

Training Course Agenda.

Advanced Budgeting



Introduction

Target Audience

The **Budgeting Fundamentals** training is recommended for delivery to the following people from your school:

- ✓ Finance Managers
- ✓ Bursars
- ✓ Business Managers

Facilities/Requirements

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

Part One: Dashboard

- Overview of different dashboards
- Parameters
- Budget Scenarios
- Printing
- Toggles

Part Two: Budget Variances

- Selecting Budget Scenario
- Budget v Actual v Commitment Report (*Cost Centre Code & Des. Ledger Code and Des, Funds and Annuals*)
- Up To Periods (*if Profile models are used throughout the year*)
- Grid Options
- Filtering
- Grouping
- Exporting
- Saving Parameters

Part Three: Amendments to Budget Variances

- Amending Actuals (*Projections based on Actuals*)
- Amending Budget (*Projections based on Budget*)
- Creating Variance Reasons and Actions Required
- Exporting Report for sign off

Part Four: Budget Forecasts

- Adding a Budget Forecast
- Parameters
- Manually entering a Forecast
- Narratives
- Applying a Budget Forecast - Options
- Editing the Budget Forecast
- Linking Salary Calculator
- Exporting
- Publish as a Budget
- Copy Forecast to future years