

# SeniorSystems

## ***Budget Management Features***

The Budget Management application compliments our General Ledger application in that it allows department heads and others in your school community to independently access information on their budgets. They can view their current year's budget, drill-down to see the details of how their money was spent and run their own reports. An additional option you can activate is to allow the departments head to enter their desired budget for next year.

A second aspect of Budget Management is the Purchase Request add-on. With Purchase Request, users can enter a purchase request with product amounts updating their budget areas. The request is then forwarded to a supervisor or manager for approval. Upon approval the request then moves to the Accounts Payable application where it becomes a purchase order.

### **General Features**

- Define G/L account number groups for each user with budgetary responsibility. This way the user will only see *their* account numbers when they log in.
- Directors and Supervisors can view multiple G/L account number groups if they are responsible for several budgetary areas.
- Users can view their G/L account numbers, anytime throughout the year and easily view the current year or last year's activity.
- The Business Office defines what information and comparisons all users will see.
- Define the amounts that supervisors and managers can approve for Purchase Requests.

## Budget Entry Features

- Users can enter their budgets for next year, when Budget Entry is enabled.
- The Business Office can disable user access to Budget Entry once all budgets have been entered and approved.
- The Business Office can set a default method for distributing budget amounts to G/L accounts.
- The Business Office defines the columns of information to display in Budget Entry. This assures that all users will view the same type of information for their accounts.

## Purchase Request Features

- Users can expense their purchase requests only to the G/L accounts they are authorized to use. They can create a request for a standard or blanket purchase order.
- Select a Vendor from the pool of Accounts Payable vendors or enter information on new vendors that Accounts Payable can then approve.
- Easily apply a discount % to products ordered and let the system calculate the new cost.
- Submit your request to 1 or more supervisors for approval.
- System will warn if this request puts you over your budget. Easily view the amount left to spend on each account.
- View when your requests have been approved and then monitor their progress: *purchase order produced, product received, invoice posted, check written.*
- Retrieve a completed request, copy and re-use for a new request
- The school can allow users to receive their own purchase orders or assign the process to centralized receiving.

## Purchase Request and Accounts Payable Features

- The Accounts Payable user receives notification that approved purchase requests exist and are ready to be turned into purchase orders.
- The Accounts Payable user can select multiple purchase requests for the same vendor, and merge into one purchase order.
- Purchase Requests containing a new vendor can be assigned a vendor ID and added to the existing list of Accounts Payable vendors.

## Reporting Features

- Users can run their own reports without requiring assistance from the Business Office.
- The Business Office defines the report formats that all users can select from. This makes the reports easy to run, requiring minimal training.