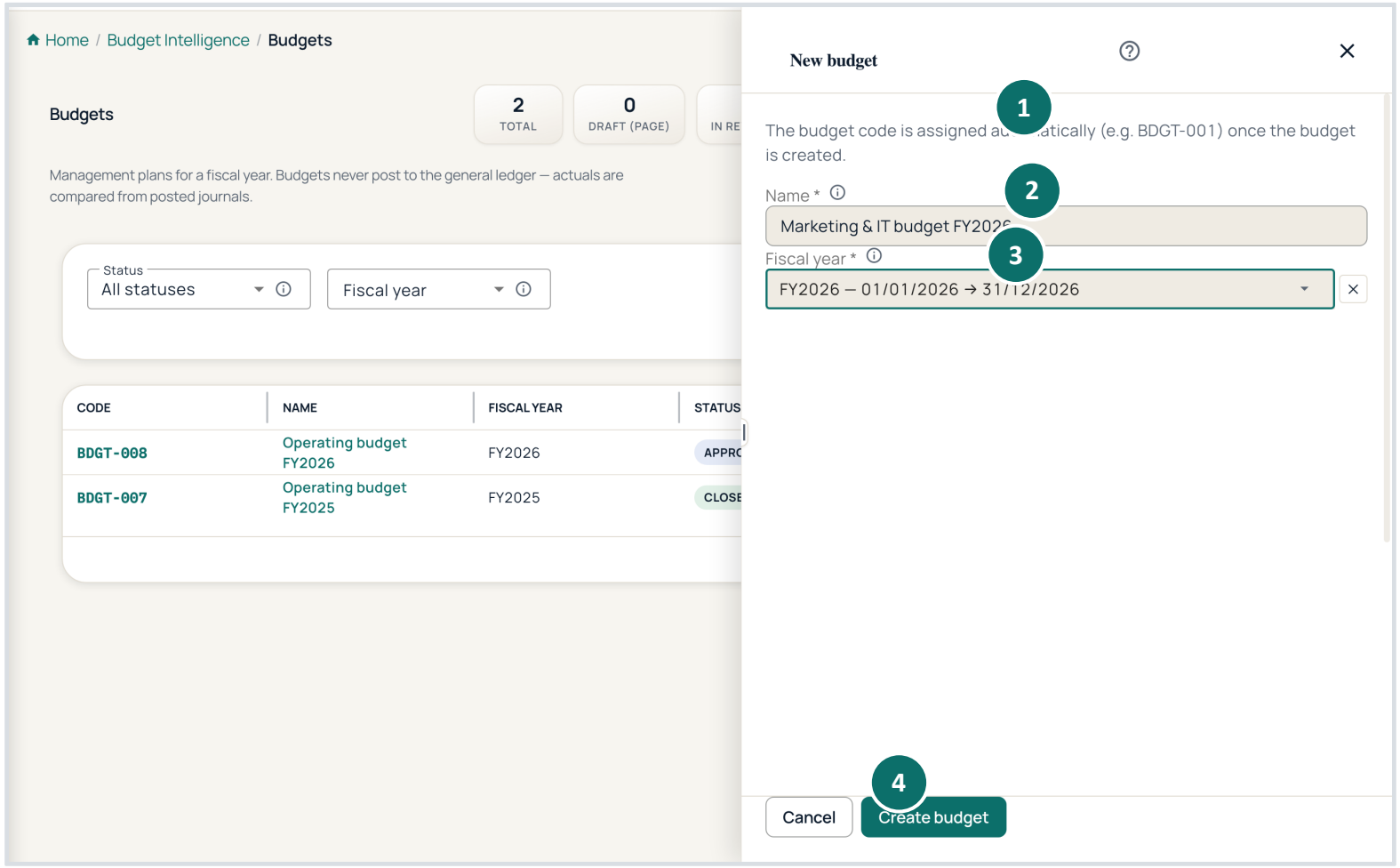
COMMON ERRORS AND RECOVERY

- Menu missing → your role lacks klirr.client.budget-intelligence.read; ask an administrator.
- Page shows 403 → you lack klirr.client.accounting.management-accounting.read.
- A budget is missing → it is restricted; ask the owner for a View grant.

Step 2 · New budget panel

Goal: Create the budget header: a name and a fiscal year.

Navigation: Budgets › New budget (side panel)



WHO CAN DO THIS

Budget Manager, Business Owner (Company Administrator through …setup)

`klirr.client.accounting.management-accounting.budget.write` or `klirr.client.accounting.management-accounting.setup`

Budget in Draft or Returned for changes; Edit grant if the budget is restricted.

PREREQUISITES

The fiscal year exists in Accounting.

ACTIONS (numbers match the screenshot)

1. Note: the code is assigned automatically after saving.
2. Type a Name (required, up to 100 characters).
3. Choose the Fiscal year (required).
4. Click Create budget. Klirr opens the new budget in Draft.

Step 2 · New budget panel — details

Goal: Create the budget header: a name and a fiscal year.

Navigation: Budgets › New budget (side panel)

FIELD GUIDANCE

- Name — free text, max 100 characters. Names need not be unique.
- Fiscal year — the year every line period must belong to. The list defaults to the first year (in the demo FY2025): always check it.
- Currency is not chosen: amounts are in the company's accounting currency (NOK in the demo).

WHY THIS STEP MATTERS

The header fixes the fiscal year and gives the plan an identity that approvals, reports and the audit history refer to.

EXPECTED RESULT

A Draft budget (e.g. BDGT-009 "Marketing & IT budget FY2026") with 0 lines. You get View + Edit access to it automatically.

WHAT IT CHANGES ELSEWHERE

- Appears in the Budgets list as Draft.
- Nothing reaches Budget Intelligence figures until the budget is Approved.

DEPENDS ON

- Fiscal year master data.
- Dimensions feature (Accounting advanced package) for cost/profit centres and projects.

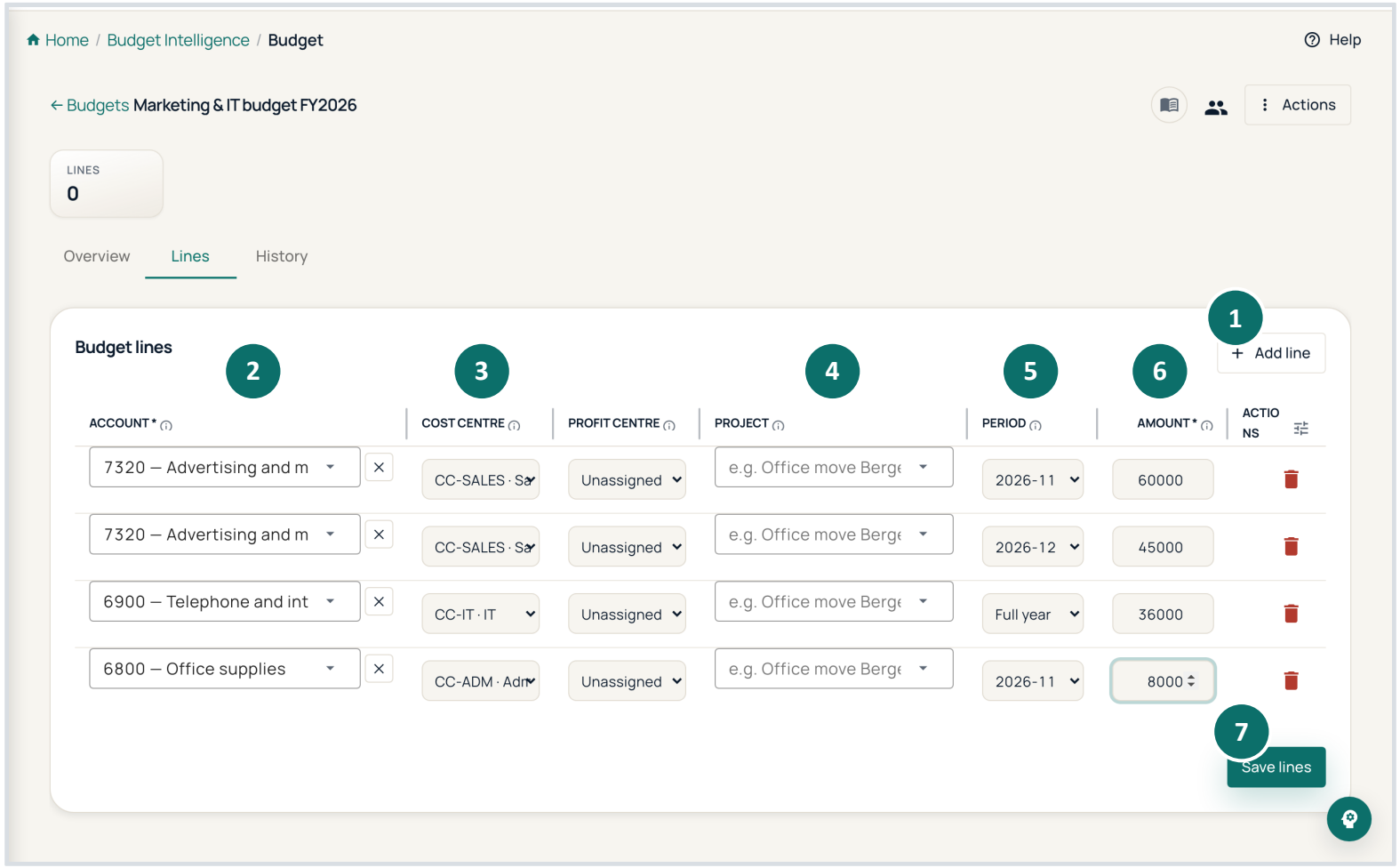
COMMON ERRORS AND RECOVERY

- "Name and fiscal year are required." → fill both fields.
- Wrong fiscal year → the year cannot be changed later; withdraw the budget and create a new one, or use Copy to a new budget.

Step 3 · Budget › Lines tab (editing)

Goal: Add budget lines: account, optional dimensions, period and amount.

Navigation: Budgets › open the budget › Lines tab



WHO CAN DO THIS

Budget Manager, Business Owner (Company Administrator through …setup)

`klirr.client.accounting.management-accounting.budget.write` or `klirr.client.accounting.management-accounting.setup`

Budget in Draft or Returned for changes; Edit grant if the budget is restricted.

PREREQUISITES

Budget in Draft or Returned for changes.

ACTIONS (numbers match the screenshot)

1. Click Add line for each line.
2. Search and pick the Account (required).
3. Optionally pick Cost centre and Profit centre.
4. Optionally pick a Project.
5. Pick a Period (2026-01 … 2026-12) or Full year.
6. Enter the Amount (required).
7. Click Save lines.

Step 3 · Budget › Lines tab (editing) — details

Goal: Add budget lines: account, optional dimensions, period and amount.

Navigation: Budgets › open the budget › Lines tab

FIELD GUIDANCE

- Account — chart-of-accounts account the plan is for.
- Cost / profit centre, project — leave "Unassigned" unless actuals are posted with that dimension: actuals must match the line's combination exactly.
- Period — a month of the fiscal year, or Full year (a whole-year line).
- Amount — in the accounting currency; enter a positive figure for both cost and revenue lines.

WHY THIS STEP MATTERS

Lines are the plan. Budget vs actual, availability, risks and forecasts are calculated per line.

EXPECTED RESULT

Lines are saved; the LINES tile shows the count. Demo: 4 lines (7320 Nov 60,000; 7320 Dec 45,000; 6900 Full year 36,000; 6800 Nov 8,000).

WHAT IT CHANGES ELSEWHERE

None until approval: a Draft budget does not count in availability or budget control.

DEPENDS ON

Accounts, cost centres, profit centres, projects and periods of the company.

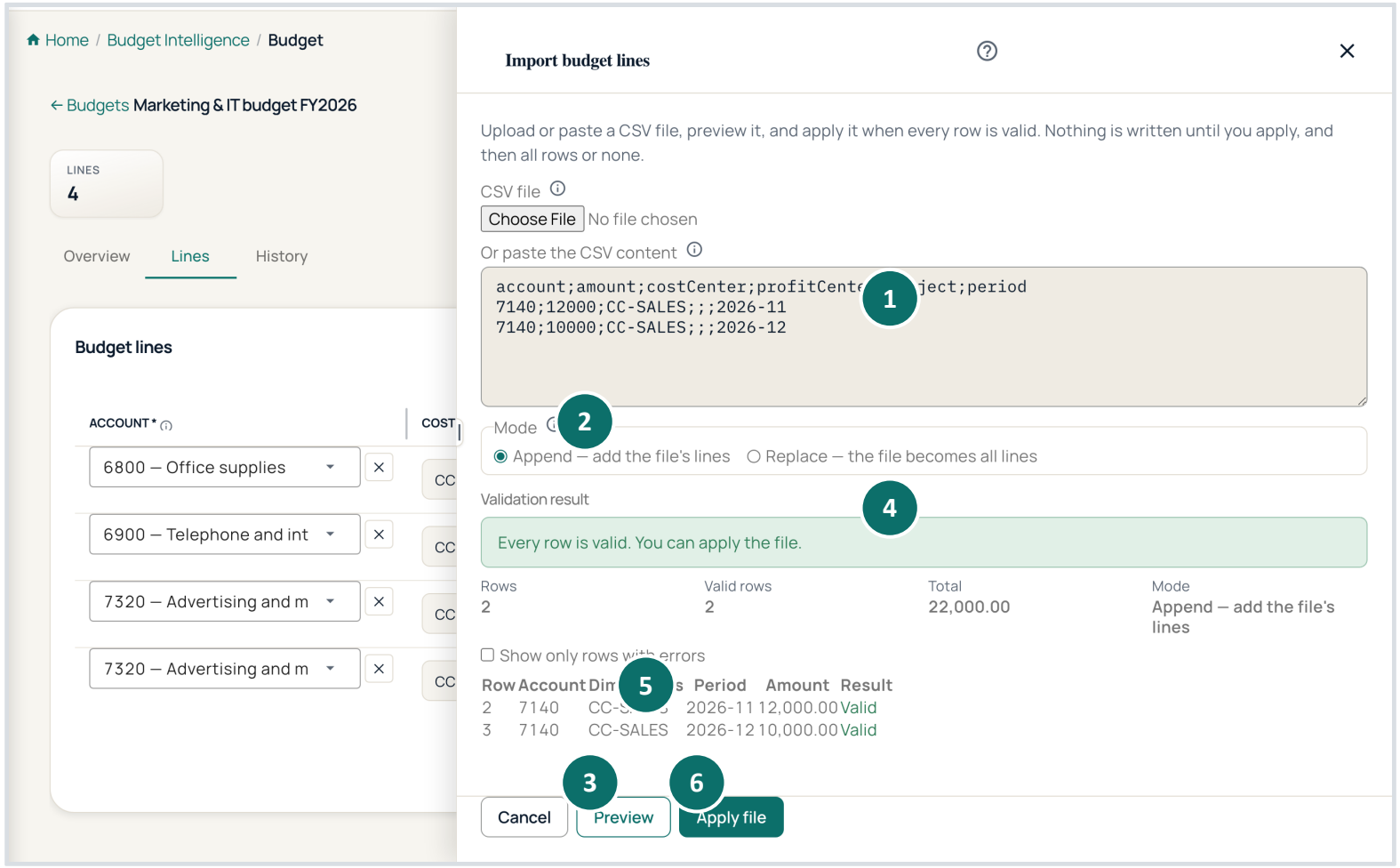
COMMON ERRORS AND RECOVERY

- "Duplicate account / cost centre / profit centre / period combinations" → merge the two lines.
- Unsaved changes are lost if you leave the page; click Save lines first.
- Klirr accepts 0 and negative amounts — check signs before submitting.

Step 4 · Import budget lines (CSV)

Goal: Add many lines at once from a CSV file or pasted text.

Navigation: Budget › Actions › Import CSV



WHO CAN DO THIS

Budget Manager, Business Owner (Company Administrator through …setup)

`klirr.client.accounting.management-accounting.budget.write`
`or klirr.client.accounting.management-accounting.setup`

Budget in Draft or Returned for changes; Edit grant if the budget is restricted.

PREREQUISITES

Budget in Draft or Returned for changes.

ACTIONS (numbers match the screenshot)

1. Choose a file or paste CSV text (semicolon separated, header first).
2. Pick Mode: Append (default) or Replace.
3. Click Preview.
4. Check the validation result.
5. Review each row's Result.
6. Click Apply file (enabled only when every row is valid).

Step 4 · Import budget lines (CSV) — details

Goal: Add many lines at once from a CSV file or pasted text.

Navigation: Budget › Actions › Import CSV

FIELD GUIDANCE

- Header: account;amount;costCenter;profitCenter;project;period
- account — account code; amount — number; dimensions — codes or empty; period — e.g. 2026-11, empty = Full year.
- Append adds rows; Replace makes the file the budget's only lines (asks for confirmation).
- File limit: 5 MB.

WHY THIS STEP MATTERS

Spreadsheet plans can be loaded without retyping, and nothing is written until every row is valid.

EXPECTED RESULT

All rows are added (or none). Demo: 2 rows, total 22,000.00 (7140 Travel, CC-SALES, Nov 12,000 and Dec 10,000).

WHAT IT CHANGES ELSEWHERE

Same as saving lines manually.

DEPENDS ON

Codes in the file must exist in the company's master data and fiscal year.

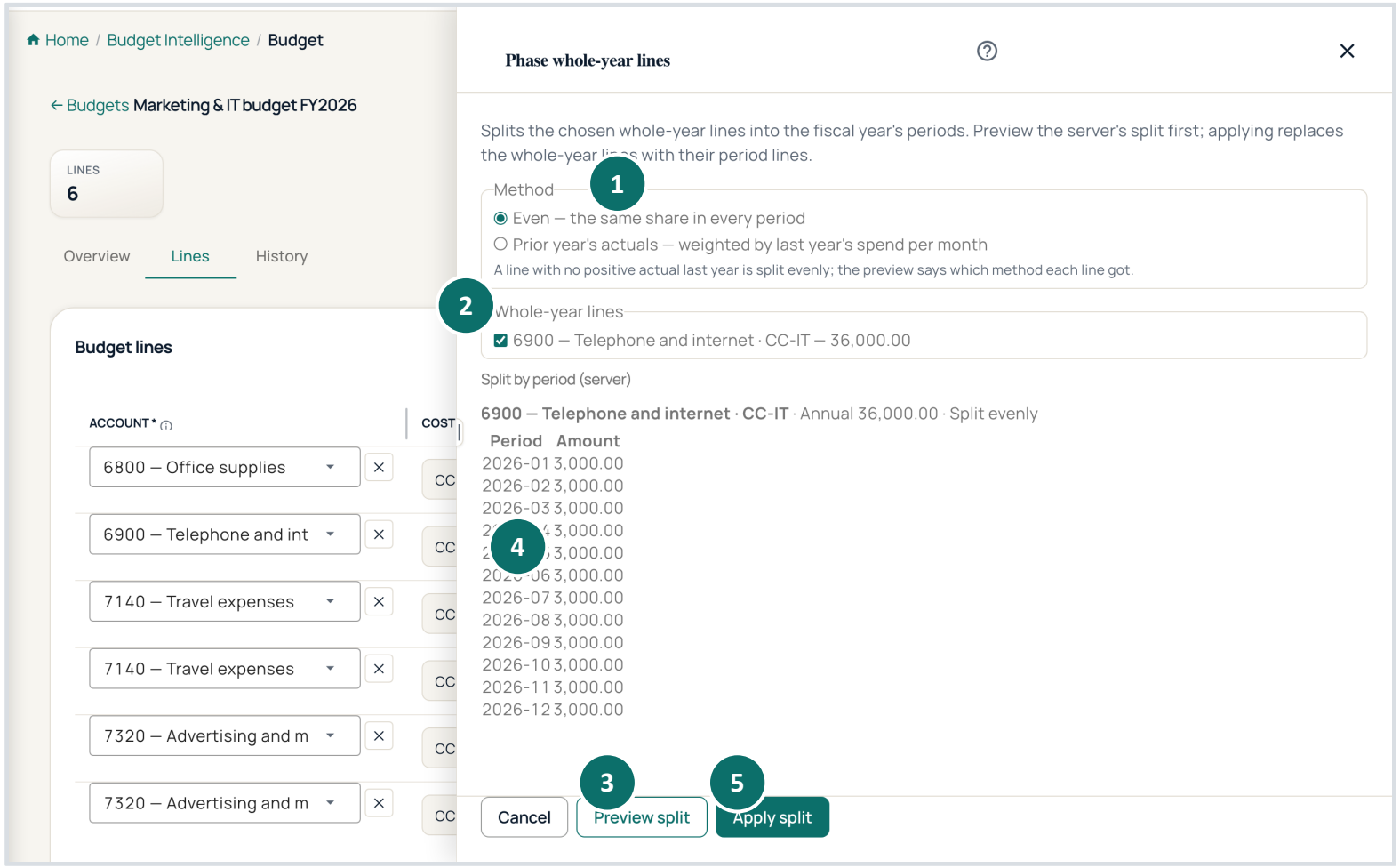
COMMON ERRORS AND RECOVERY

- "Unknown account" → wrong account code.
- "Unknown period in this fiscal year" → period outside the budget's year (see Troubleshooting).
- Apply file disabled → at least one row is invalid; tick "Show only rows with errors".

Step 5 · Phase whole-year lines

Goal: Split a Full-year line into the fiscal year's monthly periods.

Navigation: Budget › Actions › Phase whole-year lines



WHO CAN DO THIS

Budget Manager, Business Owner (Company Administrator through …setup)

`klirr.client.accounting.management-accounting.budget.write` or `klirr.client.accounting.management-accounting.setup`

Budget in Draft or Returned for changes; Edit grant if the budget is restricted.

PREREQUISITES

At least one Full-year line; Draft or Returned for changes.

ACTIONS (numbers match the screenshot)

1. Choose the Method: Even or Prior year's actuals.
2. Tick the whole-year lines to split.
3. Click Preview split.
4. Check the server's split per period.
5. Click Apply split and confirm "Replace the whole-year lines?".

Step 5 · Phase whole-year lines — details

Goal: Split a Full-year line into the fiscal year's monthly periods.

Navigation: Budget › Actions › Phase whole-year lines

FIELD GUIDANCE

- Even — the same share in every period; rounding remainder goes to the last period.
- Prior year's actuals — weighted by last year's spend per month; a line with no positive actual last year is split evenly.

WHY THIS STEP MATTERS

Monthly lines make phasing, "spending ahead of schedule" risks and monthly consumption meaningful; a whole-year line is never prorated.

EXPECTED RESULT

The whole-year line is replaced by 12 period lines. Demo: 6900 Telephone and internet 36,000 → 12 × 3,000.00; budget now 17 lines, 171,000.

WHAT IT CHANGES ELSEWHERE

Monthly figures in Consumption and the dashboard chart after approval.

DEPENDS ON

Accounting periods of the fiscal year; last year's posted actuals for the weighted method.

COMMON ERRORS AND RECOVERY

- Preview split disabled → no line ticked.
- Menu item disabled → the budget has no whole-year lines.

C. Review and approval

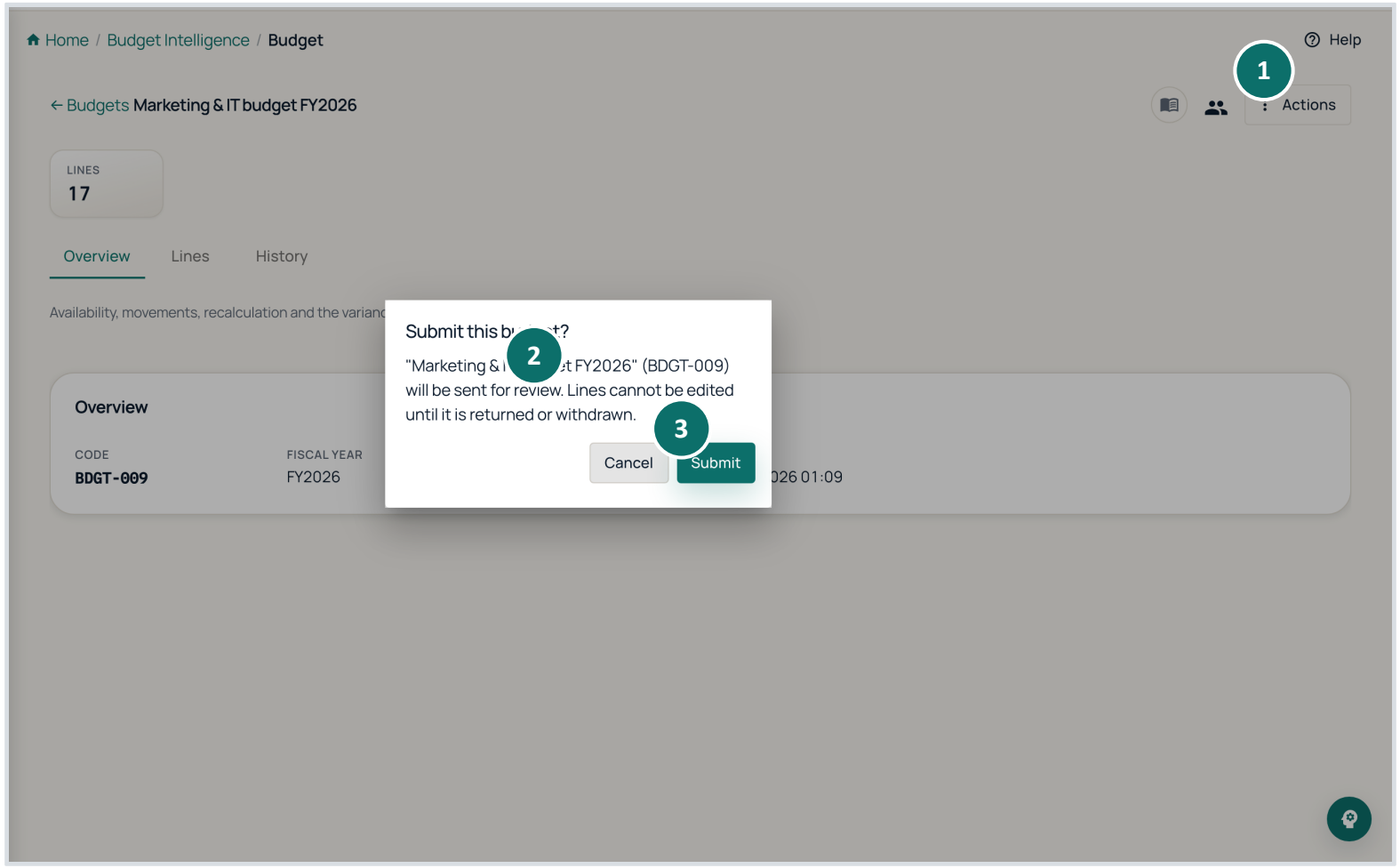
Submit, find the task, return for changes, resubmit and approve — with the audit history each step leaves.

