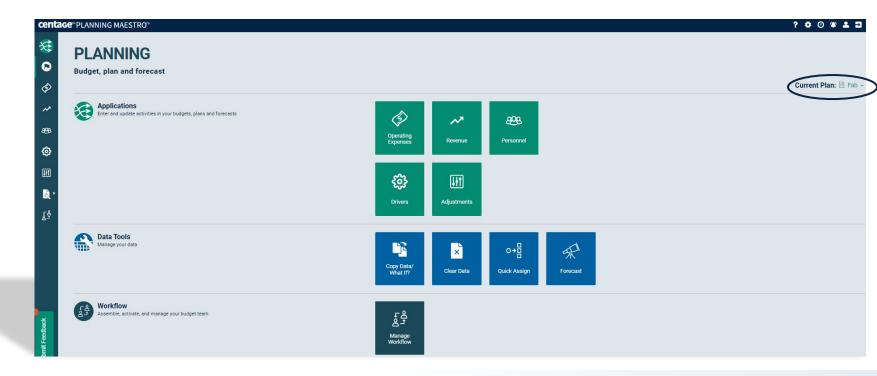


# Planning

- The Planning section is where the user will create the budget.
- Each module will correlate to a business operation; Operating Expense, Revenue, Personnel, Drivers and Adjustments

#### <u>Planning</u>

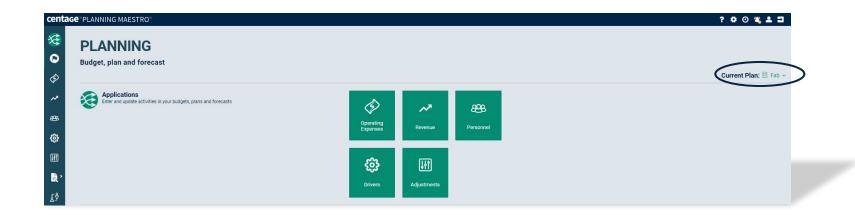
The Current Plan needs to be set in the main Planning landing page; this will drive the data and connect the plan's database profile.



# Applications

- **Operating Expenses**: Module where all Operating Expenses are budgeted; can see Actuals, Budget and Forecasts
- **Revenue**: Module where all Revenue lines are budgeted; can see Actuals, Budget and Forecasts
- **Personnel**: Module where all Personnel are budgeted; can see Actuals, Budget and Forecasts
- **Drivers**: Module where all factors are housed; elements that drive the revenue, operating expenses and/or personnel modules
- Adjustments: Module where all budget lines outside of Operating Expense, Revenue and Personnel can be entered
- Throughout the Centage Database; the left-hand toolbar icons match the icons on the module tiles within the body of the module home screen

The Current Plan needs to be set in the main Planning landing page; this will drive the data and connect the plan's database profile.

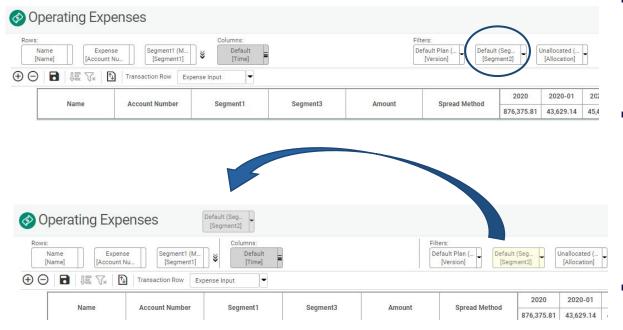


# **Budget Screen** – Applicable for all modules

	Name [Name]	¥	blumns: Default [Time]	=	Filters: Default [Ver		nallocated ( [Allocation]	•						General Name	Office Supplies
⊕ (	Ə ∎ ↓≣ √× ₪		gment2	Operating Expense SegmentS	•	Segment1	A	ccount Number	r	Amount	Sprea	d Method	2	Description 1 Description 2 Description 3	
•	1 Office Supplies 11	00		00	Sal	es	300-6	120-00 Suppl	ie	25,000.0	00 Even		26 ^	Description 4	
	2 Tax Projections 66	30		00	000		000-6	630-00 – IL Sta	te	8,000.0	00 Even		8		
	3 COGS Example 45	20		01	000		000-4	520-01 - CoGS		5,000.0	00 Period Am	ount	60	Date	
	4 Training Expenses 61	00		00	Ser	vice/Installation	400-6	100-00 Traini	ng	12,000.0	00 Even		12	Time Hierarchy	Fiscal Calenda
	5 New Dept 1100 11	00		03	Ser	vice/Installation	000-4	510-02 - Cost	of	10,000.0	00 Year Start		10	Start Date	01/01/2019
< Deta													•	End Date	Never Ends
Roy		[	Default [Time]	Account Number	Filters: Office S [Na 2019		Activity [Measure] 2020-01	Sale [Segme		00 [Segment3] 2020-04	110 [Segme 2020-05		¥ ¥ 2020	Expense Input Use Data Link 4 Amount 4 Spread Method	25,000.00 Even
De	tails												*	Increase/Decreas	
	Expense		DR										_		
	Expense Input		DR Un	designated (Mon	26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,1	Recognition Sche	
							2.083.33	2.083.33	2,083.33	2.083.33	2,083.33	2,083.33	2,0	Operating Expens	Undesignated (
	Expense Input		DR Un	idesignated (Mon	25,000.00	25,000.00	2,083.33	2,005.55	2,003.33	2,005.55	2,005.55	2,005.55	2,0		

