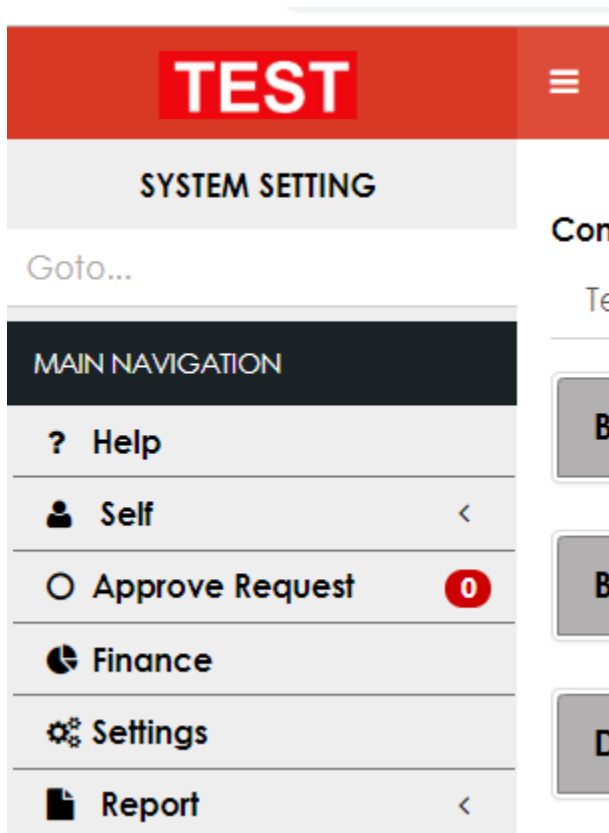


BUDGET MODULE

This module is responsible for the automated guidance on expenses, funds disbursement and approvals on converge. It allows budget details to be created at the beginning of a financial year, gets approved and provides detailed reporting on the organisation financial position in comparison with the approved budget at any time of the year.

This module has six main menus – Help, Self, Approve Request, Finance, Settings and Report:



- Help - This menu gives us access to the help guide for the current module
- Self - This menu has 4 different submenus which are Summary, Initiate Budget, Budget Items Setup, and History
- Approve Request – This is used for approving a raised budget
- Finance - This menu allows the finance team to change a budget detail if need be
- Settings - This allows for setting up various parameters for the proper running of the budget module
- Report - This provides access to various reports, it has 3 submenus which include Departmental Report, Variance Report and Summary Report

The first three menus, Help, Self and Approve Request, are available to all staff while the last three are privileged menus available only to staff that has been assigned a privileged role.

For the Proper running of a budget, right from the moment the budget detail is entered, to its approvals and budget usage, various parameters have to be set to ensure proper budget details is associated with the appropriate department, company or session and in fact using appropriate currency conversion rates.

To set up all this, we use the settings menu.

SETTINGS

On the settings page, we have the sections for setting up Budget Period, Approval Route, Assigning the staff to initiate budget, Yearly and Monthly currency conversion

TEST

SYSTEM SETTING

Goto...

MAIN NAVIGATION

- ? Help
- Self <
- Approve Request 0
- Finance
- Settings
- Report <

Company

Test Company

- Budget Period Activation
- Budget Approval Order Settings
- Department Users Settings
- Budget Currency Conversion Settings Per Year
- Budget Currency Conversion Settings Per Month

BUDGET PERIOD

This is where we set up the budget spanning duration. To do this click on **Settings - Budget Period Activation** to expand it

Test Company

Budget Period Activation

Title

Start Date

End Date

Budget Year

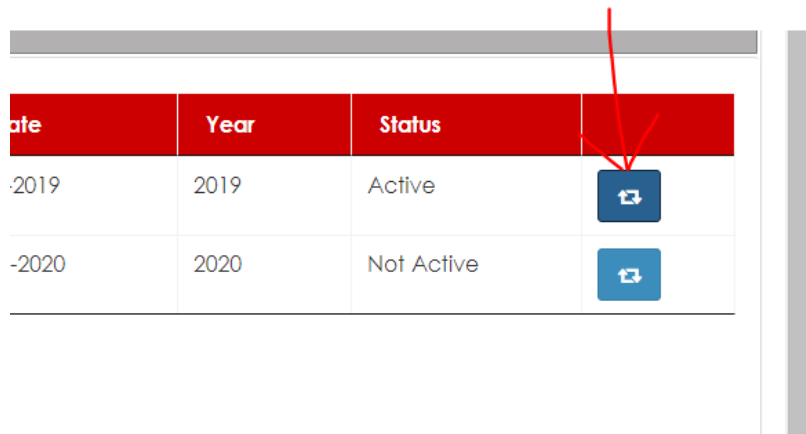
Title	JA	Title	Start Date	End Date	Year	Status	
		JAN-DEC	01-Feb-2019	15-Feb-2019	2019	Active	
		JAN-DEC	01-Mar-2020	31-Dec-2020	2020	Not Active	



Showing 1 to 2 of 2 entities

Cancel Save Period

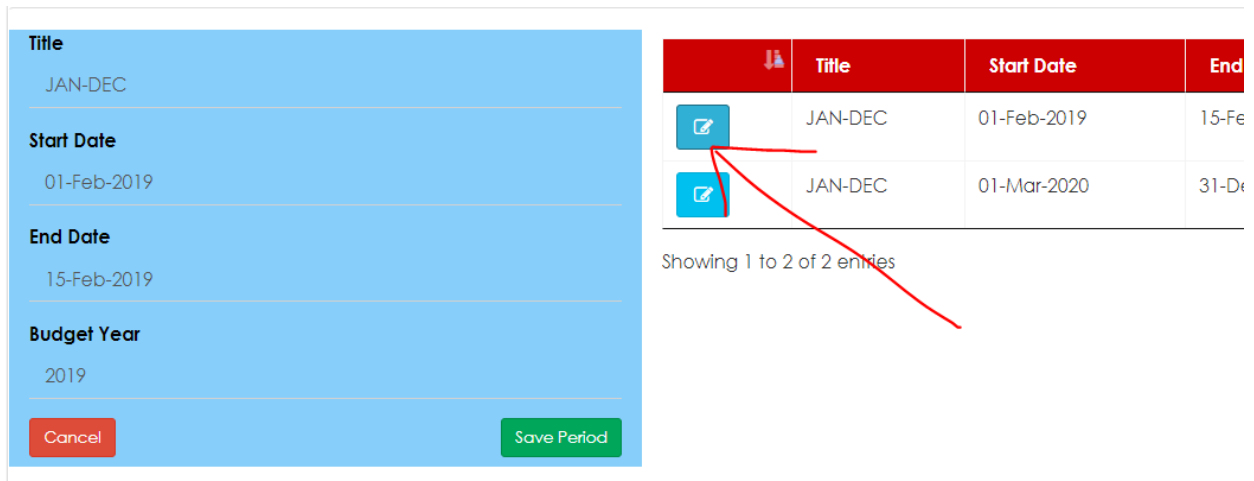
You can then provide the Title which normally identifies the period of the budget, provide the start date, the end date, the budget year and then click on save period.