Klirr

Step 6 · Submit for approval

Goal: Send the finished plan to the approver.

Navigation: Budget › Actions › Submit



WHO CAN DO THIS

Budget Manager, Business Owner

```
klirr.client.accounting.management-
accounting.budget.write
or klirr.client.accounting.management-
accounting.setup
```

Draft or Returned for changes and at least one line.

PREREQUISITES

All lines saved; a published Budget approval workflow exists.

ACTIONS (numbers match the screenshot)

1. Open Actions and choose Submit.
2. Read the confirmation: lines are locked until the budget is returned or withdrawn.
3. Click Submit.

Step 6 · Submit for approval — details

Goal: Send the finished plan to the approver.

Navigation: Budget › Actions › Submit

FIELD GUIDANCE

- Submit is disabled while the budget has 0 lines.
- Withdraw (same menu) ends the budget for good: a withdrawn budget cannot be submitted again.

WHY THIS STEP MATTERS

Approval freezes an agreed baseline and separates the person who plans from the person who approves.

EXPECTED RESULT

Status Submitted. The approval workflow assigns a task (default: the creator's line manager; without one, the Business Owner or Company Administrator).

WHAT IT CHANGES ELSEWHERE

- A task appears in the approver's My Tasks.
- Lines are read-only.
- History records "Submitted · Directly on the budget".

DEPENDS ON

- Settings › Workflows & SLA › Budget: "Default Budget Approval" (Published).
- Reporting lines in People.

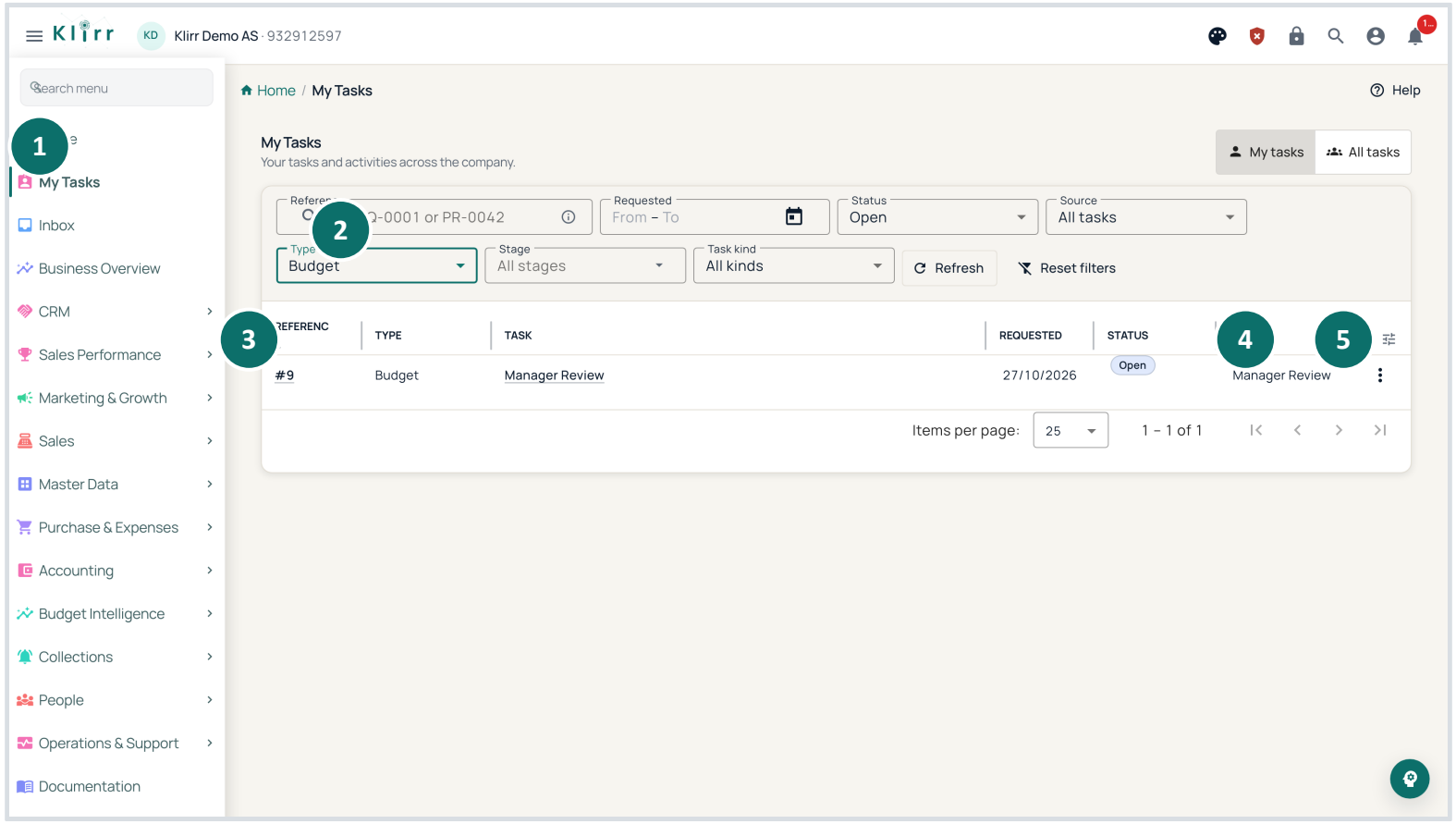
COMMON ERRORS AND RECOVERY

- "No active published Budget approval workflow" → an administrator must publish one.
- Budget returned with "approval routing requires configuration" → no approver could be found; set up the line manager or the owner/admin.

Step 7 · My Tasks (approver)

Goal: Find the budget approval waiting for you.

Navigation: Menu › My Tasks › Type = Budget



WHO CAN DO THIS

The assigned approver — default: the creator's line manager (demo: Laura Thompson, Finance Manager)

```
klirr.client.approval.decide (My Tasks)
klirr.client.accounting.management-
accounting.setup (direct decision)
```

Never the budget's creator. Status Submitted, workflow task open.

PREREQUISITES

A budget was submitted and the task is assigned to you.

ACTIONS (numbers match the screenshot)

1. Open My Tasks.
2. Set Type to Budget (or Budget Lifecycle Request for movement requests).
3. Find the task; its reference is the budget's internal number (#9 = BDGT-009).
4. Stage shows the workflow step (Manager Review).
5. Use the three-dot menu for Approve, Request changes, Reject or Open related record.

Step 7 · My Tasks (approver) — details

Goal: Find the budget approval waiting for you.

Navigation: Menu › My Tasks › Type = Budget

FIELD GUIDANCE

- Reference — internal id, not the BDGT code; searching for "BDGT-009" finds nothing.
- Status Open = waiting for your decision.

WHY THIS STEP MATTERS

My Tasks collects every decision assigned to you across Klirr, with the same audit trail as the budget page.

EXPECTED RESULT

You can decide here or open the budget to review its lines first (recommended).

WHAT IT CHANGES ELSEWHERE

None until you decide.

DEPENDS ON

Workflow assignment rules; reporting lines.

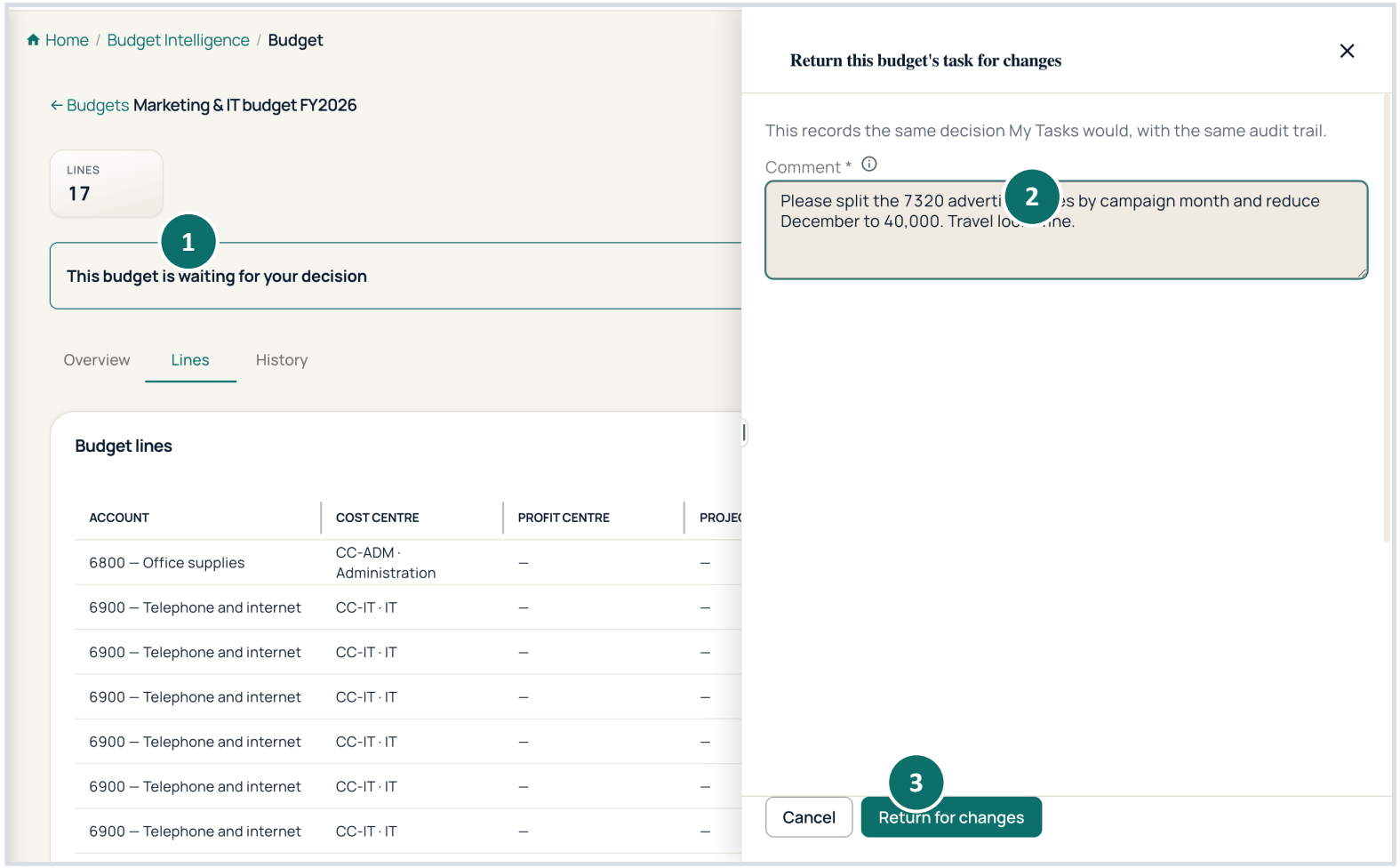
COMMON ERRORS AND RECOVERY

- No task → the task went to someone else (e.g. Business Owner when no line manager exists); check All tasks.
- Reference search returns nothing → filter by Type instead.

Step 8 · Return for changes

Goal: Send the plan back to its owner with what must change.

Navigation: Budget page › decision bar › Return for changes



WHO CAN DO THIS

The assigned approver — default: the creator's line manager (demo: Laura Thompson, Finance Manager)

```
klirr.client.approval.decide (My Tasks)
klirr.client.accounting.management-
accounting.setup (direct decision)
```

Never the budget's creator. Status Submitted, workflow task open.

PREREQUISITES

Budget Submitted; the task is yours.

ACTIONS (numbers match the screenshot)

1. On the budget, the bar says "This budget is waiting for your decision".
2. Click Return for changes and write a Comment (required).
3. Click Return for changes.

Step 8 · Return for changes — details

Goal: Send the plan back to its owner with what must change.

Navigation: Budget page › decision bar › Return for changes

FIELD GUIDANCE

Comment — required for Return and Reject, optional for Approve. It is stored in the status history and shown to the owner.

WHY THIS STEP MATTERS

The owner gets precise feedback and can fix the plan without starting again.

EXPECTED RESULT

Status Returned for changes. History: "Returned for changes · Approval workflow · Laura Thompson" with the comment.

WHAT IT CHANGES ELSEWHERE

- Lines become editable for the owner again.
- The task closes; a new one is created on resubmission.

DEPENDS ON

An open workflow task for you.

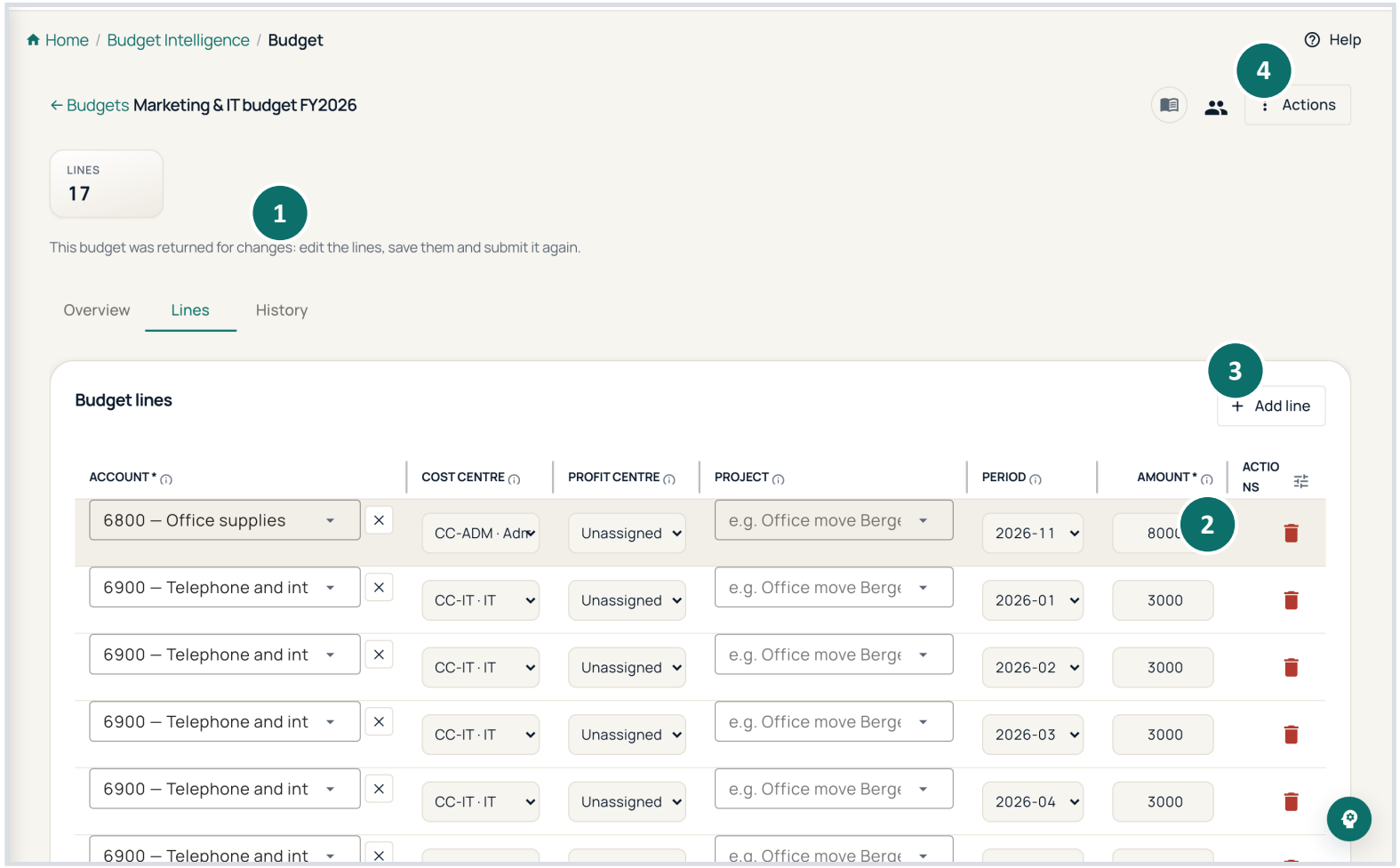
COMMON ERRORS AND RECOVERY

Reject instead of Return ends the budget for good (Rejected cannot be resubmitted).

Step 9 · Correct and resubmit

Goal: Fix the lines the approver asked about and submit again.

Navigation: Budget › Lines tab, then Actions › Submit



WHO CAN DO THIS

Budget Manager, Business Owner (Company Administrator through …setup)

`klirr.client.accounting.management-accounting.budget.write` or `klirr.client.accounting.management-accounting.setup`

Budget in Draft or Returned for changes; Edit grant if the budget is restricted.

PREREQUISITES

Status Returned for changes.

ACTIONS (numbers match the screenshot)

1. Read the note "This budget was returned for changes…" and the comment in History.
2. Change the affected amounts (demo: 7320 December 45,000 → 40,000).
3. Add or remove lines if needed, then Save lines.
4. Open Actions › Submit.

Step 9 · Correct and resubmit — details

Goal: Fix the lines the approver asked about and submit again.

Navigation: Budget › Lines tab, then Actions › Submit

FIELD GUIDANCE

The approver's comment is in the History tab (Reason column).

WHY THIS STEP MATTERS

Resubmission keeps the same budget, code and audit trail.

EXPECTED RESULT

Status Submitted again; a new approval task. Demo total now 166,000.

WHAT IT CHANGES ELSEWHERE

New task in the approver's My Tasks.

DEPENDS ON

Same as Step 6.

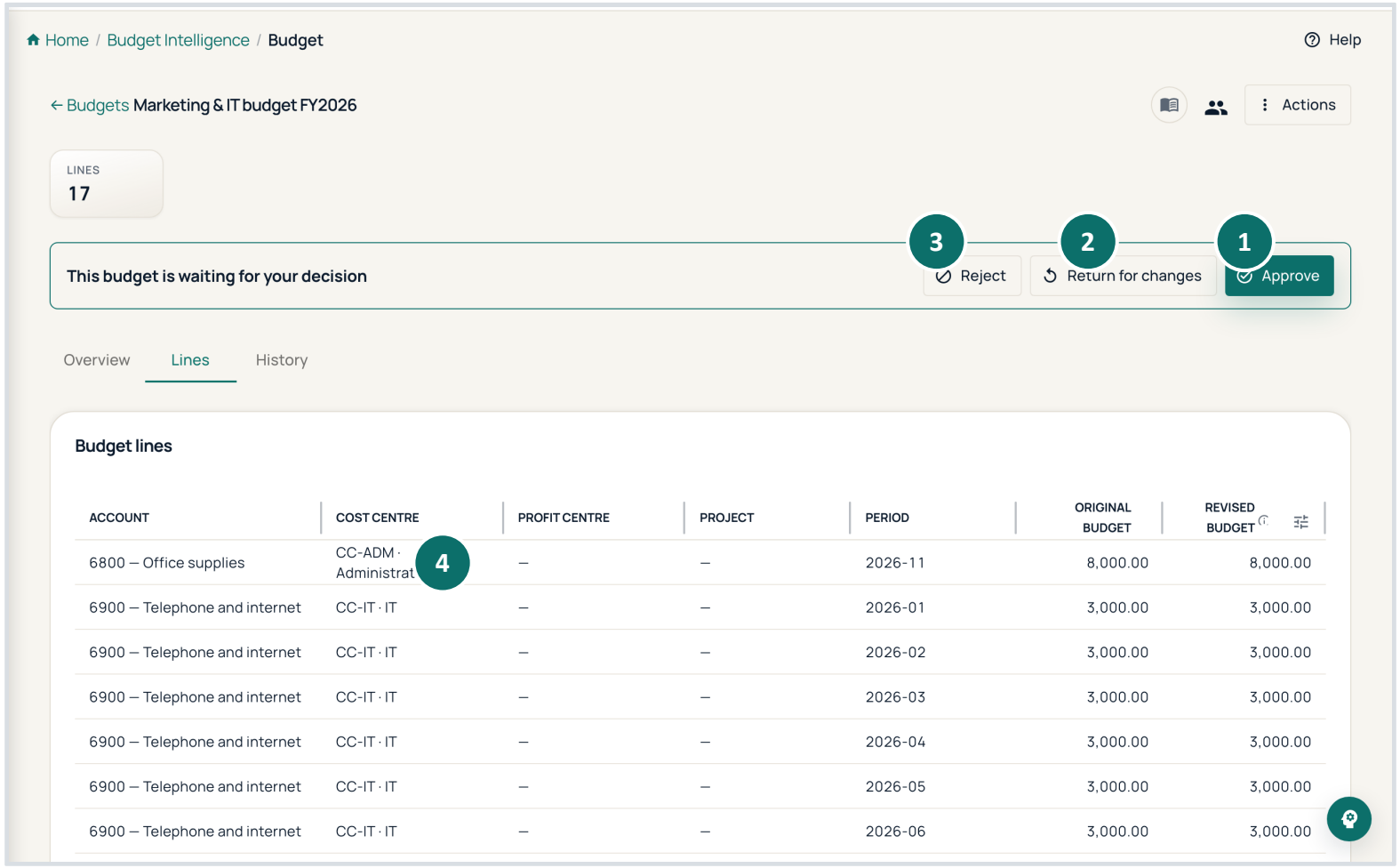
COMMON ERRORS AND RECOVERY

Submitting without Save lines sends the old amounts.

Step 10 · Approve the budget

Goal: Approve the plan so it becomes the baseline.

Navigation: Budget page › decision bar › Approve (or My Tasks › three-dot menu › Approve)



WHO CAN DO THIS

The assigned approver — default: the creator's line manager (demo: Laura Thompson, Finance Manager)

```
klirr.client.approval.decide (My Tasks)
klirr.client.accounting.management-
accounting.setup (direct decision)
```

Never the budget's creator. Status Submitted, workflow task open.

PREREQUISITES

Status Submitted; you are the assigned approver and not the creator.

ACTIONS (numbers match the screenshot)

1. Review the lines.
2. Click Approve; add an optional comment and confirm.
3. Or use Return for changes (Step 8).
4. Or Reject (final).

Step 10 · Approve the budget — details

Goal: Approve the plan so it becomes the baseline.

Navigation: Budget page › decision bar › Approve (or My Tasks › three-dot menu › Approve)

FIELD GUIDANCE

- "Approve this budget's task" records the same decision as My Tasks.
- The Business Owner may decide on behalf of the assignee; a reason is then required.

WHY THIS STEP MATTERS

Approval freezes the Original budget and makes the plan spendable and measurable.

EXPECTED RESULT

Status Approved. Original = Revised = 166,000.00 NOK. All eight tabs appear (Budget vs actual, Availability, Risks, Changes, Year-end & close …).

WHAT IT CHANGES ELSEWHERE

- Budget Intelligence writes the baseline movement "Original approval" (BDM-FY2026-000001).
- Lines count in availability, budget control and reports.
- Recalculation runs at once.

