



# Budget Development



## WHAT IT DOES FOR YOU

New with Version 3.05 of the *AccuFund Accounting Suite*, **Budget Development** is flexible, intuitive and very easy to use. The numerous benefits it delivers are realized immediately after you start using it.

**Budget Development** allows you to have all your budget history right at your fingertips, so you can view current or last year's data or historical data citing a specific year or time period. You can see the changes made from year to year and do a projection for the current year's budget revisions using a prior year or time period's budget or actuals and increasing the amounts by a certain percentage.

With **Budget Development**, you can make direct entries and easily change a transaction, then see the worksheet automatically recalculate for you. Line item details can be viewed with a single click, and notes can be inserted on any line item to provide explanation for a particular entry or change (e.g. why an increase was made). Budgets and

	Annual Actual 06/2006	Budget + Re 06/2006	Budget Rev 1	Notes
<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Expenses</b>				
Labor				
001 001 7000 00 FI ADM Salary Wages	5,962.00	0.00	6,558	all expenses include 10% escalator for inflation
001 001 7010 00 FI ADM Hourly Wages	4,434.00	0.00	4,877	
001 001 7020 00 FI ADM Overtime	0.00	0.00	0	
001 001 7030 00 FI ADM Holiday Pay	0.00	0.00	0	
<b>Total Labor</b>	<b>10,396.00</b>	<b>0.00</b>	<b>11,435</b>	

*Budget users can see multiple columns of history while working on current budget.*

worksheets can be built effortlessly and tailored to your specific needs and preferences. You can build budgets by multiple organization levels or by a single level (i.e. by department, cost center or grant program). You can also create individual revenue and expense worksheets for each department in your organization. You may have more than one budget if, for example, you need a separate budget for

revenue and expenses.

## HOW IT WORKS

With the *AccuFund Budget Development* module, budget managers can allow departments to control the process of building their own budgets, yet still monitor the budget's progress and revisions as it is circulated among committees and moving through the approval process. You can see the

Period	Percentage
1	
2	
3	
4	5.0000
5	10.0000
6	20.0000
7	30.0000
8	20.0000
9	10.0000
10	5.0000
11	
12	

*Budgets may be distributed to periods based on history, manually or through defined distribution tables.*

last revision as well as the current revision because Budget Development allows you to view any budget version. Revisions can be controlled until the first stage of the budget — the initial budget — has been established or locked. The budget can be locked at any stage in its development.

Each budget development project is centered on the worksheets, which are where the program or department managers enter their budget information. Each worksheet contains elements of the organization's accounting

structure. **Budget Development** allows you to determine how budget worksheets are to be distributed and to restrict worksheet distribution to specific department heads or users, if desired. Once a department head has completed a worksheet, it can be marked as completed or locked.

When a budget is completed and locked, you can determine exactly how it is to be distributed and **Budget Development** will adjust automatically. The worksheets become distributed budget worksheets. You can set up budgets for annual, quarterly, seasonal and monthly distributions, defining the distribution periods in the distribution screen. You can also distribute a new budget based on the prior year's actuals or historical data. **Budget Development** lets you distribute your budget according to how you do business, not just by 12 equal portions. After distribution, the budget is posted to the **General Ledger** in the *AccuFund Accounting Suite* for financial reporting purposes.

When revisions are necessary, **Budget Development** allows you to enter them either line by line or by making calculations — for example, taking a section of a budget (such as last year's actuals) and multiplying figures by a certain number or percentage. Calculation rules may be applied at either the account or worksheet level. When a change has been made, **Budget Development** will show what the difference is between the earlier entry and the change. Revisions can be made quarterly as well as monthly in case a grant is for 18 months or a project continues for several years.

With the **Budget Development** module's customizable reporting,

you can create reports by worksheet and using any columns you prefer.

## OTHER FEATURES

**AccuFund Budget Development** has several other features that ease the task of coordinating your organization's fiscal, project

AccuFund Sample 001 001 General Administration				
	Annual Actual 06/2006	Revision 06/2006	Budget Rev 1	Notes
<b>Revenue &amp; Expense</b>				
<b>Revenue</b>				
Federal Grants	0.00	0.00	0	
State Grants	0.00	0.00	0	
Local Grants	0.00	0.00	0	
Other Income	0.00	0.00	0	
<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Expenses</b>				
[+] Labor				
001 001 7000 00 F1 ADM Salary Waqes	5,962.00	0.00	6,558	all expenses include 10% escalator for
001 001 7010 00 F1 ADM Hourly Wages	4,434.00	0.00	4,877	
001 001 7020 00 F1 ADM Overtime	0.00	0.00	0	
001 001 7030 00 F1 ADM Holiday Pay	0.00	0.00	0	
<b>Total Labor</b>	<b>10,396.00</b>	<b>0.00</b>	<b>11,435</b>	
[+] Employee Benefits	5,316.00	0.00	5,848	
[+] Other Expenses	6,914.00	0.00	7,605	
<b>Total Expenses</b>	<b>22,626.00</b>	<b>0.00</b>	<b>24,888</b>	
<b>Total Revenue &amp; Expense</b>	<b>(22,626.00)</b>	<b>0.00</b>	<b>(24,888)</b>	

*AccuFund "Quick Report" for Budget Development lets users instantly print out a current view of the*

and grant budgets:

- ✓ Sub-totals can be defined in the worksheets, allowing you to create categories and sub-categories of the budget, if necessary.
- ✓ "Quick Report" functionality enables users to print any screen, including any budgets in Microsoft Excel.
- ✓ Notes can be entered on any line in a budget or worksheet to explain a revision.
- ✓ Undo capability permits unlimited reversal of activity to a previous entry.
- ✓ Tables can be created showing the overall budget distribution.
- ✓ User-level control and security can be established.

## COMPONENT INTEGRATION

**Budget Development** is integrated with:

- ✓ **General Ledger** for financial reporting

## COMPONENT AVAILABILITY

**Budget Development** is available with both the Standard and Professional editions of the *AccuFund Accounting Suite*.

## STANDARD TEMPLATES PROVIDED

The **Budget Development** module has a specialized report writer to make it easy to report selected information for each budget. The selection screen lets each user pick which budget worksheets, the level of detail and to select the columns desired.

*Use a series of check boxes to easily select the information to include on a budget report.*