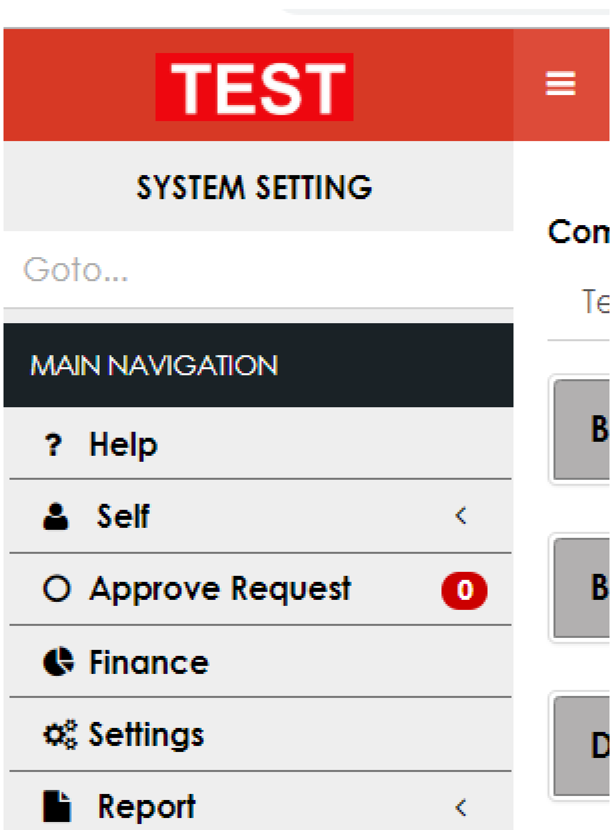
BUDGET MODULE

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

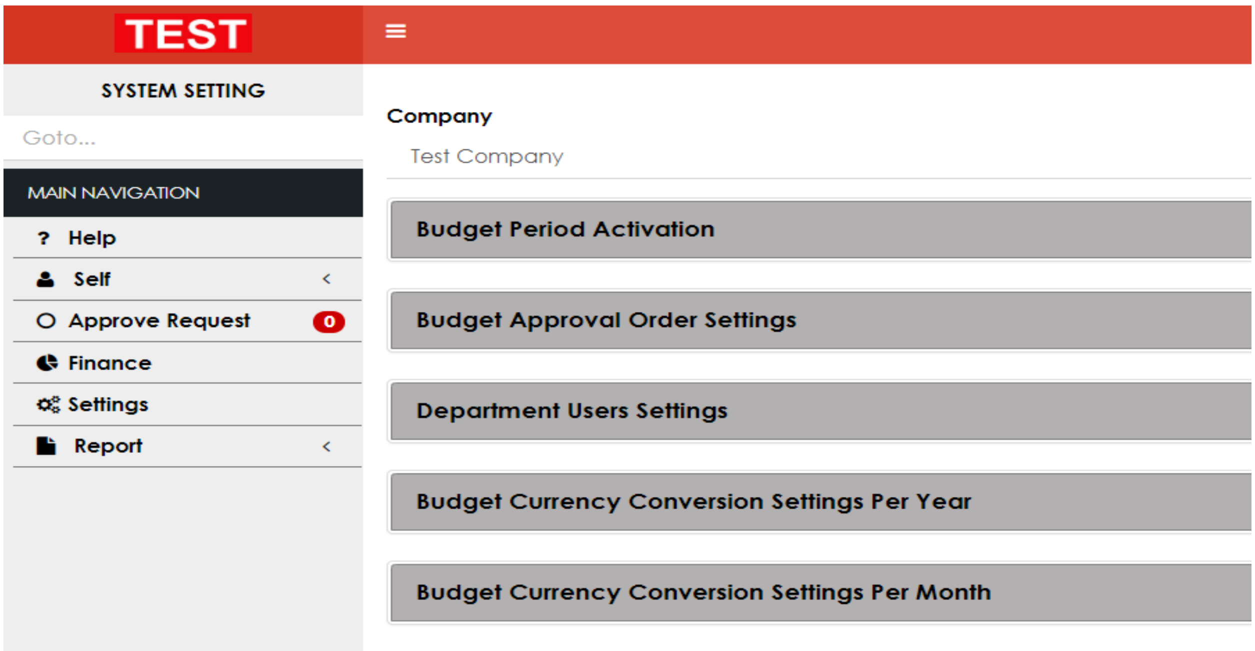
The first three menus, Help, Self and Approve Request, are available to all staff while the last three are privileged menus available only to staff that has been assigned a privileged role.

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.

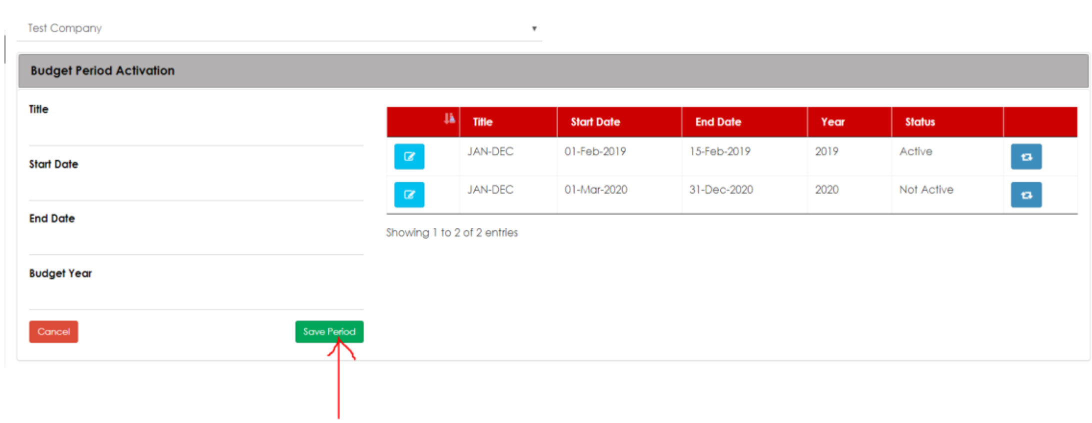
SETTINGS

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



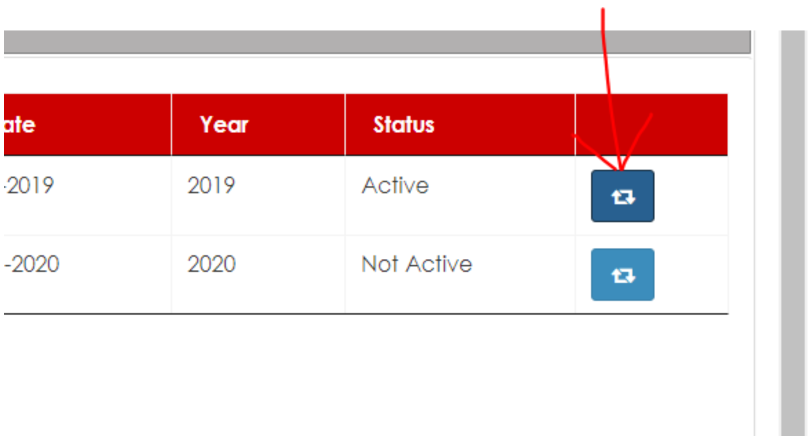
BUDGET PERIOD

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

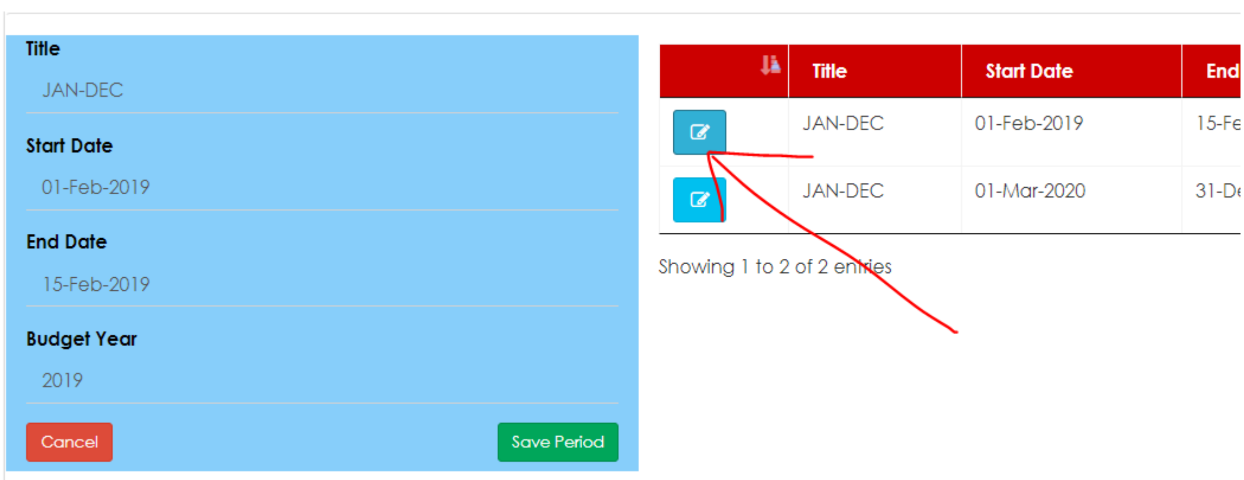


You can then provide the Title which normally identifies the period of the budget, provide the start date, the end date, the budget year and then click on save period.