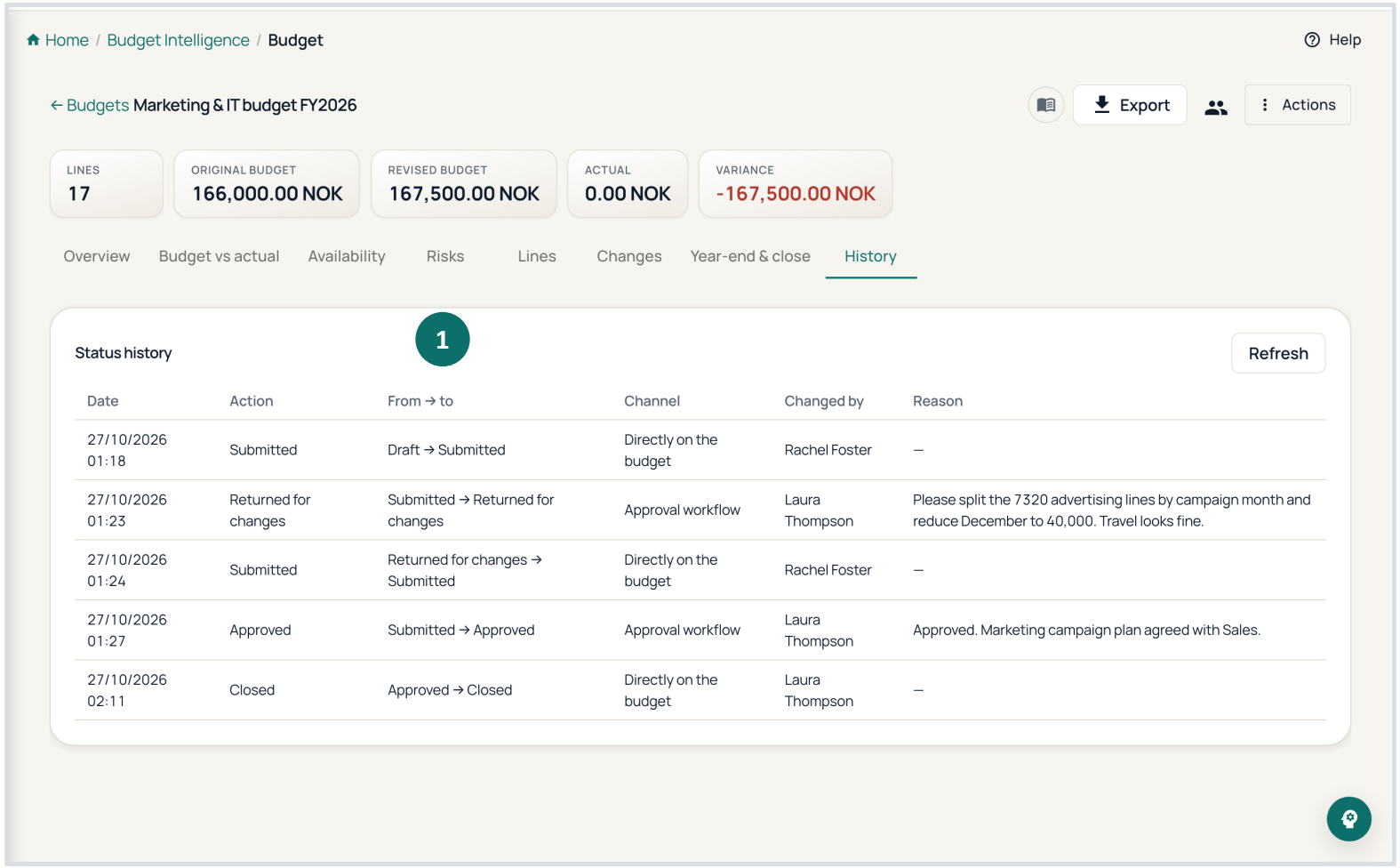
DEPENDS ON

Workflow task; separation of duties (creator cannot approve).

COMMON ERRORS AND RECOVERY

- Approve not shown → you are not the assignee or you created the budget.
- Error "decide it from My Tasks" → a workflow case is active; use the task.

Audit trail: status history



Every transition is recorded

- Date (UTC), action, from → to.
- Channel: Directly on the budget, or Approval workflow.
- Changed by (person) and reason / comment.
- Rows are append-only: they cannot be edited or deleted.
- BDGT-009: Submitted 01:18 → Returned 01:23 → Submitted 01:24 → Approved 01:27 → Closed 02:11.

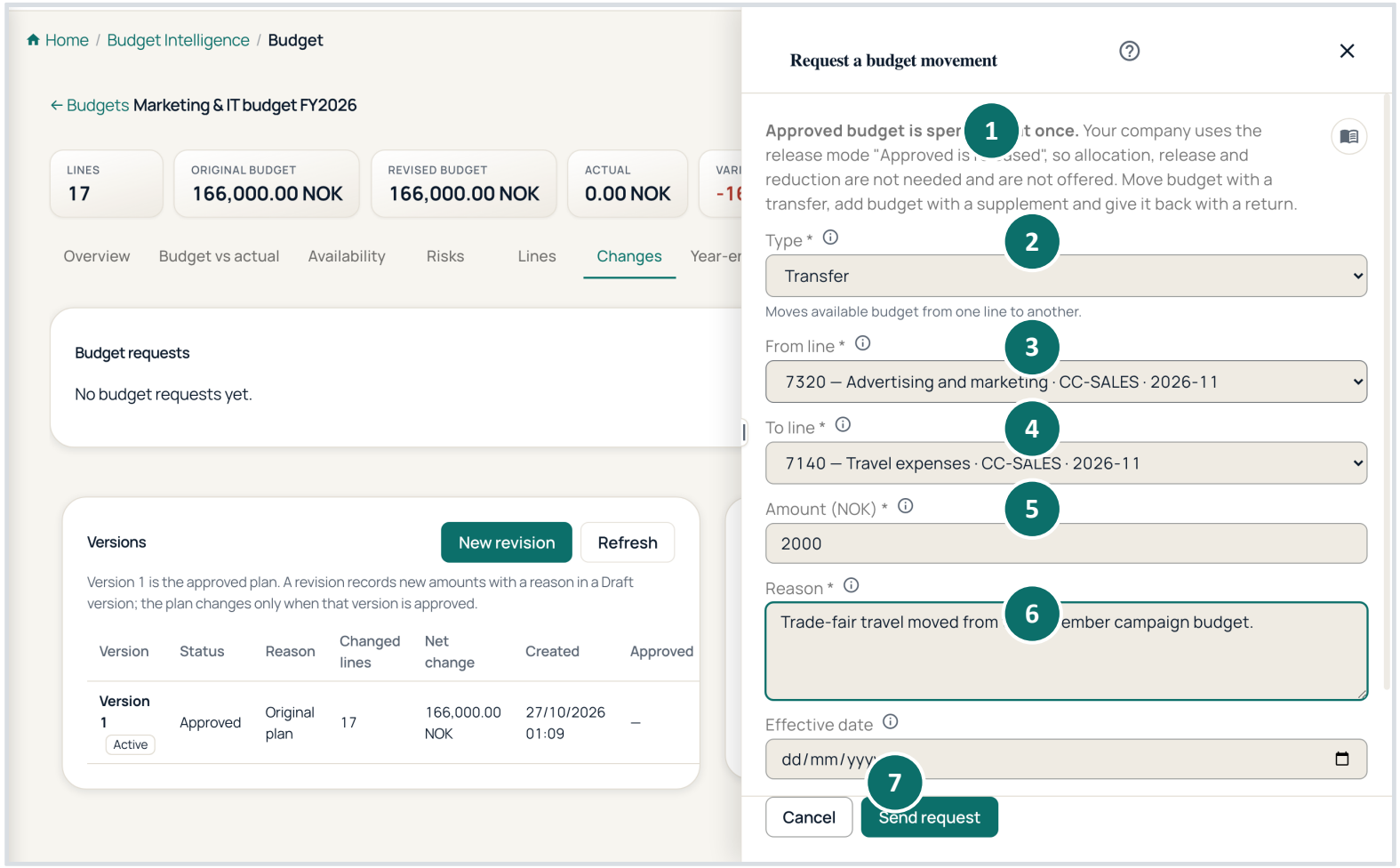
D. Changing an approved budget

Move, add and revise budget after approval, with materiality and independent approval.

Step 11 · Request a budget movement — transfer

Goal: Move budget between two lines of an approved budget.

Navigation: Budget › Changes tab › Request movement



WHO CAN DO THIS

Budget Manager, Business Owner

`klirr.client.budget-intelligence.lifecycle.request`

Approved budget; Manage Intelligence grant if restricted.

PREREQUISITES

Budget Approved.

ACTIONS (numbers match the screenshot)

1. Read the release-mode note (demo: "Approved is released").
2. Type: Transfer.
3. From line.
4. To line (must differ).
5. Amount (> 0).
6. Reason (required, up to 500 characters).
7. Send request.

Step 11 · Request a budget movement — transfer — details

Goal: Move budget between two lines of an approved budget.

Navigation: Budget › Changes tab › Request movement

FIELD GUIDANCE

- Types offered here: Transfer, Supplement, Return, Availability exception (Allocation, Release and Reduction appear only under Explicit release).
- Material = amount ≥ 5,000, or ≥ 10 % of the line's approved amount, or an availability exception.

WHY THIS STEP MATTERS

Movements change what may be spent without re-approving the whole plan, with a full ledger of who moved what.

EXPECTED RESULT

A non-material request is Applied at once. Demo: 2,000 from 7320 Nov to 7140 Nov → Applied; movement BDM-FY2026-000002.

WHAT IT CHANGES ELSEWHERE

- Released/Available change on both lines (7320 Nov 60,000 → 58,000 released; 7140 Nov 12,000 → 14,000).
- Budget control uses the new availability immediately.

DEPENDS ON

Release mode (Settings › Budget control).

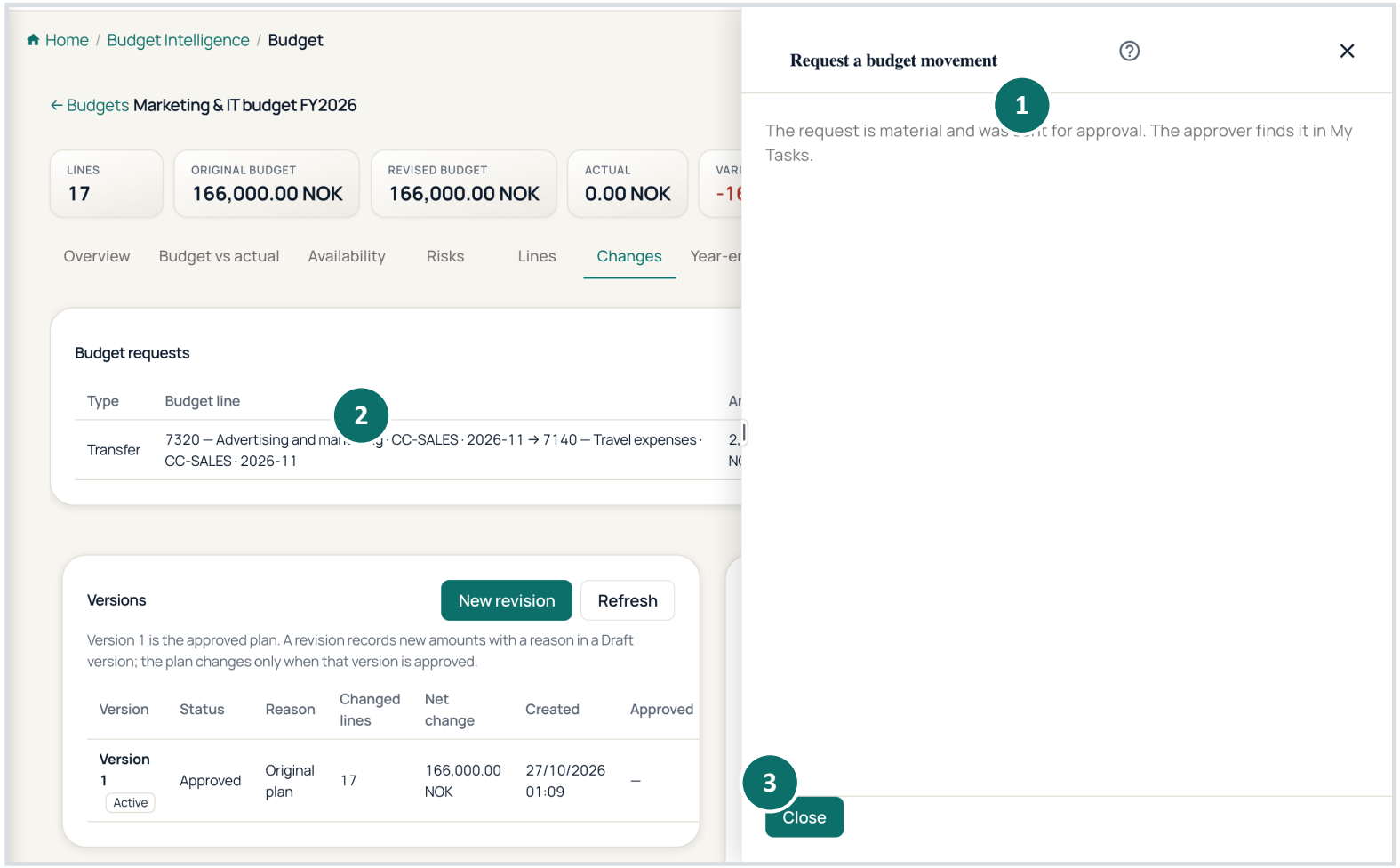
COMMON ERRORS AND RECOVERY

- From and To the same line → refused.
- Requested-by shows a technical user id (known display issue).

Step 12 · Request a supplement (material)

Goal: Ask for additional budget; large requests need approval.

Navigation: Budget › Changes › Request movement › Type = Supplement



WHO CAN DO THIS

Budget Manager, Business Owner

`klirr.client.budget-intelligence.lifecycle.request`

Approved budget; Manage Intelligence grant if restricted.

PREREQUISITES

Budget Approved.

ACTIONS (numbers match the screenshot)

1. Choose Supplement, the line, the amount and a reason, then Send request.
2. Klirr says "The request is material and was sent for approval".
3. Close the panel; the request is listed as Pending approval · Material.

Step 12 · Request a supplement (material) — details

Goal: Ask for additional budget; large requests need approval.

Navigation: Budget › Changes › Request movement › Type = Supplement

FIELD GUIDANCE

Demo: 25,000 on 7320 Advertising and marketing · CC-SALES · 2026-12, reason "Christmas campaign extended…".

WHY THIS STEP MATTERS

Material increases need a second person, as for the original plan.

EXPECTED RESULT

Request status Pending approval; a Budget Lifecycle Request task for the approver.

WHAT IT CHANGES ELSEWHERE

Nothing changes in availability until approved.

DEPENDS ON

Budget lifecycle workflow and reporting lines.

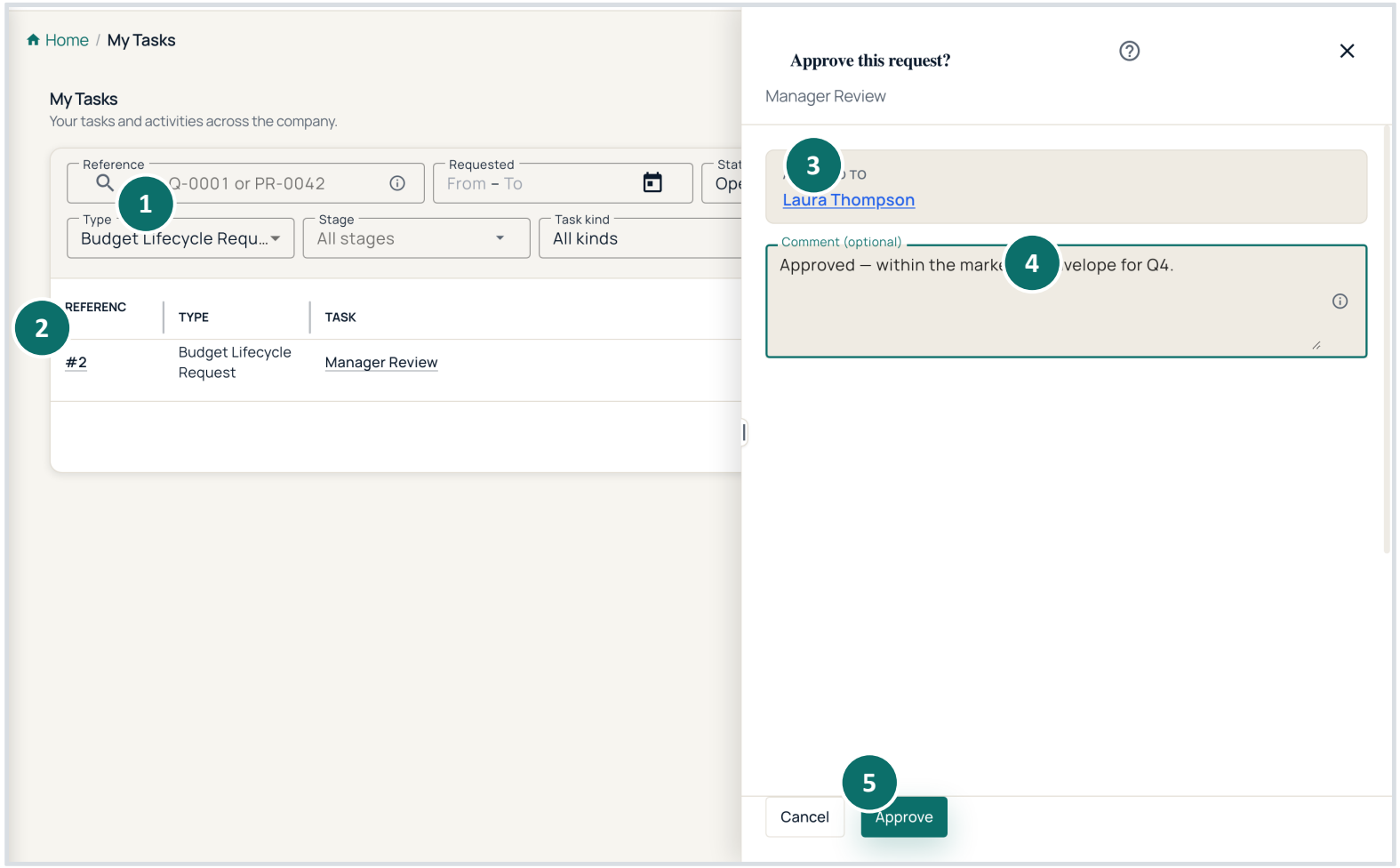
COMMON ERRORS AND RECOVERY

Need the money now? An approver must decide first; there is no override for the requester.

Step 13 · Approve a budget request (My Tasks)

Goal: Decide a material budget request.

Navigation: My Tasks › Type = Budget Lifecycle Request › three-dot menu › Approve



WHO CAN DO THIS

Assigned approver — Finance Manager or Business Owner

`klirr.client.approval.decide (My Tasks)`
`klirr.client.budget-intelligence.lifecycle.approve (request page)`

Only for material requests; never the requester.

PREREQUISITES

Request Pending approval and assigned to you.

ACTIONS (numbers match the screenshot)

1. Filter Type = Budget Lifecycle Request.
2. Open the three-dot menu on the task (#2 in the demo).
3. Check Assigned to.
4. Add an optional comment.
5. Click Approve.

Step 13 · Approve a budget request (My Tasks) — details

Goal: Decide a material budget request.

Navigation: My Tasks › Type = Budget Lifecycle Request › three-dot menu › Approve

FIELD GUIDANCE

You can also open the request page (Budget › Changes › Open) to see type, line, amount and reason before deciding.

WHY THIS STEP MATTERS

Separation of duties for material budget increases.

EXPECTED RESULT

Request Applied immediately (verified 27/10/2026). Movement BDM-FY2026-000003 "Supplement 25,000".

WHAT IT CHANGES ELSEWHERE

7320 Dec Approved 40,000 → 65,000; budget Approved total 166,000 → 191,000 (192,500 after the revision in Step 14).

DEPENDS ON

Workflow task assignment.

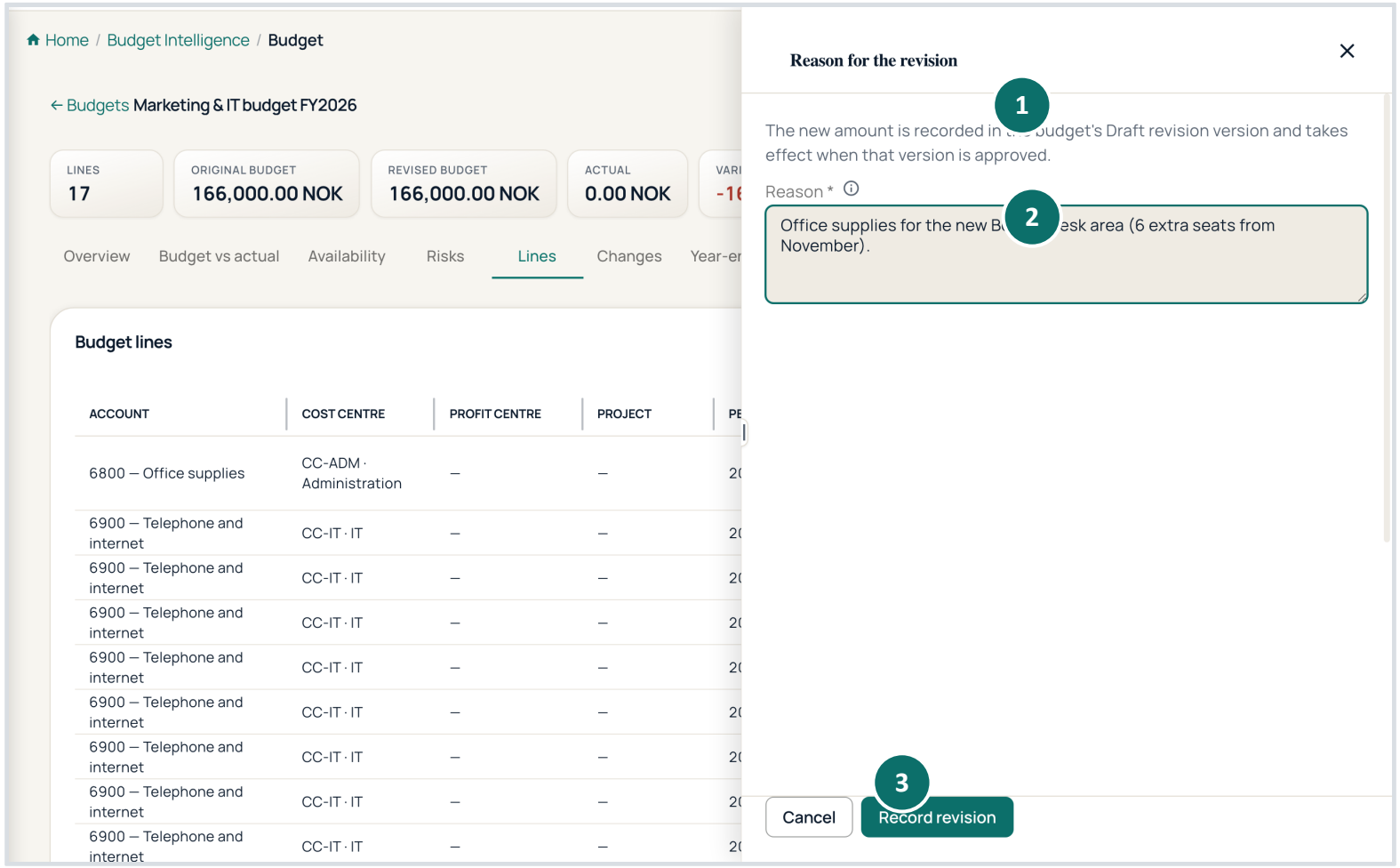
COMMON ERRORS AND RECOVERY

- Reject requires a decision reason.
- In October 2026 requests could stay "Being applied" (defect D1); this no longer occurred in the verification.

Step 14 · Revise a line (new version)

Goal: Change a planned amount of an approved budget through a revision.

Navigation: Budget › Lines › Revise on the line › new amount › Save › Reason



WHO CAN DO THIS

Budget Manager, Business Owner

```
klirr.client.accounting.management-
accounting.budget.write
or klirr.client.accounting.management-
accounting.setup
```

Approved budget; one Draft revision version at a time.

PREREQUISITES

Budget Approved.

ACTIONS (numbers match the screenshot)

1. On the Lines tab click Revise, type the new amount (demo 6800 Nov 8,000 → 9,500) and Save.
2. Write the Reason (required, up to 500).
3. Click Record revision.

Step 14 · Revise a line (new version) — details

Goal: Change a planned amount of an approved budget through a revision.

Navigation: Budget › Lines › Revise on the line › new amount › Save › Reason

FIELD GUIDANCE

- The amount is stored in a Draft revision version (Version 2); the plan changes only when that version is approved.
- Changes tab › Versions shows Changed lines and Net change (+1,500.00).

WHY THIS STEP MATTERS

Revised budget keeps the Original budget frozen while recording an agreed change with its reason.

EXPECTED RESULT

Version 2 Draft with 1 changed line.

WHAT IT CHANGES ELSEWHERE

Nothing until the version is approved (Step 15).

DEPENDS ON

Only one Draft version at a time.