This saves and activates the budget period. To deactivate any period, click on the blue button to the right end of the budget period details



Date	Year	Status	
2019	2019	Active	
2020	2020	Not Active	

To edit a budget period, click on the blue button to the left of the budget period details





Title
JAN-DEC

Start Date
01-Feb-2019

End Date
15-Feb-2019

Budget Year
2019

	Title	Start Date	End
	JAN-DEC	01-Feb-2019	15-Feb-2019
	JAN-DEC	01-Mar-2020	31-Dec-2020

Showing 1 to 2 of 2 entries

Budget Approval Order Settings

This section is used to set the approval route for a budget in the company. Once budget detail has been provided for a department and submitted, the line supervisor of the initiating staff would then approve, after which the request is routed to the people that have been set up using the **Budget Approval Order Settings**

Budget Approval Order Settings

Approval Role: Human Resources

Approval Staff: Damil Niji

Approval Order:

Please note that the initiator supervisor must approve before people in the approval route would approve

	Priority	Approval Role	Approval Staff	Status	
<input type="button" value="edit"/>	1	Finance	TEST USER 1	Active	<input type="button" value="delete"/>
<input type="button" value="edit"/>	2	CFO	TEST USER2	Active	<input type="button" value="delete"/>
<input type="button" value="edit"/>	3	CEO	Kike Finance	Active	<input type="button" value="delete"/>

Showing 1 to 3 of 3 entries

To add staff in the approval route, **click on settings – budget approval order settings** and provide the staff role, the name of the Staff and an integer number that signifies the order of approval, 1 for the first person to approve, 2 for the second person to approve and so on.

Department User Settings

This section is used to set up staff from a department that has been granted the privilege to create budget details. Staff from the same department who is not set up in this section would not be able to create and submit a budget for that department.

Department User Settings

Department: MCC2



Staff: Damil Niji

Staff Name	
SYSTEM SETTING	<input type="button" value="delete"/>
TEST USER 1	<input type="button" value="delete"/>

Showing 1 to 2 of 2 entries

To add staff to the list of users with the privilege to create a budget, We provide the department name and the staff name by clicking on **settings – department user settings**. We can delete any staff using the red button to the right column for the staff

Search:

Staff Name	
SYSTEM SETTING	
TEST USER 1	

Showing 1 to 2 of 2 entries

Budget Currency Conversion Settings Per Year

This section is used to set up the currency conversion value that is adopted for the company for the year if no conversion value has been specified for a month.









Budget Currency Conversion Settings Per Year

Active Budget Period: 2020

Currency: Naira - NGN

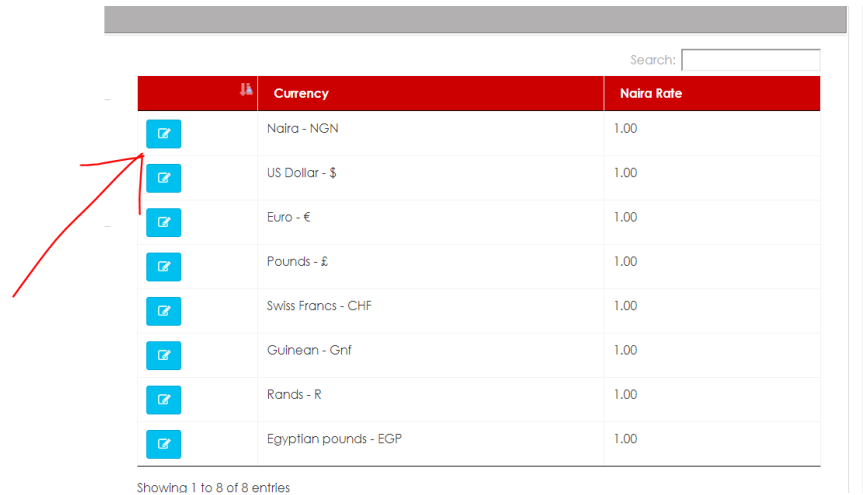
Naira Equivalent

Search:









	Currency	Naira Rate
	Naira - NGN	1.00
	US Dollar - \$	1.00
	Euro - €	1.00
	Pounds - £	1.00
	Swiss Francs - CHF	1.00
	Gulhean - Gnf	1.00
	Rands - R	1.00
	Egyptian pounds - EGP	1.00

Showing 1 to 8 of 8 entries

To provide a conversion value, select the budget period, select the currency name, provide the local currency value and save. You can edit any currency conversion value by clicking the blue button to the right of the conversion details



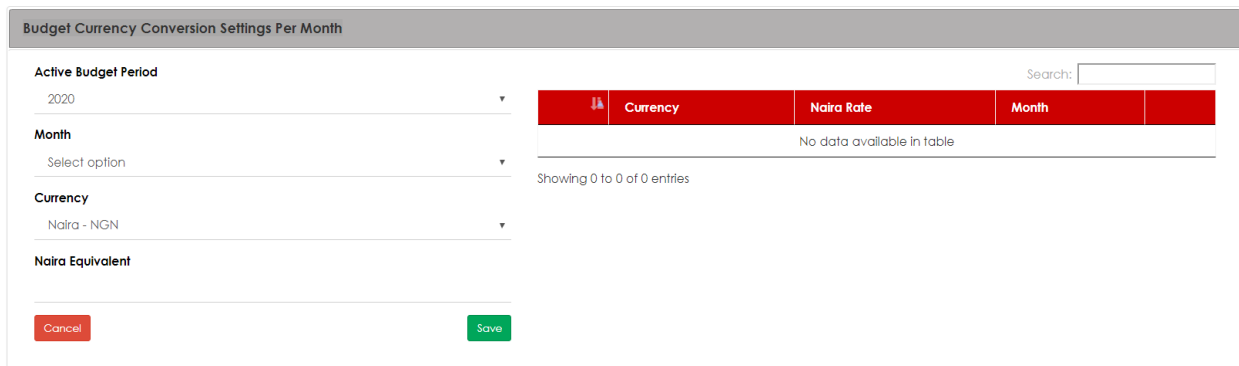
The screenshot shows a table with a search bar at the top right. The table has three columns: 'Currency', 'Naira Rate', and an edit button. A red arrow points to the edit button for the first row.