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

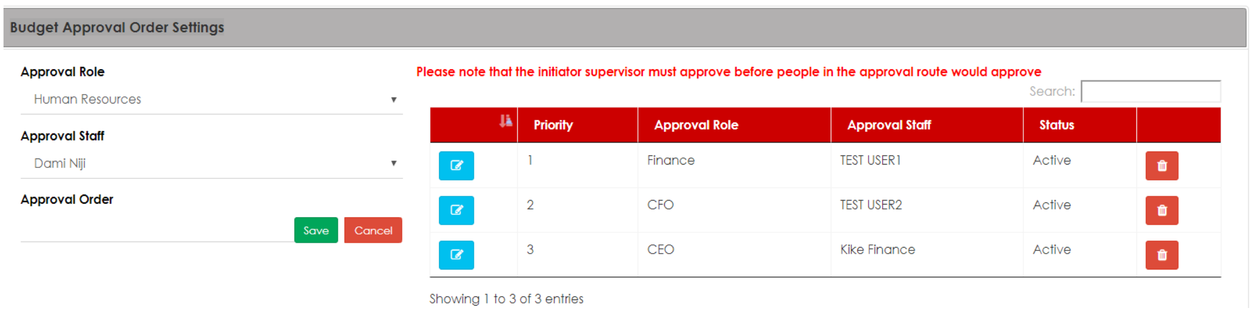


To edit a budget period, click on the blue button to the left of the budget period details



Budget Approval Order Settings

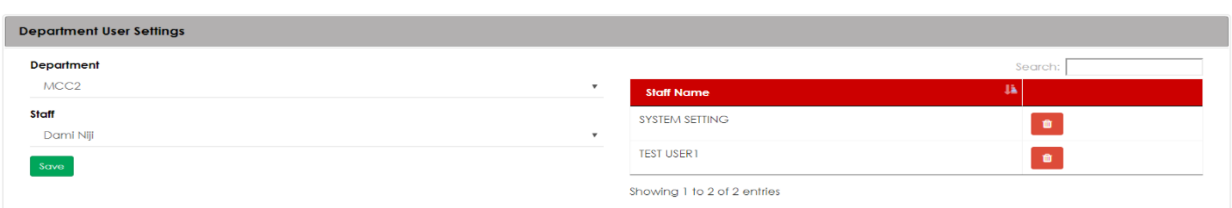
This section is used to set the approval route for a budget in the company. Once budget detail has been provided for a department and submitted, the line supervisor of the initiating staff would then approve, after which the request is routed to the people that have been set up using the **Budget Approval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



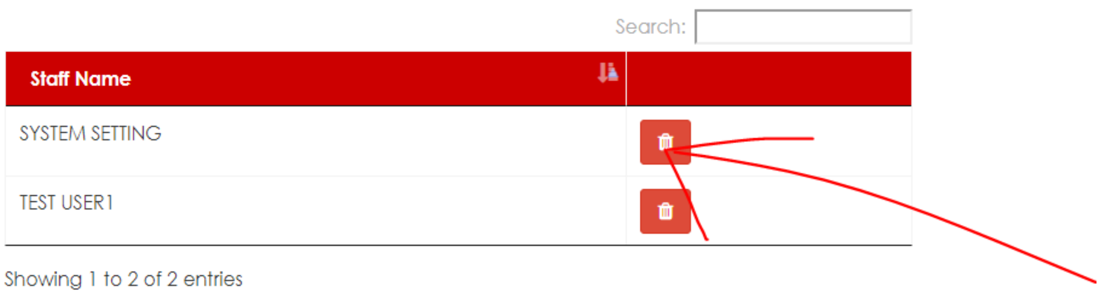
To add staff in the approval route, **click on settings** – **budget approval order settings** and provide the staff role, the name of the Staff and an integer number that signifies the order of approval, 1 for the first person to approve, 2 for the second person to approve and so on.

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.

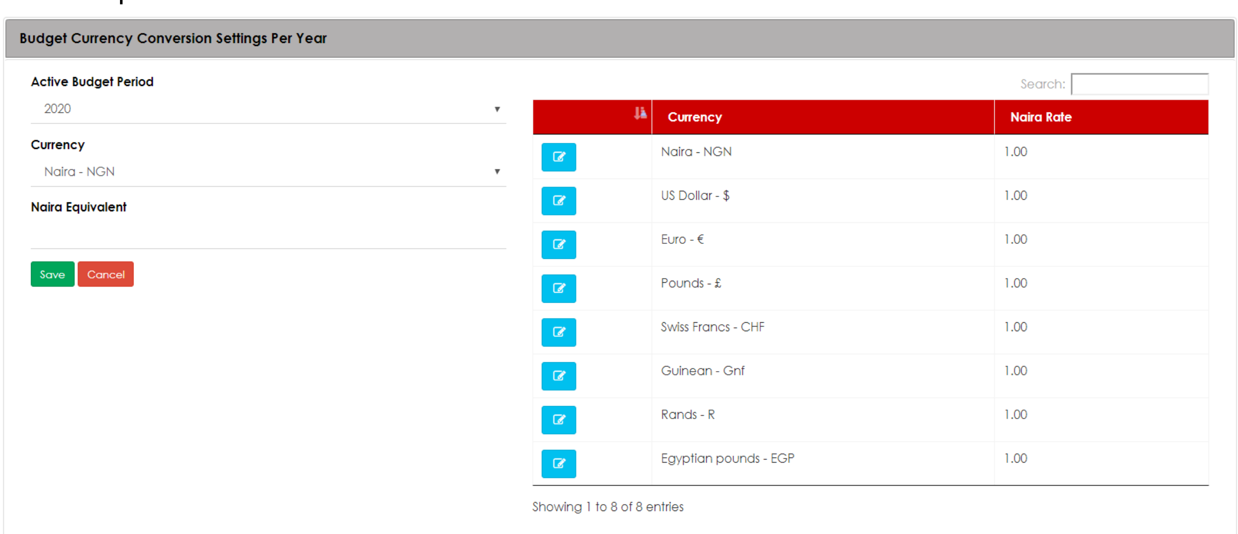


To add staff to the list of users with the privilege to create a budget, We provide the department name and the staff name by clicking on **settings – department user settings**. We can delete any staff using the red button to the right column for the staff

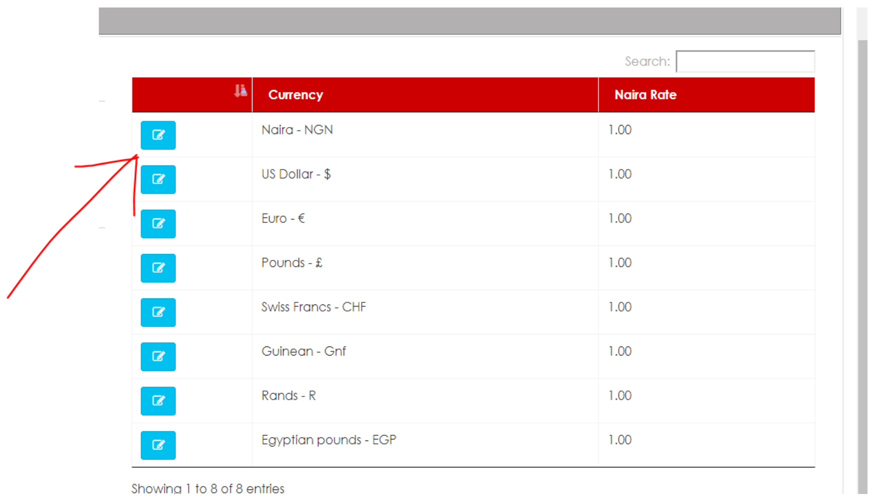


Budget Currency Conversion Settings Per Year

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.

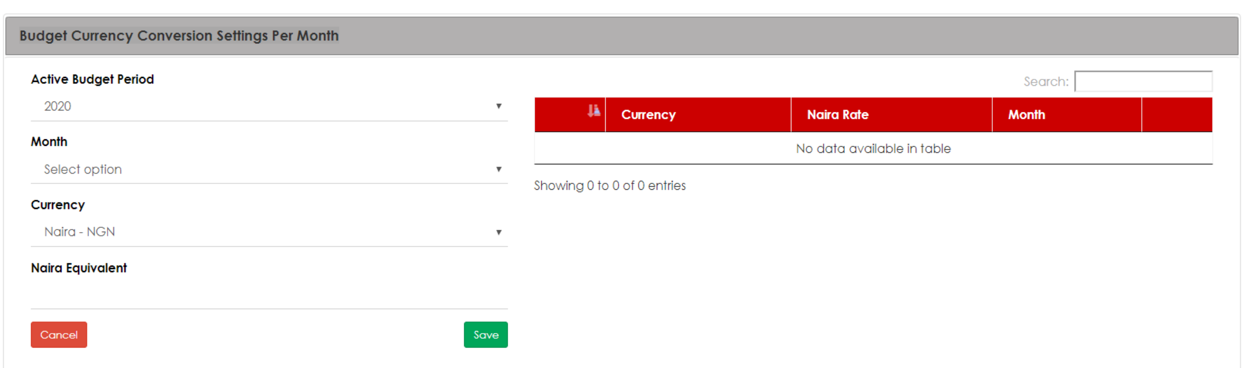


To provide a conversion value, select the budget period, select the currency name, provide the local currency value and save. You can edit any currency conversion value by clicking the blue button to the right of the conversion details

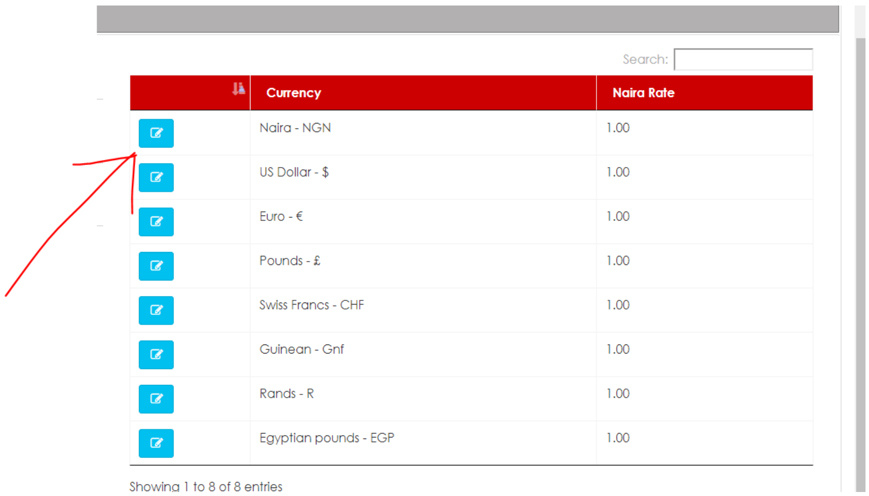


Budget Currency Conversion Settings Per Month

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.