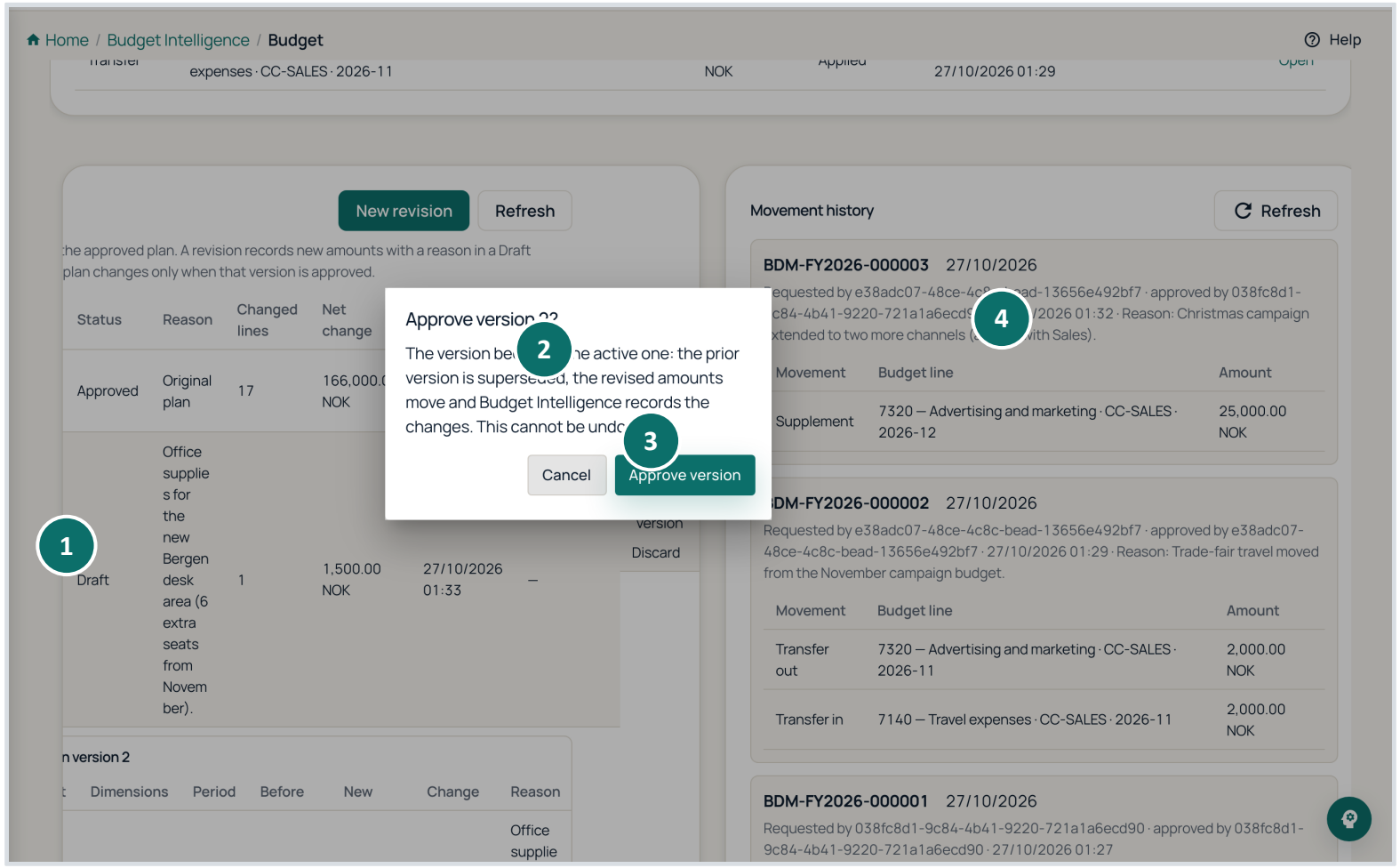
COMMON ERRORS AND RECOVERY

"Discard" removes the Draft version.

Step 15 · Approve a revision version

Goal: Make the revised amounts the active plan.

Navigation: Budget › Changes › Versions › Approve version



WHO CAN DO THIS

Finance Manager, Business Owner

`klirr.client.budget-intelligence.version.approve`

Not the person who created the version.

PREREQUISITES

A Draft version exists; you did not create it.

ACTIONS (numbers match the screenshot)

1. Find the Draft version (Show changes lists before/new per line).
2. Click Approve version and read the confirmation.
3. Click Approve version.
4. Check Movement history.

Step 15 · Approve a revision version — details

Goal: Make the revised amounts the active plan.

Navigation: Budget › Changes › Versions › Approve version

FIELD GUIDANCE

"The prior version is superseded … This cannot be undone."

WHY THIS STEP MATTERS

A revision is a plan change and needs an independent approver.

EXPECTED RESULT

Version 2 Active/Approved, Version 1 Superseded. Revised budget 167,500.00; 6800 Nov approved 9,500.

WHAT IT CHANGES ELSEWHERE

- Revision adjustment movement; Approved total 192,500 = 166,000 + 25,000 + 1,500.
- Recalculation is queued automatically.

DEPENDS ON

klirr.client.budget-intelligence.version.approve.

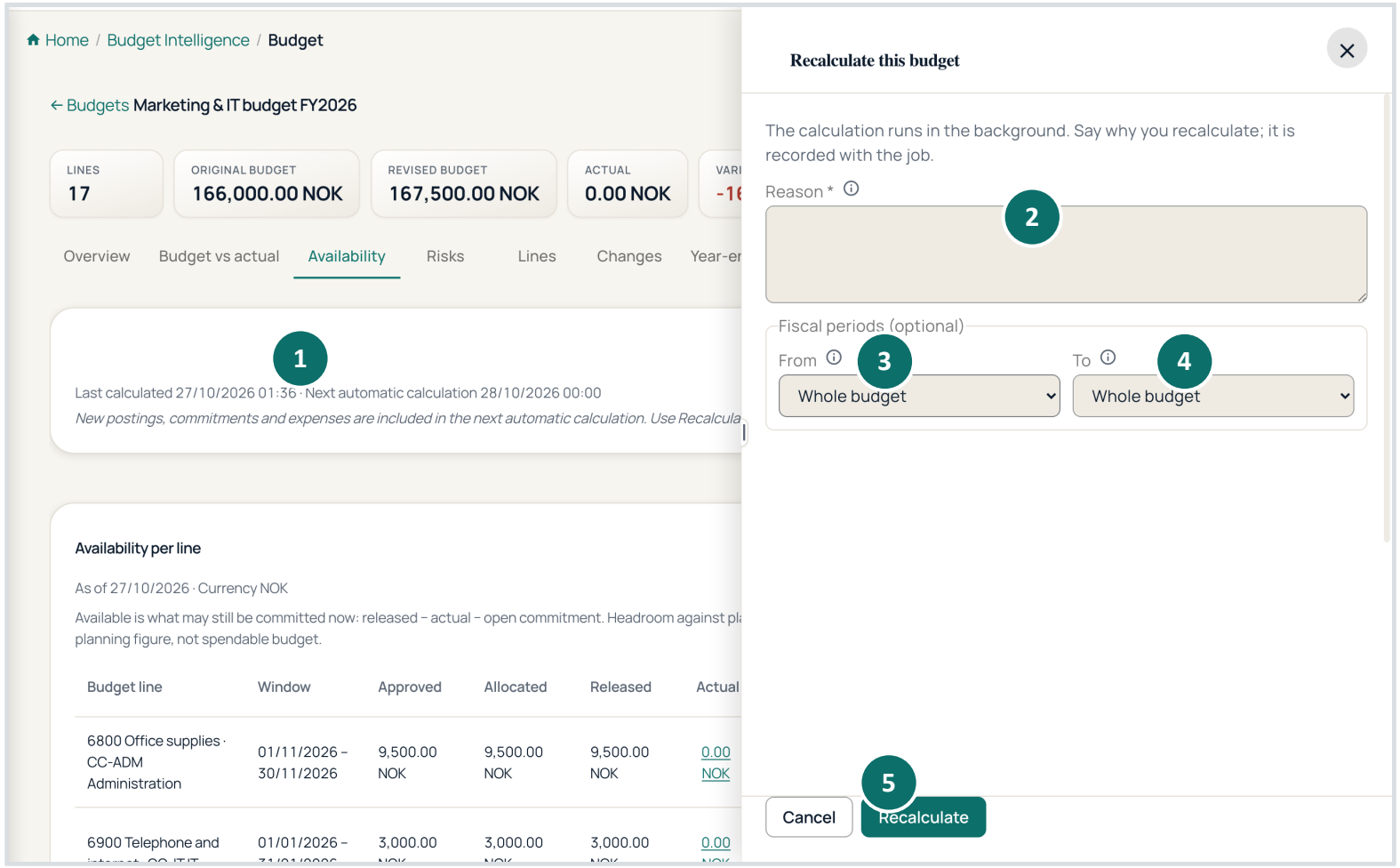
COMMON ERRORS AND RECOVERY

Button missing → you created the version or lack the permission.

Step 16 · Recalculate

Goal: Refresh forecast, risks and certification now instead of tonight.

Navigation: Budget › Availability tab › Recalculate



WHO CAN DO THIS

Budget Manager, Business Owner

```
klirr.client.budget-intelligence.recalculate (Recalculate)
klirr.client.budget-intelligence.forecast.run (Run Budget Intelligence)
```

Approved or Closed budget; Manage Intelligence grant if restricted.

PREREQUISITES

Budget Approved or Closed.

ACTIONS (numbers match the screenshot)

1. Check Last calculated / Next automatic calculation.
2. Write the Reason (required).
3. Optional: From period.
4. Optional: To period (both or neither).
5. Click Recalculate.

Step 16 · Recalculate — details

Goal: Refresh forecast, risks and certification now instead of tonight.

Navigation: Budget › Availability tab › Recalculate

FIELD GUIDANCE

- Run Budget Intelligence (next to Recalculate) starts a forecast run.
- Status of the job: Queued, Running, Succeeded, Failed.

WHY THIS STEP MATTERS

New postings and commitments are picked up automatically only at the nightly run (00:00 UTC).

EXPECTED RESULT

Demo job 15 Succeeded in under a second; "Last calculated 27/10/2026 01:36".

WHAT IT CHANGES ELSEWHERE

Forecast, utilisation, risks, findings and certification are refreshed.

DEPENDS ON

Posted journals and commitments at the time of the run.

COMMON ERRORS AND RECOVERY

- Job status disappears after reload; reopen the tab to see Last calculated.
- Failed → use Retry with a reason.

Worked example: how BDGT-009 changed

Line	Plan (Original)	Change	Revised (plan)	Approved (BI)	Released (BI)
7320 Advertising · CC-SALES · Nov	60,000.00	Transfer out −2,000	60,000.00	60,000.00	58,000.00
7140 Travel · CC-SALES · Nov	12,000.00	Transfer in +2,000	12,000.00	12,000.00	14,000.00
7320 Advertising · CC-SALES · Dec	40,000.00	Supplement +25,000	40,000.00	65,000.00	65,000.00
6800 Office supplies · CC-ADM · Nov	8,000.00	Revision +1,500	9,500.00	9,500.00	9,500.00
Other 13 lines	46,000.00	—	46,000.00	46,000.00	46,000.00
Total	166,000.00		167,500.00	192,500.00	192,500.00

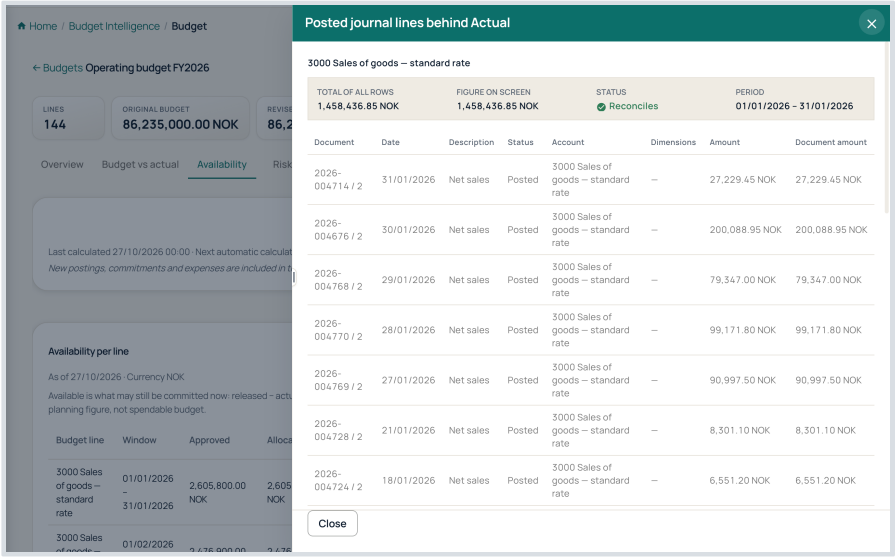
- Transfers move Released only; Approved per line is unchanged.
- A supplement raises Approved and Released but not the plan's Revised budget: the budget header shows Revised 167,500 while Budget Intelligence shows Approved 192,500.
- Reports that use the plan (Budget vs actual, Budget variance, Consumption, forecast) do not include the supplement; Availability and budget control do. Values verified on testing via the screens and the availability API.

E. Actuals and commitments

Where the actual and committed amounts come from, which statuses count, and when figures refresh.

How actual amounts enter Budget Intelligence

- Source: general-ledger journal lines with status Posted or Reversed. A reversal and its original net to zero.
- Sign: following the account's normal balance — cost accounts grow with debits, revenue accounts with credits, so both show positive actuals.
- Matching: account and cost centre, profit centre and project must be exactly the same as the budget line (an empty dimension matches only postings without that dimension).
- Date: posting date inside the line's window (its month, or the fiscal year for whole-year lines). Budget Intelligence cuts the window at today; the Budget vs actual reports use the whole fiscal year.
- Currency: the journal line's base-currency amount (company accounting currency).
- Payroll, expenses and supplier invoices reach Actual only through their posted journals. Draft or unposted documents are never actual.
- Activity on budgeted accounts with a combination no line has is shown separately as "Unbudgeted activity" and blocks certification above the tolerance.



Drill-down from Actual: every row is a posted journal line; "Reconciles" confirms the total equals the figure on screen.

How commitments are calculated

Source document	Counts as open commitment when…	Stops counting when…
Supplier bill (without order)	Status Draft, PendingMatch, MatchException, PendingApproval, ChangesRequested, Approved or ReadyToPost	Posted, PartiallyPaid or Paid (now actual); Rejected, Cancelled or Credited (excluded)
Purchase request	Approved (commitment opened)	Cancelled or rejected; replaced by the purchase order
Purchase order	Approved / sent; remaining = base − invoiced (net of credits)	Invoiced (consumed by posted bills), cancelled, or closed when fully invoiced
Budget control hold	A document passed the control check	The document's commitment or posting confirms it, it is released, or verified expired
Manual reservation	Pending, Reserved or PartiallyConsumed (amount − consumed)	Consumed, released or cancelled

- No double counting: a supplier-bill line on an order line that already has a commitment is left out of the bill commitment.
- Quantity credit notes reopen the order commitment; price credits do not.
- Bills in another currency are converted with their exchange rate; a bill without a rate is left out and the line is marked "commitment incomplete".
- Demo: SB-00000055 "Office cleaning, monthly", PendingApproval, 2,400.00 → open commitment on 40 Cost of goods sold, October.

When figures refresh

Live at page load	Approved, Released, Actual, Open commitment, Available, Headroom (Availability tab, drill-downs, dashboard tiles).
Last calculation	Forecast at completion, forecast variance, utilisation, risks, findings, certification, data coverage.
Nightly	Automatic calculation for every budget at 00:00 UTC (missed runs caught up within 24 h). New postings and commitments do not trigger a calculation by themselves.
Immediately	People's changes recalculate at once: approval, movements, revisions, carry-forward, reservations — and Recalculate / Run Budget Intelligence.
Nightly 03:00 UTC	Queued automatic analyses (Investigate) that were not run on request.

Tip: read "Last calculated" (Availability tab) and the dashboard warning box before relying on forecasts or risks.

F. Monitoring and analysis

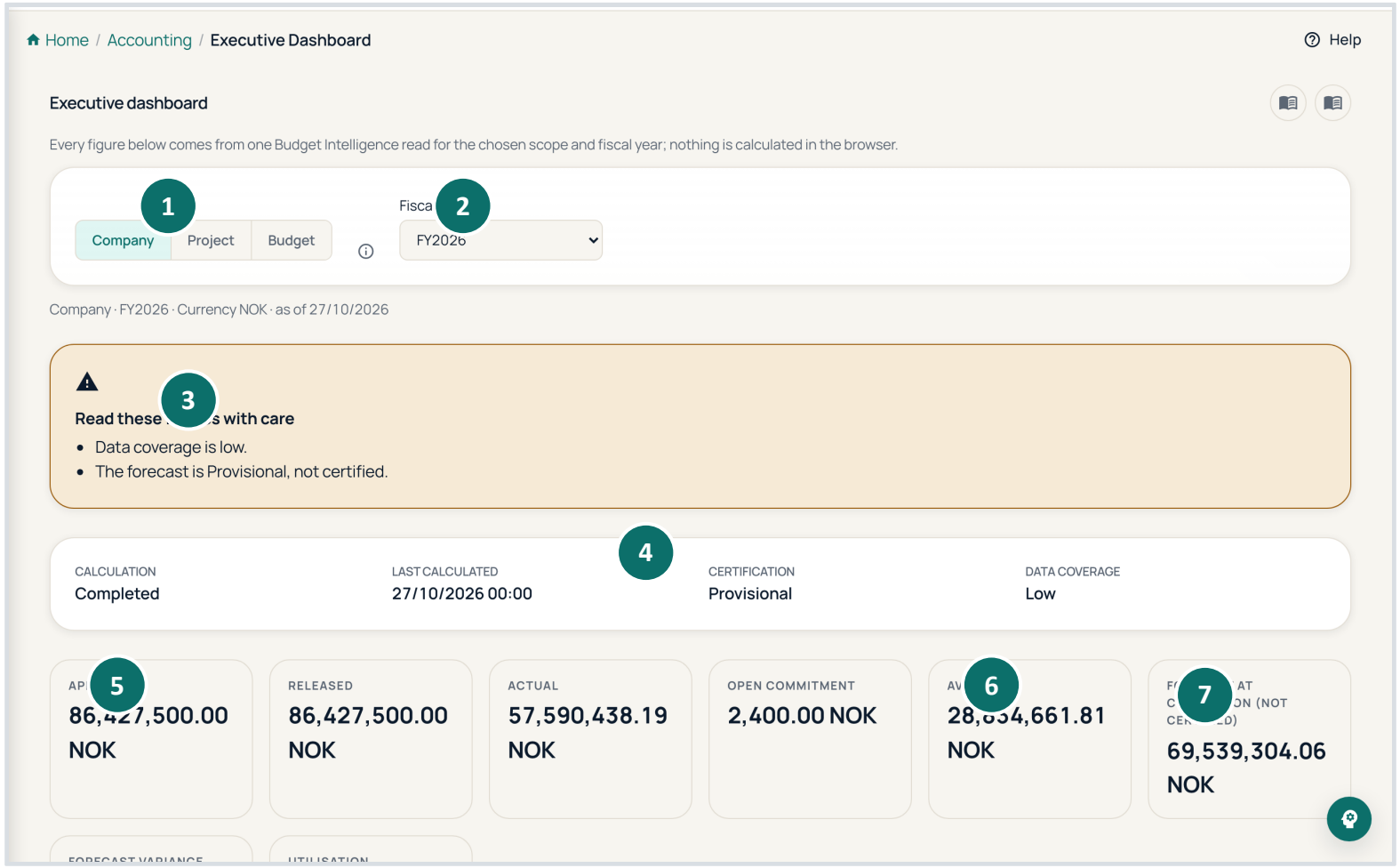
Dashboard, budget vs actual, availability and drill-downs, variance and consumption reports, certification.

Klirr

Step 17 · Executive dashboard

Goal: See the company's budget position for a fiscal year.

Navigation: Menu › Budget Intelligence › Executive Dashboard



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read`

Figures follow per-budget View grants on restricted budgets.

PREREQUISITES

At least one Approved budget that has been calculated.

ACTIONS (numbers match the screenshot)

1. Choose scope: Company, Project or Budget.
2. Choose the Fiscal year.
3. Read the warning box first.
4. Check Calculation, Last calculated, Certification, Data coverage.
5. Approved / Released / Actual / Open commitment.
6. Available.
7. Forecast at completion.

Step 17 · Executive dashboard — details

Goal: See the company's budget position for a fiscal year.

Navigation: Menu › Budget Intelligence › Executive Dashboard

FIELD GUIDANCE

- All figures come from one server read — nothing is computed in the browser.
- Formulas: see chapter H (KPI reference).

WHY THIS STEP MATTERS

One place to judge whether spending, commitments and forecast are within plan, and how reliable the figures are.

EXPECTED RESULT

Demo company FY2026: Approved 86,427,500.00; Actual 57,590,438.19; Open commitment 2,400.00; Available 28,834,661.81; Utilisation 66.64 %.

WHAT IT CHANGES ELSEWHERE

Read-only.

DEPENDS ON

Last nightly or manual calculation; posted journals; commitments.

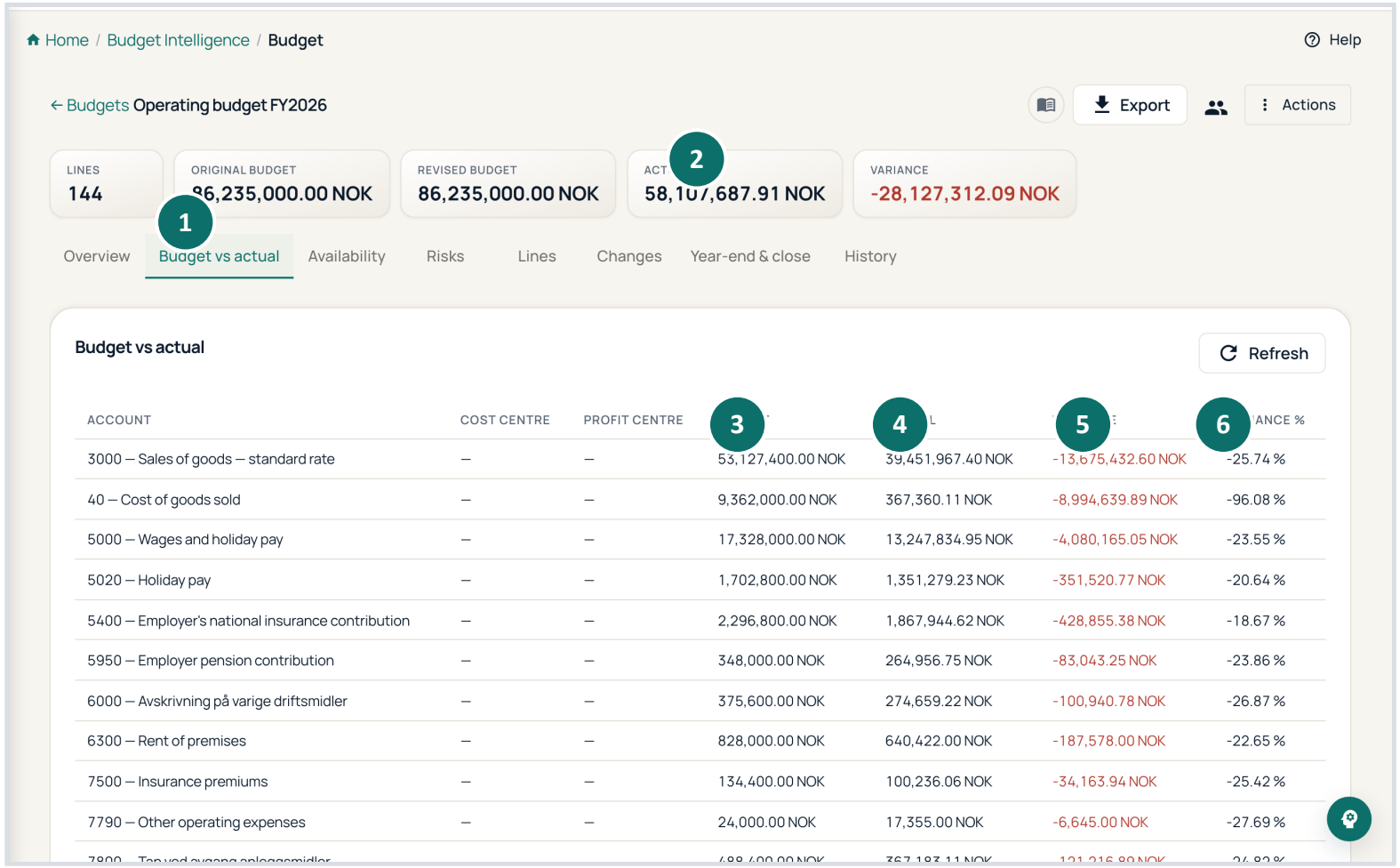
COMMON ERRORS AND RECOVERY

- "Data coverage is low" → many lines have no matching actuals yet (see Troubleshooting).
- "Provisional, not certified" → see Year-end certification.

Step 18 · Budget › Budget vs actual tab

Goal: Compare each account's budget with posted actuals.

Navigation: Budget › Budget vs actual tab



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Budget Approved or Closed.

ACTIONS (numbers match the screenshot)

1. Open the tab.
2. Header tiles: Original, Revised, Actual, Variance.
3. Budget per account (revised amounts).
4. Actual from posted journals.
5. Variance = Actual − Budget.
6. Variance % = Variance ÷ Budget × 100.

Step 18 · Budget › Budget vs actual tab — details

Goal: Compare each account's budget with posted actuals.