	Currency	Naira Rate
	Naira - NGN	1.00
	US Dollar - \$	1.00
	Euro - €	1.00
	Pounds - £	1.00
	Swiss Francs - CHF	1.00
	Guinean - Gnf	1.00
	Rands - R	1.00
	Egyptian pounds - EGP	1.00

Showing 1 to 8 of 8 entries

Budget Currency Conversion Settings Per Month

This section is used to set up the currency conversion for any month in a year. This takes precedence over the yearly conversion rate set up in the yearly setting.



The screenshot shows a form titled 'Budget Currency Conversion Settings Per Month'. It has several dropdown menus and a table.

Active Budget Period: 2020

Month: Select option

Currency: Naira - NGN

Naira Equivalent: [empty field]

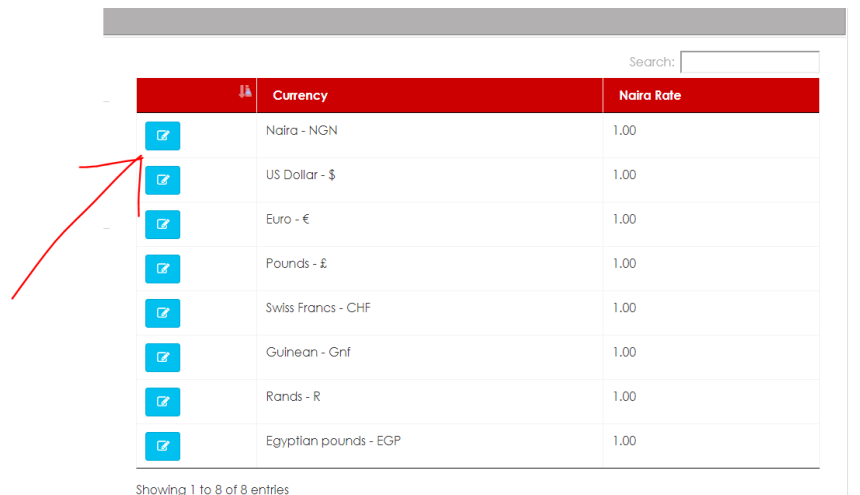
Buttons: Cancel, Save

Currency	Naira Rate	Month
No data available in table		









Showing 0 to 0 of 0 entries

To provide a monthly conversion value, select the budget period, select the month, select the currency name, provide the local

currency value and then save. You can edit any currency conversion value by clicking the blue button to the right of the conversion details



The screenshot shows a table with a search bar at the top right. The table has three columns: an edit button (blue square with a white pencil icon), a 'Currency' column, and a 'Naira Rate' column. The table contains eight rows of currency data. A red arrow points to the edit button in the second row, which is 'US Dollar - \$'.

	Currency	Naira Rate
	Naira - NGN	1.00
	US Dollar - \$	1.00
	Euro - €	1.00
	Pounds - £	1.00
	Swiss Francs - CHF	1.00
	Guinean - Gnf	1.00
	Rands - R	1.00
	Egyptian pounds - EGP	1.00

Showing 1 to 8 of 8 entries

SELF

This menu is available to all staff, it has 4 other submenus in the form of, summary, initiate budget, budget item setup and History

Summary

The summary menu gives the summarised details of the budget at any given point in time, it displays the approved budget for a department, the number of expenses raised, reimbursement, cash advance and the variances as compared to the approved budget.

Budget Details																
Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions	Justification
No data available in table																
Showing 0 to 0 of 0 entries																
Budget Details Summary																
Category	Budget Item	Budget Amount					Expended Amount					Diff	Expense	Cash Advance	Reimbursen	
Total																
Expense Expended																
Category	Budget Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Total																
Reimbursement Expended																
Category	Budget Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Total																
Cash Advance Expended																
Category	Budget Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
Total																

Budget Item Setup

When preparing a budget, funds are allocated to individual items. These Items differ from department to department. Therefore, to be able to view appropriate Items for your department you need to set it up using this section

On the **Budget Item Setup** page we have the **Category Settings** and then the section where we attach category created to an item

Items Settings

Department Budget Items Category Settings

Here we create the category that a budget item should belong to. To do this, we select our department, select the status, provide the category name and then save

Department Budget Items Category Settings

Department
 Select Department ▼

Status
 Active ▼

Category
▼

Cancel Save

Department Budget Items Settings

Here is where we attach the category to the budget item. we select our department, select the status, select category, select the expenditure type as operating or capital expenditure and then provide the budget item name then save

Department Budget Items Settings

Department
 MCC2 (Test Company) ▼ ↻

Status
 Active ▼

Category
 Software Development ▼

Expenditure Type
 Operating ▼

Item
▼

Budget Item	Exp.Type	Status
PROPOSED CONVERGE PROJECT (mobile app, PM, Procurement)	Operating	Active
SAGE PROJECT	Operating	Active
Database Modeling	Operating	Active

Showing 1 to 3 of 3 entries

Cancel Save

With this the budget item will be created and depending on the status, will be made available for use when we are initiating the department's budget

Initiate Budget

This is another submenu under self where we create the department budget

Department
 Setup (Test Company)2019

Enter Budget Item View Approved Roles

Query Details

Budget Items (Status: Saved)

Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions	Justification
No data available in table																

Showing 0 to 0 of 0 entries

Here, only the staff that has been set up in the department settings will be able to create a budget for the department.

To create a budget, we have two options – by entering the budget items one after the other or duplicating the previous year’s budget

To duplicate previous year budget click the blue small middle button and select the budget year for duplication and then save.


