

Understanding Budgets with Abila MIP Fund Accounting Diocese of La Crosse Training

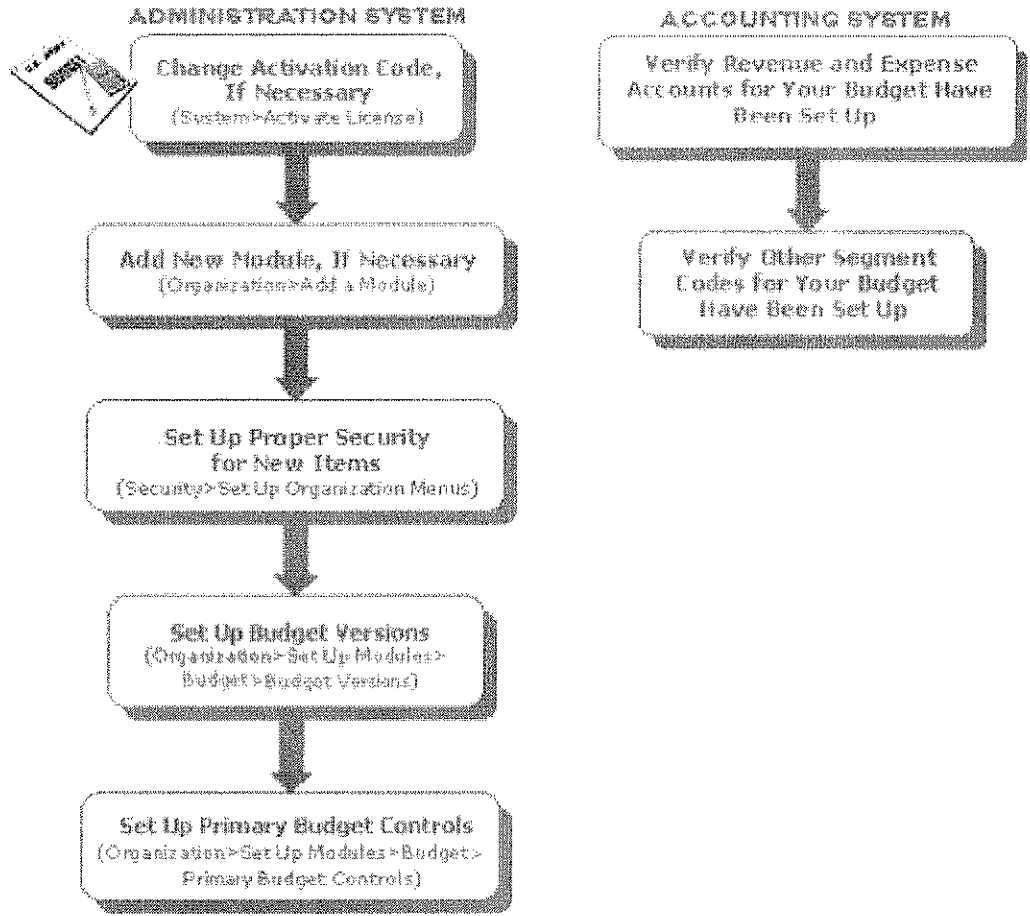
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Budget Set Up

In the Abila MIP Help there are budget checklists to help with the setup of the budget module. We will concentrate on setting up the proper Budget Versions, and the Primary Budget Controls.



In the Administration application you will find the module setup in the Navigator. There are two places to complete the setup. One is the Budget Versions; the other is the Primary Budget Control.

- System Setup
- Module Setup
- Security
- Maintenance
- Help and Support

Module Setup



ACCOUNTS PAYABLE

Setup default discount codes, transaction entry options, and system processing options from within this form.



ACCOUNTS RECEIVABLE

Setup default discount rates, budget codes, employment details, and transaction entry options from within this form. Cash Order accounts, i.e. What account numbers are created online, must also be configured here.



BUDGET VERSIONS

Setup Budget Versions and choose to make them your primary or secondary budgets. Your primary budget version will likely be changed annually with each major budget cycle.



ELECTRONIC FUNDS TRANSFER

Setup all required banking information necessary to transmit electronic payment files. Details such as banking holidays, routing details, connection preferences, and email setup are needed before the EFT for AP feature can be fully functional.



