

# BUDGET DEVELOPMENT



Budget Development allows you to have all your budget & actual history right at your fingertips. You can see 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 increase the amounts by a required percentage in the process.

With Budget Development, you can make direct entries and easily change an amount, 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 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, for example, a consolidated budget for revenue and departmental budgets for expenses.

## OVERVIEW

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.

	Annual Actual Annual Budget + R		Budget	Notes
	06/2014	06/2014	Rev 1	
<b>labor</b>				
001 001 7000 000 Salary Wages	0.00	0.00	0	
001 001 7000 100 Salary-CFO	0.00	225,000.00	100,000	
001 001 7000 110 Salary-Controller	0.00	150,000.00	75,000	
001 001 7000 120 Salary-Accounting	0.00	126,000.00	128,000	5% increase from previous year
001 001 7010 000 Hourly Wages	0.00	0.00	0	
001 001 7010 130 Hourly Wages-Acc	0.00	529,380.00	373,680	
001 001 7020 000 Overtime	0.00	0.00	0	
001 001 7030 000 Holiday Pay	0.00	0.00	0	
<b>Total Labor</b>	<b>0.00</b>	<b>1,030,380.00</b>	<b>676,680</b>	
Employee Benefits	0.00	78,823.00	51,766	
Other Expenses	0.00	55,000.00	0	
<b>Total Expenses</b>	<b>0.00</b>	<b>1,164,203.00</b>	<b>728,446</b>	
<b>Excess Revenues Over (Under) Expenses</b>	<b>0.00</b>	<b>(1,204,203.00)</b>	<b>(728,446)</b>	

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

- 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, 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 distribute to the periods automatically.
- The worksheets become distributed budget worksheets.

**Distribute budget**

**This procedure will distribute the final budget revision to a series of monthly amounts. Once this process is complete, you can still manually change the distribution amounts before posting the budget into your General Ledger.**

**Budget Project**

FY 2015 Budget

Leave budget project locked upon completion

All in the first period (Annual Budget)

Evenly across all periods

By distribution table

Table: Quarterly

Based on last years posting for account

Post type: Actual All

Based on this years posting for account

Post type: Budget + Revision

OK Cancel

Managers can distribute budgets with a number of methods. Different accounts can be distributed using different methods.

## FEATURES

- 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 in any frequency desired.
- 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 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.
- Create what-if scenarios—"What if I get 100 more clients", "What if I charge more for my services?"
- Create Grant or Project Budgets across or spanning multiple fiscal years
- User-level control and security can be established.

#	Description	Quantity	Rate	Amount
1	HHS Children First Grant	1.0000	100,000.0000	100,000.00
2	HHS Senior Health Grant	1.0000	25,000.0000	25,000.00
3	Colorado Well Baby Grant	1.0000	50,000.0000	50,000.00
Total:				175,000.00

*Budget Detail allows managers to itemize components that make up a Budget Amount.*

## COMPONENT INTEGRATION, AVAILABILITY & REPORTING

- Budget Development is integrated with General Ledger for financial reporting.
- Budget Development is available with both the Standard and Professional editions of the AccuFund Accounting Suite.
- 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.

**Report Budget Worksheets**

Budget project: FY 2014 Distributed

Print PDF Email

VersaLink C405

Preview report before sending to printer

**Worksheet section**

Include historical columns

Include prior revision

Include current revision

Include revision notes

Include distributions

Include account detail

Include budget items

Include grant items

**Rollup section**

Include rollup reports

Rollup on: Fund

Include account detail

**Total section**

Include report total

Include account detail

OK Cancel

*A series of checkboxes allows users to print exactly what they want on Budget Reports.*