Enter Budget Item

Load budget from Previous Year

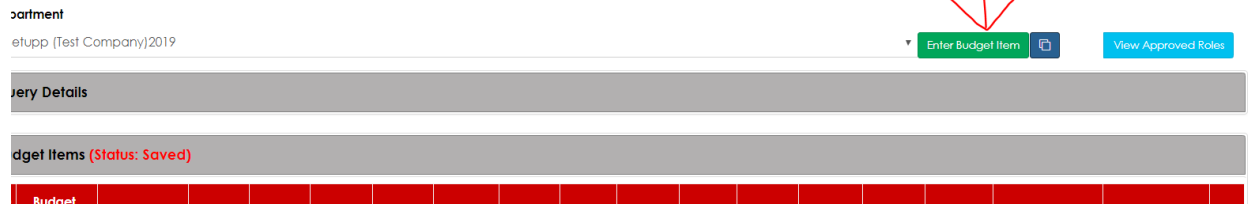
Year
 2020

Close Save

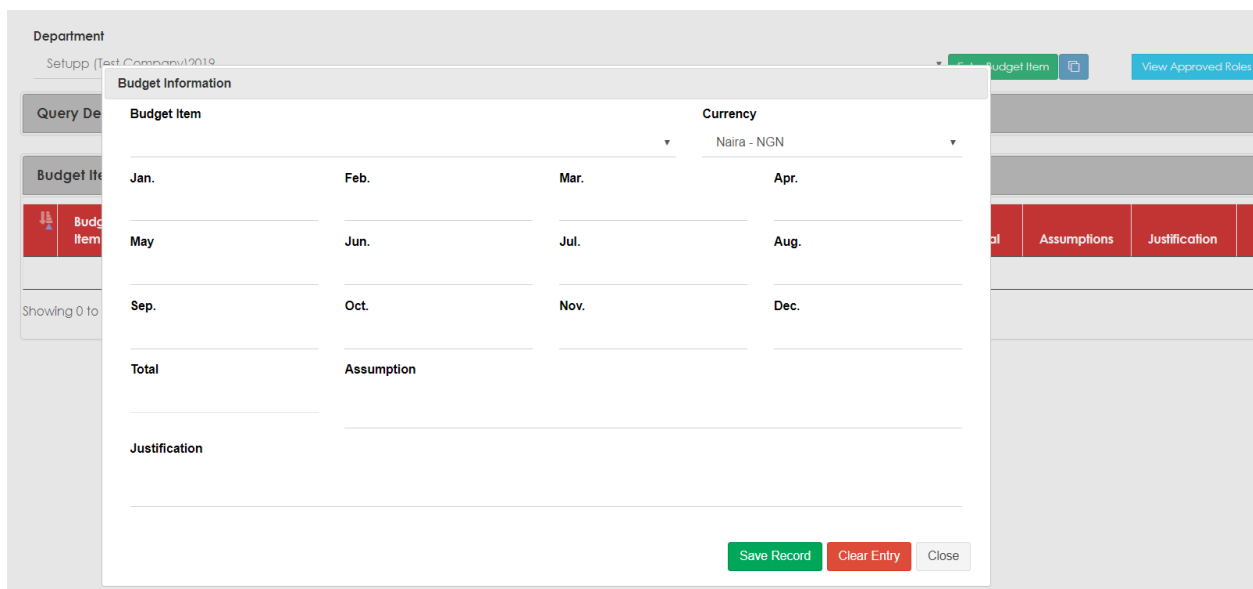
Nov	Dec	Total	Assumptions
No data available in table			



For fresh budget item entry, click the Enter Budget Item (green button)



This will load up the popup for providing each budget line item's details



Select the budget item , Select the currency, provide the monthly budget values, the assumption and justification for the budget then save. Do this for all the budget item in the departments budget till you are ready to send to your line supervisor for approval.

To send to your line supervisor, click on the green button with inscription "submit budget item"

Department
Selupp (Test Company)2019

Enter Budget Item Submit Budget Item View Approved Roles

Query Details

Budget Items (Status: Saved)

Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions	Justification
Laptop	Naira - NGN	N1,000	NO	NO						NO	NO	NO	NO	N1,000	Test	Test
TOTAL:		N1,000	NO	NO						NO	NO	NO	NO	N1,000		

Showing 1 to 2 of 2 entries

Information
You are about to submit the budget record for approval. Click on 'SUBMIT' to continue

Submit Cancel

This sends the approval request to your line supervisor and when he approves the request is routed to the staff lined up in the approval route settings

History

This provides us with the historical details of all the budgets that have been raised and approved for the current logged in staffs' department

To view the budget for previous years, select your department and the budget period

Department Budget History

Department
MCC2 (Test Company)2019

Budget Period

Excel Export Print Document

Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions
-------------	----------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-------	-------------

Approve Request

You can approve, decline or query a department's budget from this menu

Pending Budget Approval

Select option for bulk action OK

Pending Budget list

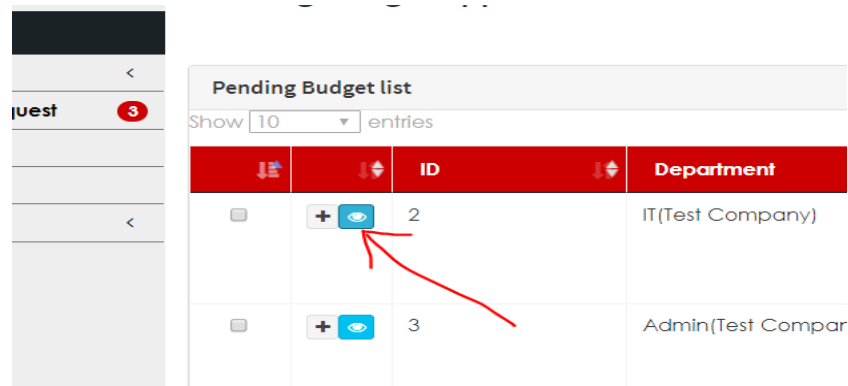
Show 10 entries Search:

ID	Department	Amount	Period	Status	Comment	
1	MCC2(Test Company)	28710000.00	2019	CFO		
2	IT(Test Company)	1059000.00	2019	CFO		
3	Admin(Test Company)	2524101.00	2019	Authoriser		
5	HR(Test Company)	23020000.00	2019	CFO		

Showing 1 to 4 of 4 entries Previous 1 Next

To approve, we click the green button, to decline, we use the red button and to query, we use the blue button

To view the budget details, click on the blue (eyed) button to the left



Budget Details - Google Chrome

https://processflow.hh-converge.com/bd/pg/budgetdetails.html?id=2

Budget for IT(Test Company)

Budget Details By Category

Budget Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Converge Project	100000	0	10000	0	0	500000	0	0	0	0	0	0	610000
Miscellaneous	100000	20000	300000	0	0	0	0	0	0	0	0	20000	440000
Internet	0	1000	0	0	0	0	0	0	0	0	8000	0	9000
TOTAL:	200,000	21,000	310,000	0	0	500,000	0	0	0	0	8,000	20,000	1,059,000

