

Collaboration is key for the generation of your budget. The budget website enables best collaboration to complete your budget.

General : budgeting

The recurring exercise of preparing the budget or even mid or long term planning is a time consuming exercise and often not supported by existing systems. There is software to make the budget and its calculations, but there is no software so far that enables you to monitor the process and store the documents. The process starts with a budget letter with assumptions, guidelines etc., followed by endless meetings but the basis is and always will be collaboration with all the problems of version control and task control.

But with Financial suite based on SharePoint that can be history. It is secured, has single point of upload, logical coding and version control to name a number of options. With this help you can concentrate on the human aspects of the budget.

With the 1 click install, both components will be part of your SharePoint environment, ready for operation

Budget website

The website offers the structure for a best practice budget process. It offers version control, audit trail, document, task control and many views on the documents. Project control or the budget completion is supported by tracking and tracing of the tasks for completion. Gantt charts are available.

The unique coding system (structured storage) supports collaboration between and over all departments involved. You can imagine how easy documents can be found.

All libraries are designed to contain all information on a central place (single point upload). The planning and control library contains 50 different document types as: fixed assets, intercompany reconciliation, reports etc. The other libraries representing the collaboration between the planning and control department and other departments that use the same document types.

The tasks list available from the Financial suite are completely in sync with the libraries, resulting in quality assurance for all documents.

Business case

How to use SharePoint to monitor the progress in budget completion and document quality for all departments?

- ✓ Frequency of use : 1 * per year, during 2 months
- ✓ Deploy ability: privately held company, subsidiary or holding company
- ✓ Solution: Budget website, containing a budget workspace and budget tasks
- ✓ Internal development time:
 - Experienced SharePoint user skilled in budget preparation : approx 120 hrs
 - Novice SharePoint user :approx 200+ hours.

Make or buy - payback time

Compare the purchase costs with your cost of making or outsourcing.

Internal development time:

- ✓ Experienced SharePoint user skilled in budget making and updates: approx 120 hrs
- ✓ Novice SharePoint user : approx 200+ hours.

Based on this information, you can make up your mind

Payback time for this product: some weeks.

Contents and options of the website

The use of shared folders and shared folders on the network drives has been replaced by the central library for planning and control. This is a place where you can file all budget documents on one place. You only have to select the metadata and the period and from that moment on you can be in control and find your documents the easy way.

These are the options for the website.

- ✓ The website structure follows the budget process.
- ✓ The website can easily be upgraded with our product for budget tasks.
- ✓ All tasks from our Financial suite are coded in sync with the coding for storage in the libraries.
- ✓ The website enables project management support for the budget with Gantt charts etc.
- ✓ Announcement of the budget due date on the home page (see our demo).
- ✓ Shared library for documents related to the budget.
- ✓ Shared libraries for documents delivered by other departments.
- ✓ All libraries use document and version control, are secured and facilitate the use of unique documents.
- ✓ 15 different views for easy finding your documents.
- ✓ View for consolidation documents.
- ✓ Views for group reporting documents sent and received.
- ✓ Views for budget per period are supported.

Functionality

Standard functionality for this website:

- ✓ Structured storage©: unique coding system for all documents and tasks based on B/S, P and L etc, Excel, Word, Powerpoint etc.
- ✓ Single point upload©: all documents can be uploaded in central libraries
- ✓ Many predefined views on the libraries facilitate easy finding
- ✓ Intercompany documents are shown in separate tabs
- ✓ Catered for the generic budget task list

Synopsis

Please visit our demo website to experience the look and feel of the budget website. It tells you more than many screen dumps.

The budget website is catered for the use of the budget tasks product from the Financial suite©. The task lists have the same logical order as all other task lists and libraries, starting with the Balance sheet followed by the profit and loss account, cash flow calculations and tax. Over 65 tasks are predefined as structured tasks©. Adapting these tasks will give you a head start for your budget.

We recommend the use of our budget task list for optimal efficiency.