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


Search:

	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

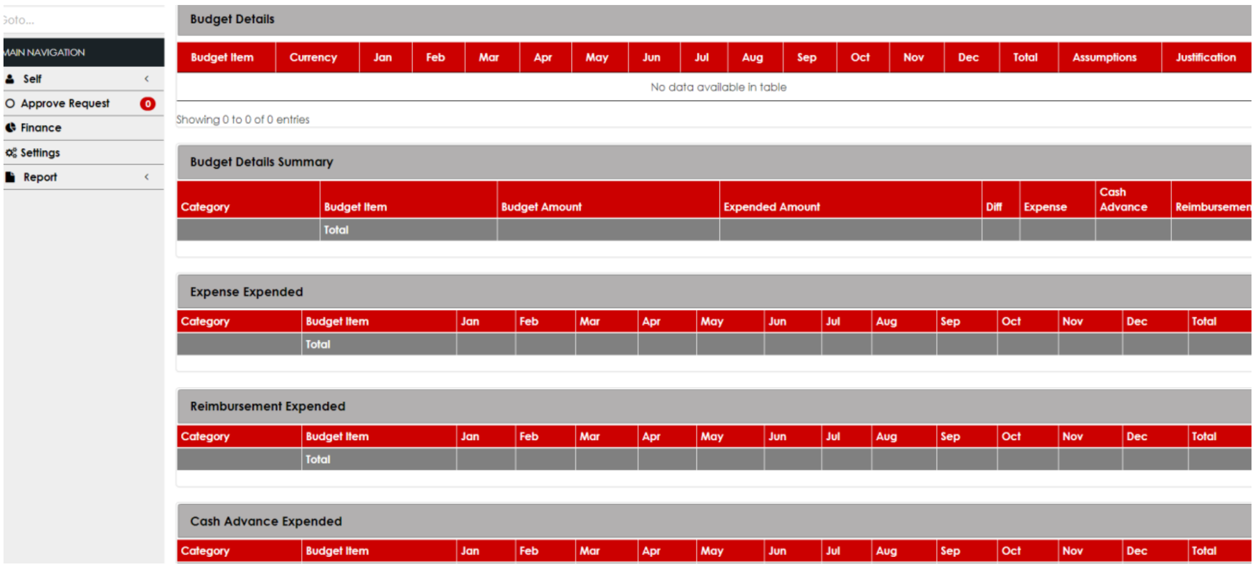
Showing 1 to 8 of 8 entries

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.

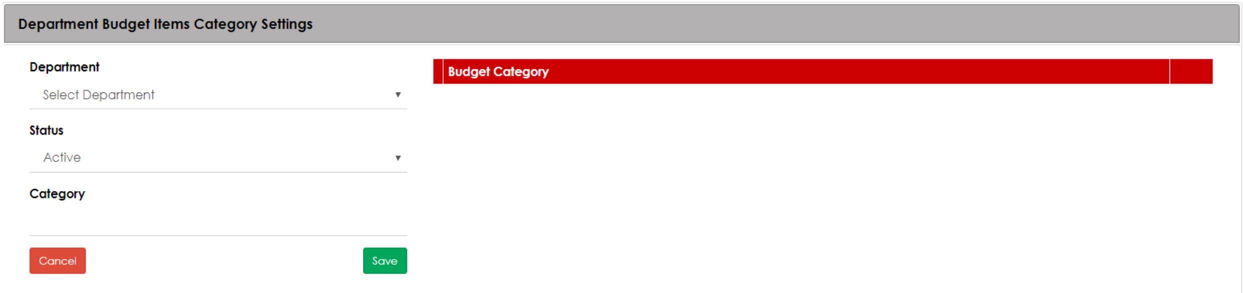


Budget Item Setup

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

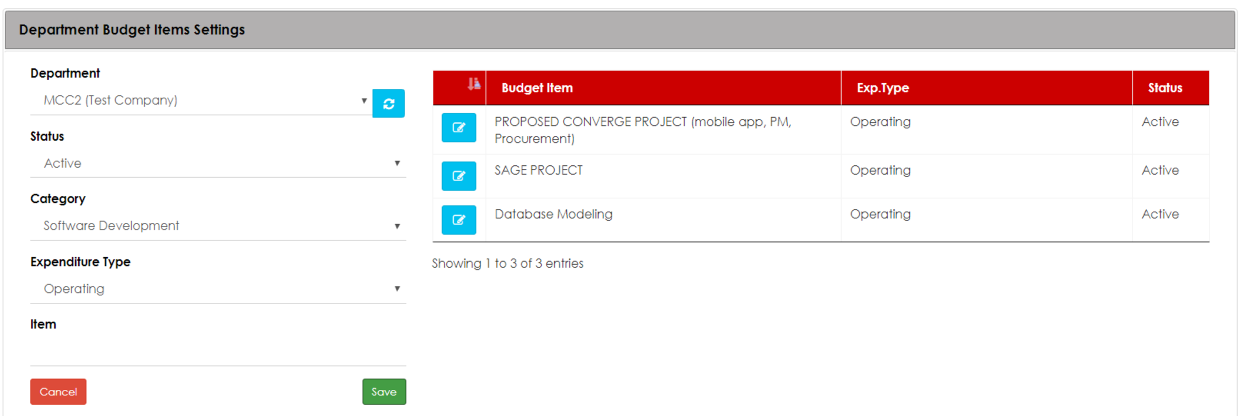
On the **Budget Item Setup** page we have the **Category Settings** and then the section where we attach category created to an item
Items Settings
Department Budget Items Category Settings

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 Settings

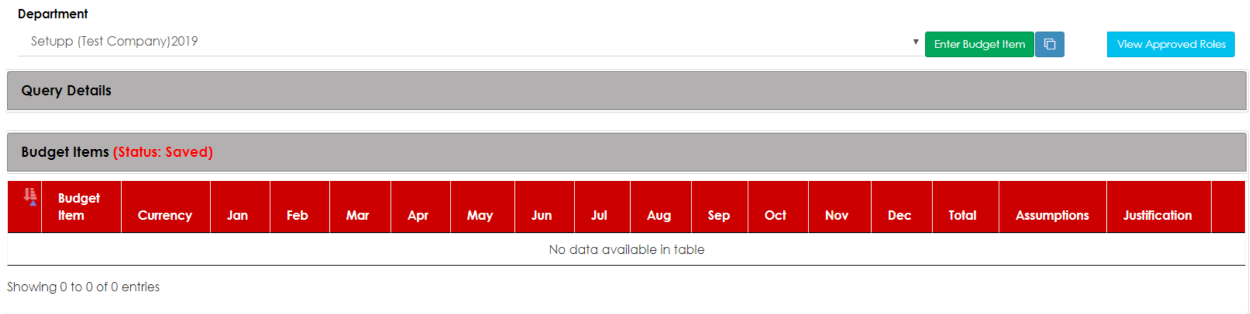
Here is where we attach the category to the budget item. we select our department, select the status, select category, select the expenditure type as operating or capital expenditure and then provide the budget item name then save



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

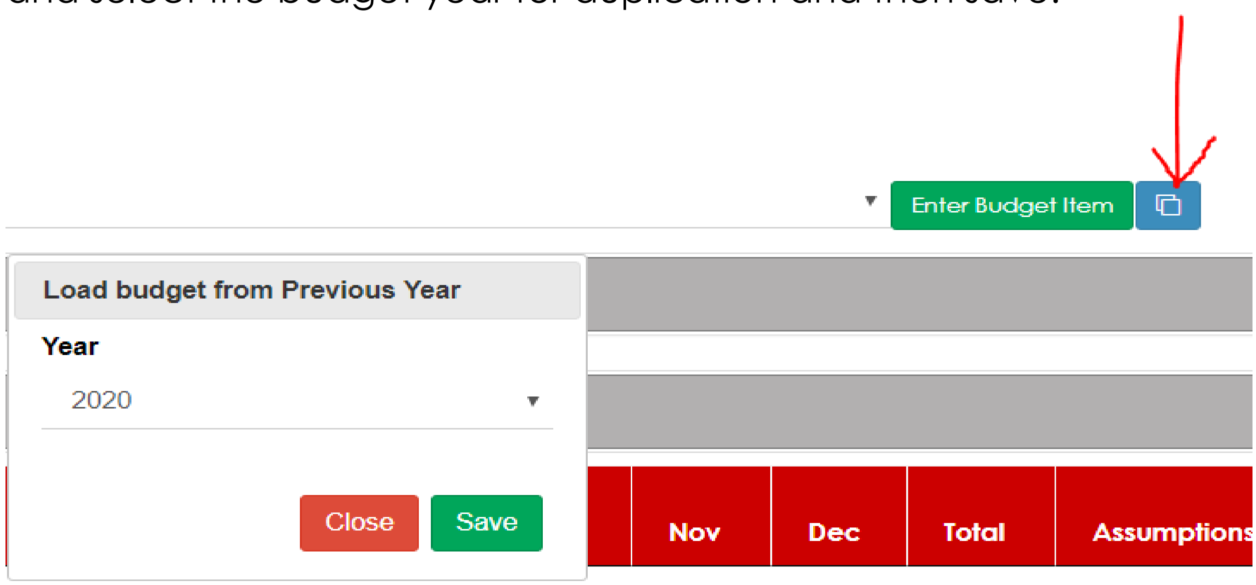
This is another submenu under self where we create the department budget



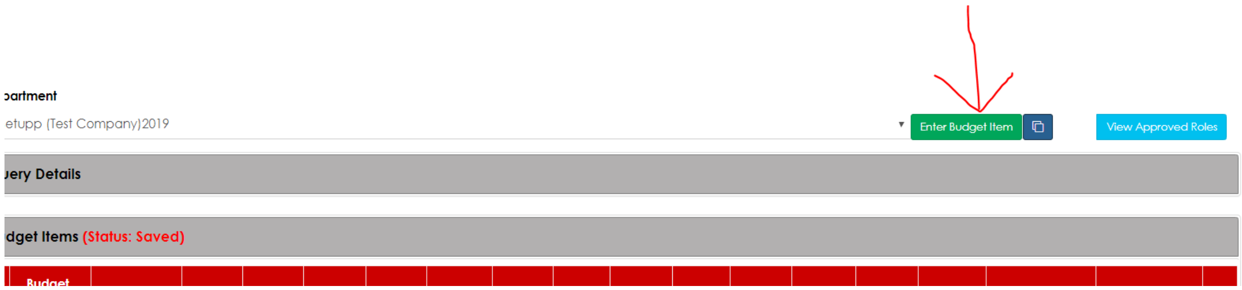
Here, only the staff that has been set up in the department settings will be able to create a budget for the department.