Showing 1 to 4 of 4 entries

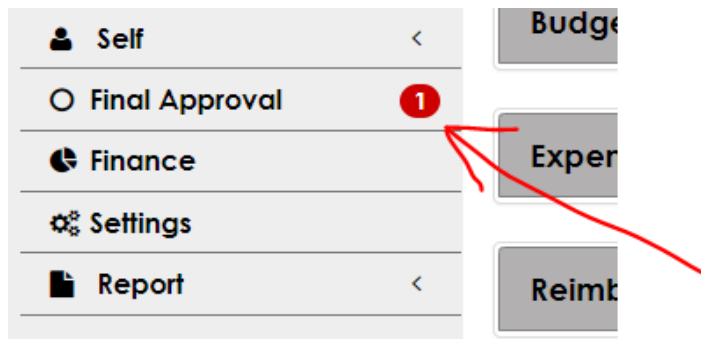
Budget Details By Items

Budget Item	Category	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions	Justification
Dashboard Project	Converge Project	Naira - NGN	100,000	0	10,000	0	0	500,000	0	0	0	0	0	0	610,000	Test	Test
Audio devices	Miscellaneous	Naira - NGN	100,000	20,000	300,000	0	0	0	0	0	0	0	20,000	440,000	Test	Test	
Wifi	Internet	US Dollar - \$	0	1,000	0	0	0	0	0	0	0	8,000	0	9,000	Test	Test	
TOTAL:			200,000	21,000	310,000	0	0	500,000	0	0	0	8,000	20,000	1,059,000			

Showing 1 to 4 of 4 entries

Final Approval

This is the menu used for performing the final approval for the budget by the designated staff



This loads the budget details for all the departments in the selected company

Pending Budget Approval

Test Company [View](#)

Pending Budget list					
Department	Previous	Pre Actual	Current	% on Total	% Growth
Admin	0.00	0.00	2,524,101.00	4.6	0
Marketing & Corporate Communication	0.00	0.00	0.00	0	0
IT	0.00	0.00	1,059,000.00	1.9	0
me	0.00	0.00	0.00	0	0
HR	0.00	0.00	23,020,000.00	41.6	0
TEFhh	0.00	0.00	0.00	0	0
MCC2	0.00	0.00	28,710,000.00	51.9	0
Test	0.00	0.00	0.00	0	0
Setup	0.00	0.00	0.00	0	0
Setuppp	0.00	0.00	0.00	0	0
Total Expenditure Budget	0.00	0.00	55,313,101.00	100	0
Analysis of Total Budget (N'm)					
	Previous	Pre Actual	Current	% on Total	% Growth
Operating Expenditure Budget	0.00	0.00	32,865,101.00	59.4	0
Capital Expenditure Budget	0.00	0.00	22,449,000.00	40.6	0
	0.00	0.00	55,314,101.00	100	0

[Approve](#)

The Final Approving Staff can select any company he has access to, so as to view and approve.


Finance

This is a privileged menu available only to the finance staff, it allows for modification of budget details

To modify the budget, Select the department

Department
MCC2 (Test Company)2019 [View Approved Roles](#)




Budget Items (Status: CEO)

Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 PROPOSED CONVERGE PROJECT	Naira - NGN	N50,000	N50,000	N50,000	N50,000	N50,000	N50,000	N50,000	N50,000	N0	N50,000	N50,000	N50,000	N50,000

Click the blue button to the right of the budget item.

Department
IT (Test Company)2019 [View Approved Roles](#)

Budget Items (Status: CFO)

Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions	Justification
 Dashboard Project	Naira - NGN	N100,000	N0	N10,000	N0	N0	N500,000	N0	N0	N0	N0	N0	N0	N610,000	Test	Test
 Audio devices	Naira - NGN	N100,000	N20,000	N300,000	N0	N0	N0	N0	N0	N0	N0	N0	N20,000	N440,000	Test	Test
 Wifi	US Dollar - \$	N0	N1,000	N0	N0	N0	N0	N0	N0	N0	N0	N8,000	N0	N9,000	Test	Test
TOTAL:		N200,000	N21,000	N310,000	N0	N0	N500,000	N0	N0	N0	N0	N8,000	N20,000	N1,059,000		

Showing 1 to 4 of 4 entries

And then modify the budget item details as appropriate

The screenshot displays a web application interface for budget management. A modal window titled 'Budget Information' is open, showing details for a budget item named 'Dashboard Project' with a currency of 'Naira - NGN'. The modal contains a table for monthly budget entries, an 'Assumption' field, and a 'Justification' field. At the bottom of the modal are buttons for 'Save Record', 'Clear Entry', and 'Close'. In the background, a summary table is visible with columns for 'Total', 'Assumptions', and 'Justification'.

Month	Jan.	Feb.	Mar.	Apr.
Budget	100000	0	10000	0
Month	May	Jun.	Jul.	Aug.
Budget	0	500000	0	0
Month	Sep.	Oct.	Nov.	Dec.
Budget		0	0	0
Total	610,000			

Total	Assumptions	Justification
N610,000	Test	Test
N440,000	Test	Test
N9,000	Test	Test
N1,059,000		

Report

This is another privileged menu available only to the staff that has been granted access to report. It has 3 other submenus, Departmental Report, Variance Report and Summary Report

Departmental Report

This menu provides details of the approved budget for various departments. To generate a report, select company, select department and then select the budget period

Company Test Company
Departments MCC2
Budget Period 2019 JAN-DEC (01-Feb-2019 to 15-Feb-2019) CEO

Show 10 entries

Excel Export Print Document Search:

Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions
PROPOSED CONVERGE PROJECT (mobile app, P.M, Procurement)	Naira - NGN	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	50,000	50,000	50,000	550,000	This project is ment to automate the proposed performance management framework. introduction of mobile app for converge and procurement management
Storage for document management project	Naira - NGN	0	0	600,000	0	0	0	0	0	0	0	0	0	600,000	none
INVERTER MAINTENANCE & BATTERY REPLACEMENT	Naira - NGN	0	200,000	200,000	0	1,400,000	0	0	0	0	0	200,000	200,000	2,200,000	This is to ensure smooth operation of the Inverters.
MOBILE	Naira - NGN	600,000	0	0	600,000	0	0	600,000	0	0	600,000	0	0	2,400,000	none

This can be exported to excel or printed

Excel Export Print Document Search:

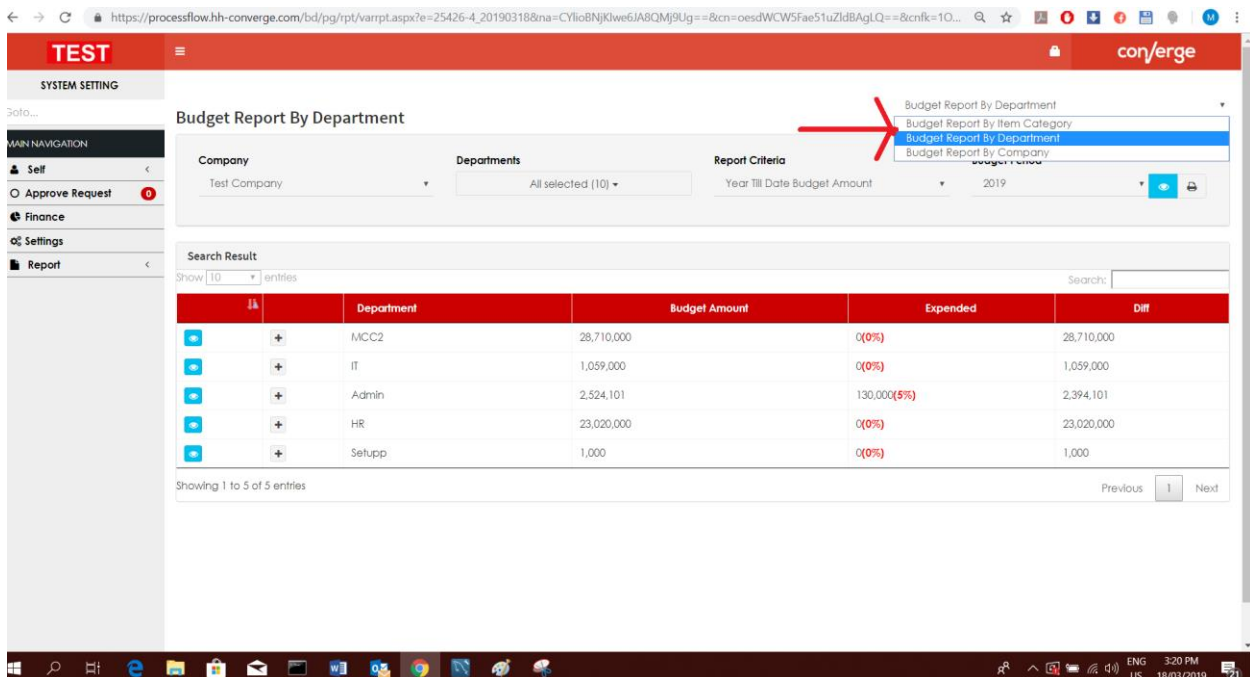
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions
50,000	50,000	50,000	50,000	50,000	0	50,000	50,000	50,000	550,000	This project is ment to automate the proposed performance management framework.

Variance Report

This report provides the details of how each department is performing as compared to the approved budget at any point in time of the year.

This provides a detailed report using various search filters. Here you can generate reports using budget item category, company or department. The report can be filtered using year till date, monthly, quarterly or yearly budget.

To generate budget details, Provide the Company, Department Report Criteria, Budget Period and Other filters



The screenshot displays the 'Budget Report By Department' interface. The top navigation bar includes 'TEST' and 'con/erge'. The main content area shows a search filter dropdown menu with 'Budget Report By Department' selected. Below the filter, the 'Company' is set to 'Test Company', 'Departments' are 'All selected (10)', and 'Report Criteria' is 'Year Till Date Budget Amount' for the year '2019'. The 'Search Result' section shows a table with 5 entries:

		Department	Budget Amount	Expended	Diff
	+	MCC2	28,710,000	0(0%)	28,710,000
	+	IT	1,059,000	0(0%)	1,059,000
	+	Admin	2,524,101	130,000(5%)	2,394,101
	+	HR	23,020,000	0(0%)	23,020,000
	+	Setlupp	1,000	0(0%)	1,000

Showing 1 to 5 of 5 entries. Previous 1 Next

TEST con/erge

SYSTEM SETTING

Goto...

Budget Report By Department

Budget Report By Department

Company: Test Company | Departments: All selected (10) | Report Criteria: Year Till Date Budget Amount | Budget Period: 2019

Report Criteria dropdown menu:

- Year Till Date Budget Amount
- Year Till Date Budget Amount
- Monthly Budget Amount
- Quarterly Budget Amount
- Yearly Budget Amount**

Search Result

Show 10 entries

	Department	Budget Amount	Expended	Diff
	MCC2	28,710,000	0(0%)	28,710,000
	IT	1,059,000	0(0%)	1,059,000
	Admin	2,524,101	130,000(5%)	2,394,101
	HR	23,020,000	0(0%)	23,020,000
	Setupp	1,000	0(0%)	1,000

Showing 1 to 5 of 5 entries

Previous 1 Next

Budget Report By Item Category

Budget Report By Item Category

Company: Test Company | Departments: MCC2 | Report Criteria: Year Till Date Budget Amount | Budget Period: 2019

Report Criteria dropdown menu:

- Budget Report By Item Category
- Budget Report By Department
- Budget Report By Company

Search Result

Show 10 entries

	Item Category	Budget Amount	Expended	Diff
	Software Development	1,230,000	0(0%)	1,230,000
	Document management project	600,000	0(0%)	600,000
	INVERTER MAINTENANCE & BATTERY REPLACEMENT	2,200,000	0(0%)	2,200,000
	MOBILE PHONE REPLACEMENT EXPENSES	2,400,000	0(0%)	2,400,000
	LAPTOP REPLACEMENT EXPENSES	8,600,000	0(0%)	8,600,000
	PRINTER REPLACEMENT	1,400,000	0(0%)	1,400,000
	TENOIL NETWORK UPGRADE, ETC	1,400,000	0(0%)	1,400,000
	ANTI-VIRUS RENEWAL	1,500,000	0(0%)	1,500,000
	SUBSCRIPTION EXPENSES	9,380,000	0(0%)	9,380,000

Budget Report By Department

Budget Report By Department

Company Test Company	Departments All selected (10)	Report Criteria Year Till Date Budget Amount	Budget Period 2019
--------------------------------	---	--	------------------------------

Search Result

Show 10 entries

	Department	Budget Amount	Expended	Diff
	MCC2	28,710,000	0(0%)	28,710,000
	IT	1,059,000	0(0%)	1,059,000
	Admin	2,524,101	130,000(5%)	2,394,101
	HR	23,020,000	0(0%)	23,020,000
	Setupp	1,000	0(0%)	1,000

Showing 1 to 5 of 5 entries

Previous 1 Next

Summary Report

This provides a summarised comparison using previous year budget and current year budget for all the department in the company.

To generate this report, select the company and the budget period then view.