- Each dimension in the database is available to budget by
- The top Working screen shows budgeted lines
- The bottom Details screen shows the detail of the line highlighted above
- The Properties screen to the right-hand side show all available options in the record
- A user can create custom time dimensions; ability to have different time dimensions in the working screen vs details screen
- A user can add any property of the screen into the "working screen" by dragging and dropping
- A user can set up and save screen set between filters and rows, can save screen permanence with the appropriate dimensional choices

# Working with screen filters





- To set the screen; dimensional filters can be moved between the rows (left-hand) or the filters (right-hand) area of the screen based on the desired view.
- If a user would like to filter the screen selections, the dimensional filter will be used in the right-hand area of the page. The user can choose the correct value to work in. i.e., if Department is in the filter area, the screen will be set to view one department at a time.
- If a user wants to view all Departments at once, the dimension needs to be in the right-hand Row area.
- The filter tile can be dragged from the right, "Filters" to the "Row" area to the left side of the screen
- Once the screen is set as desired, click the save "disk" to save the screen as a permanent set up

### **Operating Expenses**

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Operating Expenses

- Operating expense module will be used to budget an expense for the client
- Data projections can be added manually in the tool by clicking the 

   icon or by utilizing an import template.
- Each line of the budget will have an associated
   Payment method assigned, to assist in the build of the budget balance sheet.

															_			_
Operating Exper	ises															Properties		$\rightarrow$
Rows: Name [Name]	¥	Columns: Default [Time]			ters: efault Plan ( [Version]	Unalloca										General Name	Office Supplies	^
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3 COGS Example 45	20	01	000		000-45	20-01 CoGS	÷	5,000.0	00 Period Am	nount	60,000.00	60,000.00	5,000.00	5,000.00	0	Date		^
4 Training Expenses 61	00	00	Servi	ce/Installation	400-61	00-00 Traini	ng	12,000.0	00 Even		12,000.00	12,000.00	1,000.00	1,000.00	0	Time Hierarchy	Fiscal Calendar Month	
5 New Dept 1100 11	00	03	Servi	ce/Installatior	000-45	i10-02 Cost	of	10,000.0	00 Year Start		10,000.00	10,000.00	0.00	0.00	0	Start Date	01/01/2019	
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7 Data link 11	00	00	000		Undes	ignated (Expe	1S	0.0	00		250.00	250.00	20.83	20.83	8	End Date	Never Ends	
8 MS 365 all heads 11	00	00	000		Undes	ignated (Expe	1S	0.0	00		4,650.00	6,750.00	450.00	450.00	0			
9 Telephone allocaiton b 11	00	00	000		600-65	510-00 Telep	ho	20,000.	00 Even		20,000.00	20,000.00	1,666.67	1,666.67	7	Expense Input		^
															•	Use Data Link	$\bigcirc$	
etails Rows: OperatingExp (Transaction		Columns: Default [Time]		_	ters: ffice Supplies [Name]	Actin [Meas		Sales [Segment1]	01 [Segm		1100 [Segment2]	Default Pl [Versic		nallocated ( [Allocation]	<u>↓</u>	<ul> <li>4 Amount</li> <li>4 Spread Method</li> <li>Increase/Decrease Method</li> </ul>	25,000.00 Even 1 selected (Edit)	
)																Recognition Schedule	Immediate	
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Details															*			
Expense	DR															Expense Properties		^
Expense Input	DR	Undesignated (Mon	26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2	Payment Schedule	One Period (30 Days)	
Expense Input	DR	Undesignated (Mon	25,000.00	25,000.00	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	4	Enable Prepaid Calculations	$\bigcirc$	
Increase/Decrease (New		Undesignated (Mon	1,250.00	1,250.00	104.17	104.17	104.17	104.17	104.17	104.17	104.17	104.17	104.17	104.17	_	Allocation Method	Test Allocation Method	(Ed.
Recognition	DR	Undesignated (Mon	26,250.00	26,250.00	2,187.50	2, <mark>1</mark> 87.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	1			
Operating Expense	DR	Undesignated (Mon	26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	1			
P&L																		
General Expense (Net)			26,250.00	26,250.00	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2,187.50	2			

#### Revenue

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Revenue

- Revenue module will be used to budget a Revenue line for the client
- Can budget via cash or unit's times a price
- Can budget cost per revenue line
- Each line of the budget will have an associated Receivable method assigned, to assist in the build of the budget balance sheet.