Navigation: Budget › Budget vs actual tab

FIELD GUIDANCE

- Actual here covers the whole fiscal year (also postings dated after today).
- Unbudgeted activity (below the table): actual on the budget's accounts under a dimension combination no line has — not in the totals.
- Negative variance = below budget for both revenue and cost lines; red does not mean "bad".

WHY THIS STEP MATTERS

The quickest way to see which accounts are under or over plan.

EXPECTED RESULT

Demo BDGT-008: 3000 Sales budget 53,127,400.00, actual 39,451,967.40, variance −13,675,432.60 (−25.74 %).

WHAT IT CHANGES ELSEWHERE

Read-only.

DEPENDS ON

Posted journal lines matching account and dimensions exactly.

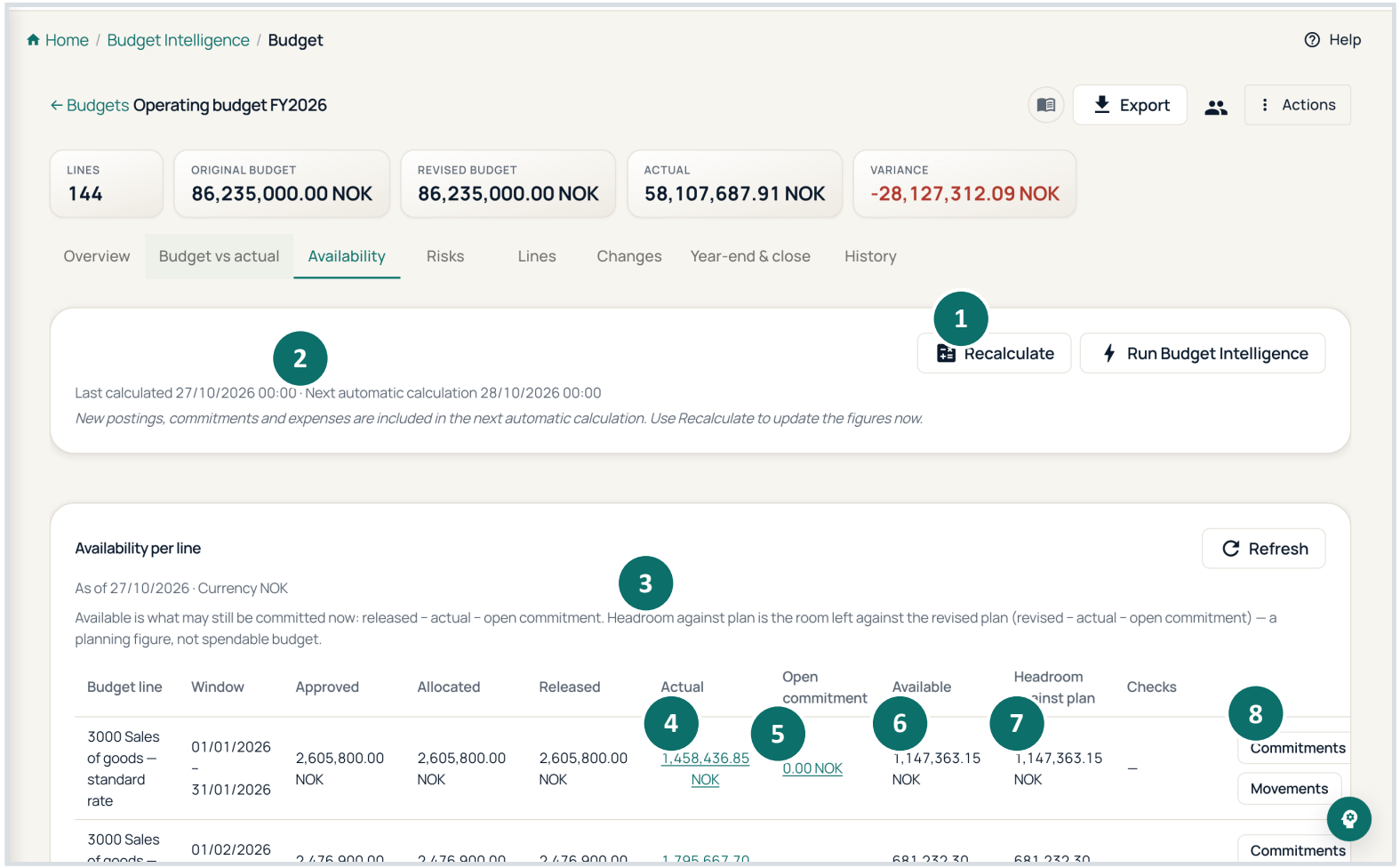
COMMON ERRORS AND RECOVERY

- Actual differs from the Availability tab → different date basis (see chapter H, "Why two Actual figures").
- Variance % blank → budget is 0.

Step 19 · Budget › Availability tab

Goal: See what is still available per line after actuals and commitments.

Navigation: Budget › Availability tab



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Budget Approved or Closed.

ACTIONS (numbers match the screenshot)

1. Recalculate / Run Budget Intelligence (Step 16).
2. Freshness line.
3. Formula note.
4. Click Actual to see the journal lines behind it.
5. Click Open commitment to see its sources.
6. Available.
7. Headroom against plan.
8. Commitments / Movements per line.

Step 19 · Budget › Availability tab — details

Goal: See what is still available per line after actuals and commitments.

Navigation: Budget › Availability tab

FIELD GUIDANCE

- Available = Released − Actual − Open commitment (what may still be committed).
- Headroom against plan = Revised − Actual − Open commitment (a planning figure).
- Window = the line's period, cut at today ("as of").
- Checks = control warnings on the line.

WHY THIS STEP MATTERS

Availability is what budget control checks when someone raises a purchase request, order, supplier invoice or expense.

EXPECTED RESULT

Demo 3000 Jan: Released 2,605,800.00 − Actual 1,458,436.85 − 0.00 = Available 1,147,363.15.

WHAT IT CHANGES ELSEWHERE

Read-only; drill-downs open side panels.

DEPENDS ON

Movements, commitments, posted journals.

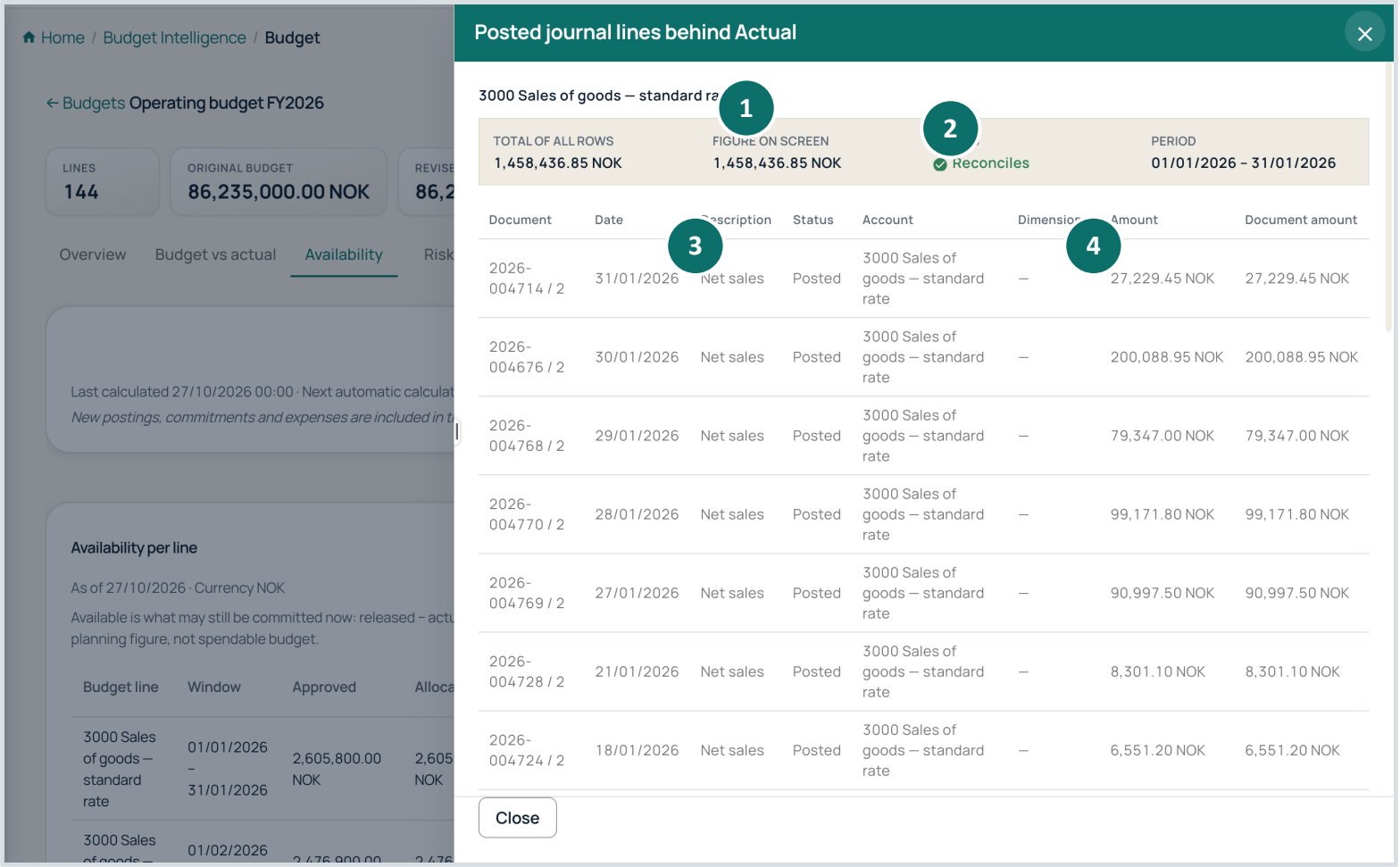
COMMON ERRORS AND RECOVERY

A drill-down "Does not reconcile" → report to the administrator with the line and date.

Step 20 · Drill-down: journal lines behind Actual

Goal: Prove an Actual figure from the posted journal lines.

Navigation: Budget › Availability › click an Actual amount



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Approved budget with postings.

ACTIONS (numbers match the screenshot)

1. Total of all rows vs Figure on screen.
2. Status "Reconciles" confirms both are equal.
3. Each row: document, date, description, status.
4. Account and amount in base currency.

Step 20 · Drill-down: journal lines behind Actual — details

Goal: Prove an Actual figure from the posted journal lines.

Navigation: Budget › Availability › click an Actual amount

FIELD GUIDANCE

- Rows are journal lines with status Posted or Reversed (a reversal and its original net to zero).
- Only lines whose account and dimensions match the budget line exactly, dated within the line's window up to today.

WHY THIS STEP MATTERS

Every figure can be traced to its source documents.

EXPECTED RESULT

Demo 3000 Jan 2026: 1,458,436.85 NOK, Reconciles.

WHAT IT CHANGES ELSEWHERE

Read-only.

DEPENDS ON

General ledger postings.

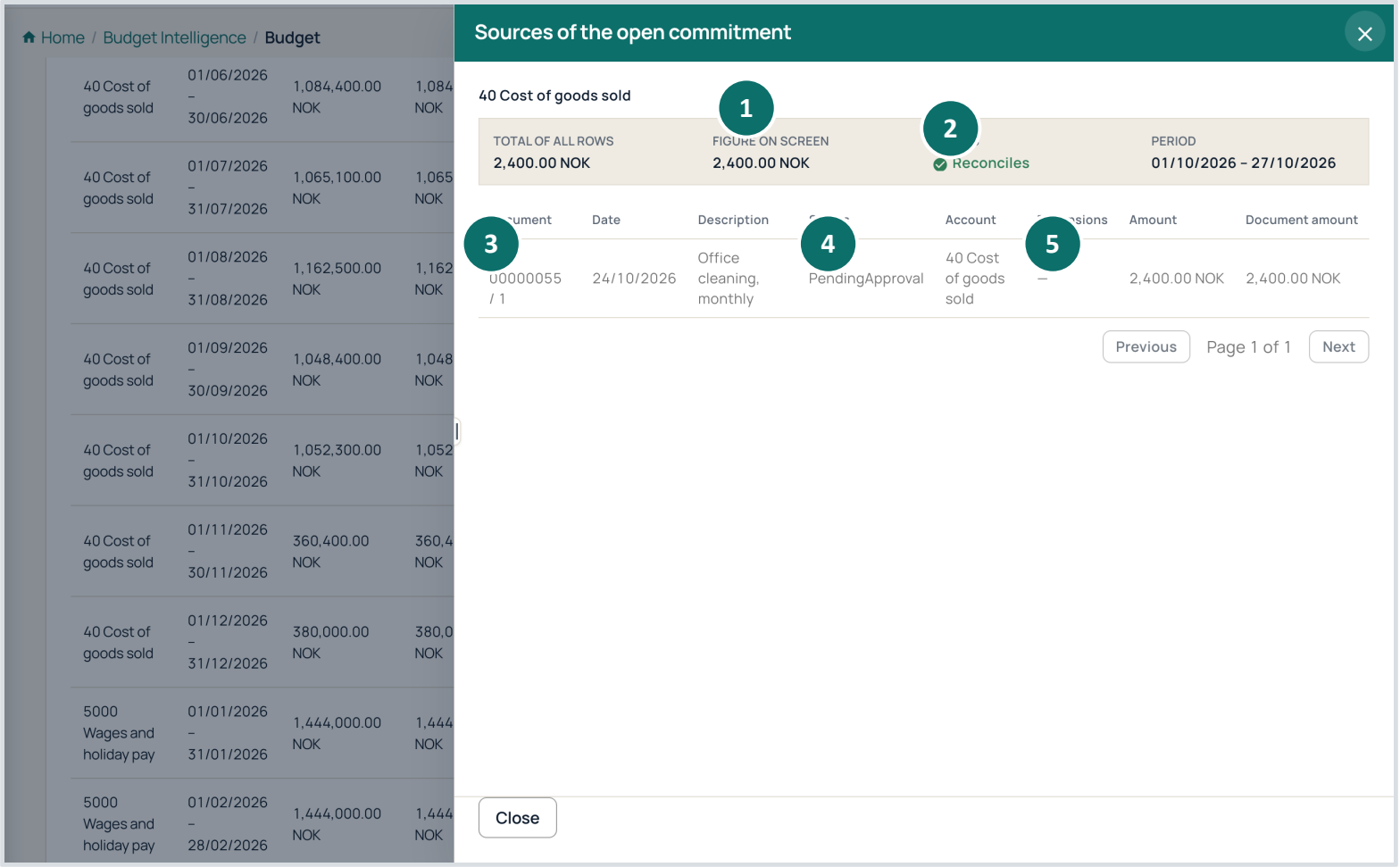
COMMON ERRORS AND RECOVERY

Expected document missing → check its posting date, status (draft documents are not actual) and dimensions.

Step 21 · Drill-down: sources of the open commitment

Goal: See which documents commit budget that is not yet spent.

Navigation: Budget › Availability › click an Open commitment amount



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Approved budget with open commitments.

ACTIONS (numbers match the screenshot)

1. Total of all rows.
2. Reconciles.
3. Source document (SB = supplier bill, PO/PR = order/request).
4. Status of the source document.
5. Amount in base currency.

Step 21 · Drill-down: sources of the open commitment — details

Goal: See which documents commit budget that is not yet spent.

Navigation: Budget › Availability › click an Open commitment amount

FIELD GUIDANCE

Demo: SB-00000055 "Office cleaning, monthly", status PendingApproval, 2,400.00 on 40 Cost of goods sold.

WHY THIS STEP MATTERS

Commitments reserve budget before the cost is posted, so availability is not overstated.

EXPECTED RESULT

Demo 40 Oct 2026: open commitment 2,400.00, Reconciles.

WHAT IT CHANGES ELSEWHERE

When the bill is posted, the commitment ends and the amount becomes Actual.

DEPENDS ON

Supplier bills, purchase requests and orders (see chapter E).

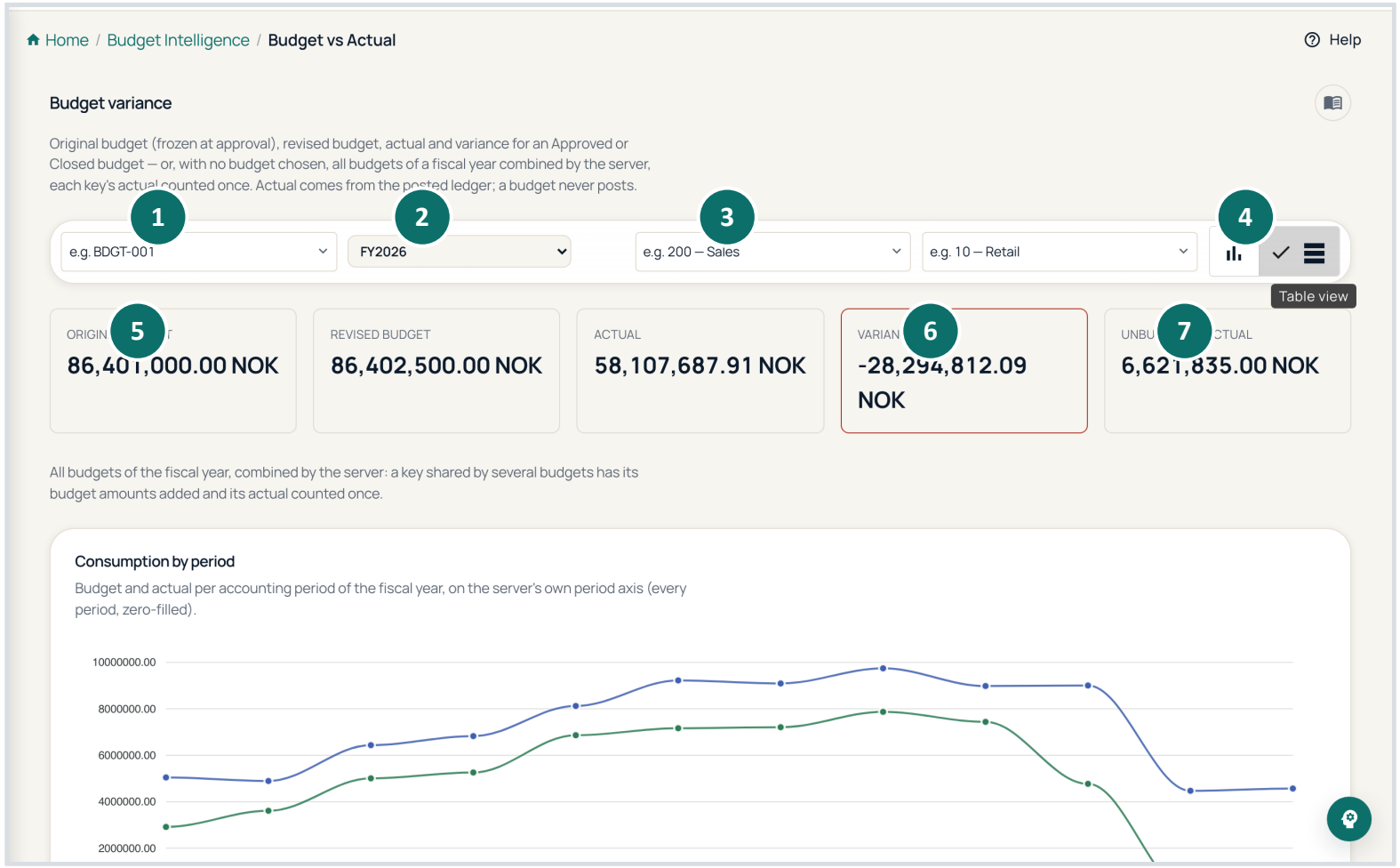
COMMON ERRORS AND RECOVERY

Bill without exchange rate is left out and the line is flagged incomplete.

Step 22 · Budget variance page

Goal: Compare budget and actual for one budget or all budgets of a year.

Navigation: Menu › Budget Intelligence › Budget variance



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Approved or Closed budgets.

ACTIONS (numbers match the screenshot)

1. Budget (empty = all budgets of the year).
2. Fiscal year.
3. Cost centre / profit centre filters.
4. Chart or table view.
5. Original budget.
6. Variance (Actual – Revised).
7. Unbudgeted actual.

Step 22 · Budget variance page — details

Goal: Compare budget and actual for one budget or all budgets of a year.

Navigation: Menu › Budget Intelligence › Budget variance

FIELD GUIDANCE

- With no budget chosen, a key shared by several budgets has its budgets added and its actual counted once.
- Only Approved or Closed budgets are reported.

WHY THIS STEP MATTERS

Company-wide view for management reporting, filterable by cost and profit centre.

EXPECTED RESULT

Demo FY2026 (BDGT-008 + BDGT-009): Original 86,401,000.00; Revised 86,402,500.00; Actual 58,107,687.91; Variance −28,294,812.09.

WHAT IT CHANGES ELSEWHERE

Read-only.

DEPENDS ON

Posted journals for the whole fiscal year.

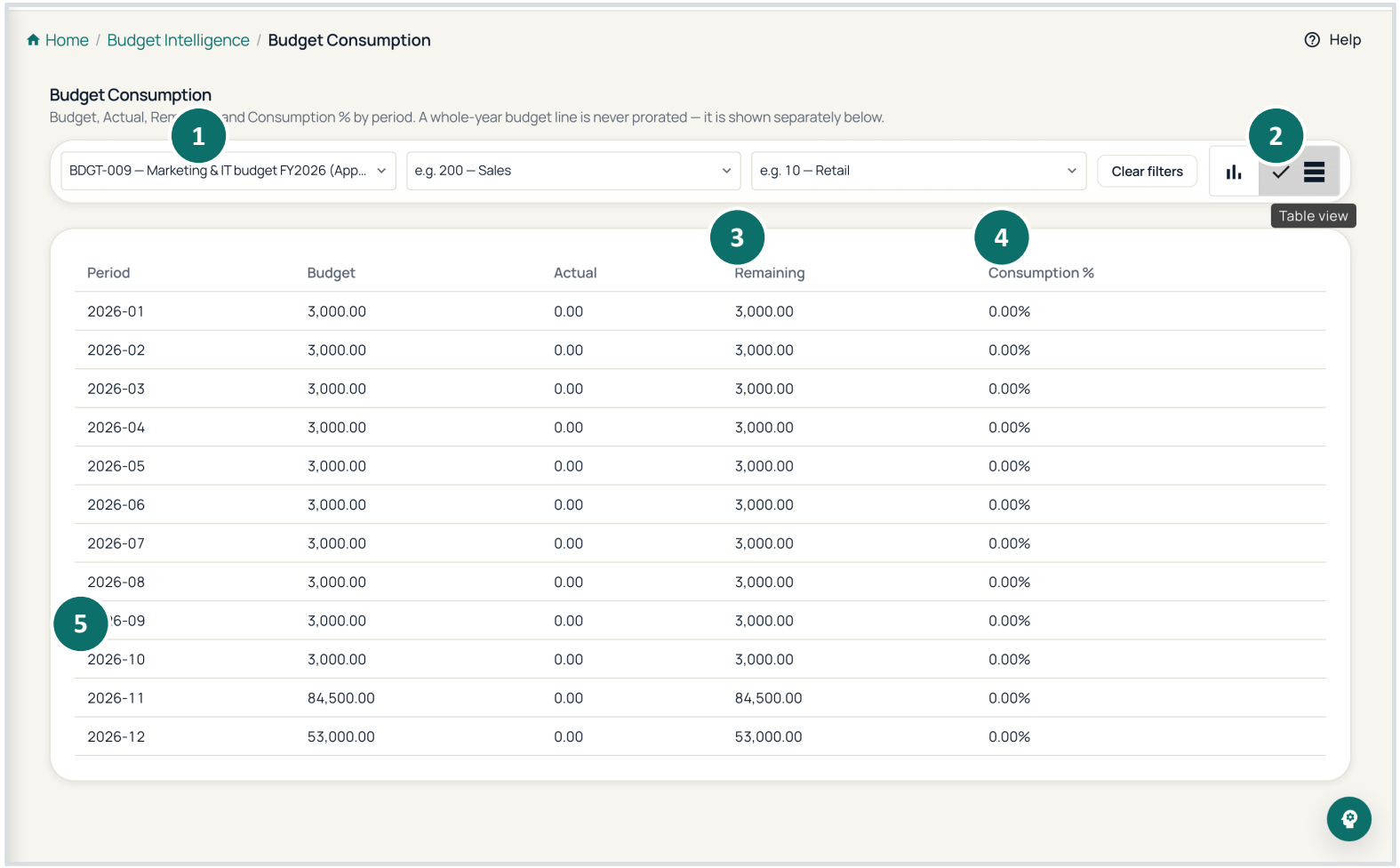
COMMON ERRORS AND RECOVERY

"This budget is not Approved or Closed, so it has no variance report." → approve it first.

Step 23 · Budget consumption page

Goal: Track budget, actual, remaining and consumption % by month.

Navigation: Menu › Budget Intelligence › Budget consumption



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Approved or Closed budgets.

ACTIONS (numbers match the screenshot)

1. Budget filter (only Approved/Closed offered).
2. Chart or table view.
3. Remaining = Budget − Actual.
4. Consumption % = Actual ÷ Budget.
5. Read each period row.

