

## Budget:

### Overview

Budget preparation is currently done on Excel spreadsheets and manually entered into CCS. Budget reports are predefined and inflexible. Lookup of budget and expense information is cumbersome and time consuming. The BHA is seeking a fully integrated budgeting system that allows for online budget preparation and provides for maximum flexibility of budget and expense lookup and reporting as well as analytical and expenditure reporting. The system should be integrated with other modules to extract data for financial analysis.

### Future Workflow Process Maps:

#### Budget Processes



- System has an online budget development work area that allows for justification of budget line items that ties to summaryline item budget
  - System has the ability to link budget scenario data to outside "user friendly" tools such as MS Excel
  - System has the ability to record goals & objectives at the department/development level
  - System utilizes the following data sets for budget development:
    - Current year budget
    - Current year-to-date actual
    - Prior year budget
    - Prior year actual
    - Position Schedules
    - Open Purchases
    - Unit Turnover projections
  - System allows authorized users to develop and disseminate starting scenarios for departments or groups of departments
  - System provide budget developers with access to detailed information on support items
  - System has the ability to distinguish positions by Union/Step for the purpose of applying scenarios
  - System has the ability to create multiple budget roll-ups
  - System has the ability to allocate budgets according to funding program
- System allows for rollup of departmental budgets to create program budgets related to: Federal Operating, State Operating, Leased Housing, Capital Program, Other Grants
  - System must support data needs for all Federal and State budget forms
  - System must allow budgets to be set according to different funding cycles
  - System should have the ability to track and save program budget and change history
- System has approval workflow to route approved or denied budgets as required
    - System automatically monitors budgets as funds are encumbered and expended
    - System has the ability to define budget tolerances for different items and/or entities
    - System has notification workflow when budgetary tolerances are exceeded
    - System automatically produces and distributes budgetary reports as scheduled
    - Users have on-line access to budget information and reports
    - Reports have drill-down capability to the finest level of detail
    - System has the ability to do budgetary reporting on multiple roll-ups
    - System has the ability to create analytical reports related to activity expenditures
    - System can set expenditure standards and create comparison reports
    - System has ability to tie budgets/expense to work orders and other housing programs/activities
    - System has ability to set budget controls according to tolerance levels to restrict excumbrance/expenditure of funds
    - System has ability to set budget controls so encumbrances/expenses can be restricted to specific users
    - System should have online reporting capabilities and allow drill down to specific expenditure documents
    - System must have customizable reports that can be changed simply by users
    - System should have real-time tracking of budget and expense information
    - System must have the ability to create reports based on different funding cycles
    - System must capture and maintain historical budget and expense information
- Non-Salary line item Budget Revision

Salary line item Budget Revision

Capital Budgeting
- System allows Managers to make changes & transfers within pre-defined tolerances
  - System has notification workflow to inform necessary staff of budget adjustments
  - System has approval workflow to inform necessary staff when a proposed change/adjustment exceeds tolerances
  - System allows a budget-control hierarchy, so that a division-head could move budgets between departments under that person's control
  - System has the ability to track and save budget change history
- System ties position budget to position schedule, including grade, step, and range information
  - System has approval workflow to inform necessary staff when a proposed change/adjustment exceeds tolerances
  - System allows a budget-control hierarchy, so that a division-head could move budgets between departments under that person's control
  - System has the ability to track and save budget change history
- System has the ability to tie a Project budget to a capital fund budget
  - System has the ability to track the effect of project revisions (changes in budget and timing) on capital fund budget
  - System has approval workflow to inform necessary staff when a proposed change/adjustment exceeds tolerances
  - System has the ability to track and save budget change history
  - Chart of Accounts must capture both department/development and fund
  - System has the ability to create and monitor off-cycle budgets
  - System must be able to be integrated with 3rd party project management software