~	Revenue													Properties	-;
	ows: Name [Name]	¥ 〕 Tran	Columns: Defau [Time saction Rov		Filters: Default P [Versi	lan ( Ui	nallocated ( [Allocation]	•						General Name Description 1	New Tiered Rate
	Name		Segment2	Segment3		Segment1	Ac	count Numbe	r	Amount	Sprea	d Method	2	Description 2 Description 3	
۲	1 New Tiered Rate Reven	4110		01	000		000-41	110-01 US Sa	ale	700.	00 Even		20	Description 4	
	2 Revenue example - spr	4112		02	000		000-41	12-02 - Austr	al	1,000,000.	00 Even		1,00(		
	3 Units	1107		03	Servi	ce/Installation	000-41	12-02 – Austr	al	0.	00 Even			Date	^
	4 related costs	1100		00	000		Undes	ignated (Rever	nu	<mark>100</mark> .	00 Even			Time Hierarchy	Fiscal Calendar M
	5 COGS	1100		00	000		Undes	ignated (Rever	nu	100.	00 Period Am	ount	1	Start Date	01/01/2018
4													•	End Date	Never Ends
F	tails ows: Revenue Transaction		Columns: Defau [Time		Filters: New Tier [Nam		Activity [Measure]	• 000 [Segme	22	01 [Segment3]	411 [Segme		*	Booking Enable Booking C	^
	Transaction Type		DR/CR	Account Number	2019	2020	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020	Revenue Input	^
	letails		DR										*		
	Revenue													Input Orientation	Units
	▲ Revenue Units (Input)		DR	Undesignated (Unit)	2,288.33	700.00	58.33	58.33	58.33	58.33	58.33	58.33		Use Data Link	
	Revenue Units (Input)		DR	Undesignated (Unit)	2,288.33	700.00	58.33	58.33	58.33	58.33	58.33	58.33		Amount (Input)	700.00
	Recognition (Revenue Uni	its)	DR	Undesignated (Unit)	2,288.33	700.00	58.33	58.33	58.33	58.33	58.33	58.33		Spread Method	Even
4			1											Increase/Decreas	0 selected (Edit)

#### Personnel

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Personnel

- Personnel module will be used to budget personnel expense for the client
- Personnel calculates wages by headcount times hours times an hourly wage
- Data projections can be added manually in the tool by clicking the icon or by utilizing an import template
- Lines can be built by individual, or groups based on clients needs
- A user can build hourly related (i.e., OT, holiday, vacation) and period related expenses (i.e., employer taxes, 401k, benefits) in the driver module
- Each line of the budget will have an associated Work/Pay Schedule assigned, to assist in the build of the budget balance sheet.