Step 23 · Budget consumption page — details

Goal: Track budget, actual, remaining and consumption % by month.

Navigation: Menu › Budget Intelligence › Budget consumption

FIELD GUIDANCE

- Budget per period uses revised plan amounts (movements such as supplements are not included).
- Whole-year lines are never prorated: they appear as "Unscheduled budget".

WHY THIS STEP MATTERS

Shows the pace of spending through the year.

EXPECTED RESULT

Demo BDGT-009: Nov budget 84,500.00 (60,000 + 9,500 + 12,000 + 3,000); Dec 53,000.00; actual 0.00.

WHAT IT CHANGES ELSEWHERE

Read-only.

DEPENDS ON

Period lines; posted journals.

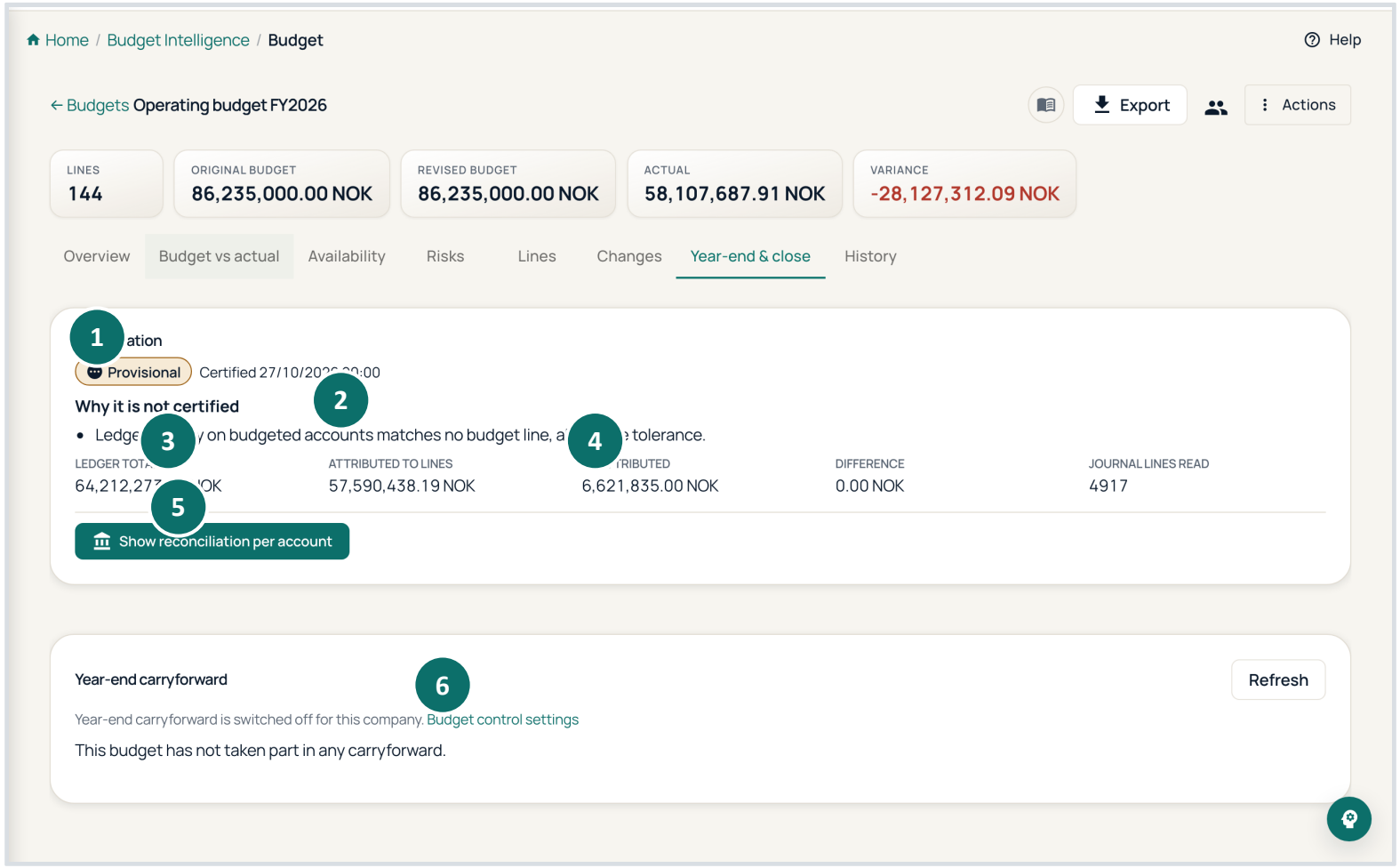
COMMON ERRORS AND RECOVERY

All months flat → the budget has only whole-year lines; phase them (Step 5).

Step 24 · Year-end & close › Certification

Goal: Check whether the position can be certified and why not.

Navigation: Budget › Year-end & close tab



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read (menu)`
`klirr.client.accounting.management-accounting.read (budget pages)`

A restricted budget also needs a View grant.

PREREQUISITES

Budget calculated at least once.

ACTIONS (numbers match the screenshot)

1. Certification status (Certified / Provisional / Not certified).
2. Reasons it is not certified.
3. Ledger total vs Attributed to lines.
4. Unattributed amount.
5. Show reconciliation per account.
6. Year-end carryforward (company setting).

Step 24 · Year-end & close › Certification — details

Goal: Check whether the position can be certified and why not.

Navigation: Budget › Year-end & close tab

FIELD GUIDANCE

- Ledger total = Attributed to lines + Unattributed; Difference should be 0.00.
- Demo BDGT-008: 64,212,273.19 = 57,590,438.19 + 6,621,835.00 → Provisional ("Ledger activity on budgeted accounts matches no budget line, above the tolerance").

WHY THIS STEP MATTERS

Certification tells you whether the forecast and position rest on complete data.

EXPECTED RESULT

You know whether to trust the forecast and which accounts block certification.

WHAT IT CHANGES ELSEWHERE

Dashboard shows "certified" / "not certified" on the forecast tile.

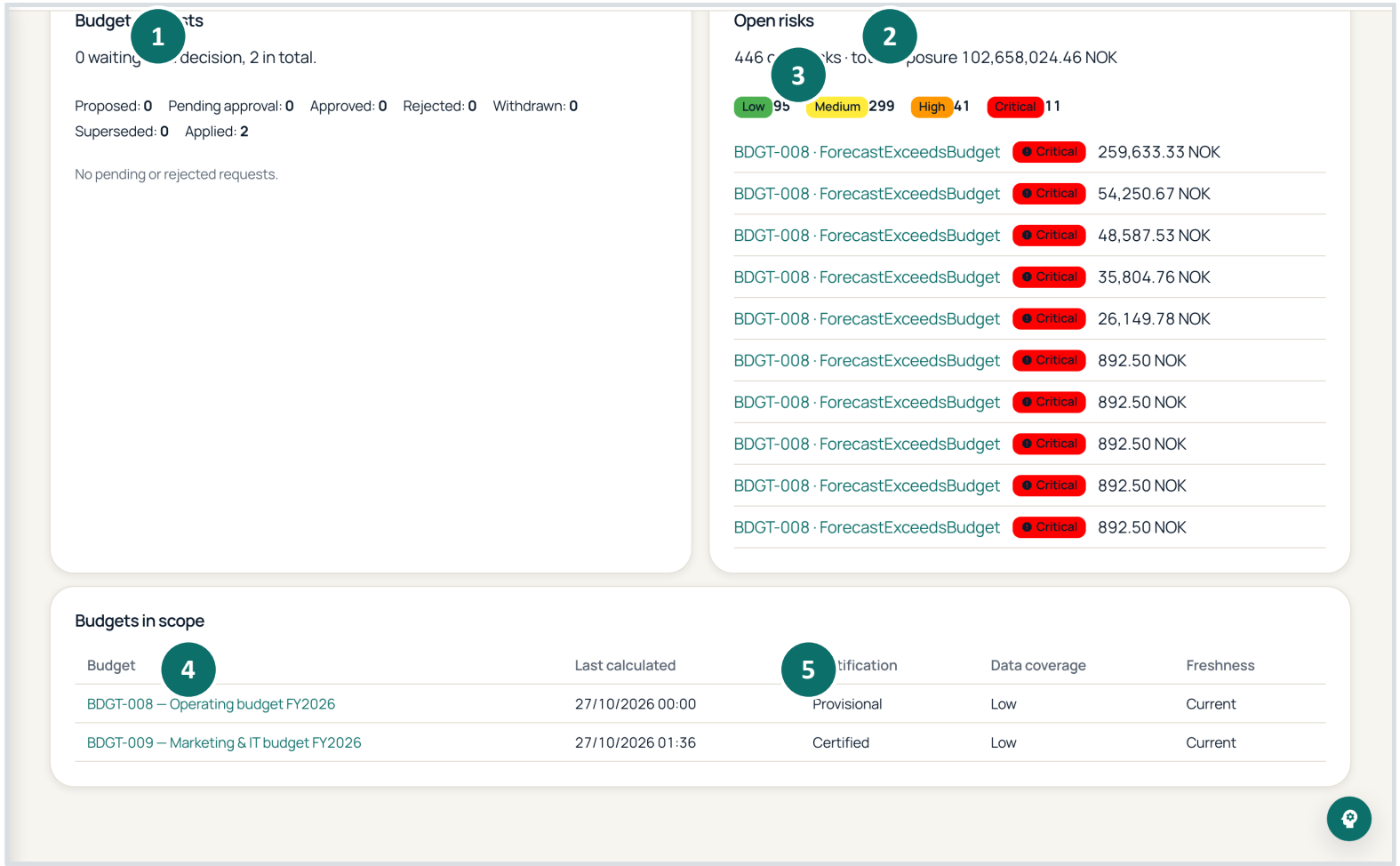
DEPENDS ON

Dimensions on postings; budget lines covering all posted combinations.

COMMON ERRORS AND RECOVERY

Provisional because of unattributed actual → add a line for the combination or correct the postings' dimensions.

Executive dashboard: chart, requests and risks



1. Budget requests: waiting and by status (demo: 2 Applied).
2. Open risks: count and total exposure across budgets.
3. Severity counts and top risks (links to the budget's risks).
4. Budgets in scope with Last calculated.
5. Certification and data coverage per budget.

Total exposure adds every risk's potential exposure; several rules can flag the same money, so the total (102.7 M NOK) can exceed the budget (86.4 M NOK). Use it to rank, not to sum.

Executive dashboard: position by fiscal month



1. Legend: Actual in month, Open commitment (columns); Released, Available, Forecast (cumulative lines).
2. Columns: actual posted in each month.
3. Released (cumulative): flat at the approved envelope.
4. Forecast (cumulative) rises towards the forecast at completion; Available falls as actual grows.
5. Show as table gives the exact monthly values.

Axis values are raw amounts (100000000.00 = 100 M NOK). Lower on the page: Multi-year trend (budget vs actual per year), Capex / Opex split and Risk ranking by cost centre — these come from a transitional read and use plan figures.

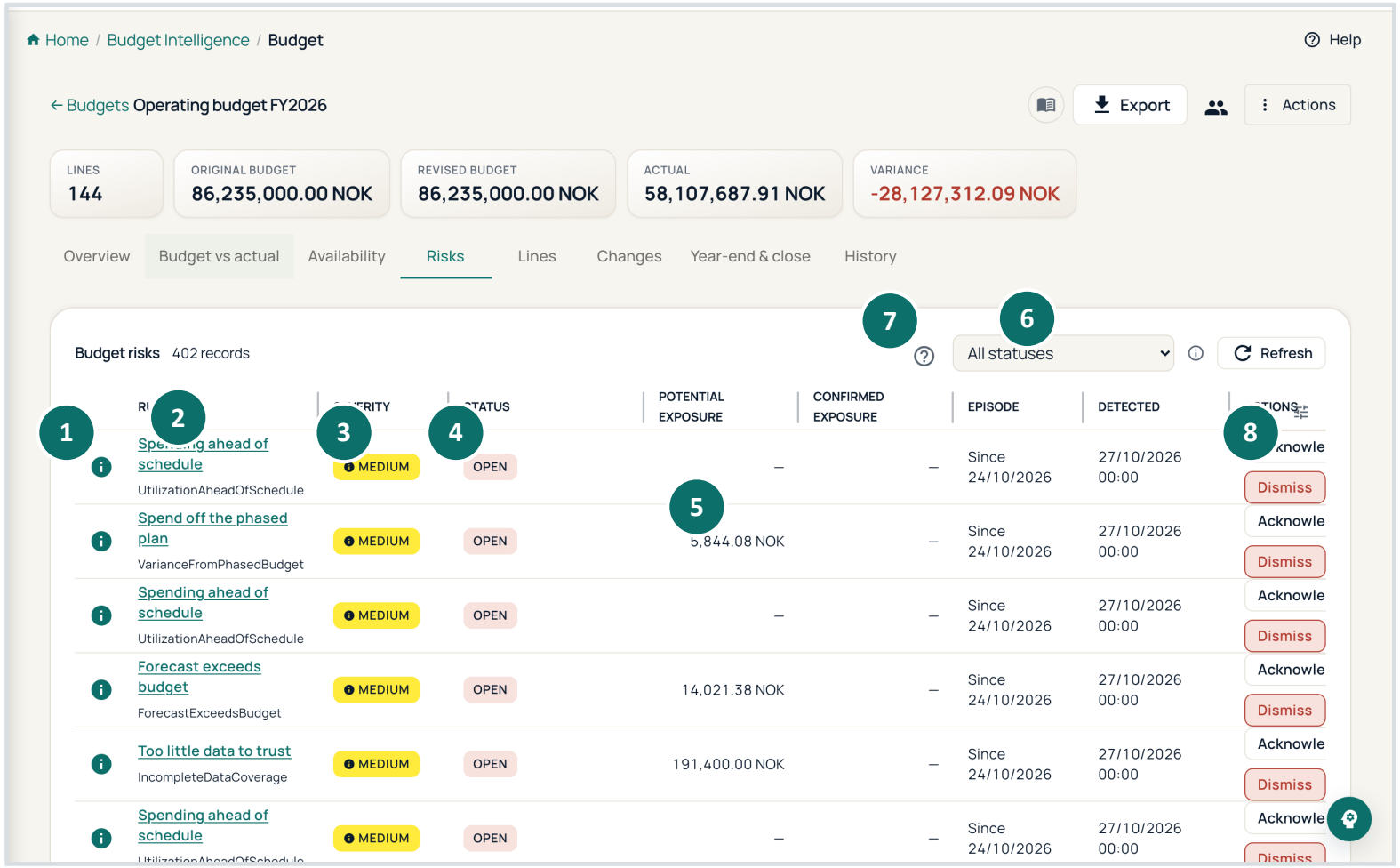
G. Risks, findings and insights

Rule-based risks, findings with evidence, the automatic analysis — and where AI is (and is not) used.

Step 25 · Budget › Risks tab

Goal: Review the risks detected on a budget and record what you did.

Navigation: Budget › Risks tab (or Actions › View risks)



WHO CAN DO THIS

View: all Budget Intelligence readers. Change status: Budget Manager, Business Owner

```
klirr.client.budget-intelligence.read (view)
klirr.client.budget-intelligence.risk.manage
(Acknowledge / Resolve / Dismiss)
```

Manage Intelligence grant if the budget is restricted.

PREREQUISITES

Budget Approved and calculated.

ACTIONS (numbers match the screenshot)

1. ⓘ opens "Explain this risk".
2. Rule name and code.
3. Severity: Low, Medium, High, Critical.
4. Status: Open, Acknowledged, Resolved, Dismissed, Superseded.
5. Potential exposure (amount at risk).
6. Filter by status.
7. ? = criteria and calculations of all rules.
8. Acknowledge, Resolve or Dismiss.

Step 25 · Budget › Risks tab — details

Goal: Review the risks detected on a budget and record what you did.

Navigation: Budget › Risks tab (or Actions › View risks)

FIELD GUIDANCE

- Risks are raised by fixed rules on each calculation (no AI).
- Low data coverage caps severity at Medium and marks the risk provisional.

WHY THIS STEP MATTERS

Risks point to lines that need attention before they become overruns.

EXPECTED RESULT

Status changes are recorded; Resolved and Dismissed are final for that episode.

WHAT IT CHANGES ELSEWHERE

- Findings (recommendations) are generated for open risk episodes.
- High/Critical new risks send e-mail notifications.

DEPENDS ON

Latest calculation.

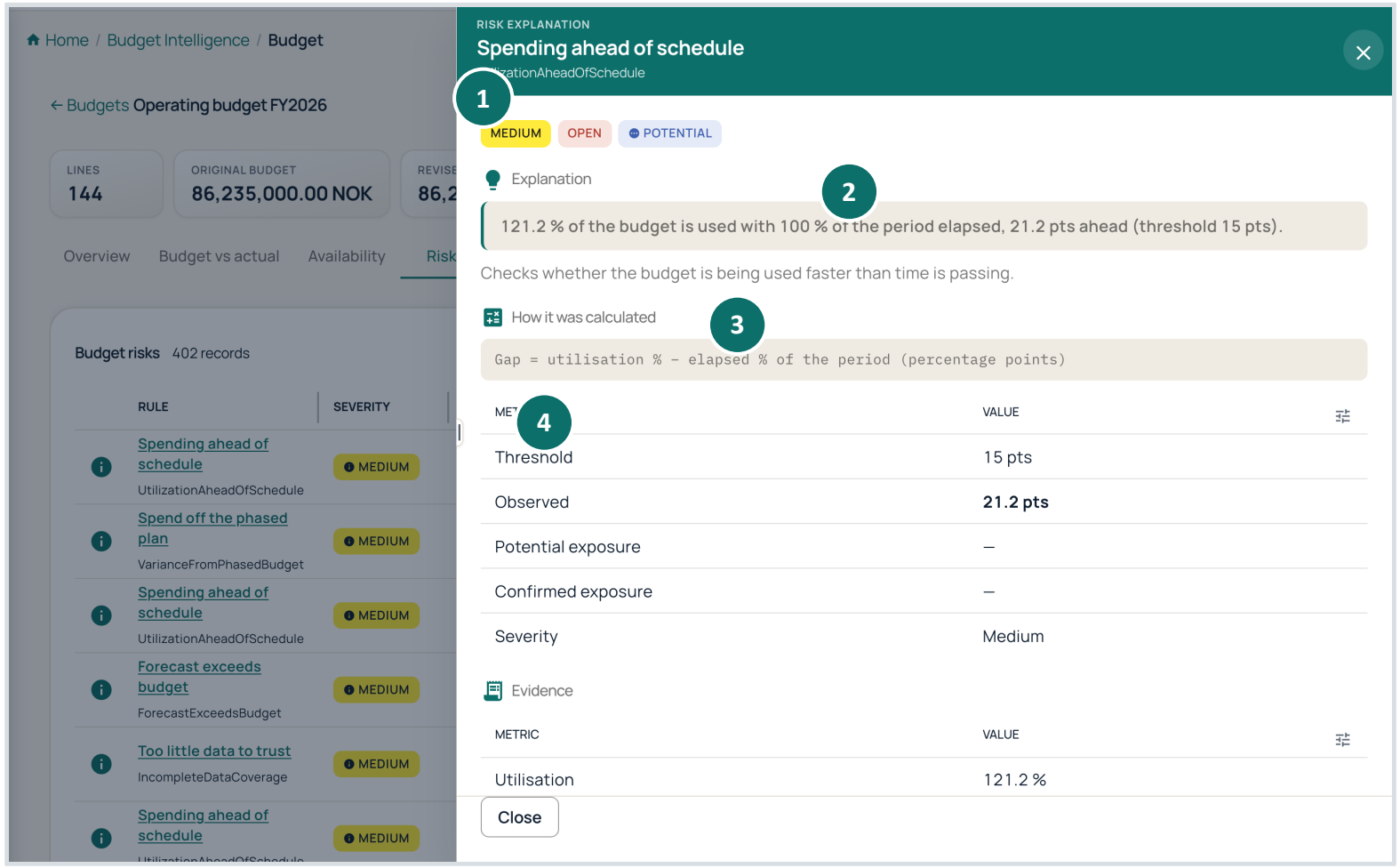
COMMON ERRORS AND RECOVERY

Hundreds of Medium risks on generated data → filter by severity; many come from low data coverage.

Step 26 · Explain this risk

Goal: Understand why a risk was raised and how it was calculated.

Navigation: Risks tab › ⓘ on a row



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Company Administrator, Business Owner

`klirr.client.budget-intelligence.read`

Figures follow per-budget View grants on restricted budgets.

PREREQUISITES

An existing risk.

ACTIONS (numbers match the screenshot)

1. Severity, status and verdict (Potential / Provisional / Confirmed / Investigated).
2. Explanation in plain words.
3. How it was calculated (formula).
4. Threshold, observed value, exposure.

Step 26 · Explain this risk — details

Goal: Understand why a risk was raised and how it was calculated.

Navigation: Risks tab › ⓘ on a row

FIELD GUIDANCE

- Demo "Spending ahead of schedule": 121.2 % used with 100 % of the period elapsed → gap 21.2 pts > threshold 15 pts → Medium.
- Buttons at the bottom open the posted journal lines, open commitments or an investigation of the line.

WHY THIS STEP MATTERS

You can verify the rule's arithmetic before acting.

EXPECTED RESULT

You decide to acknowledge, resolve, dismiss or investigate.

WHAT IT CHANGES ELSEWHERE

None (read-only).

DEPENDS ON

Risk policy thresholds (chapter G table).

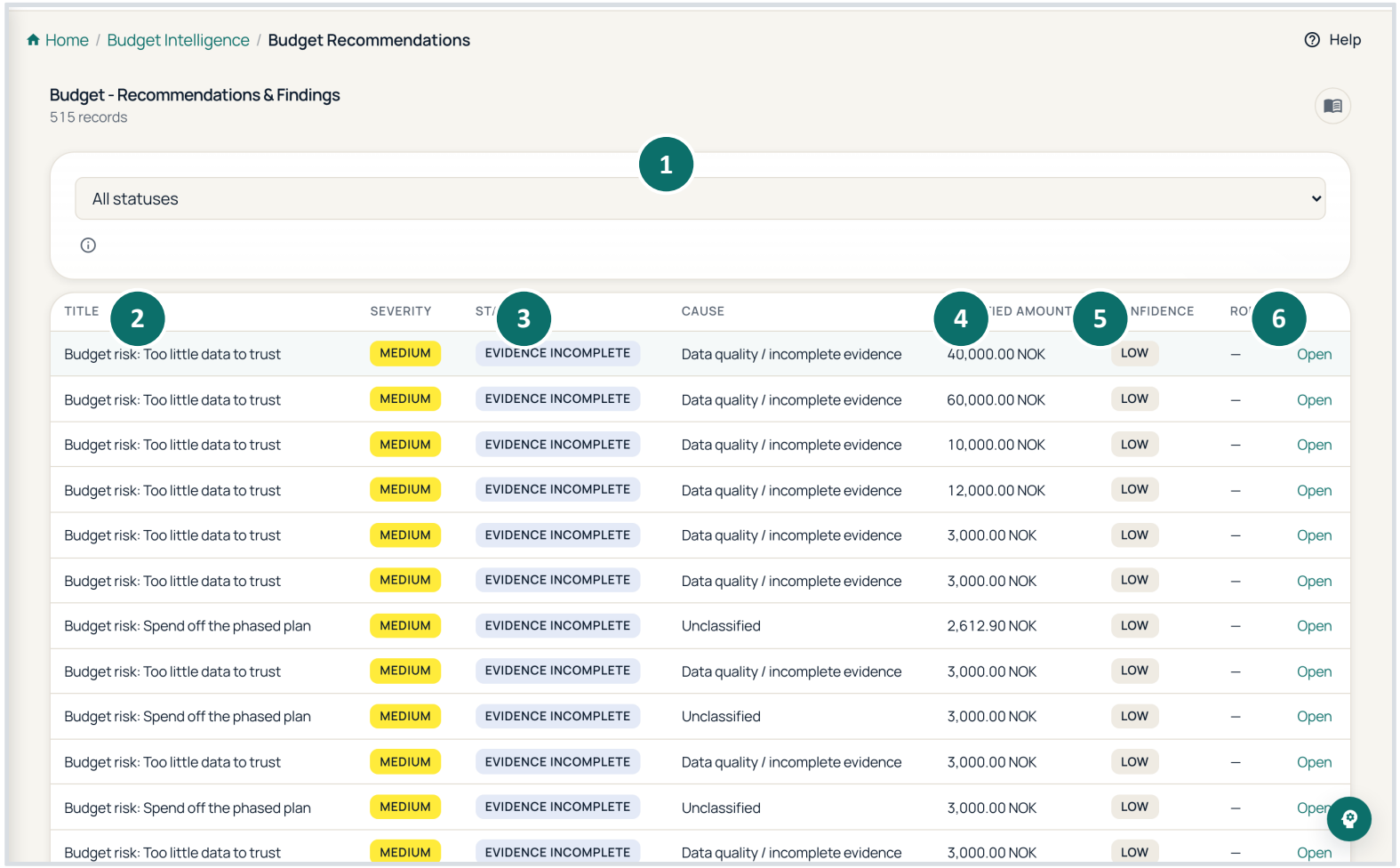
COMMON ERRORS AND RECOVERY

Utilisation compares cost with plan; on revenue lines "ahead of schedule" means more sales than planned.