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

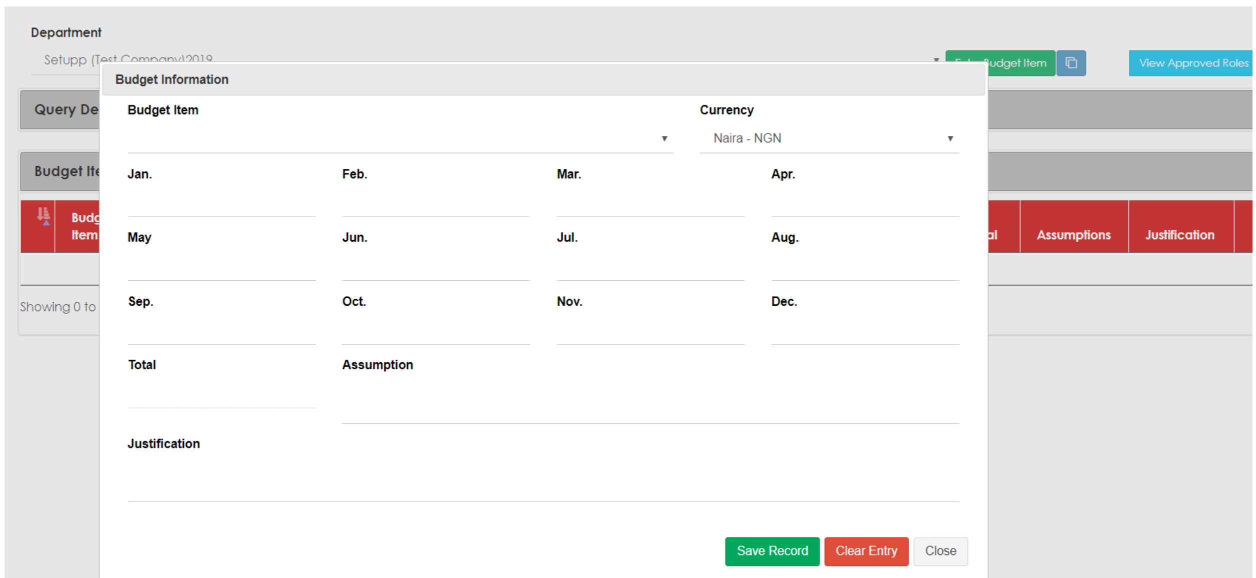
To duplicate previous year budget click the blue small middle button and select the budget year for duplication and then save.



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

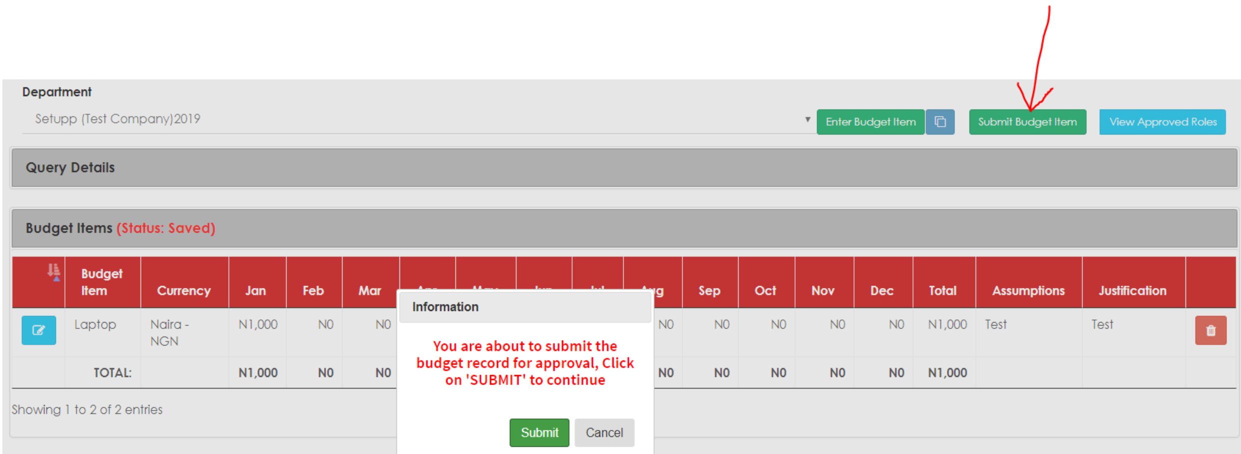


This will load up the popup for providing each budget line item's details



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

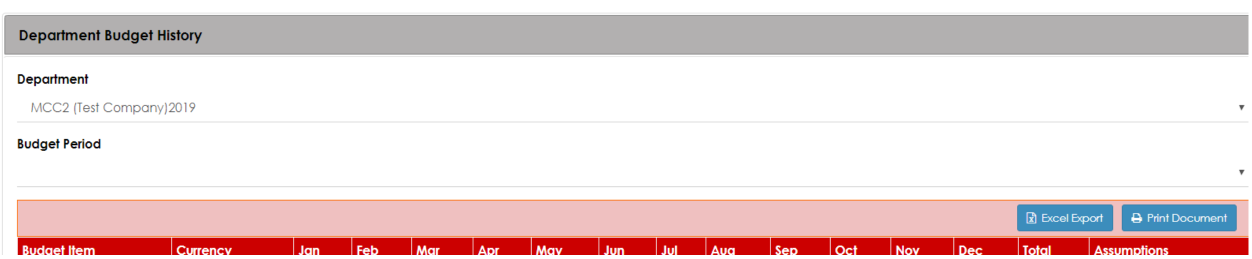


This sends the approval request to your line supervisor and when he approves the request is routed to the staff lined up in the approval route settings

History

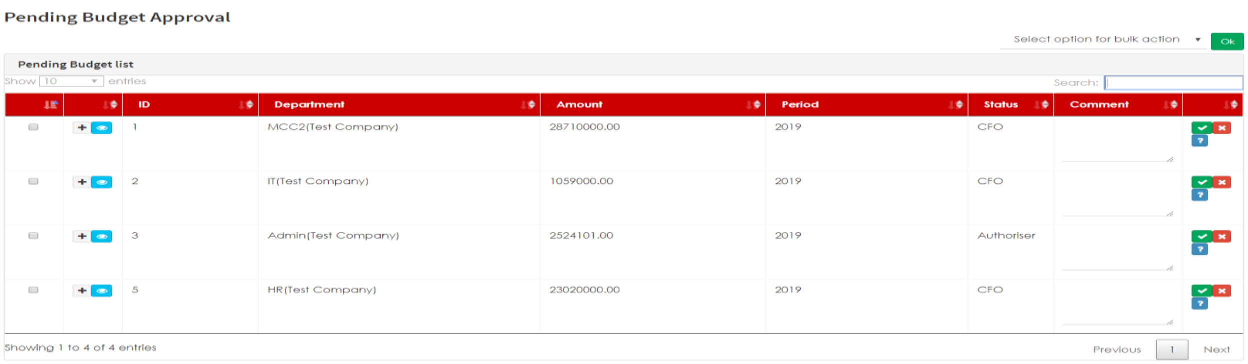
This provides us with the historical details of all the budgets that have been raised and approved for the current logged in staffs' department

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



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

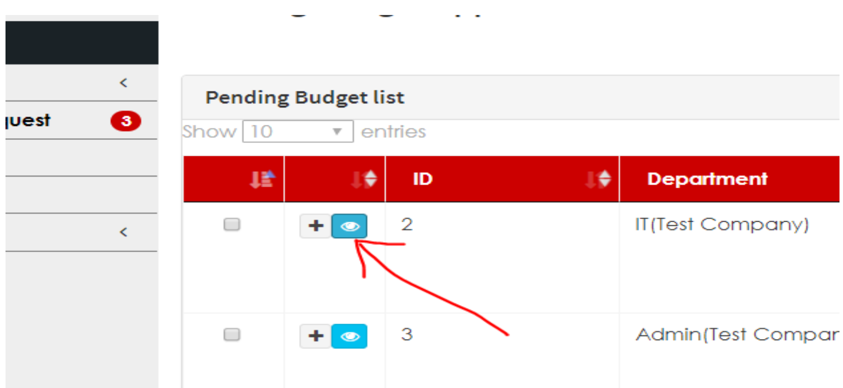
Show 10 entries Search:

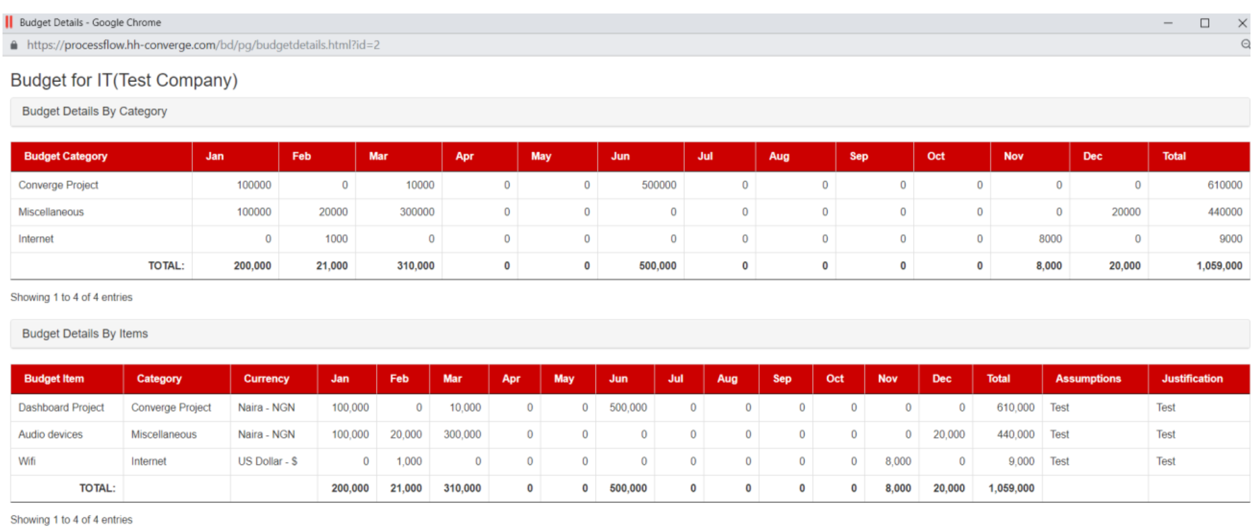
		ID	Department	Amount	Period	Status	Comment	
		1	MCC2(Test Company)	28710000.00	2019	CFO		
		2	IT(Test Company)	1059000.00	2019	CFO		
		3	Admin(Test Company)	2524101.00	2019	Authoriser		
		5	HR(Test Company)	23020000.00	2019	CFO		

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

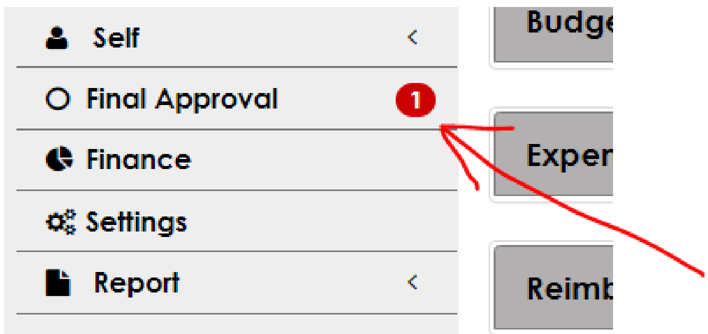
Budget Details By Items

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	0	20,000	440,000	Test	Test
Wifi	Internet	US Dollar - $	0	1,000	0	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**	**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
TEFhhh	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
Setupp	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

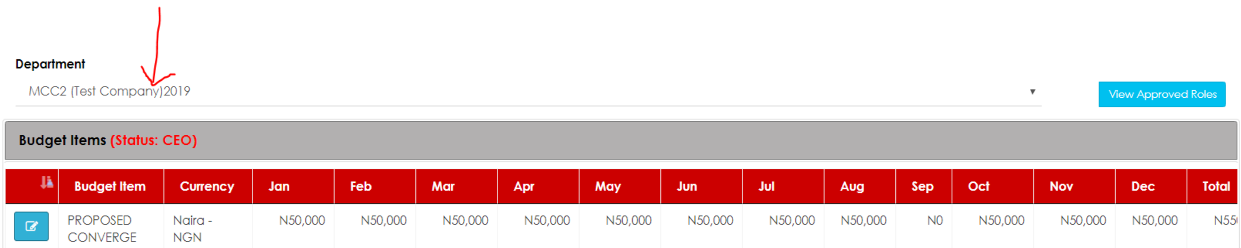
od/pa/app/index2.html

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

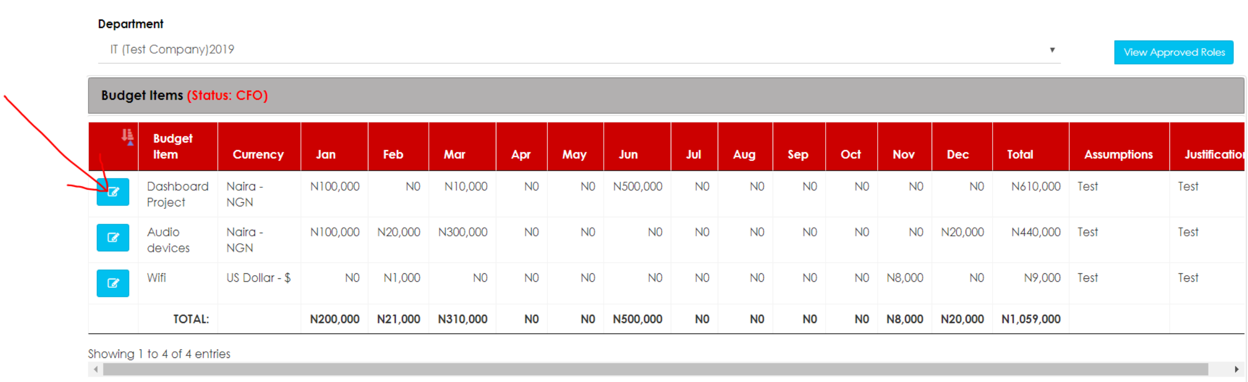
MCC2 (Test Company)2019

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	N55

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



Department

IT (Test Company)2019

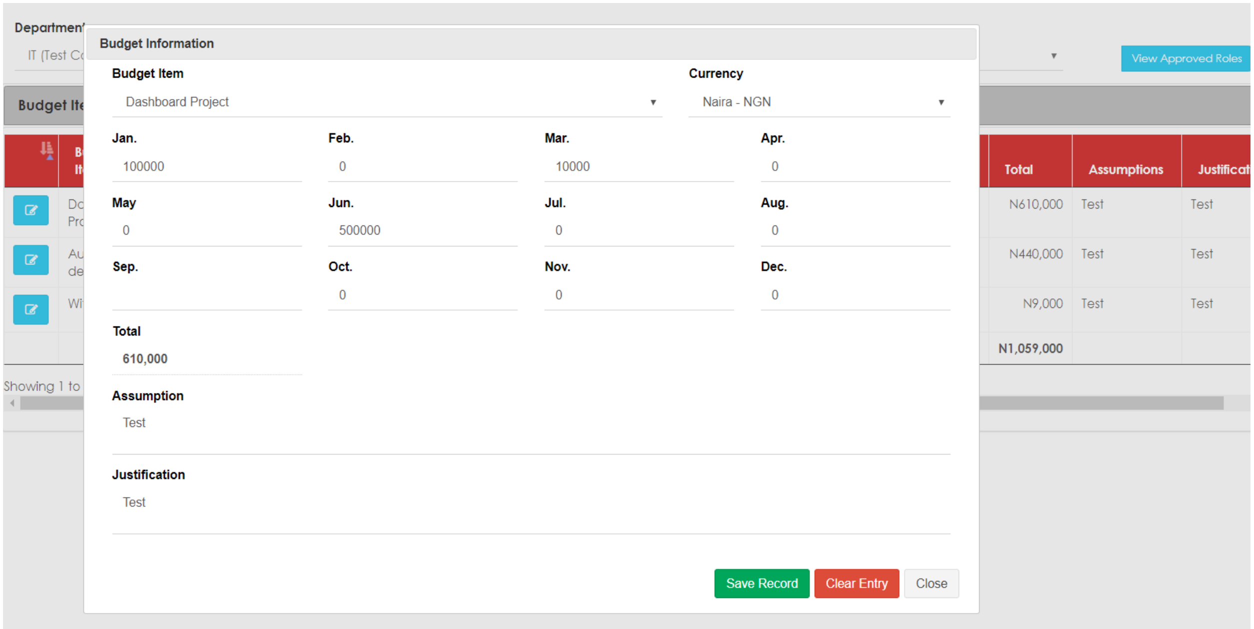
View Approved Roles

Budget Items (Status: CFO)