Personnel																	Properties	
Rows: Name [Name] Expense [Account Nu	) *	Columns: Default [Time]			Filters: Default P [Versi		Inallocated ( [Allocation]	-									General ∢Name	EE #1-Over cap
) \ominus 🖪 🗔 🔨 Tran	nsaction Rom	W Headcount (End)	-														Description 1	
Name Acc	ccount Num	ber Segment	4	Segment2		Segment3	s	tart Date	Fn	id Date	Hourly Wa	ace (Input)	Related Ex	Ponces	2020	2020-0	Description 2	
Name	Count reun	ber ocyment	·	Segmentz		Segmenta		tart Date	Li	d bate	Houry tra	ige (input)	Related LA		71.00	5.50	Description 3	
1 EE #1-Over cap 000-51	100-00 Sa	laries Default (Segment	nt1) Defau	ult (Segment2)	) 07		01/01/20	020	Never Ends	s	1	5,000,000.00 2	2 selected (Ed	it)	12.00	1 🔺	Description 4	
2 EE#2-Under cap 000-51	100-00 Sa	laries Default (Segment	it1) Defau	ult (Segment2)	) 05		01/01/20	J20	Never End:	s	1	2,000,000.00 2	2 selected (Ed	it)	12.00	1		
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4 Test FF - Headcount 000-51	100-00 - Sa	laries Default (Serimen	d1) Defai	ult (Seament?)	0.06		01/01/20	120	Never End	Q		50.00	N selected (Edi	a)	12 00	1	Time Hierarchy	Fiscal Calendar Month
etails Rows: Personnel		Columns:			Filters:		Activity [Measure]	Default (S		07 [Segment3]	Default (Segme		Default Plan ( [Version]	Unallocat [Allocat		₹	4 Start Date	01/01/2020 Never Ends
[Transaction		[Time]			[Nam		Integaniel	[ forduit	entzj	Ineducental	locality	entri _	[version]	[ penoca	lionj			
Transaction Type	DR/CR	Account Number	2020	2020-01	2020-02	2020-03	2020-04		2020-06	2020-07	2020-08	2020-09	2020-10	2020-11	2020-12	2020	Headcount Record Type	One Time Hire
]	DR/CR		2020	2020-01												2020	Record Type Headcount (Input)	One Time Hire 1
Transaction Type	DR/CR		2020	2020-01		- 0 0											Record Type	One Time Hire
Transaction Type Details	DR/CR				2020-02	2020-03	2020-04	2020-05	2020-06	2020-07	2020-08	2020-09	2020-10	2020-11	2020-12		Record Type Headcount (Input)	One Time Hire
Transaction Type Details A Headcount (Balance)		Account Number	24.00	1.00	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07	2020-08	2020-09	2020-10	2020-11	2020-12		Record Type Headcount (Input)	One Time Hire 1 Headcount (U)
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Transaction Type  Details  Headcount (Balance)  Headcount (Begin)  Headcount Increase	DR DR	Account Number Headcount Begin Headcount Increase	24.00 11.00 1.00	<b>1.00</b> 0.00 1.00	2020-02 1.00 1.00 0.00	2020-03 1.00 1.00 0.00	2020-04 1.00 1.00 0.00	2020-05 1.00 1.00 0.00	2020-06 1.00 1.00 0.00	2020-07 1.00 1.00 0.00	2020-08 1.00 1.00 0.00	2020-09 1.00 1.00 0.00	2020-10 1.00 1.00 0.00	2020-11 1.00 1.00 0.00	2020-12 1.00 1.00 0.00		Record Type Headcount (Input) Headcount End GL Account Hours	One Time Hire 1 Headcount (U)
Transaction Type  Transaction Type  Petalis  Headcount (Balance) Headcount (Begin) Headcount Increase Headcount Increase Headcount Decrease	DR DR DR	Account Number Headcount Begin Headcount Increase Headcount Decrease	24.00 11.00 1.00 0.00 12.00	1.00 0.00 1.00 0.00 1.00	2020-02 1.00 1.00 0.00 0.00 1.00	2020-03 1.00 1.00 0.00 0.00 1.00	2020-04 1.00 1.00 0.00 0.00 1.00	2020-05 1.00 1.00 0.00 0.00 1.00	2020-06 1.00 1.00 0.00 0.00 1.00	2020-07 1.00 1.00 0.00 0.00 1.00	2020-08 1.00 1.00 0.00 0.00 1.00	2020-09 1.00 1.00 0.00 0.00 1.00	2020-10 1.00 1.00 0.00 0.00 1.00	2020-11 1.00 1.00 0.00 0.00 1.00	2020-12 1.00 1.00 0.00 0.00 1.00		Record Type Headcount (Input) Headcount End GL Account Hours Use Work Schedule Use Data Link	One Time Hire 1 Headcount (U)
Transaction Type  Details  Headcount (Balance) Headcount (Begin) Headcount Increase Headcount Decrease Headcount Decrease Headcount (End) Hours Planned Hours (input)	DR DR DR DR	Account Number Headcount Begin Headcount increase Headcount Ocrease Headcount (U)	24.00 11.00 1.00 0.00 12.00	1.00 0.00 1.00 1.00 1.00	2020-02 1.00 1.00 0.00 0.00 1.00 1.00	2020-03 1.00 1.00 0.00 0.00 1.00 1.00	2020-04 1.00 1.00 0.00 0.00 1.00 1.00	2020-05 1.00 1.00 0.00 0.00 1.00 1.00	2020-06 1.00 1.00 0.00 0.00 1.00 1.00	2020-07 1.00 1.00 0.00 1.00 1.00	2020-08 1.00 1.00 0.00 0.00 1.00 1.00	2020-09 1.00 1.00 0.00 0.00 1.00 1.00	2020-10 1.00 1.00 0.00 0.00 1.00 1.00	2020-11 1.00 1.00 0.00 1.00 1.00 1.00	2020-12 1.00 1.00 0.00 0.00 1.00 1.00		Record Type Headcount (Input) Headcount End GL Account Hours Use Work Schedule Use Data Link Planned Hours (Input)	One Time Hire 1 Headcount (U) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Transaction Type  Petalis  Headcount (Balance) Headcount (Begin) Headcount Increase Headcount Increase Headcount (End) Hours Planned Hours (Input) Planned Hours (Input)	DR DR DR DR DR DR	Account Number Headcount Begin Headcount increase Headcount Ocrease Headcount (U) Planned Hours (U)	24.00 11.00 0.00 12.00 12.00 12.00	1.00 0.00 1.00 0.00 1.00 1.00 1.00	2020-02 1.00 1.00 0.00 1.00 1.00 1.00	2020-03 1.00 1.00 0.00 1.00 1.00 1.00	2020-04 1.00 1.00 0.00 1.00 1.00 1.00	2020-05 1.00 1.00 0.00 1.00 1.00 1.00	2020-06 1.00 1.00 0.00 1.00 1.00 1.00	2020-07 1.00 1.00 0.00 1.00 1.00 1.00	2020-08 1.00 1.00 0.00 1.00 1.00 1.00	2020-09 1.00 1.00 0.00 0.00 1.00 1.00 1.00	2020-10 1.00 1.00 0.00 1.00 1.00 1.00	2020-11 1.00 1.00 0.00 1.00 1.00 1.00	2020-12 1.00 1.00 0.00 1.00 1.00 1.00 1.00		Record Type Headcoum (Input) Headcoum End GL Account Use Work Schedule Use Data Link Planned Hours (Input) Spread Method	One Time Hire 1 Headcount (U) 12.00 Even
