

# Training Course Agenda.

Budgeting Fundamentals



# Introduction

## Target Audience

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

- ✓ Finance Managers
- ✓ Bursars
- ✓ Business Managers

## Pre-Requirement

Fund Allocation vs Retained Earnings Implications and Considerations

During this session we will be covering both Fund Allocation and Cost Centre Allocation. There will be some attendees who may not utilise fund allocation and as an alternative will allocate all income including LEA to Cost Centre Allocation.

A pre requisite of the session is that all attendees have an understanding of the method used within their setting. Should you have any questions relating to this prior to your session please reach out to your Finance Customer Success Manager or your LA Support Centre.

## 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

- Financial Years and Periods
- Managing Timelines
- Profile Models
- Cost Centres – Budget Holders

### Part Two: Adding a Budget Scenario

- Adding a New Budget Scenario
- Renaming a Budget Scenario
- Copy a Budget Scenario
- Deleting a Budget Scenario
- Setting a Default Budget Scenario

### Part Three: Entering Funding – Fund Allocation

- Brought Forward Balance
- Increase Allocation
- Decrease Allocation

### Part Four: Entering the Budget – Cost Centre Allocation

- Page Overview
- Filtering Budget
- Input Budget Allocation
  - Cost Centre / Ledger Manual Allocation
  - Grid View allocation
- Importing Budget - Examples
- Exporting Budget
- Cost Centre Enquiry (Current Budget and Original Budget)
- Fixing Budget

### Part Five: Amending the Budget

- Cost Centre Allocation Budget Amendments (Virements)
- Cost Centre Enquiry (Virements)
- Salary Calculator – Add Calculation
- Salary Calculator – Manual Adjustments
- Salary Calculator – Delete Calculation
- Salary Calculator – Link to Budget Scenario

### Part Six: Reporting

- Budget Monitoring by CFR
- Budget Monitoring by Cost Centre / Holder
- Cost Centre Enquiry
- Chart of Accounts Enquiry