

Budget Manager

Manual

V1.3 R1



Contents

<u>Section</u>	<u>Page</u>
System Requirements.....	3
Licence.....	3
Installation.....	3
Stand Alone Computer Installation.....	3
Network Installation.....	3
Running Budget Manager.....	4
Using Budget Manager.....	4
Fields used to Hold Information.....	4
Income.....	4
Notes.....	4
Expenditure.....	4
Budget Allocation.....	5
Expenditure.....	5
Expenditure Notes.....	5
Preferences.....	5
Standard Tools.....	5
Print.....	5
Navigation Tools.....	5
About.....	6
Exit.....	6
Additional Support.....	6



System Requirements

Budget Manager requires a PC running Windows 2000 or later, we recommend a modern processor, at least 256MB memory (preferably 512MB) and 50MB of free hard disk space.

Licence

The licence distributed with this product permits you to use Budget Manager on an unlimited number of computers within your organisation. However should you choose to run Budget Manager across your network it will only allow one concurrent connection, hence only one person can use Budget Manager at any one time. Please refer to our full Terms & Conditions available on our website for further information.

Installation

Before you can use Budget Manager you need to install the software on your computer. This can be done either on a stand alone computer or on your server and run across your network.

Stand Alone Computer Installation

Should you choose to install Budget Manager on a single computer this will be the only computer that can access the data you enter. Please insert the CD into your CD/DVD Drive and follow onscreen instructions during the quick installation process. We recommend installing using default options, once complete you will be able to launch Budget Manager from a shortcut in the Start Menu located within a 'Bransoft' program group.

Network Installation

Budget Manager can be installed on your network server and then accessed by any number of computers within your organisation (providing they can access your server). In order to perform the installation on your server you need to physically be at your server and install as per 'Stand Alone Computer'. When you are prompted for an installation directory it is important you consider the following points:

- You need to install Budget Manager into a folder that is, or can be, shared out across your network so that your workstations can access the program directory, your users need to have full read/write access permissions to this folder.
- We recommend your workstations access the above shared area via a mapped drive letter on their workstation as this will allow the program to perform faster.
- We strongly recommend backing up the Budget Manager program directory on a regular basis, you may choose to install Budget Manager within a shared area that is regularly backed up or add the Budget Manager program directory to your backup selection.

Once Budget Manager has been installed on your server you need to visit each of your workstations and browse to the Budget Manager program directory on the server (via your mapped drive letter). Run '_Workstation Setup.exe' from within the program directory, this will create the 'Bransoft' program group and a shortcut to Budget Manager.

If required, please seek further advice from your network administrator.



Running Budget Manager

To run the program click on the Budget Manager shortcut in the Start Menu located within a 'Bransoft' program group.

The first time you run Budget Manager you will see the following box.

Please enter your name in this box, perhaps in the form 'Mr J Smith'. This is only used when you print out from Budget Manager. The system will print this name along with the date and the time it was printed.



Please be patient when you run Budget Manager for the first time as loading the program for the first time takes a few moments longer.

Budget Manager is designed to run best using a screen resolution of 1024 x 768, the product will work correctly if you are using a different screen resolution however, if you are using a smaller screen resolution such as 800 x 600 you may need to use the scrollbars to see the whole screen.

Every two weeks you will see a message reminding you to backup your data, if your server automatically backs up the program directory you can click 'Ignore' to this message. Please refer to the online support for more information about backing up.

Using Budget Manager

Budget Manager is designed to meet the needs of a varied range of users, therefore you can choose whether or not to record certain types of information.

Fields used to Hold Information

The boxes within Budget Manager that are used to contain information are called fields, each field is labelled to show what type of information should be stored within that particular field. Often similar fields are grouped together into sections. Within your Budget Manager database you have 5 records created for you, each record represents a school financial year, you can create more records when required. We recommend keeping budget records from previous years for historical purposes, this will also enable you to see trends in your spending to help plan your budget for future years.

Income

The green income section allows you to enter the amounts of available money you have for this financial year from different sources, for each source you can also record the period in which the money must be spent as some sources do not follow the school financial year of April to March. When you use Budget Manager the blue estimated and red actual amounts automatically update to show you how much money you have left from each source.

Notes

The notes box allows you to record any other relevant information relating to Income.

Expenditure

This is split into 3 tabs which allow you to see different information, the 4th tab (preferences) allows you to customise Budget Manager.

Budget Allocation

Some budget co-ordinators such as Literacy will just look after their own pot of money, in which case you do not need to use the Budget Allocation tab, however if you are a Curriculum co-ordinator you may allocate your budget to different areas, for example if you have £5,000 for curriculum you may allocate £1,000 to Literacy, £1000 to Numeracy, £750 to Science and so on. By allocating expenditure to a Budget Allocation as well as an overall Budget you can track how much money is available within each allocation as well as how much money is available from each budget. To add an Allocation click on the down arrow next to the first field, if the Allocation you want is listed you can select it, otherwise click on the blue New Allocation button. Once you have your allocation you can allocate an amount of money to it. Please note that this screen does not update the amount spent and remaining automatically, please click on the green refresh button to ensure you are looking at the very latest figures. If you want to edit the names of your allocations click on the purple button at the bottom of the screen.

Expenditure

This section is designed to record details of any other items you purchase during the year. At the beginning of the year we recommend you complete the details of any expected purchases and continually update them, again it is important you select which budget will be used in order for the blue and red areas to update. There are two ways you can enter the actual cost; you can simply type in to Actual cost the new total which involves adding on the previous actual cost to the new additional actual cost and typing in the new total. Alternatively you can click on the plus sign and enter the new additional cost, the program will now add this onto the existing actual cost.

Expenditure Notes

These notes can be used to record any other information about your expenditure.

Preferences

This section allows you to configure Budget Manager. You are able to Create and Delete financial years, please note that the first 5 years from April 2007 have already been created for you. When you create new years you can enter the year that it starts (in April) and the year in which it ends (March), in most cases the end year will be 1 after the start year. You can also select one financial year to be the current one by clicking on the 'Current' checkbox, please ensure only 1 year is selected current at a time. When Budget Manager starts it automatically goes to the current financial year. Finally you can clear all the information from the financial year you are looking at, please note that this cannot be un-done. You also have the option to turn on "Add Detail to Notes for Additional Information" when you are using the plus button to add an  additional amount onto the actual cost. When this is set to yes information is added to the notes box and you can also add further information for detailed record keeping. Finally you can change the name of your budget.

Standard Tools

Print

You are able to Print out the information from the financial year you are viewing. Please note that you will see 4 print boxes, these 4 separate print outs are as follows:



- Income details including summary of Estimated and Actual costs.
- Support and Maintenance
- Leases
- Capital Expenditure

Navigation

At the top of the screen the financial year being viewed will be described, the arrows at each side scroll back and forward through your financial years.





About

The about button takes you to the About screen where you can see contact details for Bransoft along with the version number of the software you are using.

Exit

The Exit button closes down the program, alternatively the standard windows cross in the top right corner of the screen can be used. All information is saved automatically, a save button is not required.

Additional Support

Please refer to our website (www.bransoft.co.uk) for online support, you can also go directly to our support website by clicking on the orange 'Online Support' button which can be found on the 'About' screen.

Alternatively please contact Bransoft directly by email (info@bransoft.co.uk) or telephone (01457 821212) for further support.

If you have any comments or suggestions to improve this product we would like to hear from you.