Transaction Type Details  Headcount (Balance) Headcount (Regin) Headcount Increase Headcount Increase Headcount (End) Hours Planned Hours (Input) Planned Hours (Input) Recognition (Planned Hours)	DR DR DR DR DR DR DR DR DR	Account Number Headcount Begin Headcount Increase Headcount Decrease Headcount (U) Planned Hours (U) Planned Hours (U)	24.00 11.00 0.00 12.00 12.00 12.00 12.00 12.00	1.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-02 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-03 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-04 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-05 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-06 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-07 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-08 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-09 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-10 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-11 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-12 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00		Record Type Headcoum (Input) Headcoum End GL Account Use Work Schedule Use Data Link Planned Hours (Input) Spread Method	One Time Hire 1 Headcount (U) 12.00 Even
Transaction Type Details  Headcount (Balance) Headcount (Begin) Headcount Increase Headcount Decrease Headcount (End) Heaned Hours (Input) Planned Hours (Input) Planned Hours Planned Hours Planned Hours	DR DR DR DR DR DR DR DR DR DR	Account Number Headcount Begin Headcount Increase Headcount Decrease Headcount (U) Planned Hours (U) Planned Hours (U) Planned Hours (U)	24.00 11.00 0.00 12.00 12.00 12.00 12.00 12.00 12.00	1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-02 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-03 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-04 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-05 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-06  1.00  1.00  0.00  1.0	2020-07 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-08  1.00  0.00  0.00  1.0	2020-09 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-10 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-11 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-12 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00		Record Type Headcoum (Input) Headcoum End GL Account Use Work Schedule Use Data Link Planned Hours (Input) Spread Method	One Time Hire 1 Headcount (U) 12.00 Even
Transaction Type Details  Headcount (Begin) Headcount (Begin) Headcount (Regin) Headcount (End) Headcount (End)  Headcount (End) Hours Planned Hours (Input) Planned Hours (Input) Planned Hours (Input) Planned Hours Recognition (Planned Hours) Planned Hours Regular Hours	DR DR DR DR DR DR DR DR DR	Account Number Headcount Begin Headcount Increase Headcount Decrease Headcount (U) Planned Hours (U) Planned Hours (U)	24.00 11.00 0.00 12.00 12.00 12.00 12.00 12.00	1.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-02 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-03 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-04 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-05 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-06 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-07 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-08 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-09 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00	2020-10 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-11 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-12 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00		Record Type Headcount (Input) Headcount End GL Account Hours Use Work Schedule Use Data Link: Planned Hours (Input) Spread Method Increase/Decrease Method	One Time Hire 1 Headcount (U) 12.00 Even 0 selected (Edit)
Transaction Type  Transaction Type  Details  Headcount (Balance) Headcount (Begin) Headcount Increase Headcount Decrease Headcount (End) Headcount (End) Heaned Hours (Input) Planned Hours (Input) Planned Hours Planned Hours Regular Hours Wage Wage	DR DR DR DR DR DR DR DR DR DR	Account Number Headcount Begin Headcount increase Headcount (U) Planned Hours (U) Planned Hours (U) Planned Hours (U) Regular Hours (U)	24.00 11.00 0.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-02 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-03 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-04 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-05	2020-06	2029-07 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-08  1.00  1.0	2020-09 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-10 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-11 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-12 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00		Record Type Headcount (Input) Headcount End GL Account Hours Use Work Schedule Use Data Link: Planned Hours (Input) Spread Method Increase/Decrease Method Recognition Schedule	One Time Hire 1 Headcount (U) 1 12.00 Even 0 selected (Edit) Immediate
Transaction Type Details  Headcount (Begin) Headcount (Begin) Headcount (Regin) Headcount (End) Headcount (End)  Headcount (End) Hours Planned Hours (Input) Planned Hours (Input) Planned Hours (Input) Planned Hours Recognition (Planned Hours) Planned Hours Regular Hours	DR DR DR DR DR DR DR DR DR DR	Account Number Headcount Begin Headcount Increase Headcount Decrease Headcount (U) Planned Hours (U) Planned Hours (U) Planned Hours (U) Regular Hours (U)	24.00 11.00 0.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-02 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00	2020-03 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00 416,666.67	2020-04 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-05 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00 416,666.67	2020-06  1.00  1.00  0.00  1.0	2020-07 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00	2020-08  1.00  0.00  0.00  1.0	2020-09 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00 416,666.67	2020-10 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00 416,666.67	2020-11 1.00 1.00 0.00 1.00 1.00 1.00 1.00 1.00 1.00 416,666.67	2020-12 1.00 1.00 0.00 0.00 1.00 1.00 1.00 1.00 1.00		Record Type Headcount (Input) Headcount End GL Account Hours Use Work Schedule Use Data Link Planned Hours (Input) Spread Method Increase/Decrease Method Recognition Schedule Work/Pay Schedule Planned Hours GL Account	One Time Hire 1 Headcount (U) 12.00 Even 0 selected (Edit) Immediate Default Work/Pay Schedu