Step 27 · Findings list

Goal: Work through findings (recommendations) raised from risks.

Navigation: Menu › Budget Intelligence › Findings



WHO CAN DO THIS

View: all readers. Run analysis: Budget Manager, Business Owner

```
klirr.client.budget-
intelligence.recommendation.read (view)
klirr.client.budget-
intelligence.recommendation.review (Run analysis,
Rody)
```

Restricted budgets follow their grants.

PREREQUISITES

Risks exist.

ACTIONS (numbers match the screenshot)

1. Filter by status.
2. Title = "Budget risk: <rule>".
3. Status (Evidence incomplete, Proposed, Under review …).
4. Certified amount.
5. Confidence.
6. Open the finding.

Step 27 · Findings list — details

Goal: Work through findings (recommendations) raised from risks.

Navigation: Menu › Budget Intelligence › Findings

FIELD GUIDANCE

- Confidence is a weighted score of evidence, reconciliation, source, cause and model inputs.
- Only Proposed or Under review findings accept a decision (Accept / Reject / Ask a question).

WHY THIS STEP MATTERS

Findings turn risks into decisions with evidence and an owner.

EXPECTED RESULT

You see which findings are ready for a decision.

WHAT IT CHANGES ELSEWHERE

Accepted findings can be implemented and verified (outcome measured).

DEPENDS ON

Risk episodes; evidence completeness.

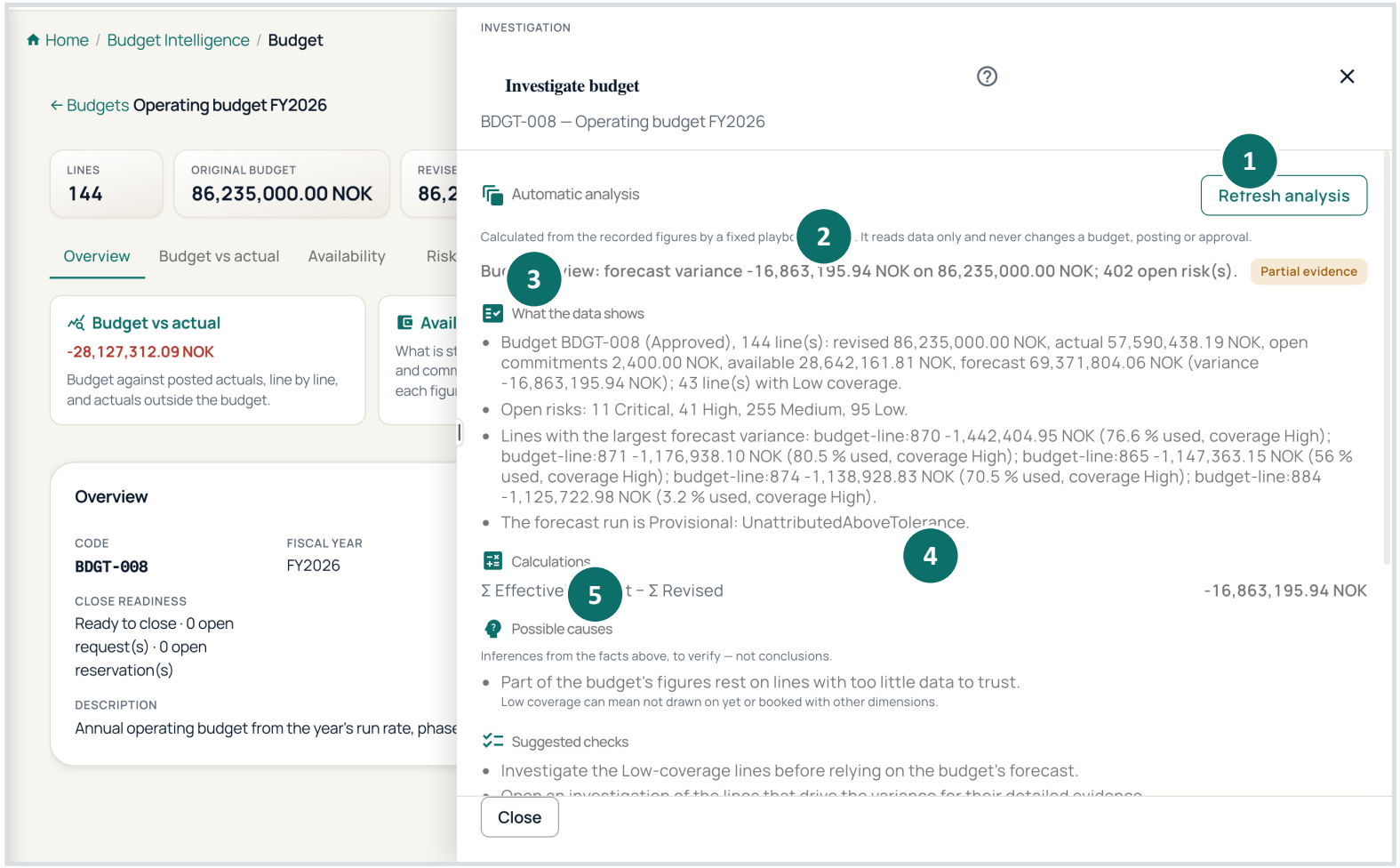
COMMON ERRORS AND RECOVERY

All findings "Evidence incomplete" (demo data) → no decision is possible until evidence is complete.

Step 28 · Investigate budget — Automatic analysis

Goal: Get a rule-based analysis of a budget or line with suggested checks.

Navigation: Budget › Actions › Investigate budget › Run analysis



WHO CAN DO THIS

View: all readers. Run analysis: Budget Manager, Business Owner

```
klirr.client.budget-intelligence.recommendation.read (view)
klirr.client.budget-intelligence.recommendation.review (Run analysis, Rody)
```

Restricted budgets follow their grants.

PREREQUISITES

Approved budget.

ACTIONS (numbers match the screenshot)

1. Run analysis / Refresh analysis.
2. Headline and evidence level (Complete / Partial / Insufficient).
3. What the data shows.
4. Calculations.
5. Possible causes and suggested checks.

Step 28 · Investigate budget — Automatic analysis — details

Goal: Get a rule-based analysis of a budget or line with suggested checks.

Navigation: Budget › Actions › Investigate budget › Run analysis

FIELD GUIDANCE

- "Calculated from the recorded figures by a fixed playbook — no AI." It reads data only and changes nothing.
- "Ask Rody" (AI investigation, optional) appears only when the company has enabled it.

WHY THIS STEP MATTERS

A consistent, explainable first analysis before you spend time on a line.

EXPECTED RESULT

Demo BDGT-008: "forecast variance −16,863,195.94 NOK on 86,235,000.00 NOK; 402 open risk(s)" = Σ forecast − Σ revised.

WHAT IT CHANGES ELSEWHERE

Saved under "Earlier analyses"; nothing else changes.

DEPENDS ON

Latest calculation and evidence.

COMMON ERRORS AND RECOVERY

"Possible causes" are inferences to verify, not conclusions; "No finding" does not mean on track.

Risk rules and default thresholds

Rule (code)	Raised when (default policy)	Severity
Forecast exceeds budget (ForecastExceedsBudget)	Forecast at completion above revised budget	≥ 25 % Critical, ≥ 10 % High, else Medium
Spending ahead of schedule (UtilizationAheadOfSchedule)	Utilisation % − elapsed % of period	≥ 30 pts High, ≥ 15 pts Medium
Commitments use up what is left (CommitmentsConsumeRemaining)	Commitment ÷ (available + commitment)	≥ 90 % Critical, ≥ 70 % High
Budget nearly used up early (BudgetNearlyExhaustedEarly)	Utilisation ≥ 90 % with < 60 % elapsed	Critical at ≥ 100 %
Spend off the phased plan (VarianceFromPhasedBudget)	Deviation from revised × elapsed share	≥ 40 % High, ≥ 20 % Medium
Sharp forecast movement (MaterialPeriodMovement)	Forecast change between runs	≥ 30 % High, ≥ 15 % Medium
One supplier dominates commitments (SupplierConcentration)	One supplier ≥ 50 % of commitments	Medium
Source data is out of date (StaleIntegrationData)	Integration data older than 48 h / 144 h	Medium / High
Missing cost or profit centre (MissingDimensions)	Spend ≥ 5,000 without dimensions	Low
Too little data to trust (IncompleteDataCoverage)	Line's data coverage Low	Medium
Spend booked outside this line (UnattributedSpend)	Actual on the account with another combination	Medium
Earlier recommendation still open / Material manual forecast override	Unresolved prior finding / large manual override	Medium / Low

Low data coverage caps any risk at Medium and marks it provisional. Rules treat revenue lines like cost lines: more revenue than planned is flagged as "ahead of schedule" or "forecast exceeds budget".

What is AI and what is not

Deterministic rules	Risks; findings (one per open risk episode); confidence score caps; budget control decisions.
Calculations / statistics	Forecast at completion (commitment-driven, run-rate or phased), utilisation, variance, data coverage, confidence score (weighted evidence 0.30, reconciliation 0.30, cause 0.20, source 0.15, model 0.05).
Fixed playbook text (no AI)	Automatic analysis / Investigate budget: "Calculated from the recorded figures by a fixed playbook — no AI." Possible causes are labelled inferences to verify.
LLM (Rody), optional	"Ask Rody" / "Investigate with Rody" — off unless the company enables it; uses typed tools only, evidence re-verified; results labelled Rody. Not enabled for the demo budgets in this verification.

None of these change a budget, posting or approval by themselves; every action stays with a person who has the permission.

H. Reports and KPI reference

Exact formulas as implemented, sources, date basis, sign conventions and worked examples from the demo company.

KPIs on budget pages and variance reports

KPI (where)	Formula as implemented	Source / basis	Worked example (demo)	Read it as
Original budget (budget header, Variance page)	Σ line OriginalAmount, frozen at approval	Plan lines	BDGT-009: 166,000.00	The approved plan
Revised budget	Σ (Revised ?? Original)	Approved revision versions	BDGT-009: 167,500.00 (+1,500)	Current plan; excludes supplements
Actual (header, Budget vs actual, Variance page)	Σ posted/reversed journal lines, whole fiscal year	GL, normal-balance sign, base currency	BDGT-008: 58,107,687.91	Includes postings dated after today
Variance	Actual − Budget (revised)	Same	3000 Sales: 39,451,967.40 − 53,127,400.00 = −13,675,432.60	Negative = below budget (good for cost, bad for revenue)
Variance %	Variance ÷ Budget × 100, 2 decimals; blank when Budget = 0	Same	−13,675,432.60 ÷ 53,127,400 = −25.74 %	Size of the gap
Unbudgeted actual	Actual on budgeted accounts with a combination no line has	GL	BDGT-008: 40 COGS · CC-ADM 6,621,835.00	Missing line or wrong dimension
Consumption % (Consumption page)	Actual ÷ Budget per period; Remaining = Budget − Actual	Revised plan per period	BDGT-009 Nov: 0 ÷ 84,500 = 0.00 %	Pace of spending

KPIs on availability and the dashboard

KPI (where)	Formula as implemented	Source / basis	Worked example (demo)	Read it as
Approved (BI)	Original approval + supplements + revision adj. + carry-forward − returns	Movement ledger	BDGT-009: 192,500.00	Spendable envelope
Released	Approved + transfers in − out + additional release (Approved is released)	Movement ledger	7140 Nov: 12,000 + 2,000 = 14,000.00	What may be used
Open commitment	Bills not posted + PR/PO remaining + holds + reservations	Purchasing, control	Company: 2,400.00 (SB-00000055)	Committed, not yet posted
Available	Released − Actual − Open commitment	Live, cut at today	Company: 86,427,500 − 57,590,438.19 − 2,400 = 28,834,661.81	May still be committed
Headroom against plan	Revised − Actual − Open commitment	Live	3000 Jan: 2,605,800 − 1,458,436.85 = 1,147,363.15	Planning room, not spendable
Utilisation (dashboard)	(Actual + Open commitment) ÷ Approved × 100	Live	(57,590,438.19 + 2,400) ÷ 86,427,500 = 66.64 %	Share of envelope used
Forecast at completion	Per line: commitment-driven, run-rate or phased (see notes)	Last calculation	Company: 69,539,304.06 (not certified)	Expected year-end
Forecast variance (dashboard)	Forecast at completion − Approved; positive = overrun	Last calculation + live	69,539,304.06 − 86,427,500 = −16,888,195.94	Projected under/overrun

Forecast at completion and data coverage

Strategy (chosen per line, in this order)	Used when	Forecast at completion
Commitment-driven	Open commitment ≥ 20 % of the revised line	Actual + Commitment
Current run-rate	Actual > 0 and ≥ 8 % of the period elapsed	max(Actual ÷ elapsed share, Actual + Commitment)
Phased budget	Otherwise	max(Revised, Actual + Commitment)

- Elapsed share uses calendar days of the line's window up to the as-of date.
- Data coverage (Low / Medium / High) follows the strategy and the evidence; project lines whose window starts before 30/08/2026 are always Low.
- Certification: Certified when the ledger on budgeted accounts is fully attributed to lines within tolerance; otherwise Provisional or Not certified. The dashboard then labels the forecast "not certified".
- Worked example BDGT-009 (no actuals yet): every line uses the phased strategy, so forecast = revised plan = 167,500.00; the company forecast rises from 69,371,804.06 to 69,539,304.06 (+167,500).
- Note: the forecast is measured against the plan (Revised), while the dashboard variance subtracts Approved — after a supplement the two bases differ (BDGT-009: 167,500 vs 192,500).

Why two different Actual figures?

Screen	Actual (BDGT-008)	Date basis
Budget header, Budget vs actual tab, Budget variance page	58,107,687.91	All postings of fiscal year 2026, including those dated after today
Availability tab, Executive dashboard, Year-end certification	57,590,438.19	Postings up to the as-of date (27/10/2026) inside each line's window
Difference	517,249.72	Account 3000: 514,581.90 (sales invoices dated 29–31/10, posted 24/10). Account 40: 2,667.82 (an expense dated 30/10).

- Both figures are correct for their purpose: the reports show the whole year, availability shows what has happened by today.
- All other accounts agree to the øre (verified per account on 27/10/2026).
- If the gap is unexpected, look for postings with a future posting date.

Signs, colours and units

Situation	Cost line (e.g. 6300 Rent)	Revenue line (e.g. 3000 Sales)
Actual below budget	Variance negative — favourable (saving)	Variance negative — unfavourable (less sales)
Actual above budget	Variance positive — unfavourable (overspend)	Variance positive — favourable (more sales)
Red figure on screen	Klirr colours every negative variance red	Same — red does not mean "bad" here
Forecast variance (dashboard)	Positive = projected overrun	Positive = more revenue than plan (rules still flag it)

- Amounts: company accounting currency (NOK), 2 decimals, thousands separator ",". Percentages: 2 decimals.
- A zero budget gives an empty Variance % (budget pages) or 0 % (dashboard consumption).
- Times: UTC, format dd/MM/yyyy HH:mm (Discount budgets shows M/d/yy).

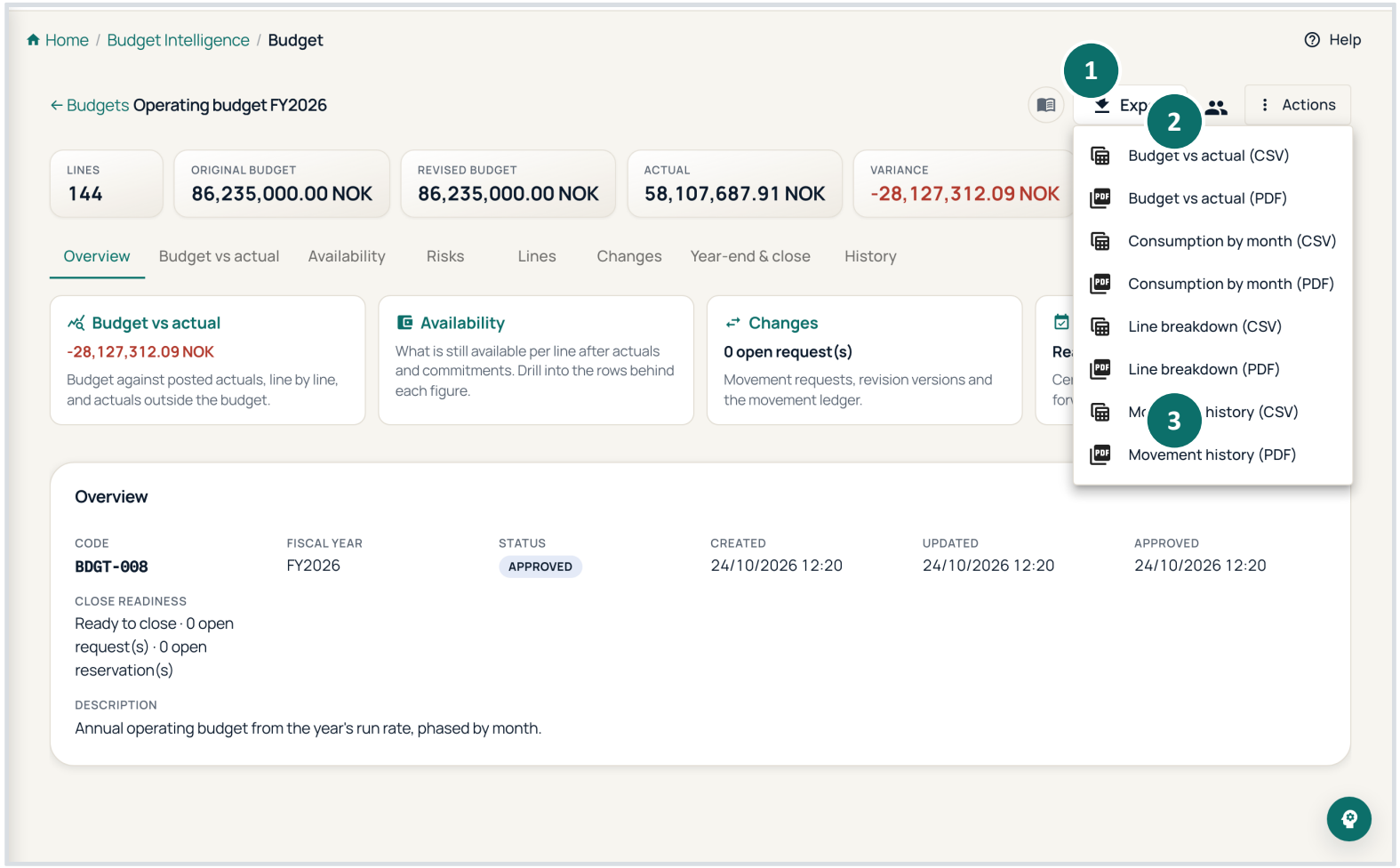
I. Settings, access and exports

Exports, per-budget access, budget control and discount budgets.

Step 29 · Export reports

Goal: Download a budget report as CSV or PDF.

Navigation: Budget › Export



WHO CAN DO THIS

Budget Manager, Finance Manager, Accountant, Auditor, Business Owner

`klirr.client.budget-intelligence.export`

Approved or Closed budgets only.

PREREQUISITES

Budget Approved or Closed.

ACTIONS (numbers match the screenshot)

1. Click Export.
2. Pick a report and format: Budget vs actual, Consumption by month, Line breakdown, Movement history (CSV or PDF).
3. The file downloads to your computer.

Step 29 · Export reports — details

Goal: Download a budget report as CSV or PDF.

Navigation: Budget › Export

FIELD GUIDANCE

The Executive dashboard (Budget scope) also exports a Dashboard report.

WHY THIS STEP MATTERS

Share figures with people outside Klirr or archive them.

EXPECTED RESULT

A CSV/PDF file with the server-calculated figures.

WHAT IT CHANGES ELSEWHERE

None.

DEPENDS ON

Approved/Closed status; per-budget access.

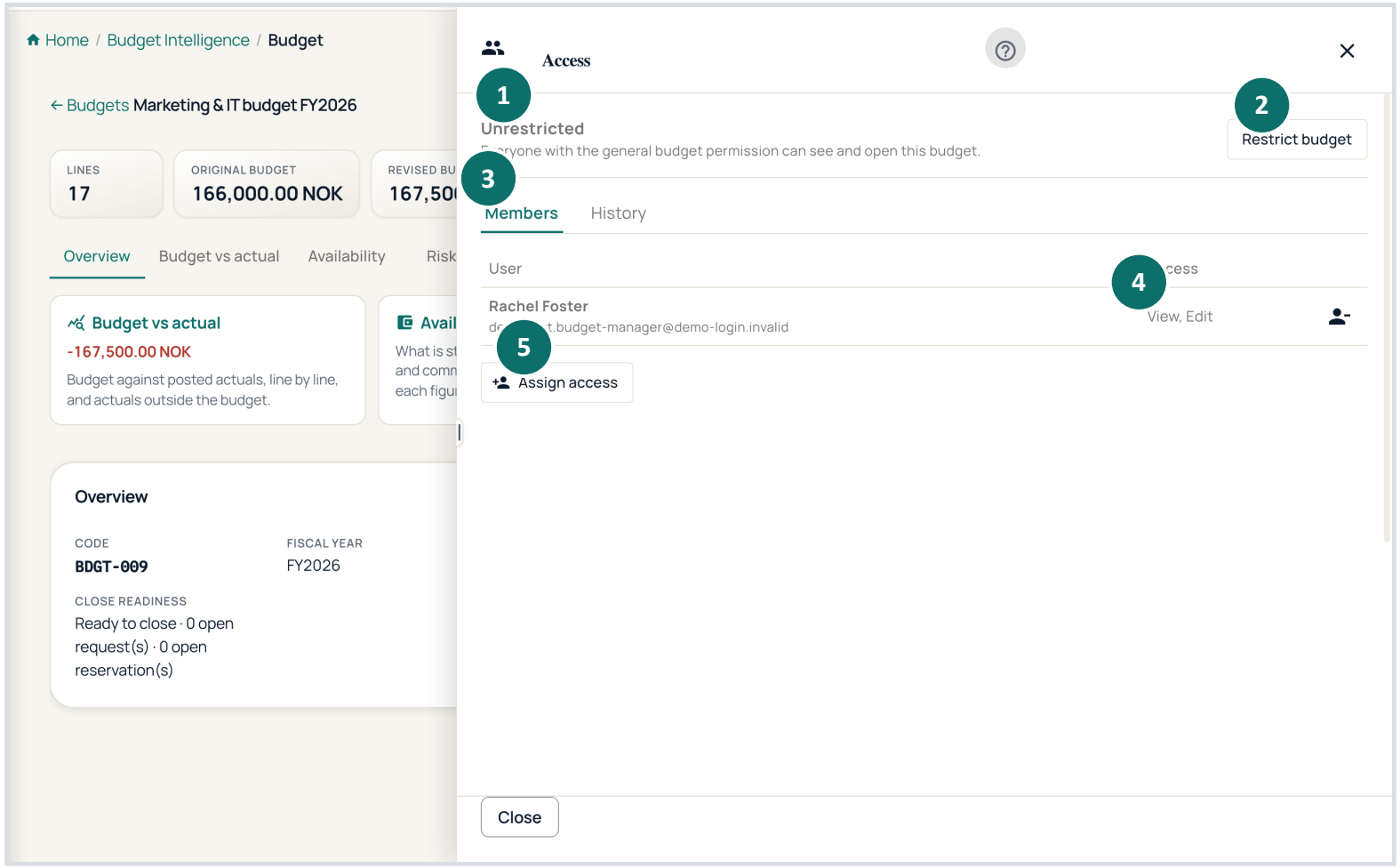
COMMON ERRORS AND RECOVERY

Export missing → status not Approved/Closed or no klirr.client.budget-intelligence.export.

Step 30 · Budget access

Goal: See or restrict who can open a budget.

Navigation: Budget › people icon (Access)



WHO CAN DO THIS

View the panel: anyone who can open the budget.
Change it: Business Owner

`klirr.client.accounting.management-accounting.budget-access.manage (owner-only)`

The last Edit grant cannot be removed.

PREREQUISITES

—

ACTIONS (numbers match the screenshot)

1. Unrestricted: everyone with the budget permission can open it.
2. Restrict budget (owner only).
3. Members and History tabs.
4. Access per user: View; View, Edit; Manage Intelligence.
5. Assign access.

Step 30 · Budget access — details

Goal: See or restrict who can open a budget.

Navigation: Budget › people icon (Access)

FIELD GUIDANCE

- The creator gets View + Edit automatically.
- Restricting seeds an Edit grant for the person restricting it; the last Edit grant cannot be removed.

WHY THIS STEP MATTERS

Confidential budgets can be limited to named people.

EXPECTED RESULT

Only granted users (and holders of klirr.client.accounting.management-accounting.budget-access.manage) see a restricted budget.

WHAT IT CHANGES ELSEWHERE

Applies to every Budget Intelligence screen and API for that budget.

DEPENDS ON

Owner-only permission.

