



Budget Development



WHAT IT DOES FOR YOU

The *AccuFund Accounting Suite Budget Development* module provides a managed environment into which users can develop their departmental or project budgets at the detail levels they require and then move the worksheet through an approval process. For the Budget Manager, the module provides control over the process and a framework to deliver budget worksheets to the users with all current information directly linked from the General Ledger.

Budget Development delivers 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. You can also increase the amounts by a required percentage in the process.

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

	06/2010	06/2011	06/2010	Rev 1	Notes
Federal Grants	0.00	0.00	0.00	0	
State Grants	0.00	0.00	0.00	0	
Local Grants	0.00	0.00	0.00	0	
Other Income	0.00	0.00	0.00	0	
Total Revenue	0.00	0.00	0.00	0	
Expenses					
Labor					
001 001 7000 00 FT ADM Salary/Wages	9,960.00	0.00	0.00	7,000	
001 001 7010 00 FT ADM Hourly/Wages	24,434.00	0.00	0.00	5,000	
001 001 7020 00 FT ADM Overtime	0.00	0.00	0.00	0	
001 001 7030 00 FT ADM Holiday/Pay	0.00	0.00	0.00	0	
Total Labor	34,394.00	0.00	0.00	12,000	
Employee Benefits	6,316.00	0.00	0.00	0	
Other Expenses	7,314.00	0.00	0.00	7,000	
Total Expenses	48,024.00	0.00	0.00	25,000	
Total Excess Revenue/Over (Under) Expense	-48,024.00	0.00	0.00	(25,000)	

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

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 worksheets can be built effortlessly and tailored to your specific needs and preferences. You can build budgets by multiple organization levels or for 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, for example, a *consolidated budget for revenue and departmental budgets for expenses*.

HOW IT WORKS

With the *AccuFund Budget Development* module, budget managers can allow departments to control the process of

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.

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 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. Once a department head has completed a worksheet, it can be marked as completed or locked.

- ✓ “Quick Report” functionality enables users to print any screen, including exporting budgets to 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.

AccuFund Sample 001 001 General Administration				
	Annual Actual 06/2006	Revision 06/2006	Budget Rev 1	Notes
Revenue & Expense				
Revenue				
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	
Total Revenue	0.00	0.00	0	
Expenses				
[-] Labor				
001 001 7000 00 F1 ADM Salary Wages	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	
Total Labor	10,396.00	0.00	11,435	
[-] Employee Benefits				
Employee Benefits	5,316.00	0.00	5,848	
Other Expenses	6,914.00	0.00	7,605	
Total Expenses	22,626.00	0.00	24,888	
Total Revenue & Expense	(22,626.00)	0.00	(24,888)	

- ✓ Tables can be created showing the overall budget distribution.
- ✓ User-level worksheet control can be established.
- ✓ Any account amount cell can be supported with a detail list of items making up the balance.
- ✓ Calculations can be stored on the account and based on other amounts in the worksheet, for instance the benefit and tax amounts can be calculated automatically.

AccuFund “Quick Report” for Budget Development lets users instantly print out a current view of the data.

COMPONENT INTEGRATION

Budget Development supports budgeting both annually and by period detail. If annual is selected, once the annual budget is completed, the Budget Director can determine exactly how it is to be distributed and **Budget Development** will distribute to the periods 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.

Budget Development is integrated with:

- ✓ **General Ledger** for financial reporting.
- ✓ **Grants Management** to link grant budgets to **General Ledger**.

With the **Budget Development** module’s customizable reporting, you can create reports by worksheet using any columns you prefer.

Rows can be automatically calculated based on a formula stored either on the account or within the worksheet.

OTHER FEATURES

AccuFund Budget Development has several other features that ease the task of coordinating your organization’s fiscal, project and grant budgets:

- ✓ Sub-totals can be defined in the worksheets, letting you create categories and sub-categories of the budget, if needed.
- ✓ For grant budgeting, up to 60 periods can be budgeted in a worksheet and they can cross the organization’s fiscal year.

COMPONENT AVAILABILITY

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