#### Drivers

- **දි**දුරි Drivers
- The Drivers Module is where all financial or non-financial factors are housed; elements that can drive the revenue, operating expenses and/or personnel modules.
- Drivers can be units, percentage or monetary
- Drivers can be input, related costs, personnel related expenses, or record sets
- Personnel related expenses can be built and attached to personnel, creating a full financial picture per employee

Dr	ivers											
	ame Memoran [Account Memoran		ault	Filters: Default Plan [Version]	( 000 [Segment1]	• 00 [Segmen	t3]	1100 Segment2]	Unallocate [Allocatio	<b>•</b>		
Θ		Transaction Row Mo	onetary (Input)									
Γ			ta.		27.000200000000	2019	2020	2020-01	2020-02	2020-03	2020-04	2020-05
	Name	Account Number	Driver Type	Amount	Spread Method	3,001,226	3,001,157	250,108.99	250,102.49	250,107.99	250,103.49	250,108.99
1 P	rice for rev line	Unit Price (M) Unit Pr	Input	50.00	Period Amount	600.00	600.00	50.00	50.00	50.00	50.00	50.00
2 D	river for personnel ho	Undesignated (Unit)	Input	0.00	Even	171.00	102.00	21.00	14.50	20.00	15.50	21.00
3 8	Hours per day	Hours (U) - Hours (U)	Input	8.00	Period Amount	96.00	96.00	8.00	8.00	8.00	8.00	8.00
<b>4</b> U	nit driver	Units Sold (U) Units S	Input	5.00	Even	0.00	0.00					
5 E	E Hiring Expense	Personnel Related Exp	Input	29.99	Period Amount	359.88	359.88	29.99	29.99	29.99	29.99	29.99
6 T	otal Revenue -BY loca	Undesignated (Moneta	Input	3,000,000.00	Even	3,000,000	3,000,000	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
<b>7</b> P	arts %	Undesignated (Moneta	Input	46.00	Period Amount	0.00	0.00					
8 P	aint %	Undesignated (Moneta	Input	10.00	Period Amount	0.00	0.00					
9 T	Est	Undesignated (Moneta	Input	0.00	Even	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10 %	driver	Undesignated (Moneta	Input	0.00	Even	0.00	0.00					
11 F	ICA-Social Security	FICA Cap (M) - FICA C	Period Related Expense	0.00		0.00	0.00					
12 F	ICA-Medicare	FICA Cap (M) FICA C	Pariod Palatad Expanse	0.00		0.00	0.00					

9

### Adjustments

- The adjustment module is used for budgeting any balance sheet transaction.
- Data projections can be added manually in the tool by clicking the ⊕ icon or by utilizing an import template.