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

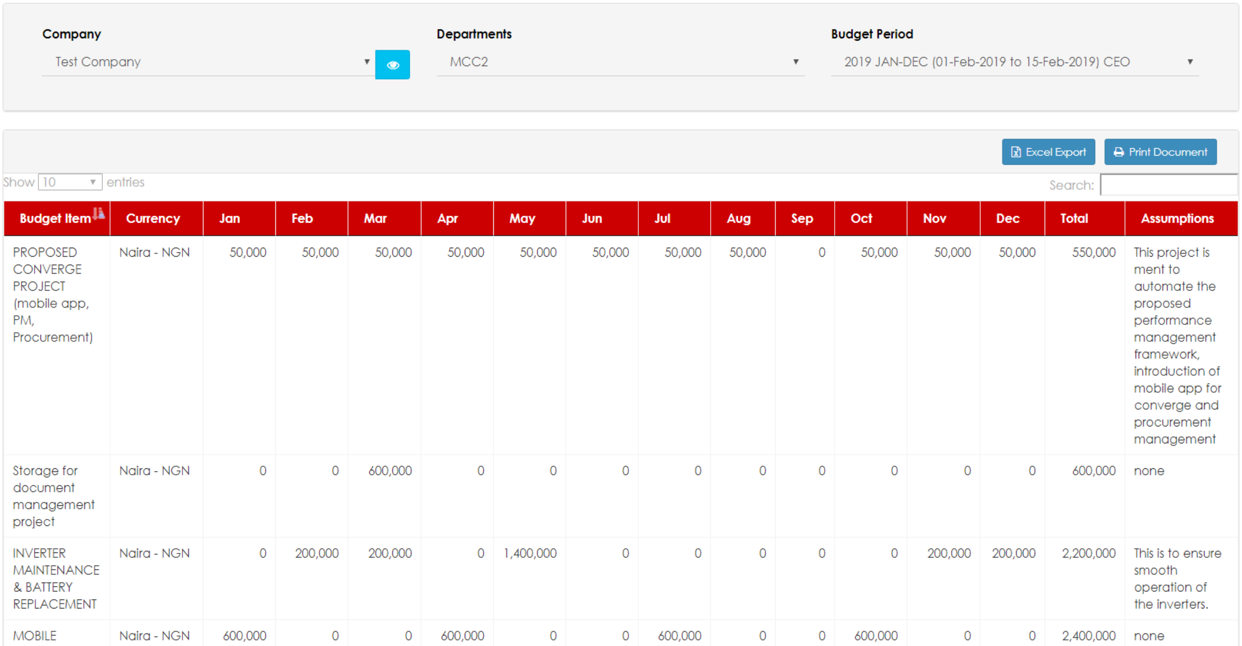


Report

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

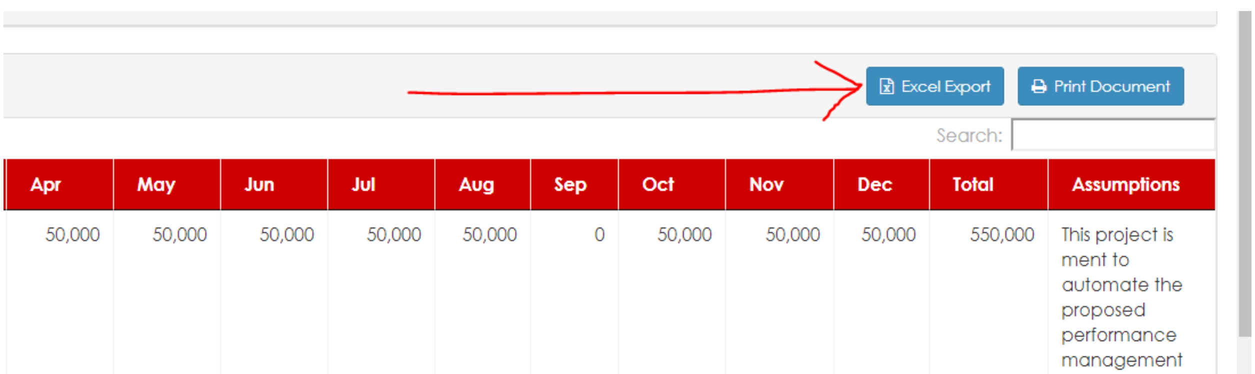
Departmental Report

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



Budget Item	Currency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions
PROPOSED CONVERGE PROJECT (mobile app, PM, 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



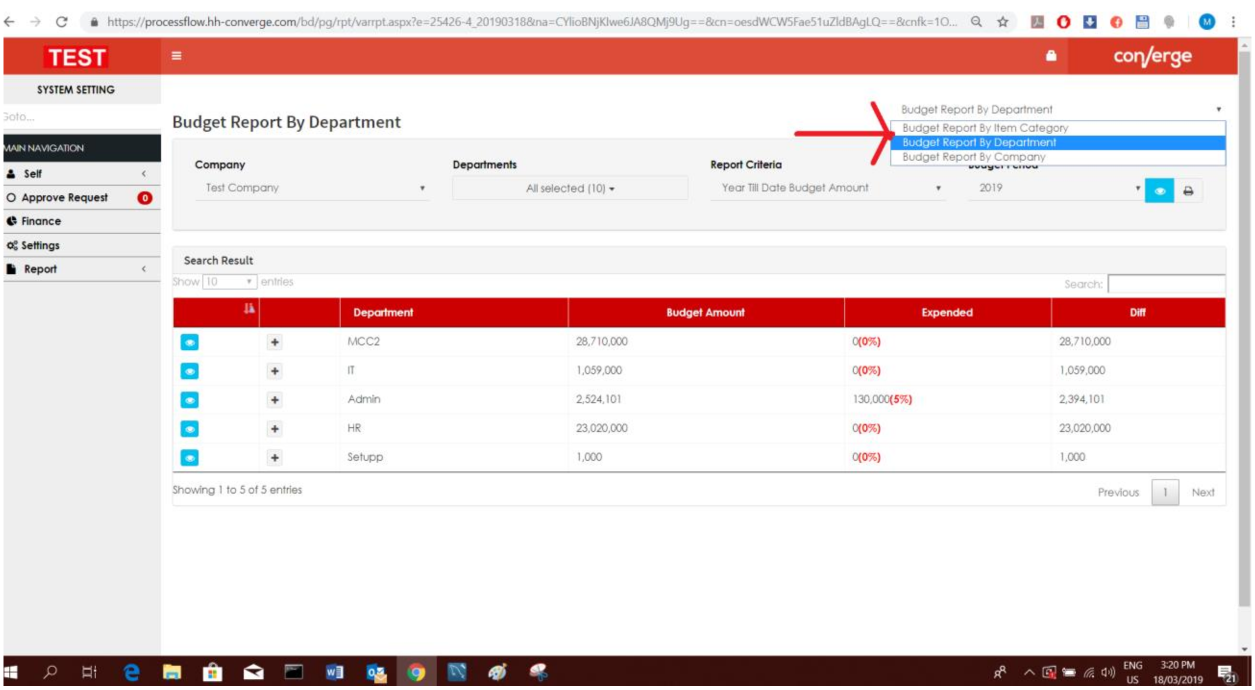
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Assumptions
50,000	50,000	50,000	50,000	50,000	0	50,000	50,000	50,000	550,000	This project is ment to automate the proposed performance management

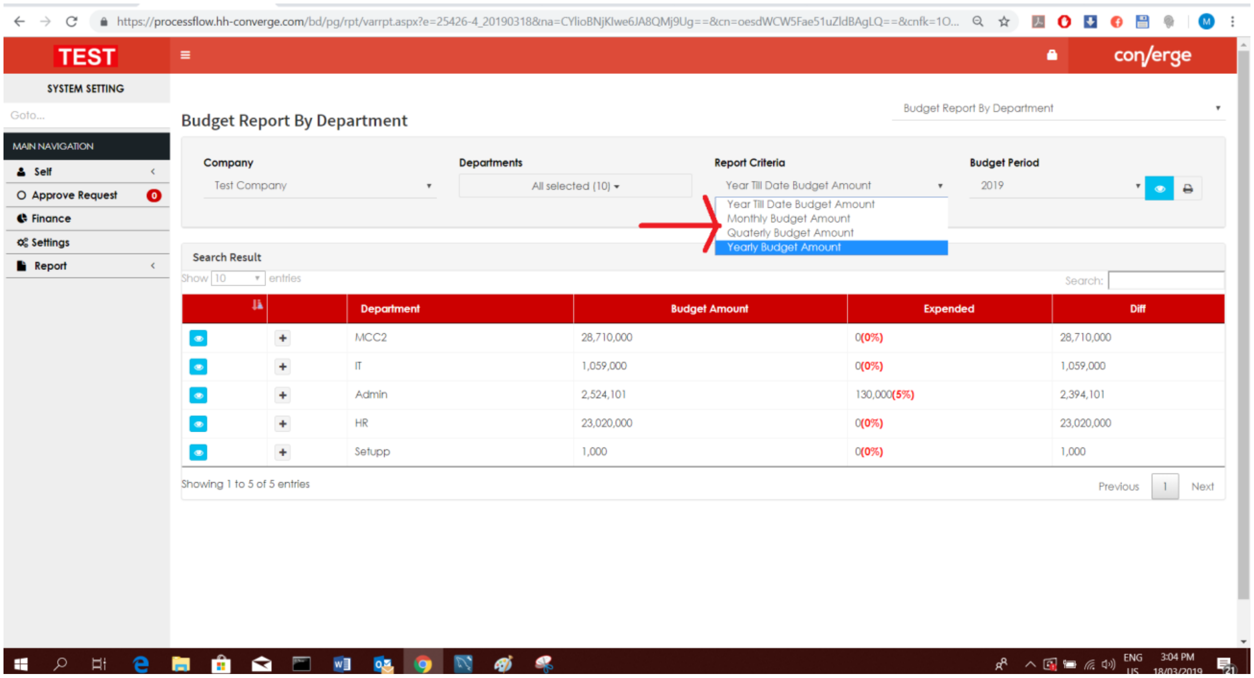
Variance Report

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.