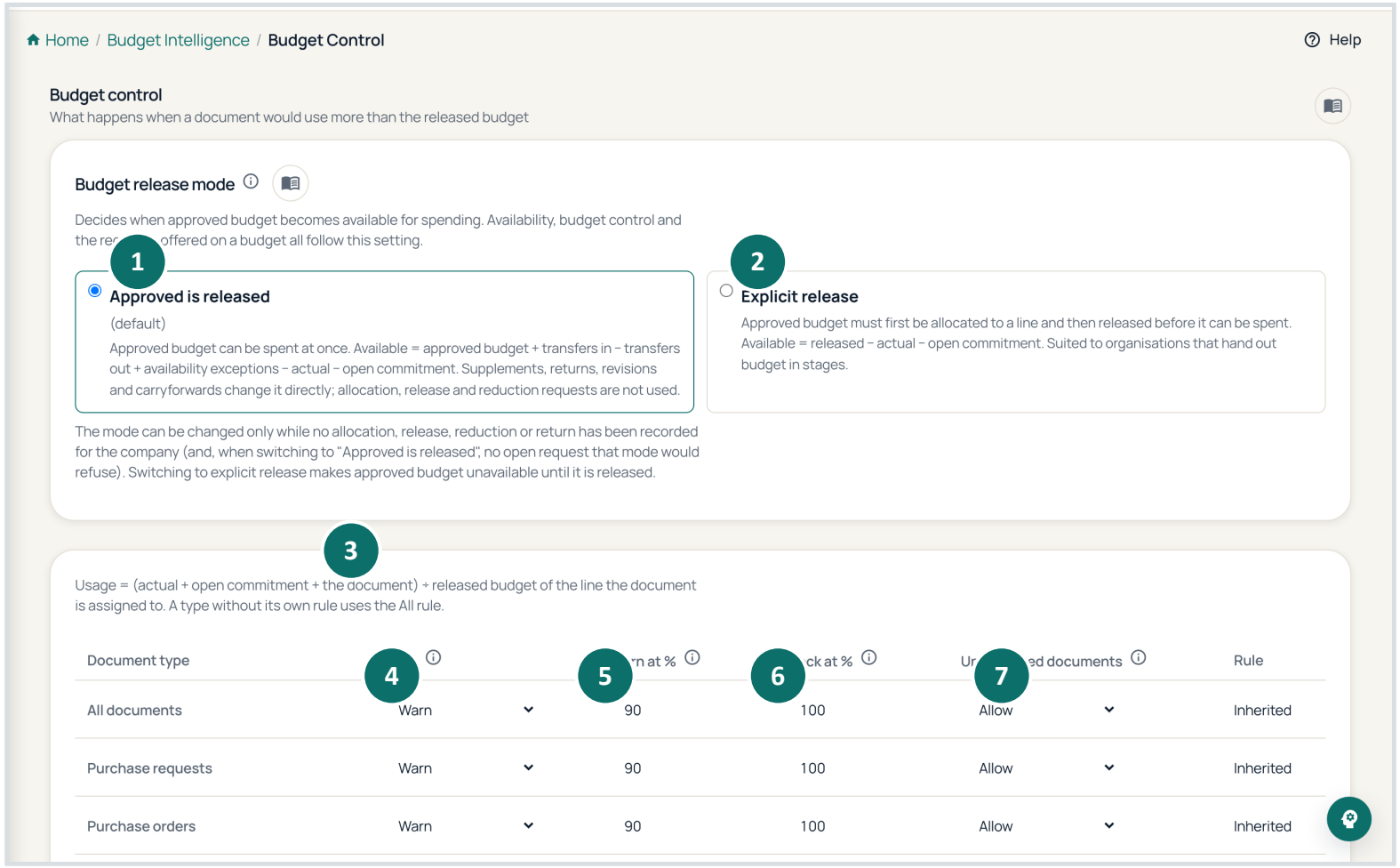
COMMON ERRORS AND RECOVERY

A user cannot see a budget → check the Members tab.

Step 31 · Budget control settings

Goal: Understand how documents are checked against available budget.

Navigation: Settings › Budget Intelligence › Budget control



WHO CAN DO THIS

View: all readers. Change: Budget Manager, Finance Manager, Business Owner

```
klirr.client.budget-intelligence.control.administer (control rules)
klirr.client.budget-intelligence.policy.administer (release mode, carryforward)
```

Release mode changes only while no allocation/release/return exists.

PREREQUISITES

—

ACTIONS (numbers match the screenshot)

1. Approved is released (default).
2. Explicit release (budget must be allocated and released first).
3. Usage formula.
4. Mode per document type.
5. Warn at %.
6. Block at %.
7. Unbudgeted documents rule.

Step 31 · Budget control settings — details

Goal: Understand how documents are checked against available budget.

Navigation: Settings › Budget Intelligence › Budget control

FIELD GUIDANCE

- Usage = (actual + open commitment + the document) ÷ released budget of the line.
- Demo default: Warn at 90 %, Block at 100 % with mode Warn (never blocks); unbudgeted = Allow.
- Modes: Allow, Warn, Require approval, Block.

WHY THIS STEP MATTERS

Control stops or flags spending that would exceed the budget.

EXPECTED RESULT

Purchase requests, orders, supplier invoices without order and expenses are checked with these rules.

WHAT IT CHANGES ELSEWHERE

Availability holds while a document is checked; warnings on documents.

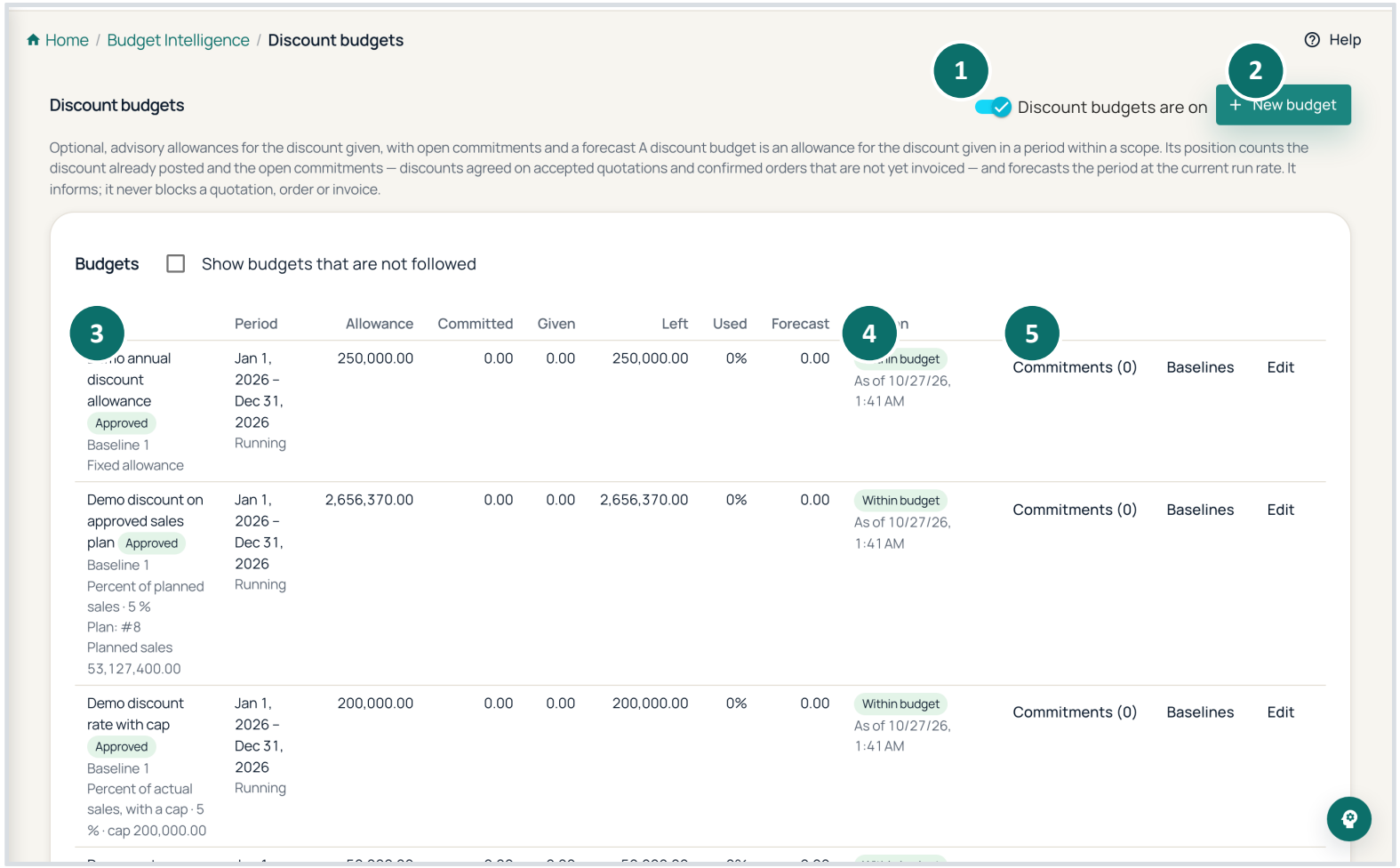
DEPENDS ON

Release mode; per-line availability.

COMMON ERRORS AND RECOVERY

Cannot change release mode → allocations/releases/returns already exist.

Discount budgets (advisory)



1. Company switch (policy.administer).
2. New budget (control.administer).
3. Allowance types: fixed, % of planned sales, % of actual sales with cap.
4. Position: Within budget …
5. Commitments, Baselines, Edit; Approve needs version.approve and not the creator.

Committed = discount on accepted quotations/confirmed orders not yet invoiced; Given = posted discount net of credit notes; Left = Allowance − Committed − Given; Used = (Given + Committed) ÷ Allowance. A discount budget informs only — it never blocks a quotation, order or invoice.

J. Year-end and close

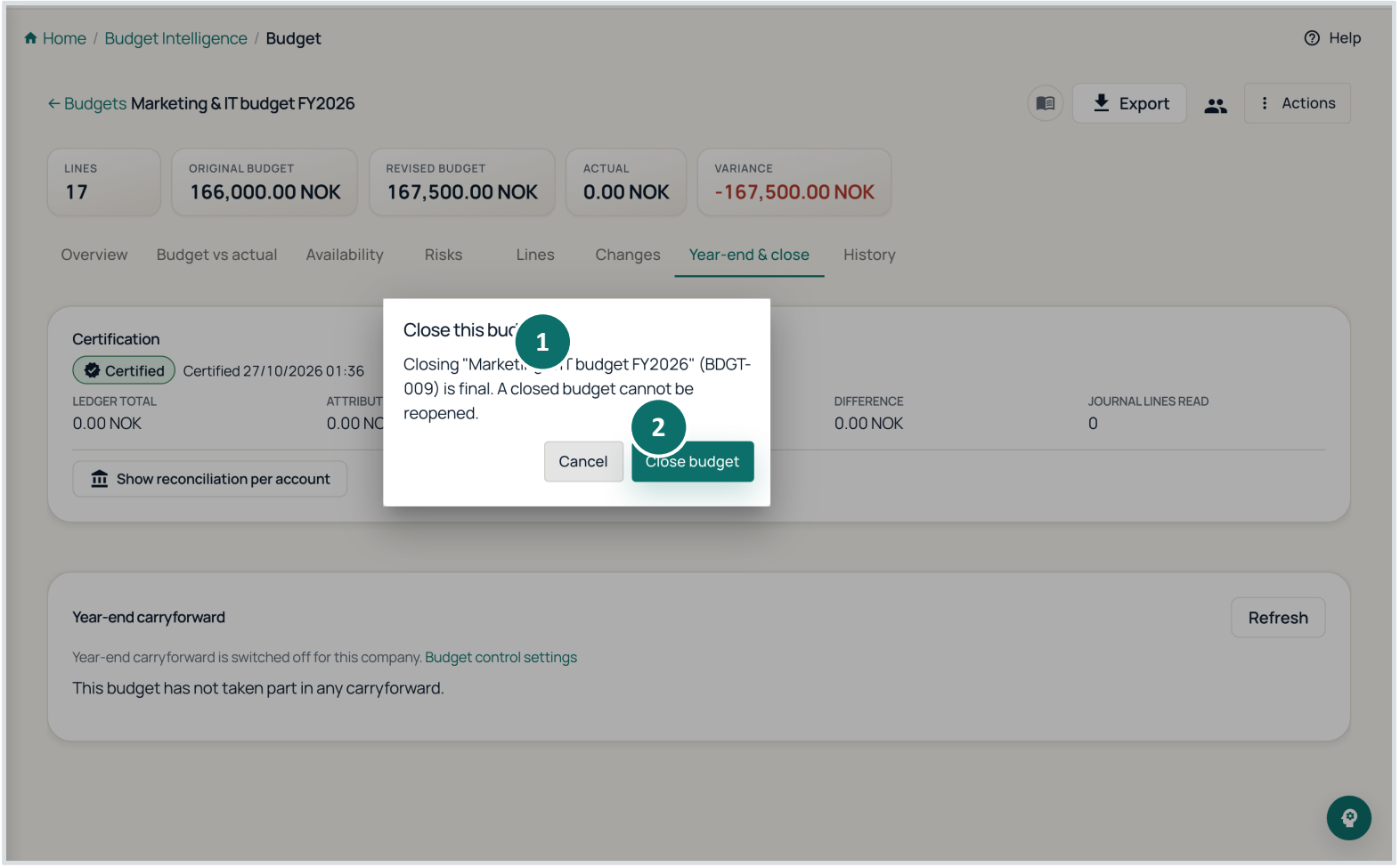
Close readiness, carry-forward and closing the budget.

Klirr

Step 32 · Close the budget

Goal: End the budget's life when the year is finished.

Navigation: Budget › Actions › Close



WHO CAN DO THIS

Finance Manager, Company Administrator, Business Owner

`klirr.client.accounting.management-accounting.setup`

Approved; no open budget requests or reservations.

PREREQUISITES

Approved; Close readiness "Ready to close" (no open requests or reservations).

ACTIONS (numbers match the screenshot)

1. Open Actions › Close and read: "Closing … is final. A closed budget cannot be reopened."
2. Click Close budget.

Step 32 · Close the budget — details

Goal: End the budget's life when the year is finished.

Navigation: Budget › Actions › Close

FIELD GUIDANCE

Close readiness is shown on Overview and on the Year-end & close card.

WHY THIS STEP MATTERS

Closing freezes the plan for reporting and stops further movements.

EXPECTED RESULT

Status Closed (demo 27/10/2026 02:11, Laura Thompson).

WHAT IT CHANGES ELSEWHERE

No Edit, Revise or movement requests; reports remain available.

DEPENDS ON

No open requests or reservations.

COMMON ERRORS AND RECOVERY

- Close refused → decide or withdraw open requests first.
- Closing is irreversible — close only at year-end.

Year-end carry-forward

- Carry-forward moves open commitments and/or unused budget of an old-year budget into a new-year budget (buttons "Carry forward commitments" and "Carry forward budget" on Year-end & close).
- It is switched OFF for the demo company ("Year-end carryforward is switched off for this company") and was therefore not demonstrated. Nothing is ever carried forward automatically.
- Switching it on: Settings › Budget control › Allow year-end carryforward (klirr.client.budget-intelligence.policy.administer).
- Executing it requires klirr.client.budget-intelligence.carryforward.execute, which only the Business Owner holds.

K. Troubleshooting

Validation errors, access problems, missing or unexpected figures, stuck approvals.

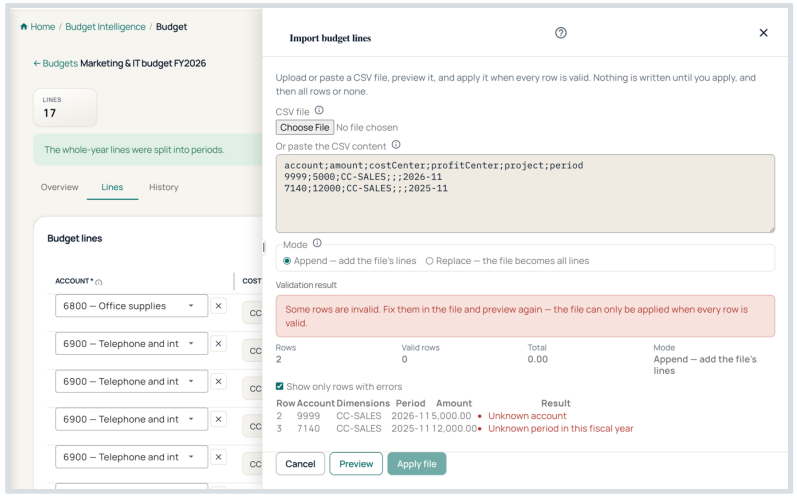
Troubleshooting: planning and approval

Symptom	Likely cause	Safe correction
"Unknown account" / "Unknown period in this fiscal year" in import	Code not in master data / period outside the budget's year	Fix the file and Preview again; nothing was written
"…duplicate account / cost centre / profit centre / period combinations"	Two lines with the same key	Merge the lines
Submit disabled	Budget has no lines	Add and save lines
"No active published Budget approval workflow"	Workflow not published	Administrator publishes Settings › Workflows & SLA › Budget
Budget comes back Returned with a routing message	No approver could be resolved	Set the line manager or an owner/admin; resubmit
Approver cannot find the task by BDGT code	Task reference is the internal number (#9)	Filter My Tasks by Type = Budget
Approve button missing	You created the budget or the task is assigned to someone else	Ask the assignee; owner can decide on their behalf
Wrong fiscal year chosen	Year cannot be changed	Withdraw and create a new budget, or Copy to a new budget

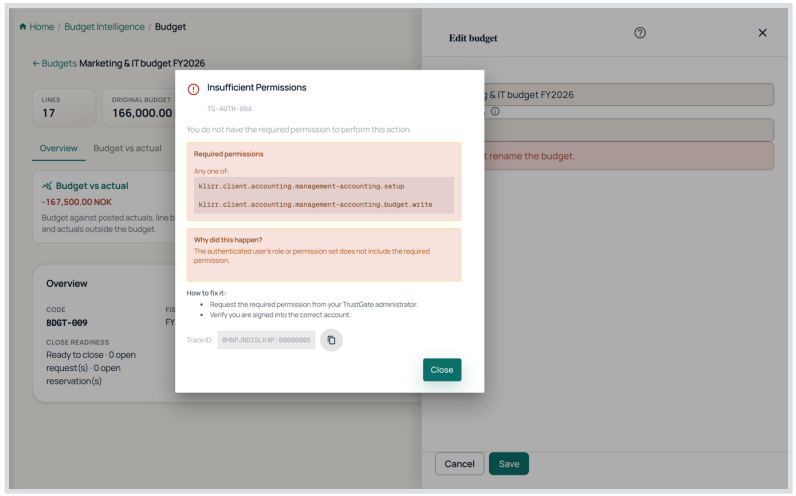
Troubleshooting: access, figures and freshness

Symptom	Likely cause	What to do
Page "403 — You do not have access to this page"	Role lacks management-accounting.read or budget-intelligence.read	Ask an administrator for the right role
"Insufficient Permissions TG-AUTH-004" after Save	Button shown, server refuses (e.g. Accountant editing)	The dialog lists the required permissions; ask the budget owner
A budget is missing from the list	Restricted budget without your grant	Ask for a View grant (Access panel)
Actual is 0 although invoices exist	Document not posted, or posted with other dimensions	Check status and dimensions; see Unbudgeted activity
Header Actual ≠ Availability Actual	Whole year vs up to today	See "Why two different Actual figures?"
Forecast / risks unchanged after a posting	Recalculation runs nightly	Recalculate with a reason
Dashboard "Data coverage is low" / "Provisional"	Lines without activity; unattributed ledger	Year-end & close › Show reconciliation per account
Findings cannot be decided	Status Evidence incomplete	Run analysis; complete the data; decide when Proposed
Integration data old	Source system not synced	Contact the administrator (StaleIntegrationData risk)

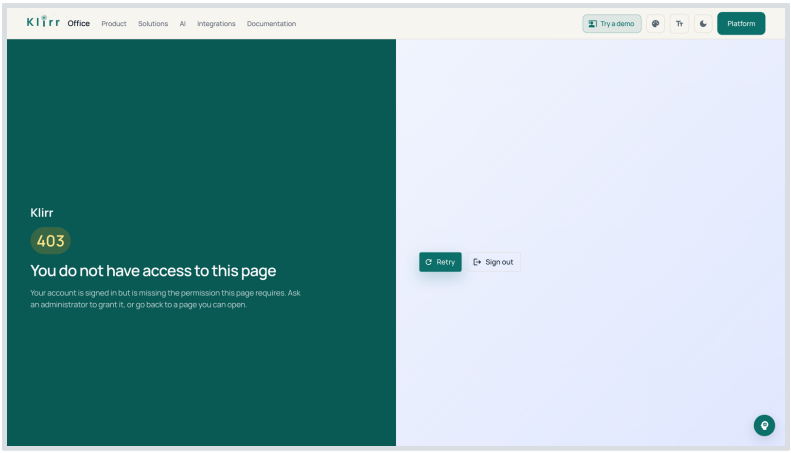
Troubleshooting: what the errors look like



Import validation: invalid rows are listed with the reason; nothing is applied.



Server refusal: Accountant tried to rename a budget; the dialog names the permissions required.



No access: Employee opening a budget link gets 403.

Escalate to an administrator when: a drill-down says "Does not reconcile", a recalculation stays Failed after Retry, an approval cannot be routed, or a budget request stays "Being applied". Include the budget code, line, date and the Trace ID shown in error dialogs.

L. Glossary and quick reference

Terms, a one-page checklist and the verification record.

Glossary

Term	Meaning	Term	Meaning
Budget line	Account × cost centre × profit centre × project × period	Movement	Ledger entry that changes approved/released budget
Whole-year line	Line without a period (Full year); never prorated	Material	≥ 5,000 or ≥ 10 % of the line, or availability exception
Version	Plan version; revisions create Draft versions	Release mode	Approved is released / Explicit release
Commitment	Amount promised but not yet posted	Hold	Temporary reservation from a control check
Reservation	Manual earmark of available budget	Certification	Whether the ledger is fully attributed to lines
Data coverage	Low / Medium / High trust in a line's forecast	Risk episode	Period during which a rule keeps flagging a line
Finding	Recommendation raised from a risk, with evidence	Confidence	Weighted evidence score (0–1)
Unbudgeted activity	Actual on a budgeted account outside every line	As of	Date the position is calculated for (today)
My Tasks	Inbox of approval tasks	Rody	Klirr's optional AI assistant

Quick-reference checklist

Plan (Budget Manager)

☐ Budgets › New budget: name + correct fiscal year

☐ Add lines with the dimensions actuals are posted with

☐ Import CSV: Preview → Apply

☐ Phase Full-year lines

☐ Save lines → Actions › Submit

Approve (Finance Manager)

☐ My Tasks › Type = Budget

☐ Open the budget, review lines

☐ Return for changes (comment) or Approve

☐ Decide material requests and versions

☐ Close at year-end

Monitor (everyone with read)

☐ Dashboard: read the warning box first

☐ Budget vs actual: variance per account

☐ Availability: drill into Actual / commitment

☐ Risks: Explain → Acknowledge/Resolve

☐ Recalculate when you need today's forecast

Verification record

Item	Value
Environment	https://office-test.klirr.tech (testing), demo company Klirr Demo AS, client 999
Capture and walkthrough	27/10/2026 00:50–02:15 UTC, browser 1600 × 900 at 2× (Playwright Chromium)
Deployed build	klirr-testing rollout 2026-10-26 23:45 UTC (KLIRR-421 release from main). Office image sha256:4e9e75a6…, API sha256:d52e2367…, gateway sha256:89690cd8…
Source reviewed	Klirr-Backend main 8c07208ff, Klirr-Frontend main 6bf4dec0 (26/10/2026); TrustGate catalog version 78ee59134aff9807
Personas used	Rachel Foster (Budget Manager), Laura Thompson (Finance Manager), James Carter (Accountant), Margaret Lewis (Auditor), Oliver Bennett (Company Administrator), Nora Bakke (Employee)
Feature settings	Release mode Approved is released; control default Warn 90 % / Block 100 % (mode Warn); carry-forward off; discount budgets on; event-driven recalculation off (nightly 00:00 UTC)
Records created	BDGT-009 (Draft → Closed), movements BDM-FY2026-000001–000003, version 2, recalculation job 15 — demo data only
Open items	See the separate gaps and inconsistencies report (KLIRR-423)

Known limitations of the current version

- Variance and risk rules treat revenue like cost; red always marks negative variance.
- Forecast and plan-based reports exclude supplements (Revised vs Approved).
- Header/report Actual includes future-dated postings; availability does not.
- "Under review" status is never used.
- Task reference and analysis texts use internal ids (#9, budget-line:870); movement lists show user ids.
- Some buttons are visible without permission (server refuses).
- Fiscal year in New budget defaults to the first (possibly closed) year.
- Dashboard chart axes are not formatted as amounts; dashboard breadcrumb says "Accounting".
- Demo data: findings are all "Evidence incomplete", so decisions on findings could not be demonstrated; carry-forward is off; Rody investigation not enabled.

Keep learning with Klirr

Work through the interactive Budget Intelligence guide, download this manual, and open Klirr Office to apply what you learned.

Training Center
klirr.tech/resources/training

Documentation Center
klirr.tech/docs

Open Klirr Office
office.klirr.tech