

BUDGETING

The Budgeting module is a collection of flexible tools designed to help you create and analyze current and future year budgets. When developing budgets, current or prior-year budget and/or actual information is available for manipulation and set up of “what if” scenarios. The module is extremely functional; for example, in creating a budget, you can control the time period in which changes can be made on a budget-version-by-budget version basis. The module can also define individually budgeted items (equipment purchases, travel requirements, etc.) within a given General Ledger or Job Ledger account.

Budget Preparation and Modeling Features

- Define up to ten named versions of a budget for each year.
- Support annual, quarterly, monthly, and multi-year budgets.
- Allocation controls at any user-defined levels.
- Interactive budget checks are made at user-defined levels.
- Run “what if” scenarios using complete budget modeling.
- Track budgets by fiscal year or any user-defined time frame.
- Print budget worksheets.
- Adjust budgets by plus or minus amount, plus or minus percentage, or override values.
- Budget preparation interfaced from Position Control and Grants Management for modeling.
- Budget, expend and control at different levels.
- Create trend analysis and straight-line projections from current and prior year actuals.
- Forecast and project salaries.
- Print final budget preparation document.
- Support global budget increases or decreases by percentage.
- Enter financial and statistical measures (gallons, hours, units).
- Track and report all budget changes.
- Download or upload to or from PC-based systems.
- Utilize specialized balanced budget transfer and adjustment screens.
- Optional interactive annual budgeting form.

Budget Item Detail Features

- Handle all information updates interactively within the Budgeting module.
- Provide automatic validation of General Ledger or Job Ledger chart of accounts.
- Support annual or monthly budgeting within user-named budget versions at any defined level within the chart of accounts.
- Define multiple year entries concurrently.
- Updates to the General Ledger occur on a user-directed basis.
- Maintain a chronological log of all Budgeting entries and/or changes.
- Specify selection criteria for reporting in a “mix and match” fashion.
- Utilize separate screens for travel, equipment, and miscellaneous items.
- Copy/purge utility is user-defined.

Reporting

Access to information is straightforward and easy. Budgeting includes standard reports and immediate online inquiry to any data in IFAS. Security-protected reports can be run at the user’s networked computer or via the Internet from any Web browser.

Standard reports available include:

- Benefits by Job
- Position Number by Account Key
- Position Changes Between Years
- Position Number by Department
- Salary Planning Worksheet
- Salary Budgets by Position
- Salaries & FTE by Account
- Salary Projection
- Salary-to-Actual