ELECTRONIC REMITTANCES

Use this form to define and remittance number based, request number preferences, and remittance area options.



ENCUMBRANCES

Enable tracking when encumbrances are about to exceed their budgeted limit during transaction entry.

EMPLOYMENT

Setup default codes, transaction entry options, and system processing options from within this form.

GENERAL ADMINISTRATION

Setup default codes, transaction entry options, and system processing options from within this form.

INTERFUND ELECTRONIC

Setup default codes, transaction entry options, and system processing options from within this form.

RECEIVABLES CONTROL

Setup default codes, transaction entry options, and system processing options from within this form.

PAYROLL

Use this form to specify disbursing and interfund account information for use within Payroll. Additional settings to show and hide timesheet processing options are also available for configuration.



PRIMARY BUDGET CONTROL

Setup Primary Budget Version controls including segments to budget by, transaction posting options, segment substitution,

Budget Versions

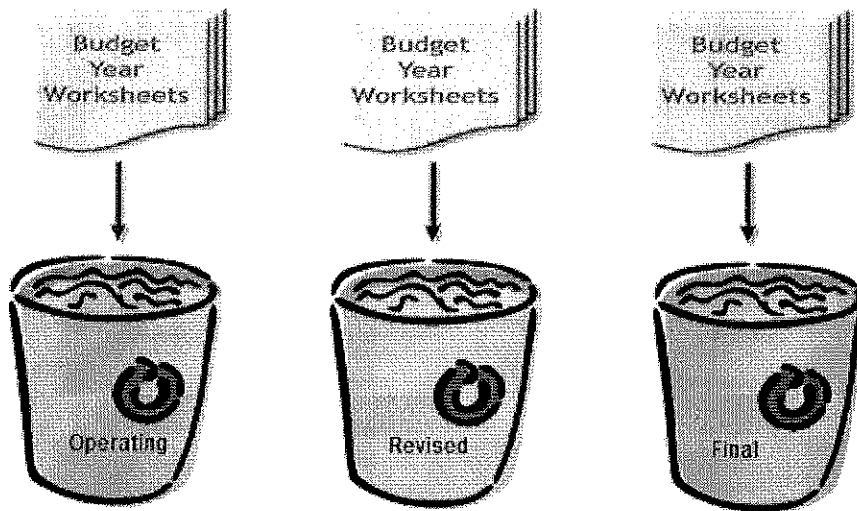
The budget module is a powerful planning and reporting tool for any organization to use when creating budgets for any timeframe, including multiple fiscal years. You may create customized budgets for individual grants, programs, or account segments and then consolidate those budgets by posting budgets directly to the general ledger.

The system comes with 2 budget versions; Original and Revised. You may have as many versions as you like, but each version comes with at least 9 additional columns added to reports. Only one version can be set as "Primary."

Version ID	Display Name	Description	Status	Primary
Revised	Revised	Revised Budget	A	No

A budget version groups selected budget worksheets together using their unique version IDs. The primary budget version is used for budget checking or application verifications during posting. To change the primary version select the version ID you would like to be primary and select the "Set as Primary key."

One of the most confusing aspects of the budget module is naming a version. Multiple worksheets can make up a version. A budget version groups selected budget worksheets together using their unique version ID. So for instance, you could have all the original versions of the various program budgets. Each program would have its own worksheet; Head Start would have one worksheet, Early Head Start would have another, LIHEAP would have another, etc. All of the program worksheets would be consolidated into one version of the budget. One way to think about the versions is by time; frequently you need to keep track of your original submittal of a budget, but also the revised, or the approved version.



Multiple worksheets can make up a budget version

You could have an unlimited number of versions. However, because you can report on any version, each time you create a version you actually create multiple columns of data on which you can report. This can create a bit of confusion trying to manage too many versions. When you are done with a version, mark it discontinued to get rid of all the columns that would be created that pertain to that budget. If you need to track expenditures against an original budget and a subsequent budget **at the same time** then you need two versions. If the subsequent budget takes the place of the original submission, then you only need one version. You can revise a budget to reflect subsequent changes.

Budget Versions also have Statuses.

