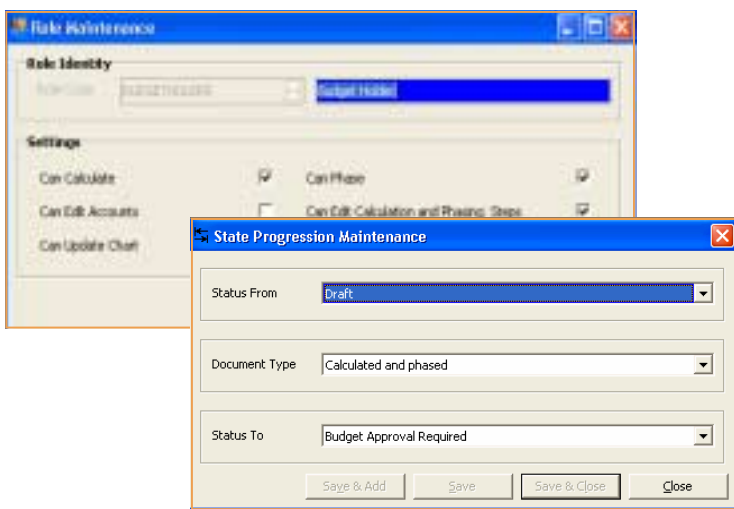


The main purpose of the Budget Management module is to define, amend and analyse budget sets. The budget module is fully integrated to all required modules with budget checking either against period, year to date or a complete year budget. Any number of budget sets can be held at any level of the main posting chart and/or project charts. One working budget can be used for checking purposes and this can be updated when required. Budgets can have user defined calculation and phasing formulae applied within the system, with the ability for budgets to be “dragged and dropped” to and from 3rd party products for further work/analysis.

Many people can be involved in defining and phasing budgets. To help with this process a hierarchical workflow can be defined. Users can be assigned roles which in turn determines their responsibilities in the budget defining process.

The Budget Management module can also be used for “what if” analysis and cash flow forecasting. Calculations can be entered and enquired on for comparisons to actuals. For example a calculation could be entered to say “what if” the salaries for the institution increase by 10% next year but the income reduces by 5%. These calculations can then be enquired on to see the resulting effect on the institution.



Hierarchical Workflow

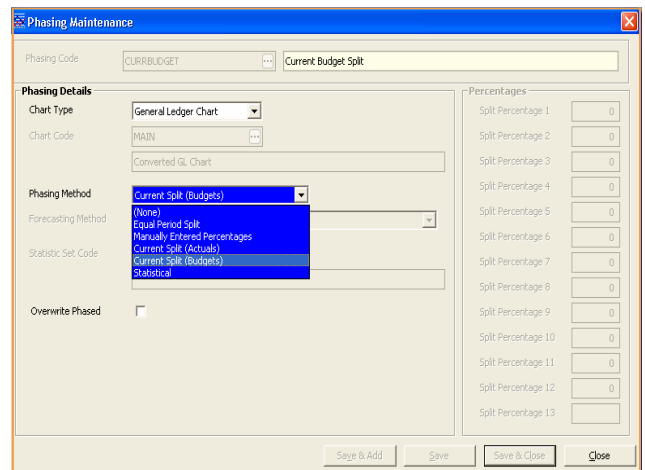
Many people may be involved in defining and phasing budgets. To aid this process, roles can be defined to indicate the tasks individuals may perform. A workflow of the different stages involved with the preparation of a budget can be defined. For example a budget holder may phase their budget which would then need to be approved by a member of finance before it is submitted to the system as a working budget.

DEFINING BUDGETS

Any number of budgets can be defined at any level within the main posting chart or project chart. Users can define calculation methods utilising calculation, forecasting or statistical formulae. Phasing can be a manual or calculated process using current actuals or budgets. Any number of calculation or phasing methods can be applied to a budget set.

To help users to define budgets the following methods are available:

- ◆ “Drag and drop” from a third party product
- ◆ Use the current working budget and then manipulate it
- ◆ Copy another budget



COMMITMENT ACCOUNTING & BUDGET CHECKING

During order entry, if the committed value of the order causes a relevant budget to be exceeded, then either a warning can be given or further input prohibited for that order. If budgets are to be used, the budget to be checked can be either a period budget, a year-to-date budget or a complete year budget. The invoice of goods or services causes the relevant committed balance in the main General Ledger and project ledger to be down dated.

BUDGET ENQUIRIES

The Agresso QL workbench enables users to design and define their view of enquires and reports, subject to their access and authority levels. Utilising the set-up grid enables users to pick the fields they would like to display, from the range of fields made available to them. Once the content has been chosen users can sort and group by particular fields. These views can then be emailed to other users or saved to their desktops, saving time and effort defining the view again.

Individual budget sets and the accounts within them can be enquired upon, enabling the user to compare budget sets, with actuals for each account in the budget set.

The following information is displayed for each budget set:

- ◆ Total Budget and Actuals
- ◆ Period Budget and Actuals
- ◆ Total and Period Variance
- ◆ Percentage Total and Percentage Period Variance

Level Code 1	Level Code 2	Level Code 3	Level Code 4	Account Code	Total Budget	Total Actual	Total Variance	Total Variance Percentage	Budget 1	Actual 1	Variance 1
1	01	020	0100	1.01.020.0100	10.50	0.00	10.50	0.00	0.00	0.00	0.00
1	01	020	0200	1.01.020.0200	-10.50	4,234.36	-4,244.86	-40,427.43	0.00	0.00	0.00
1	01	020	0400	1.01.020.0400	6,300.00	47.00	6,253.00	99.25	0.00	0.00	0.00
1	01	020	1300	1.01.020.1300	25,200.00	141.00	25,059.00	99.44	0.00	0.00	0.00
1	01	020	1500	1.01.020.1500	1,260.00	2,942.68	-1,682.68	-133.55	0.00	-47.59	47.5
1	01	020	2000	1.01.020.2000	504,000.00	5,250.00	498,750.00	98.96	0.00	0.00	0.00
1	02	020	0200	1.02.020.0200	3,150,000.00	0.00	3,150,000.00	0.00	0.00	0.00	0.00
1	02	020	0400	1.02.020.0400	0.00	11.75	-11.75	0.00	0.00	0.00	0.00
1	04	020	0200	1.04.020.0200	73,500.00	0.00	73,500.00	0.00	0.00	0.00	0.00
1	04	020	0300	1.04.020.0300	12,600.00	0.00	12,600.00	0.00	0.00	0.00	0.00
					3,772,860.00	12,626.81	3,760,233.19	-40,263.33	0.00	-47.59	47.5

Account Code	Account Description	Transfer Date	Reference	Posting Method	Entry Date	Period Selection	Fractional	Reference 2	Reference 3	Date
1.01.020.0100	Science Department	2004-01-01								

REVISIONS AND VIREMENTS

The Budget Management Document Entry screen is used to create revisions and virements on working budgets in the general ledger. Only authorised users can have access to this screen. For extra security a password can be added for posting purposes.

A budget virement may become necessary when, for example, a department is going to finish the year over budget, but another is going to be under budget. Budgets can be transferred between the two keeping them both within budget

A budget revision may need to be revised when, for example, part way through the financial year a department needs extra funds for additional expenses not foreseen when the budget was originally calculated. Unlike virements there is no need to transfer funds between budgets.