Adjustments																Properties	
Rows: Name [Name] Account [ [Account]		Columns: Default [Time]			Filters: Default Plar [Version			ault (Seg legment3]	Default (Seg. [Segment1]	Unalloc [Alloc	ated ( ation]					General (Name	Capital Asset
	Transaction Ro	W Adjustment (Input)	-													Description 1	
					2020	2020-01	2020-02	2020-03 2	020-04 20	20-05 202	0-06 202	0-07 2020	-08 2020	09 2020	-10	Description 2	
Name	Account Num	iber Amount	8	Spread Method	80,000.0	25,000.00	0.00	0.00	0.00 5,0	00.00 0.	00 0.	00 0.0	0 50,000	0.00 0.0	00	Description 3	
1 Laptop	000-1520-00 - M	achin	0.00 Even		60,000	.00 5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00 50,0	00.00	0.00	Description 4	
2 Capital Asset	000-1500-00 Fu	irnitur	0.00 Even		20,000	.00 20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
																Date	
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etails															↓	Time Hierarchy	Fiscal Calendar Mont
Rows:		Columns:			Filters:										<u>*</u>		
Adjustment [Transaction		Default			Capital As			ault (Seg	Default (Seg.			Default Plan (	Unallocat			Start Date	01/01/2020
					INamel		asure	eament2	(Segment3)	Sean	nent1]	Version	Alloca	tion			100
0		[Time]			[Name]	[Me	asure]	legment2]	[Segment3]	[Segn	ient1]	[Version]	[Alloca	tion]		End Date	Never Ends
	DR/CR		2020	2020-01											2020	End Date Adjustment Input	Never Ends
Transaction Type	DR/CR	Account Number	2020	2020-01			20-04 2020-0			2020-08	2020-09	[Version]	[Alloca 2020-11	2020-12	2020		Never Ends
Transaction Type Details	DR/CR		2020	2020-01											2020	Adjustment Input Use Data Link	$\odot$
Transaction Type Details	DR/CR DR		2020	2020-01			20-04 2020-0		2020-07	2020-08	2020-09	2020-10			2020	Adjustment Input Use Data Link «Amount	0.00
Transaction Type Details Adjustment		Account Number			2020-02	2020-03 202	0.00	5 2020-06	2020-07	2020-08	2020-09	2020-10	2020-11	2020-12	2020	Adjustment Input Use Data Link «Amount «Spread Method	0.00 Even
Transaction Type Details Adjustment Adjustment (Input)	DR DR	Account Number	20,000.00	20,000.00	2020-02 2	0.00	20-04 2020-6 0.00 6 0.00 1	5 2020-06	2020-07 00 0.0 00 0.0	2020-08 0 0.00 0 0.00	2020-09 0.00 0.00	2020-10 0.00 0.00	2020-11	2020-12	2020	Adjustment Input Use Data Link «Amount	0.00
Transaction Type Details Adjustment Adjustment (Input) Adjustment (Input)	DR DR	Account Number Adjustment (M) Adjustment (M)	20,000.00 20,000.00	<b>20,000.00</b> 20,000.00	2020-02 2 0.00 0.00	0.00	20-04 2020-0 0.00 0 0.00 0	5 2020-06 .00 0.1	2020-07 00 0.0 00 0.0 00 0.0	2020-08 0 0.00 0 0.00 0 0.00	2020-09 0.00 0.00 0.00	2020-10 0.00 0.00 0.00	2020-11 0.00 0.00	2020-12 0.00 0.00	2020	Adjustment Input Use Data Link «Amount «Spread Method	0.00 Even
Transaction Type Details Adjustment Adjustment (Input) Adjustment (Input) Recognition (Adjustment)	DR DR ) DR	Account Number Adjustment (M) Adjustment (M) Adjustment (M)	20,000.00 20,000.00 20,000.00	20,000.00 20,000.00 20,000.00	2020-02 2 0.00 0.00 0.00	0.00 0.00 0.00	20-04 2020-0 0.00 0 0.00 0	5 2020-06 .00 0.0 .00 0.1	2020-07 00 0.0 00 0.0 00 0.0	2020-08 0 0.00 0 0.00 0 0.00	2020-09 0.00 0.00 0.00	2020-10 0.00 0.00 0.00	2020-11 0.00 0.00 0.00	2020-12 0.00 0.00 0.00	2020	Adjustment Input Use Data Link 4 Amount 4 Spread Method Increase/Decrease Method	0.00 Even 0 selected (Edit) Immediate