- **A - Active** – Allows data entry to that version. The primary version must be set to active.
- **I - Inactive** – No longer used for normal transaction entry, but may be used later. A warning message appears when using a version with this designation, but you can post to it.
- **D - Discontinued** – No longer used. Cannot create new entries, cannot post. Does not show in reports.
- **L - Locked** – Use when version complete and no changes are required. Cannot create new entries, cannot post. Is available in reports.

System Budget Setups

* Original Budget **Active** ✓ Primary Budget Version
 Revised Budget **Inactive** No - to primary

Version ID: Status:

Description: Original Budget

Display Name: Original

Primary Budget Version

Code	Description
A	Active
I	Inactive
D	Discontinued
Locked	

Primary Budget Designation

Setting a budget version as "Primary" allows MIP to do budget checking "on the fly" using that particular version. While MIP will report on multiple versions at a time, it can only check on one version during the check budget balances feature during transaction entry. Here is an example from AP transaction entry:

Invoice: 4P19396 Date: 8/26/2014 Amount: \$1,000.00

Description: test invoice

Vendor ID: 5 Star Lanes 5 Star Lanes Due: 9/25/2014

Check Address: Main 1960 Post Road Plover, WI 54467

1099 Type:

Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
10	5105	20	35	161	1000	0	800.00	0.00	N	8/26/2014	test invoice
10	5105	30	35	161	1000	0	200.00	0.00	N	8/26/2014	test invoice
*											

When I evoke the Check Budget and Encumbrances Balances budget, assuming I have a budget entered for my primary version, I would get a report as shown:

Budget Year Beginning: 7/1/2009 Budget Year Ending: 6/30/2010

GL	Current Document	Budget	Actual	Available Budget	Adjusted Available Budget	Budget Year Beginning	Budget Year Ending
5105	1,000.00	2,200.00	1,320.88	(620.88)	(620.88)	7/1/2009	6/30/2010

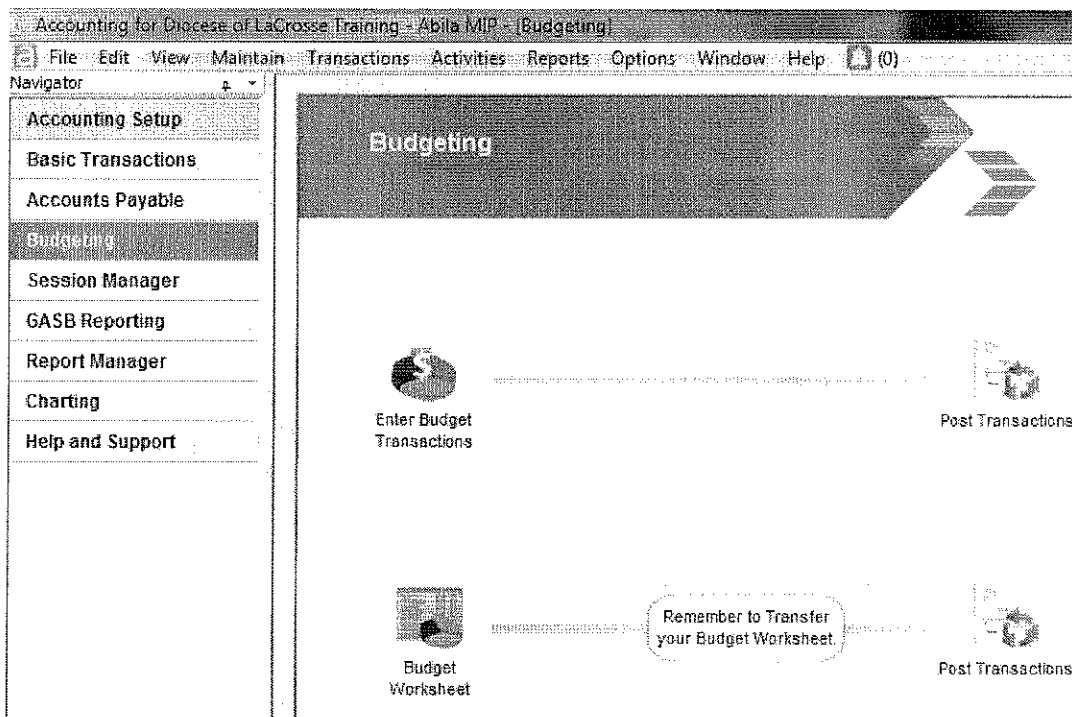
Primary Budget Controls

Budget Tips

- When the primary budget is changed, review the primary budget controls.
- When entering a display name, avoid special characters such as [^.*?<>[]%#
- The delete button will delete the version ID if nothing has been created, entered, or posted to that version.