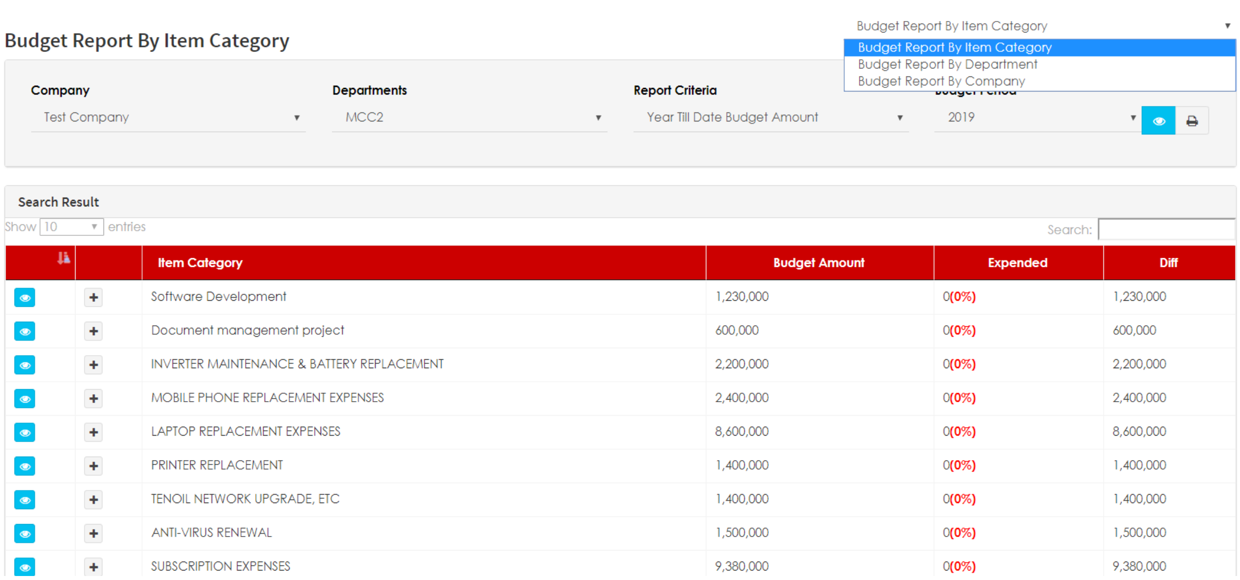
This provides a detailed report using various search filters. Here you can generate reports using budget item category, company or department. The report can be filtered using year till date, monthly, quarterly or yearly budget.

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





		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



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

Search Result

Show 10 entries

Search:

		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

Budget Summary

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

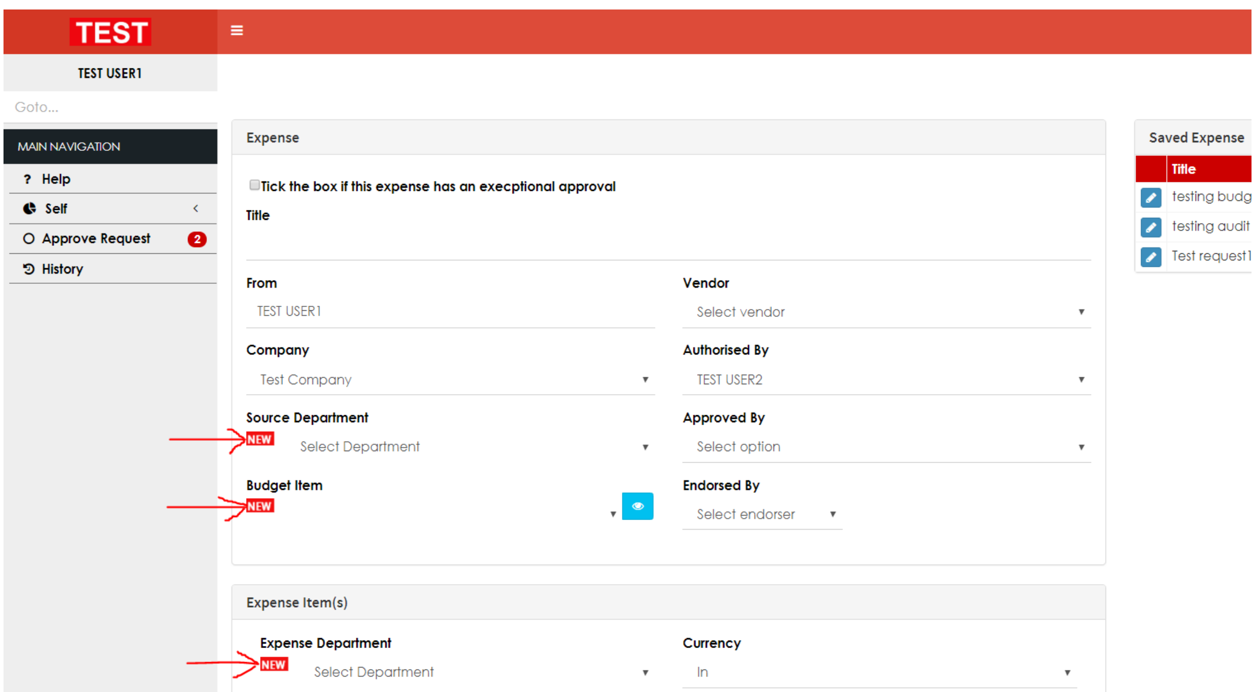
Budget Impacts on Other Module

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.**

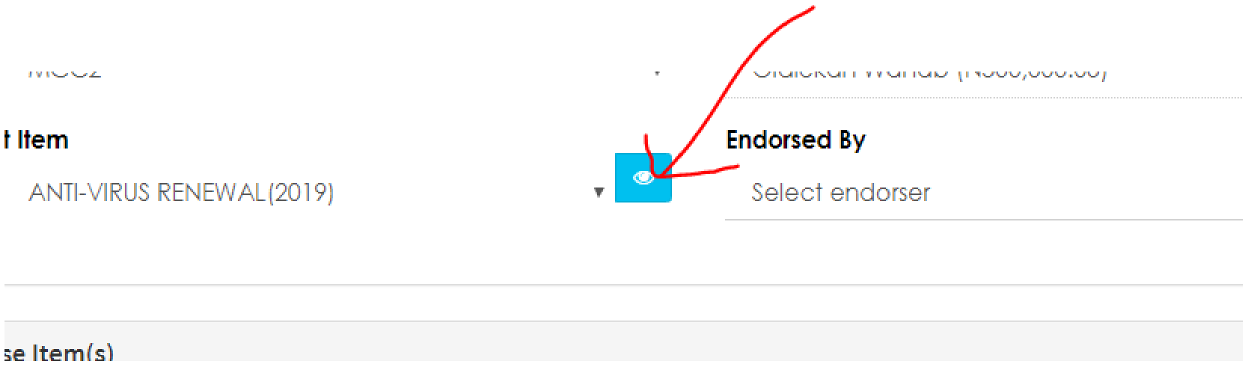
1. **Source Department** – This is the department whose budget's fund we wish to expend

2. **Budget Item** - This is the item for which we are making the expenses

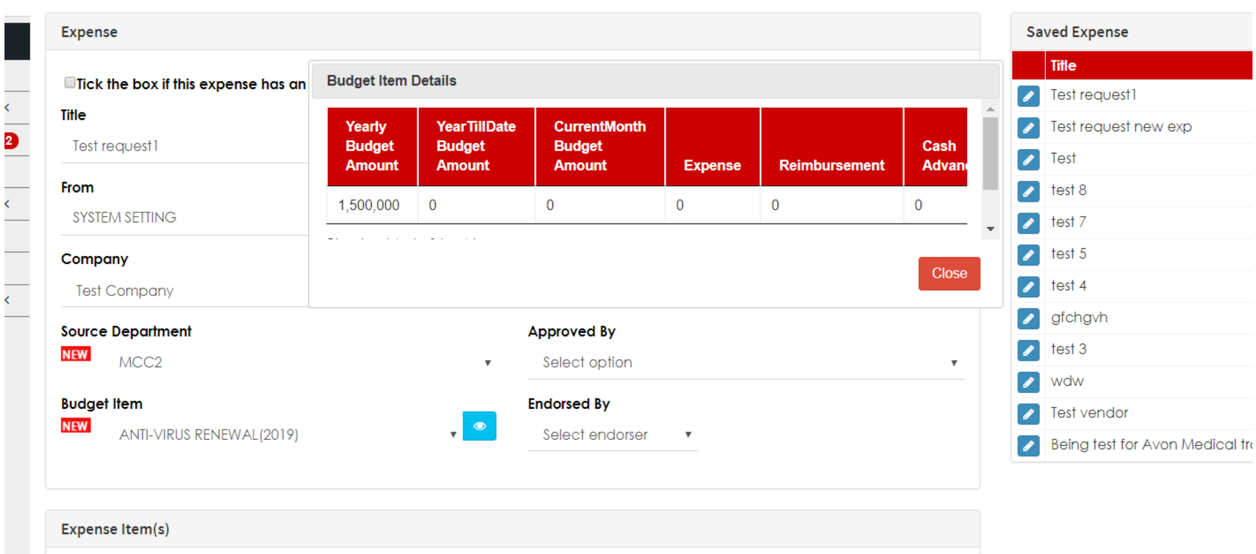
3. **Expense Department** - This is the department for which expense item is procured



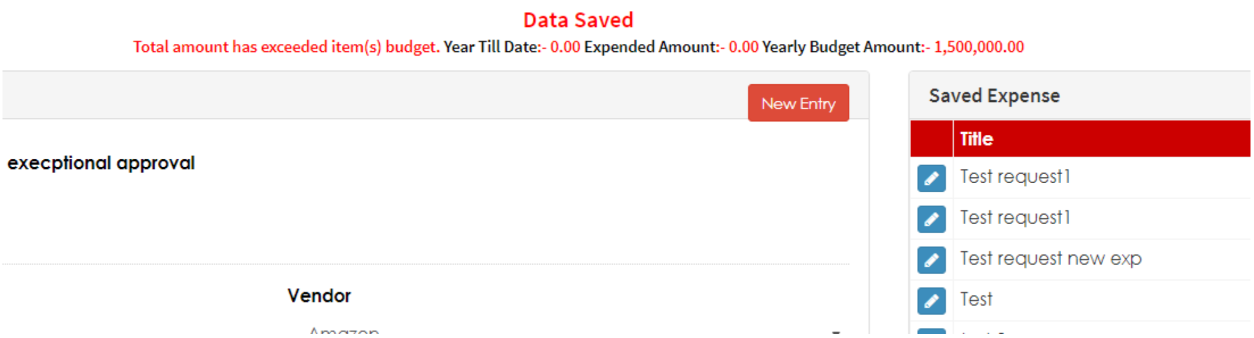
Before raising an expense, we now have the ability to check the budget for that item by clicking the blue button to the right of the budget item



