

## 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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