Budget Entry Options

In the Budget Navigator you will find two ways to enter budgets:



Enter Budget Transactions

This method is similar to transaction entry, where you define the combination of segment accounts and then record an increase or decrease rather than a debit or credit. You begin with a session ID and choosing a budget version.

Session ID: Status:

Description: Date:

Version:

Session Totals

Total Number of Documents: 0

On the transaction screen you would define the combination of segment codes and the effective date. Notice in my example not all segments need to be coded (except the GL), and you can budget revenues and expenses. This is a very tedious method.

Document: Date:

Description:

	Fund	GL	Loc	Dep	Prog	FS	AE	Increase	Decrease	Effective Date	Description
▶	10	5110		10		1000		100.00	0.00	9/1/2014	test budget
	10	4005	20	35		2100		1,000.00	0.00	9/1/2014	test budget
*											

Budget Worksheet

This method allows you to work through a "wizard" and design your budget worksheet. Then, through an excel-like interface you can create many budget entries at once. After I choose the Budget Worksheet icon, I need to name my budget worksheet.

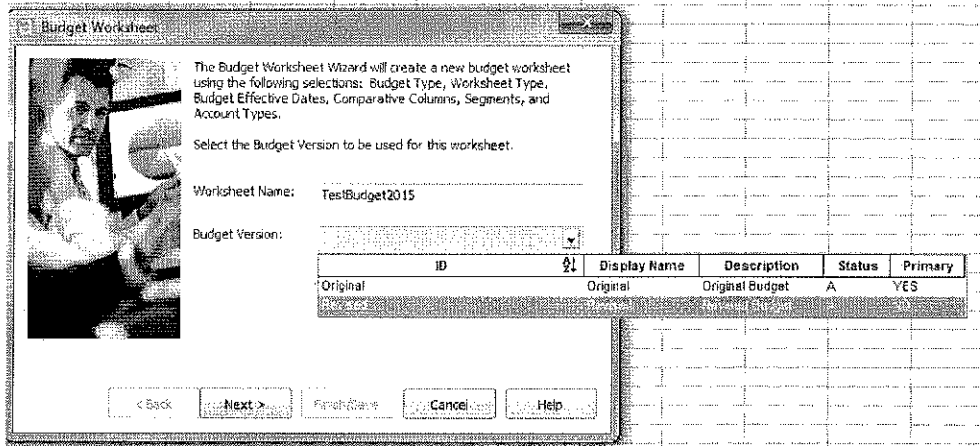