Budget Summary Report

Test Company 2019 View

Department	Previous	Pre Actual	Current	% on Total	% Growth
Setupp	0.00	0.00	0.00	0	0
Test	0.00	0.00	0.00	0	0
Admin	0.00	0.00	2,524,101.00	4.6	0
Marketing & Corporate Communication	0.00	0.00	0.00	0	0
IT	0.00	0.00	1,059,000.00	1.9	0
HR	0.00	0.00	23,020,000.00	41.6	0
TEFhhh	0.00	0.00	0.00	0	0
MCC2	0.00	0.00	28,710,000.00	51.9	0
me	0.00	0.00	0.00	0	0
Setup	0.00	0.00	0.00	0	0
Total Expenditure Budget	0.00	0.00	55,313,101.00	100	0
Analysis of Total Budget (N'm)	Previous	Pre Actual	Current	% on Total	% Growth
Operating Expenditure Budget	0.00	0.00	32,865,101.00	59.4	0
Capital Expenditure Budget	0.00	0.00	22,449,000.00	40.6	0
	0.00	0.00	55,314,101.00	100	0

Budget Impacts on Other Module

The budget module impacts the way funds are being raised, approved or disbursed on converge. This has led to the introduction of new fields like (**Source Department, Budget Item** and **Expense Department**) to **expenses, reimbursement and cash advance modules.**

1. **Source Department** – This is the department whose budget's fund we wish to expend
2. **Budget Item** - This is the item for which we are making the expenses
3. **Expense Department** - This is the department for which expense item is procured

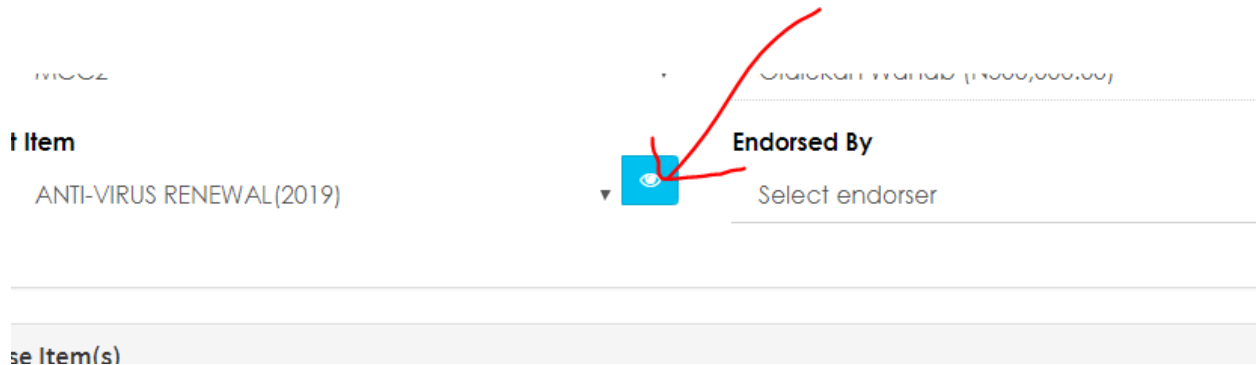
The screenshot shows the 'Expense' form interface. The top navigation bar is red with 'TEST' and a menu icon. Below it, the user is identified as 'TEST USER1'. A 'Goto...' search bar is present. The main navigation sidebar on the left includes 'Help', 'Self', 'Approve Request' (with a red notification badge '2'), and 'History'. The main form area is titled 'Expense' and contains a checkbox for 'Tick the box if this expense has an exceptional approval'. The form fields are organized into two columns:

- Left Column:** From (TEST USER1), Company (Test Company), Source Department (Select Department, marked with a red 'NEW' tag and arrow), Budget Item (Select Department, marked with a red 'NEW' tag and arrow).
- Right Column:** Vendor (Select vendor), Authorised By (TEST USER2), Approved By (Select option), Endorsed By (Select endorser).

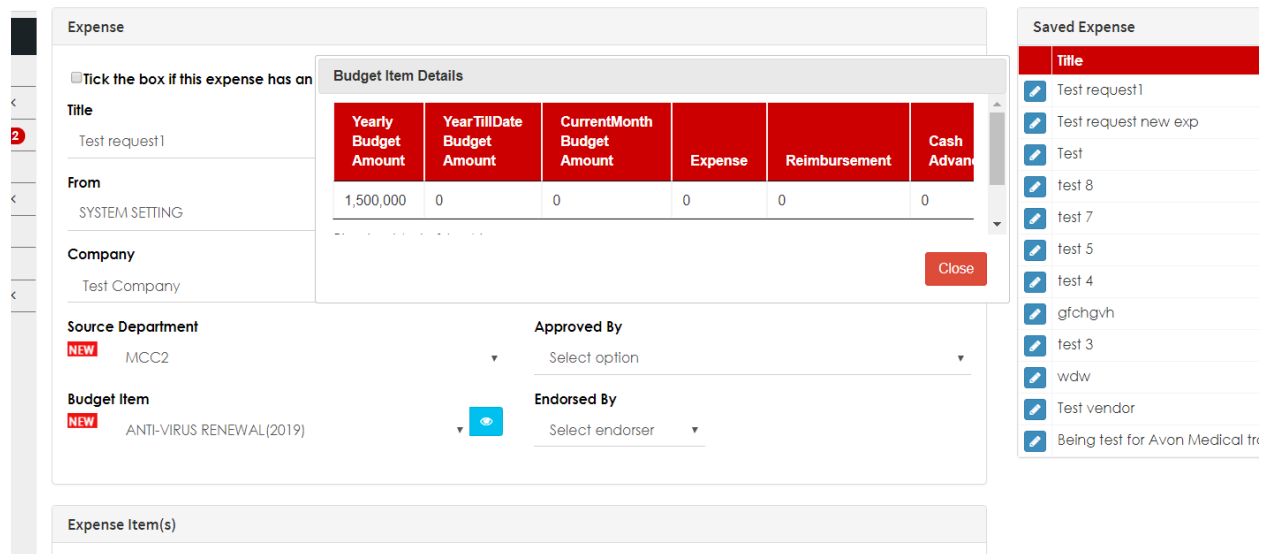
Below the main form is the 'Expense Item(s)' section, which includes 'Expense Department' (Select Department, marked with a red 'NEW' tag and arrow) and 'Currency' (In).

On the right side, there is a 'Saved Expense' list with a table header 'Title' and three entries: 'testing budg', 'testing audit', and 'Test request1', each with a blue checkmark icon.

Before raising an expense, we now have the ability to check the budget for that item by clicking the blue button to the right of the budget item



This will fetch the budget details for the item or appropriate warning message if the staff doesn't have access to view such budget



Once expense has been saved successfully appropriate warning feedback is displayed to the user only when the expense being raised is outside the year till date budget

Data Saved
 Total amount has exceeded item(s) budget. Year Till Date:- 0.00 Expended Amount:- 0.00 Yearly Budget Amount:- 1,500,000.00

exceptional approval

Vendor
Amazon

Saved Expense

	Title
✎	Test request1
✎	Test request1
✎	Test request new exp
✎	Test

Introduction of new columns to Approval Process

The approval process now has two additional column

TEST
☰
🔒

TEST USER2

Goto...

