

••• Budget Preparation

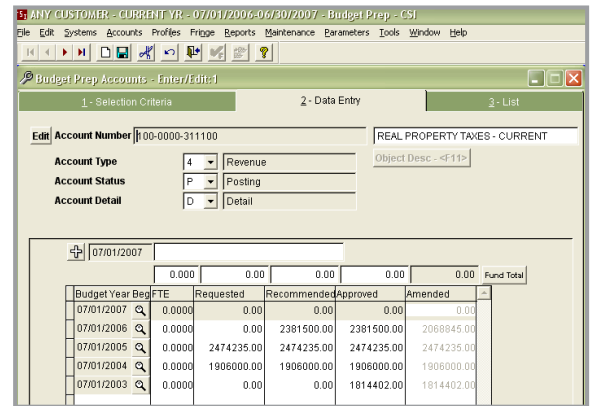
FORECAST BUDGET NEEDS

- Track requested, recommended, and approved amounts for each revenue and expenditure account.
- Display comparative prior year budget history for each account.
- Allows restricted access for department staff to enter requested budget amounts and justification notes.
- Since budgets are normally for the following year, it is easy to change the system dates to work in a future period.
- Budgeted amounts for each ledger account can be automatically transferred to the fund ledger module to start the new fiscal year.

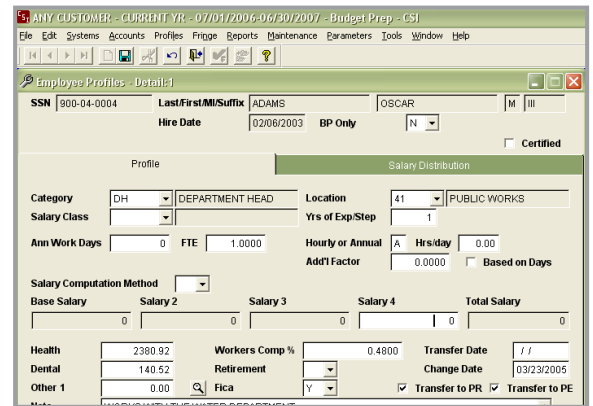
SIMPLIFY PAYROLL BUDGETING

- Build salary schedules to automatically compute budgeted salaries. When salary schedules are changed, all individual salaries can be recomputed to reflect the schedule changes. If a salary schedule is not applicable, the budgeted salary can be entered manually.
- Options are available to perform 'what if' calculations and optionally update budgeted amounts based on the calculation.
- The Employee Profiles section includes a budget record for each employee that reflects base salary, salary supplements, fringe cost and the ledger accounts where salary and fringe will be allocated.
- When Employee Profiles are used, reports are available that will show, by employee name, the details for each budgeted salary account.
- Automatically transfer approved salaries to the Payroll module.
- Years of experience can be automatically incremented or decremented.
- Revenue & Expenditure Reports

••• Module Screenshots



BUDGET PREP ACCOUNTS - ENTER/EDIT



EMPLOYEE PROFILES - DETAILS

REPORTING

- Budget Comparison Report - shows budget and actual for the prior and current year
- Budgeted Salaries by location and department
- Employee Profiles Reports
- Budgeted salaries, matching contributions, fringe, and FTEs by account and by employee
- Budget Worksheet - showing the current budget and blank lines to write in next year's budget amount
- Parameter Reports