Worksheet | Properties | Notes

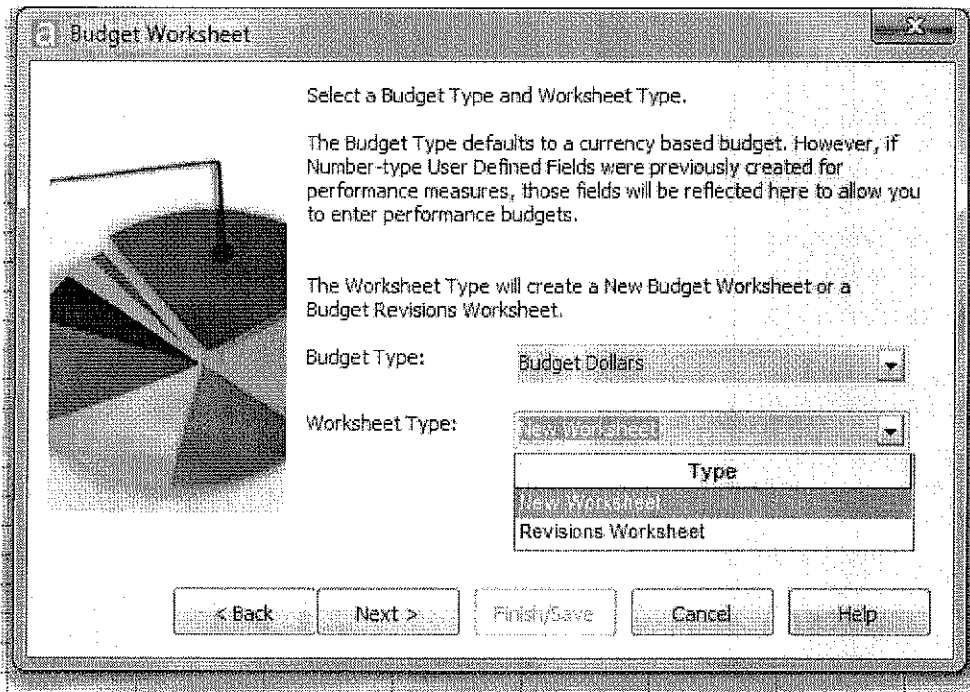
Worksheet Name: Ver

	A	B	C	D	E
1					
2					

Next I define the budget version.

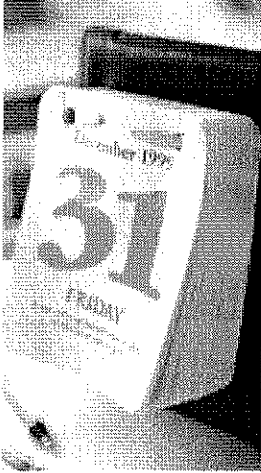


Next I define if I'm working with a New worksheet or a Revisions worksheet.



On the next screen I define the duration for my budget, and what time increment I want to use. We recommend monthly. MIP provides us an easy way to generate monthly budgets from annual amounts.

Budget Worksheet



The Budget Effective Dates are used to validate the budget data entered. Effective Dates range is calculated based on the From Date and the Number of Cycles entered.

The Budget Cycle determines the intervals used in creating the budget worksheet. It is the basis for grouping the columns and the number of periods used for historical data.

Budget Effective Dates

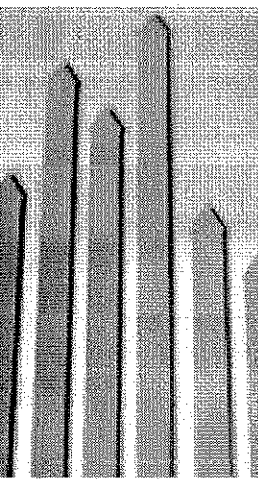
From: 1/1/2015 To: 12/31/2015

Budget Cycle

Monthly
 Quarterly
 Yearly
 Number of Cycles: 12

Because the diocese has history in the system, it is possible to use either past actual or past budgets as information for projecting the budget we are building. I can choose up to two columns in any combination.

