

Team Empowering Proactive Budgets™

SharePoint Add-in Quick Start Guide

Release 6.2.1.8



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Chapter 1 Getting Started

To get started quickly the user has two choices:

1. Use the provided Demo Data; or,
2. Use data provided by the user, to either exercise the system or to begin actual setup – Go to Chapter 3 “Import User Provided Data”



In either case, each batch of data that is loaded into the system (both the provided Demo data and User Supplied Data) can be easily removed at a later date. (See below)

Loading Demo Data

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Home

Team Empowering Welcome Robert Todd (Administrator)

Proactive Budgets™

AccessIG, Inc. [Click Here to Load Demo Data](#)

A Proactive Budget Management System for any Small Business, Department or Team where complexity is making it impossible to effectively use Spreadsheets to create, manage and maintain their Budget and interactive current year Forecast/Reforecast.

Budget and Fiscal Years
Companies
Cost Centers
G/L Accounts
G/L Summary Levels
Budget Groups
Budget % Table
BUDGET ENTRY
REFORECAST ENTRY
Copy/Paste Budgets/Mstrs
Budget Details
Copy/Paste G/L Details (Actuals)
G/L Details (Actuals)

On the “Home Page” click the Load Demo Data button and the process will automatically:

1. Create Demo Data for Budgets and Master Files
2. Create Demo Data for G/L Actuals
3. Create the associated Fiscal Years and Fiscal Periods – Years 2016 and 2017
4. Close the Fiscal Year 2016 through Fiscal Month 6
5. Unlock Fiscal Year 2016 for Reforecasting (this automatically will Lock Fiscal Year 2016 from changing Budget Numbers)
6. Unlock Fiscal Year 2017 for Budget Entry (this automatically will Lock Fiscal Year 2017 from changing Reforecasting Numbers)



The Load Demo Data Button will disappear after the demo data has been loaded and the demo data is not available to reload once it is removed. Demo Data can be reloaded by deleting and re-installing Proactive Budgets.

Proactive Budgets is now ready to be used loaded with demo data – See Chapter 2 Where to Go Next

Removing the Demo Data

1. See Chapter 3 “View/Reverse Updated Budget Batches” in the Proactive Budgets PDF Manual
2. See Chapter 4 “View/Reverse Updated G/L Detail Batches” in the Proactive Budgets PDF Manual

Chapter 2 Where to Go Next

Budget Entry

The menu item **Budget Entry** is used to enter and modify budget lines for the unlocked year (2017) or to view any Budget Year Information. This is the core program users will use to enter and maintain Budgets.

The screenshot shows the 'Budget Entry by Company' interface. The left sidebar has 'BUDGET ENTRY' highlighted. The main content area displays the '2017 Budget' for 'CP CappPro, Inc.'. It includes a table with columns for 2016 and 2017 metrics: (a) YTD Actual, (b) YTD Budget, (a-b) YTD Var, Y/E Budget, Y/E Trend, (c) Y/E Reforecast, (d) Y/E Budget, (d-c) Y/E Variance, and (d-c)/c Y/E Var%. The table lists categories like SALES, COS, SALARIES AND RELATED, NONLABOR EXPENSES, and OTHER INCOME/EXPENSES, along with a TOTALS row.

	2016	2016	2016	2016	2016	2016	2017	2017	2017
	(a) YTD Actual	(b) YTD Budget	(a-b) YTD Var	Y/E Budget	Y/E Trend	(c) Y/E Reforecast	(d) Y/E Budget	(d-c) Y/E Variance	(d-c)/c Y/E Var%
SALES	\$668,841,823.99	\$723,994,800.03	(\$55,152,976.04)	\$965,326,400.04	\$891,789,096.65	\$910,173,424.00	\$3,892,200.04	(\$906,281,223.96)	-23,284.55 %
COS	\$564,028,883.34	\$539,799,000.12	\$24,229,883.22	\$719,732,000.16	\$752,038,511.12	\$743,961,883.38	\$0.00	(\$743,961,883.38)	-100.00 %
SALARIES AND RELATED	\$13,457,797.07	\$10,656,138.60	\$2,801,658.47	\$14,208,184.80	\$17,943,729.43	\$17,009,843.27	\$896,340.00	(\$16,113,503.27)	-1,797.70 %
NONLABOR EXPENSES	\$2,676,928.69	\$2,624,260.37	\$52,668.32	\$3,494,547.16	\$3,569,238.25	\$3,545,415.48	\$71,499.92	(\$3,473,915.56)	-4,858.63 %
OTHER INCOME/EXPENSES	\$0.00	\$164,709.00	(\$164,709.00)	\$219,612.00	\$0.00	\$54,903.00	\$0.00	(\$54,903.00)	-100.00 %
TOTALS:	\$88,678,214.89	\$170,750,691.94	(\$82,072,477.05)	\$227,672,055.92	\$118,237,619.85	\$145,601,378.87	\$2,924,360.12	(\$142,677,018.75)	-4,878.91 %

The Budget Entry Program displays Budget Summary amounts at the Company, Cost Center, G/L Sum Code (Sales, COS, etc.) and G/L Account levels.