MAIN NAVIGATION

- 🔍 Help
- 👤 Self <
- 🗨️ Approve Request 6
- 🕒 History
- 🏠 Finance <
- 📊 Report
- 📊 Report[Beta]
- ⚙️ Settings <

Pending Expense for your Approval Select option

Expense Request												
			ID	Company	Initiator	Vendor	Title	Amount	Status	Within Budget Limit	Has Exceptional Approval	Commer
☐	+	✎	27532	Test Company	TEST USER1	Amazon	test requesty 1	\$3,000.00	Authoriser	Yes	Yes	
☐	+	✎	27467	Test Company	TEST USER1	Amazon	Test outside cumulative but within yearly	N4,000.00	Authoriser	Yes	No	
☐	+	✎	27464	Test Company	TEST USER1	Amazon	Test within yearly but outside cumulative budget	N4,000.00	Authoriser	Yes	No	

1. **Within Budget Limit** -- This tells if the raised expense is within the budget limit

Where the different colour indicators mean

GREEN -- Within my current monthly budget or Year till date budget

AMBER -- Exceeds my Year Till Date Budget but Within my

Yearly Budget

RED -- Exceeds my yearly budget limit

2. **Has Exceptional Approval** -- This tells if the raised expense has board's exceptional approval

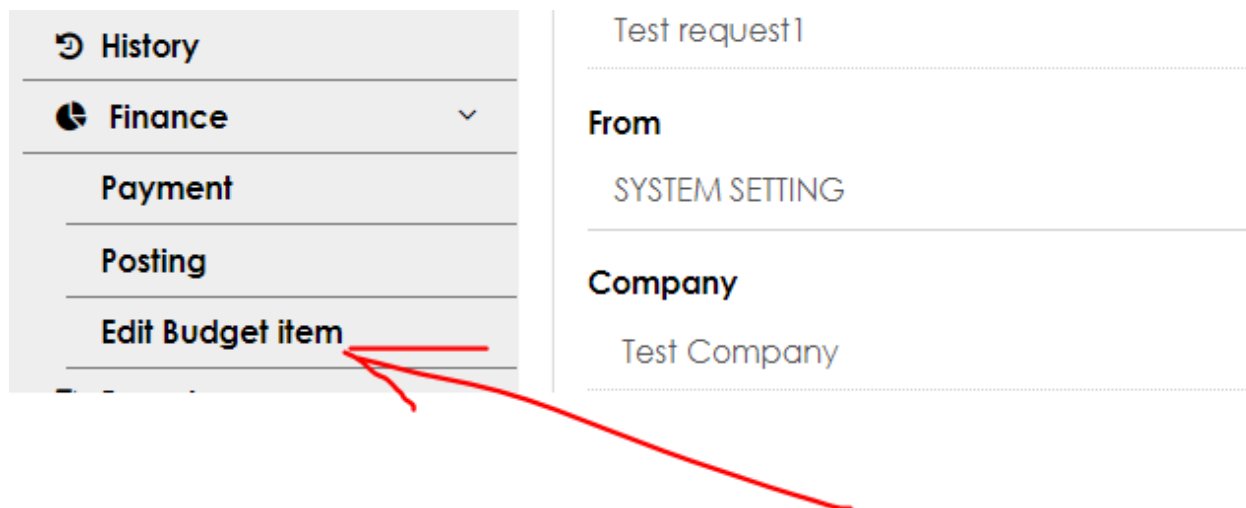
Where the different colour indicators mean

GREEN -- Has approval

RED -- Does not have approval

EDITING BUDGET ITEM

This is a privileged menu available only to the finance staff.



With this, the finance team can modify an expense and attach it to a budget item if it is lacking one, they can specify the currency conversion rate for foreign denominated expenses.

To do this , click on Edit budget Item and search for the expenses using available filters and then click the blue edit button to the left of the expense details

Budget Item Update - Google Chrome
 https://processflow.hh-converge.com/exp2/pg/rpt2/bdedit.aspx

Update Budget Item

Title

From: _____ To: _____

Date Approved

From: _____ To: _____

Initiated By

None selected ▾

Company

Test Company ▾

Currency

None selected ▾

Date Paid

From: _____ To: _____

Vendor

None selected ▾

Date Posted

From: _____ To: _____

Status

None selected ▾

Staff Status

None sele

Copy Excel CSV Print Show 50 entries

	TRANS ID	COMPANY	STAFF NAME	APPROVER	VENDOR	TITLE	AMOUNT	STATUS
	28165	Test Company	SYSTEM SETTING	Olalekan Wahab	Amazon	Test request1	N 0	Staff
	27532	Test Company	TEST USER1	Olalekan Wahab	Amazon	test requesty 1	\$ 3000	Authoriser
	27530	Test Company	TEST USER1	Olalekan Wahab	Amazon	testing budget	N 0	Staff
	27486	Test Company	SYSTEM SETTING	Olalekan Wahab	Amazon	Test request1	N 0	Staff
	27469	Test Company	TEST USER1	Olalekan Wahab	LOCAL HOST TECHNOLOGY	Test outside budget	N 100000	Approved
	27467	Test Company	TEST USER1	Olalekan Wahab	Amazon	Test outside cumulative but within yearly	N 4000	Authoriser
	27464	Test Company	TEST USER1	Olalekan Wahab	Amazon	Test within yearly but outside cumulative budget	N 4000	Authoriser
	27438	Test Company	Kike Finance	Olalekan Wahab	Amazon	Test request1	N 0	Staff

This loads a popup from which we can modify the expense, its budget item or currency conversion rate

Date Posted

Edit Expense

From

SYSTEM SETTING

Conversion Rate

1

Title

Test request1

Department

HR ▾

Currency

Naira - NGN ▾

Budget Item

_____ ▾

Cancel Save

ME	APPR	AMOUNT	STATUS
ETTING	Olaleka	0	Staff
t1	Olaleka	3000	Authoriser
t1	Olaleka	0	Staff
ETTING	Olaleka	0	Staff
t1	Olaleka	100000	Approved
t1	Olaleka	4000	Authoriser
t1	Olalekan wahab	4000	Authoriser
e	Olalekan Wahab	N 0	Staff

A similar process for expense goes for other modules like cash advance and reimbursement