Budget Worksheet

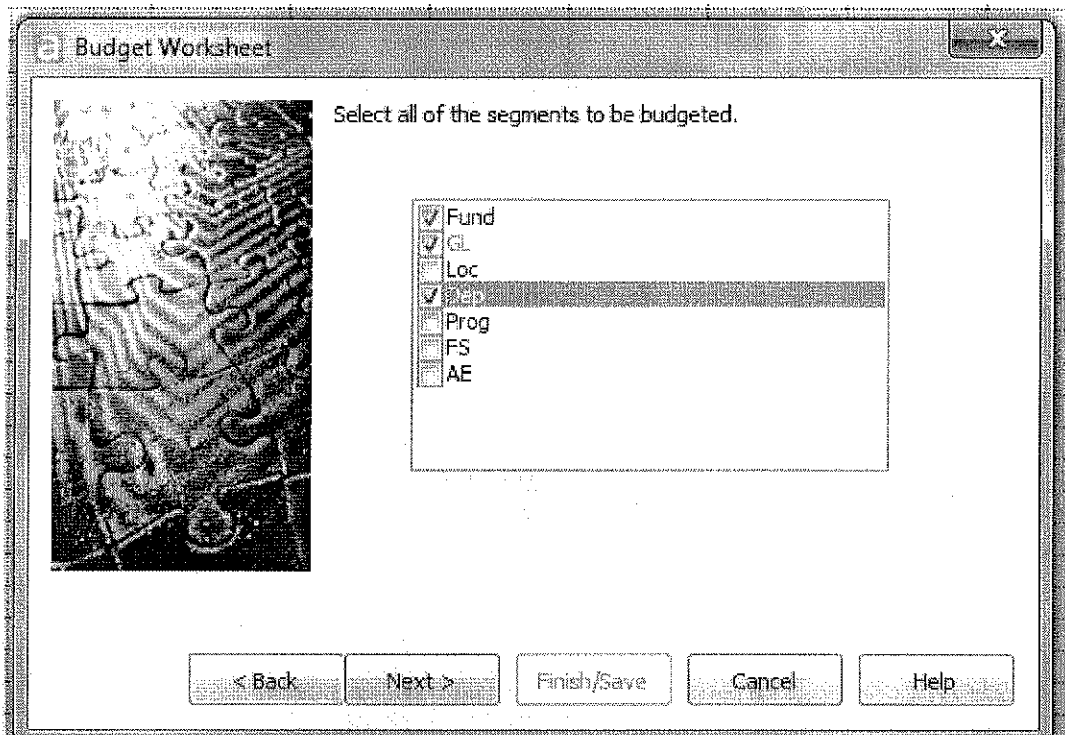


To set up comparative data in the New Budget Worksheet, select Actual or a Budget Version for the Column Type from the drop-down list. Enter a Begin Year to determine the start year and a Column Heading to be displayed on the worksheet.

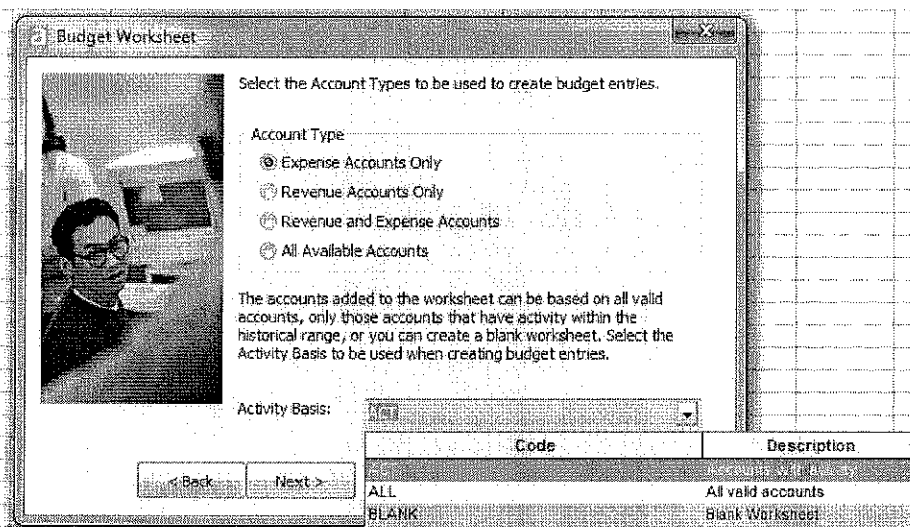
Column Type	Begin Year	Column Heading
Actual	2014	Actual - 2014
Original	2014	Original - 2014

Record 2

As mentioned earlier, a budget can be prepared at any combination of segment codes, only the GL code is required.



After choosing which segments in addition to the GL I wish to use, I then need to choose whether to budget expense accounts, revenue accounts, or all available accounts. The only accounts that cannot be budgeted are Cash, AP and AR accounts. On this worksheet I also get the choice to have the application create a worksheet with all valid accounts, or only those accounts that had activity in the past. This could be a short cut method to generating just the combination of accounts you need.



Our next screen is where we define exactly which segments we want to budget. I recommend choosing the smallest increment you can define. The application can aggregate, but cannot disaggregate.

Use the Filter to limit the account range of budget entries to be generated.

Filter

Available
GL

>

<

Selected	Compares To	Criteria 1
Fund	=	10
Dep	=	10

< Back Next > Finish/Save Cancel Help

Once we've made our choices of segment accounts, we have the option of allowing the application to generate entries for us based on an equal distribution of a historical period (average of history), or to mimic the seasonality of our account through period matching. A third option is to have the application generate a zero budget for us to put in entries.