No.	Process	Requirement Description	P*	Comments
1.	Budget Development	System has the ability to link budget scenario data to outside "user friendly" tools such as MS Excel	1	
2.	Budget Development	System has the ability to record goals & objectives at the department/development level	1	
3.	Budget Development	System utilizes the following data sets for budget development: <ul style="list-style-type: none"> <li>• Current year budget</li> <li>• Current year-to-date actual</li> <li>• Prior year budget</li> <li>• Prior year actual</li> <li>• Position Schedules</li> <li>• Open Purchases</li> <li>• Unit Turnover projections</li> </ul>	1	
4.	Budget Development	System allows authorized users to develop and disseminate starting scenarios for departments or groups of departments	2	
5.	Budget Development	System provides budget developers with access to detailed information on support items	2	
6.	Budget Development	System has the ability to distinguish positions by Union/Step for the purpose of applying scenarios	1	
7.	Budget Development	System has the ability to create multiple budget roll-ups	1	
8.	Budget Development	System has the ability to allocate budgets according to funding program	1	
9.	Budget Development	System has an online budget development work area that allows for justification of budget line items that ties to summary line item budget	1	
10.	Budget Development	System allows for rollup of departmental budgets to create program budgets related to: Federal Operating, State Operating, Leased Housing, Capital Program, Other Grants	1	
11.	Budget Development	System must support data needs for all Federal and State budget forms	3	
12.	Budget Development	System must allow budgets to be set according to different funding cycles	2	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
13.	Budget Development	System should have the ability to track and save program budget and change history	1	
14.	Budget Approval	System has approval workflow to route approved or denied budgets as required	1	
15.	Budget Monitoring	System automatically monitors budgets as funds are encumbered and expended	2	
16.	Budget Monitoring	System has the ability to define budget tolerances for different items and/or entities	2	
17.	Budget Monitoring	System has notification workflow when budgetary tolerances are exceeded	2	
18.	Budget Monitoring	System automatically produces scheduled budget reports	1	
19.	Budget Monitoring	Users have on-line access to budget information and reports	1	
20.	Budget Monitoring	Reports have drill-down capability to the finest level of detail	1	
21.	Budget Monitoring	System has the ability to do budgetary reporting on multiple roll-ups	1	
22.	Budget Monitoring	System has the ability to create analytical reports related to activity expenditures	2	
23.	Budget Monitoring	System can set expenditure standards and create comparison reports	2	
24.	Budget Monitoring	System has ability to tie budgets/expense to work orders and other housing programs/activities	2	
25.	Budget Monitoring	System has ability to set budget controls by tolerance levels to restrict encumbrance/expenditure of funds	1	
26.	Budget Monitoring	System has ability to set budget controls so encumbrances/expenses can be restricted to specific users	1	
27.	Budget Monitoring	System should have online reporting capabilities and allow drill down to specific expenditure documents	1	
28.	Budget Monitoring	System must have customizable reports that can be changed simply by users	1	
29.	Budget Monitoring	System should have real-time tracking of budget and expense information	1	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
30.	Budget Monitoring	System must have the ability to create reports based on different funding cycles	1	
31.	Budget Monitoring	System must capture and maintain historical budget and expense information	1	
32.	Budget Revision	System allows Managers to make changes & transfers within pre-defined tolerances	2	
33.	Budget Revision	System has notification workflow to inform necessary staff of budget adjustments	2	
34.	Budget Revision	System has approval workflow to inform necessary staff when a proposed change/adjustment exceeds tolerances	2	
35.	Budget Revision	System allows a budget-control hierarchy, so that a division-head could move budgets between departments under that person's control	2	
36.	Budget Revision	System can track and save budget change history	1	
37.	Budget Revision	System ties position budget to position schedule, including grade, step, and range information	2	
38.	Budget Revision	System has approval workflow to inform necessary staff when a proposed change/adjustment exceeds tolerances	2	
39.	Capital Budgeting	System has the ability to tie a Project budget to a capital fund budget	1	
40.	Capital Budgeting	System has the ability to track the effect of project revisions (changes in budget and timing) on capital fund budget	2	
41.	Capital Budgeting	System has approval workflow to inform necessary staff when a proposed change/adjustment exceeds tolerances	2	
42.	Capital Budgeting	System can track and save budget change history	1	
43.	Capital Budgeting	Chart of Accounts must capture both department / development, fund, and funding year	1	
44.	Capital Budgeting	System has the ability to create and monitor off-cycle budgets	1	
45.	Capital Budgeting	System must be able to be integrated with 3rd party project management software	1	

Legend:

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