Reforecast Entry

The menu item **Reforecast Entry** is used to enter and modify Budget/Reforecast lines for the unlocked Reforecast year. This is the core program users will use to enter and maintain Budget/Reforecast Lines.

Reforecasting is a powerful tool within Proactive Budgets that gives those responsible for monitoring Budget versus Actual the ability to adjust what the Actual spend will be (Reforecast) based on current information and enter explanations in the notes section that explains the deviation from original Budget expectations.

Reforecasts never change existing Budget Numbers. They are used to explain deviations to management and to better manage the Business as current events unfold.

Users are alerted to Variances by using Green (+/- 5% from Budget), Amber (greater than +/- 5% and less than +/- 10% from Budget), and Red (greater than +/- 10%) highlights. These tolerances can be changed in the Company Master. It will also show the number of low level G/L Accounts that are Red, Amber, or Green.

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BUDGET ENTRY
REFORECAST ENTRY

Copy/Paste Budgets/Mstrs
Budget Details
Copy/Paste G/L Details (Actuals)

Reforecast Entry by Company Reforecast Entry by Cost Center Reforecast Entry by G/L Sum Reforecast Entry by G/L Account

Filter the list...

CP
CappPro, Inc.

Last Period Closed: 2016-09
 CP CappPro, Inc.

	2016	2016	2016	2016		2016	2016	2016	2016	2016
	(a) YTD Actual	(b) YTD Budget	(a-b) YTD Var	(a-b)/c YTD Var%		Y/E Budget	(d) Y/E Trend	(c) Y/E Reforecast	(d-c) Y/E Variance	(d-c)/c Y/E Var%
SALES	\$668,841,823.99	\$723,994,800.03	(\$55,152,976.04)	-7.62 %	1 1 3	\$965,326,400.04	\$916,921,063.09	\$910,173,424.00	\$6,747,639.09	0.74 %
COS	\$564,028,883.34	\$539,799,000.12	\$24,229,883.22	4.49 %	2 4 2	\$719,732,000.16	\$780,524,155.56	\$743,961,883.38	\$6,747,639.09	0.74 %
SALARIES AND RELATED	\$13,457,797.07	\$10,656,138.60	\$2,801,658.47	26.29 %	28 9 13	\$14,208,184.80	\$18,239,292.83	\$17,279,379.44	\$959,913.39	5.56 %
NONLABOR EXPENSES	\$2,676,928.69	\$2,624,260.37	\$52,668.32	2.01 %	112 80 165	\$3,494,547.16	\$3,598,939.57	\$3,547,562.15	\$51,377.42	1.45 %
OTHER INCOME/EXPENSES	\$0.00	\$164,709.00	(\$164,709.00)	-100.00 %	1	\$219,612.00	\$0.00	\$54,903.00	(\$54,903.00)	-100.00 %
TOTALS:	\$443,391,074.45	\$853,753,459.70	(\$410,362,385.25)	-48.07 %	138 94 184	\$1,138,360,279.60	\$572,793,375.67	\$726,648,480.15	(\$153,855,104.48)	-21.17 %

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The Reforecast Entry Program displays Budget and Reforecast Summary amounts at the Company, Cost Center, G/L Sum Code (Sales, COS, etc.) and G/L Account levels.

Reforecasts –Closed Periods verses Open Periods

In the Reforecast, all Closed Periods automatically reset the Reforecast Amount to the Actual for that period. The Reforecast Amount cannot be changed for any Closed Periods.

All Open Periods automatically set the Reforecast Amount to the Budget Amount unless the User has manually entered a Reforecast Amount. Proactive Budgets will remember User entered Reforecast Amounts and will use that as the default as long as the Period is open.

In the example below the Fiscal Year 2016 has been closed through the sixth Period. Consequently, the 3rd column “Reforecast” is set to the Actual Amounts for Periods 2016-01 through 2015-06 and to the Budget Amount for Periods 2016-07 through 2016-12.