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

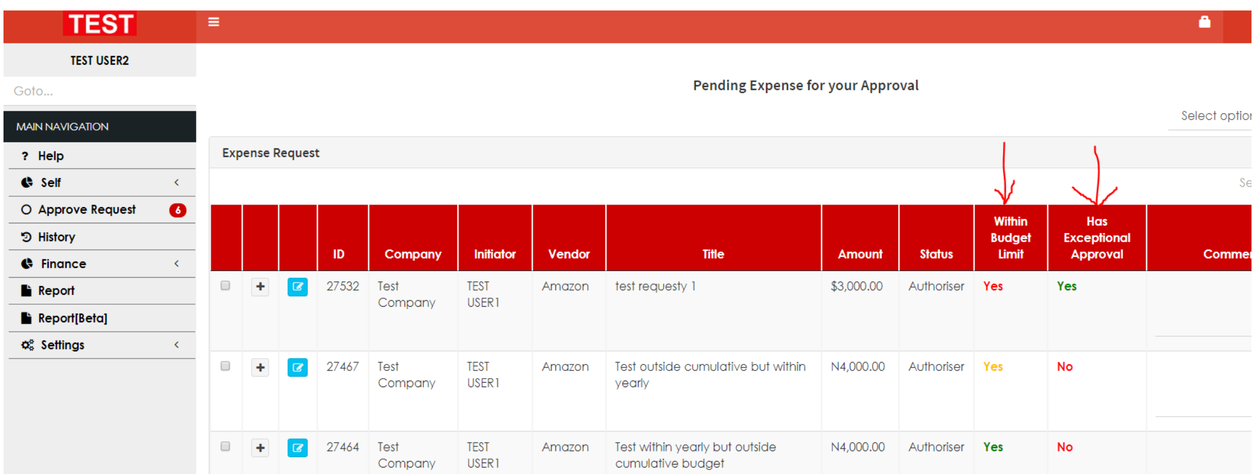


Once expense has been saved successfully appropriate warning feedback is displayed to the user only when the expense being raised is outside the year till date budget



Introduction of new columns to Approval Process

The approval process now has two additional column



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

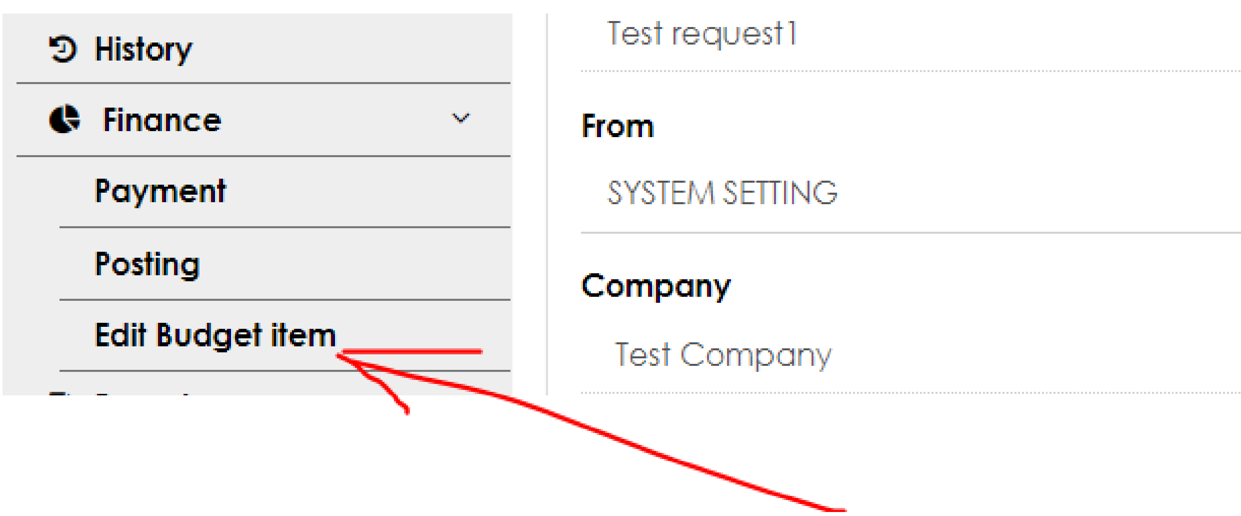
Where the different colour indicators mean

GREEN -- Has approval

RED -- Does not have approval

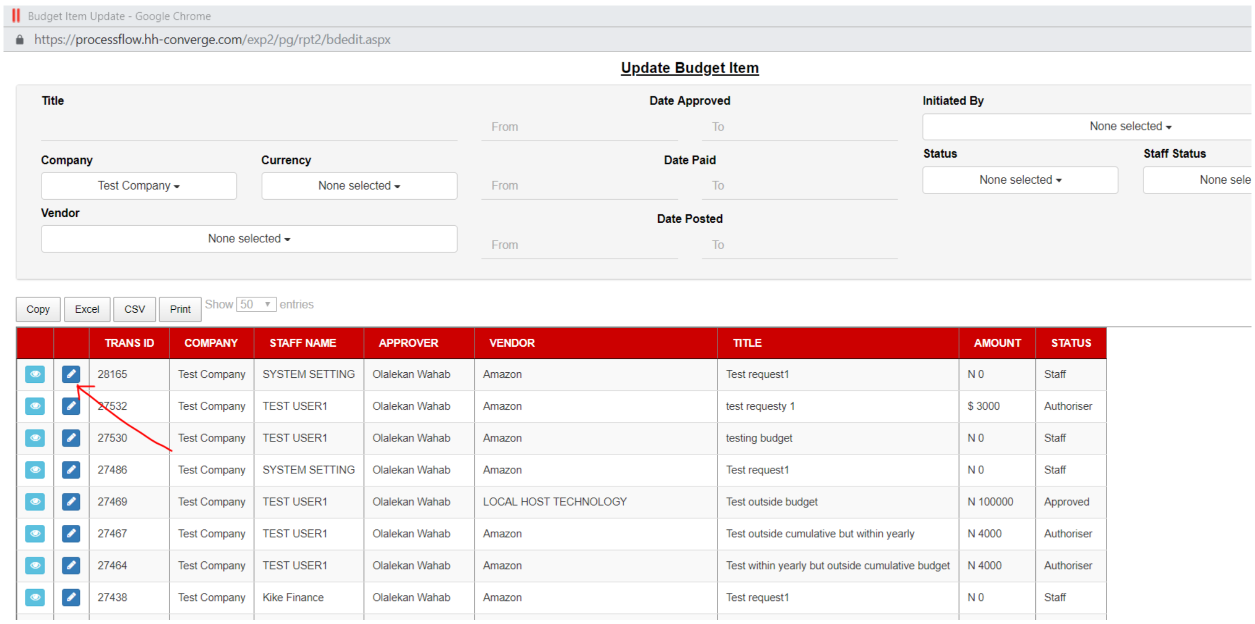
EDITING BUDGET ITEM

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

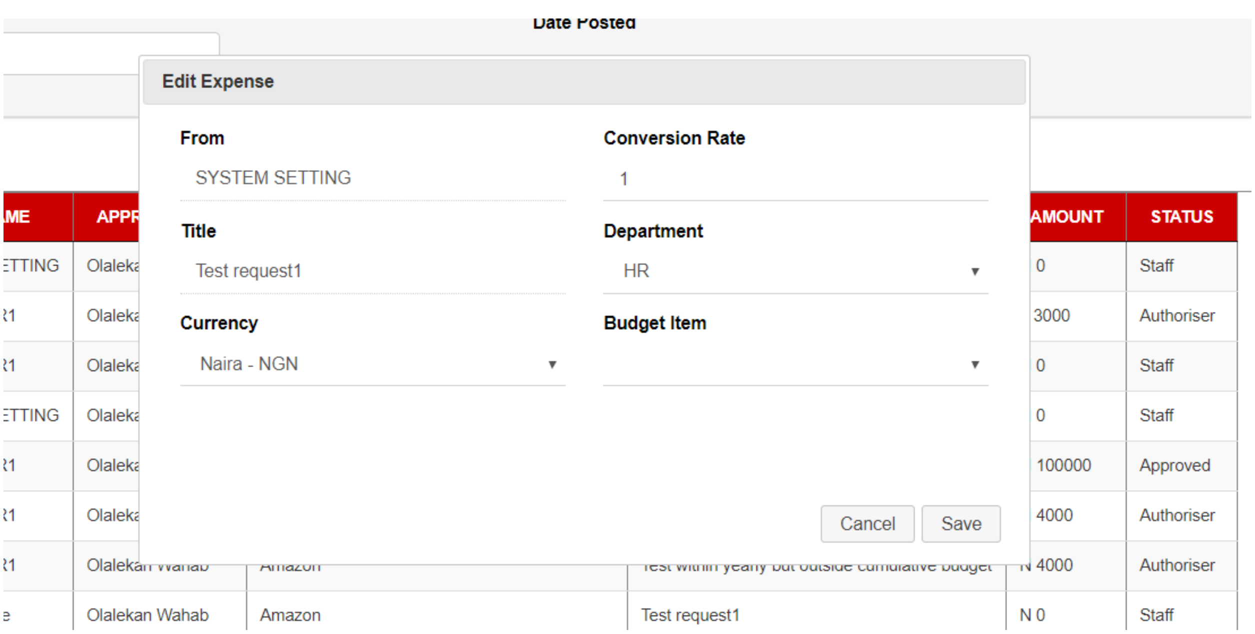


With this, the finance team can modify an expense and attach it to a budget item if it is lacking one, they can specify the currency conversion rate for foreign denominated expenses.

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



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



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