Transaction Type  Detais  Adjustment Adjustment (input) Adjustment (input) Recognition (Adjustment) Adjustment Adjustment Non-Financial Adjustment	DR DR ) DR	Account Number Adjustment (M) Adjustment (M) Adjustment (M)	20,000.00 20,000.00 20,000.00	20,000.00 20,000.00 20,000.00	2020-02 2 0.00 0.00 0.00	0.00 0.00 0.00	20-04 2020-0 0.00 0 0.00 0	5 2020-06 .00 0.0 .00 0.1	2020-07 00 0.0 00 0.0 00 0.0	2020-08 0 0.00 0 0.00 0 0.00	2020-09 0.00 0.00 0.00	2020-10 0.00 0.00 0.00	2020-11 0.00 0.00 0.00	2020-12 0.00 0.00 0.00	2020	Adjustment Input Use Data Link 4 Amount 4 Spread Method Increase/Decrease Method Recognition Schedule	0.00 Even 0 selected (Edit) Immediate
Transaction Type  Details  Adjustment Adjustment (Input) Adjustment (Input) Recognition (Adjustment) Adjustment Adjustment Non-Financial Adjustment P&L	DR DR ) DR	Account Number Adjustment (M) Adjustment (M) Adjustment (M)	20,000.00 20,000.00 20,000.00	20,000.00 20,000.00 20,000.00	2020-02 2 0.00 0.00 0.00	0.00 0.00 0.00	20-04 2020-0 0.00 0 0.00 0	5 2020-06 .00 0.0 .00 0.1	2020-07 00 0.0 00 0.0 00 0.0	2020-08 0 0.00 0 0.00 0 0.00	2020-09 0.00 0.00 0.00	2020-10 0.00 0.00 0.00	2020-11 0.00 0.00 0.00	2020-12 0.00 0.00 0.00	2020	Adjustment Input Use Data Link 4 Amount 4 Spread Method Increase/Decrease Method Recognition Schedule	0.00 Even 0 selected (Edit) Immediate
Transaction Type  Details  Adjustment Adjustment (Input) Adjustment (Input) Recognition (Adjustment] Adjustment Non-Financial Adjustment P&L General	DR DR ) DR	Account Number Adjustment (M) Adjustment (M) Adjustment (M)	20,000.00 20,000.00 20,000.00	20,000.00 20,000.00 20,000.00	2020-02 2 0.00 0.00 0.00	0.00 0.00 0.00	20-04 2020-0 0.00 0 0.00 0	5 2020-06 .00 0.0 .00 0.1	2020-07 00 0.0 00 0.0 00 0.0	2020-08 0 0.00 0 0.00 0 0.00	2020-09 0.00 0.00 0.00	2020-10 0.00 0.00 0.00	2020-11 0.00 0.00 0.00	2020-12 0.00 0.00 0.00	2020	Adjustment Input Use Data Link «Amount «Spread Method Increase/Decrease Method. Recognition Schedule Adjustment Input GL Account	0.00 Even 0 selected (Edit) Immediate Adjustment (M)
Transaction Type Details Adjustment Adjustment (Input) Adjustment (Input) Recognition (Adjustment] Adjustment Non-Financial Adjustment P&L General	DR DR ) DR	Account Number Adjustment (M) Adjustment (M) Adjustment (M)	20,000.00 20,000.00 20,000.00	20,000.00 20,000.00 20,000.00	2020-02 2 0.00 0.00 0.00	0.00 0.00 0.00	20-04 2020-0 0.00 0 0.00 0	5 2020-06 .00 0.0 .00 0.1	2020-07 00 0.0 00 0.0 00 0.0	2020-08 0 0.00 0 0.00 0 0.00	2020-09 0.00 0.00 0.00	2020-10 0.00 0.00 0.00	2020-11 0.00 0.00 0.00	2020-12 0.00 0.00 0.00	2020	Adjustment Input Use Data Link «Amount «Spread Method Increase/Decrease Method Recognition Schedule Adjustment Input GL Account Adjustment Input GL Account	0.00 Even 0 selected (Edit) Immediate Adjustment (M)
Details Adjustment Adjustment (Input) Adjustment (Input) Recognition (Adjustment(Input) Adjustment Adjustment Non-Financial Adjustment P&L General Balance Sheet	DR DR ) DR	Account Number Adjustment (M) Adjustment (M) Adjustment (M)	20,000.00 20,000.00 20,000.00	20,000.00 20,000.00 20,000.00	2020-02 2 0.00 0.00 0.00	0.00 0.00 0.00	20-04 2020-0 0.00 ( 0.00 ( 0.0	5 2020-06 .00 0.0 .00 0.1	2020-07 2000 0.0.0 00 00	2020-08 0 0.000 0 0.000 0 0.000 0 0.000	2020-09 0.00 0.00 0.00 0.00	2020-10 0.00 0.00 0.00 0.00	2020-11 0.00 0.00 0.00	2020-12 0.00 0.00 0.00	2020	Adjustment Input Use Data Link «Amount «Spread Method Increase/Decrease Method. Recognition Schedule Adjustment Input GL Account	0 00 Even 0 selected (Edit) Immediate Adjustment (M)