2016 Budget/Reforecasting

		Ignore Cost Center Filter		Ignore G/L Account Filter		Ignore All Filters		Last Edited G/L Account	
		2016	2016	2016	2016	2016	2016	2016	2016
		(a) YTD Actual	(b) YTD Budget	(a-b) YTD Var	(a-b)/b YTD Var %	Y/E Budget	(d) Y/E Trend	(c) Y/E Reforecast	
LAST PERIOD CLOSED	2016-06	\$43,310.00	\$42,600.00	\$710.00	1.67%	\$85,200.00	\$86,620.00	\$85,910.00	
Variable Expense	CP-700-600300 (SALES) EMPLOYEE TRAINING								



	Budget	Actual	Reforecast	Variance-A2B	Variance-R2B	Reforecast Value Override	Reforecast Notes
MON 1	\$7,100.00	\$7,810.00	\$7,810.00	\$710.00	\$710.00	CLOSED	Notes Date _____ Notes _____
MON 2	\$7,100.00	\$7,810.00	\$7,810.00	\$710.00	\$710.00	CLOSED	There are no related items.
MON 3	\$7,100.00	\$4,260.00	\$4,260.00	(\$2,840.00)	(\$2,840.00)	CLOSED	
MON 4	\$7,100.00	\$5,680.00	\$5,680.00	(\$1,420.00)	(\$1,420.00)	CLOSED	
MON 5	\$7,100.00	\$9,940.00	\$9,940.00	\$2,840.00	\$2,840.00	CLOSED	
MON 6	\$7,100.00	\$7,810.00	\$7,810.00	\$710.00	\$710.00	CLOSED	
MON 7	\$7,100.00	\$4,260.00	\$7,100.00	(\$2,840.00)	\$0.00	MON 7 \$7,100.00	
MON 8	\$7,100.00	\$4,970.00	\$7,100.00	(\$2,130.00)	\$0.00	MON 8 \$7,100.00	
MON 9	\$7,100.00	\$5,680.00	\$7,100.00	(\$1,420.00)	\$0.00	MON 9 \$7,100.00	
MON 10	\$7,100.00	\$9,940.00	\$7,100.00	\$2,840.00	\$0.00	MON 10 \$7,100.00	
MON 11	\$7,100.00	\$4,260.00	\$7,100.00	(\$2,840.00)	\$0.00	MON 11 \$7,100.00	
MON 12	\$7,100.00	\$4,260.00	\$7,100.00	(\$2,840.00)	\$0.00	MON 12 \$7,100.00	
TOTALS	\$85,200.00	\$76,680.00	\$85,910.00	(\$8,520.00)	\$710.00		Add Reforecast Notes

Opening and Closing Fiscal Periods

You can Open and Close Fiscal Periods anytime you want through the menu item “Budget and Fiscal Years” then program “Close/Open Fiscal Periods”. All YTD, Trends, and Reforecast Amounts will automatically recalculate for the newly closed Period.

Additional Features

Learn more about additional features and functionality by downloading the Financial Overview and the complete Proactive Budgets manual at http://www.teamempoweringapps.com/teapba_008.htm.

Explore additional functionality:

- Add Master data such as additional Companies, Cost Centers, G/L Accounts, and Summary levels
- Add additional Budgets
- Define Budget Groups for another way to summarize and analyze associated information across Budget Years, Companies, Cost Centers and G/L accounts
- Create Budget % Table entries that will help you automatically spread annual amounts automatically when entering budgets
- Discover how the Drill Downs function in both the Budget and Reforecast Entry functions
- Explore the Color Coded indicators in Reforecast Entry
- Create Reforecast Entries and Reforecast Notes
- Use the Excel Download function to export and analyze Budget and Reforecast Information

Chapter 3 Import User Provided Data

To quickly begin using Proactive Budgets with user provided data the user must at least perform the following steps:

1. Import Budget and Master Data - by copy and pasting
2. Import G/L Actuals - by copy and pasting
3. Add additional Fiscal Years as needed – (i.e.; a new year to begin the budgeting/forecasting)
4. Lock/Unlock Budget Years – (i.e.; lock the current budget year so it cannot be modified, or unlock the forecast for the coming year (in order to create next years' budget).

For further information on how to use or access these features, please see Chapters 2-5 in the Proactive Budgets PDF Manual. This manual can be downloaded at http://www.teamempoweringapps.com/teapba_008.htm.

For any further information please contact us at www.teamempoweringapps.com.