

BUDGET PREPARATION

Multiple levels of security control access to specific menus, fields, commands, and functions.

Revenue and expenditure line items load quickly from **ACCOUNTING**.

Monitor each fund's total preliminary budget as each preliminary line item budget is entered.

New line items can be added directly. Obsolete non-current line items can be retained for comparison or archiving.

Set fund reserves and cash adjustments for amounts that should not be available for budgeting.

Multiple budget scenarios can be saved and/or restored.

To aid transactions entry at fiscal year beginning, budget line and amounts may be transferred to **ACCOUNTING** before all of the budgets are finalized and then again when completed.

Integration with Microsoft Excel enables instant graphing of system reports like expenditure/revenue budget comparison, expenditure/revenue budget comparison by year, or payroll budget comparison.

Ledgers with month-to-date totals are instantly accessible along with month-to-date totals and a total-year view.

Preliminary budget figures and line items may be added:

- Manually in each ledger account
- Remotely by department heads, using secure access in which changes are restricted to their budgets only
- Automatically by using the previous year's budget, actual figures, or a percentage of either which can be applied to all budgets or selected budgets by account code range
- Through centralized payroll budgeting

Integrated Payroll Budget Module (Included):

- Creates annual payroll using anticipated rates
- Calculates account totals supplying line item budget amounts
- Prepares hypothetical cost analysis for payroll budgeting or salary negotiations (Find out, for instance how a 3 percent salary increase applied to a salary schedule affects related employer costs such as Social Security or Medicare)
- Integrates schedules with **PAYROLL** to automatically adjust an employee's salary for longevity pay and other scheduled increases
- Provides payroll employee spreadsheets to account for changes in rates at any point during the budget year
- Applies expenditures account changes in any month and to different pay types to ensure accurate payroll budgeting

REPORTS

BUDGET PREPARATION enables you to selectively tailor reports. Choose from a large selection of built-in variations; all can be previewed on screen, sent to a file or printer, or emailed to any number of recipients. Create your own simple reports using the built-in report writer.

- Revenue Budget (can be used as a manual worksheet throughout the budget process)
- Expenditure Budget (can be used as a manual worksheet throughout the budget process)
- Revenues Compared with Expenditures
- Expenditure by Activity and Object
- Revenue/Expenditure Summary
- Fund Summary of Revenues
- Summary of Appropriations by Fund and Object
- Fund Budget Summary
- User Reporting Capabilities
- Review and Reprint Reports Capabilities
- Reports can be printed to screen for preview, directly to printer, to file, or to email
- Special Payroll Budgeting Reports
 - Payroll Detail Report
 - Accounting Summary
 - Payroll Summary



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