MICRO EDGE®

GIFTS® 6 VERSION 6.6

Budget Module

User's Guide

NOTICE

The software described in this document is furnished under a license agreement. The software may be used or copied only in accordance with the terms of the agreement. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of MicroEdge, LLC. Information in this document may be revised from time to time without notice.

U.S. Government Users: *Use, duplication, or disclosure is subject to the restrictions as set forth in the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 subparagraph (c)(1)(ii), or the Commercial Computer Software -- Restricted Rights at CFR 52.227-19, subparagraphs (c)(1) and (2), as applicable. Manufacturer is MicroEdge, LLC. 619 W. 54th Street, New York, NY 10019.*

Copyright © 2014 by MicroEdge, LLC. All rights reserved.

Part number: BUD66-UG

Publication date: December 2014

GIFTS, Employee GIFTS, Matching GIFTS, Volunteer GIFTS, Essential GIFTS, GIFTS Connections, MyGIFTS, Award, Riverside Grants, and the Grants Manager are trademarks of MicroEdge, LLC. Other brands, or products, are the trademarks or registered trademarks of their respective holders, and should be treated as such.

Printed on Recycled Paper.

Contents

Welcome to the Budget Module iii
Where to Find the Information You Need iv
Chapter Summaries v
Conventions Used in This Manual vi
Using Online Help vii
Maintenance and Support Program viii
Using the Documentation on Your GIFTS CD viii

1 Navigating in the Budget Module 1
Starting the Budget Module 2
Budget Module Security 3
Budget Module Preferences 5
Budget Views 7
Budget Data in GIFTS 15

2 Planning Your Budget 17
About Budget Planning 18
How the Budget Module Works 19
Planning Your Budget 21
About Budget Coding 25

3 Working with Your Budget 27

A Budget Year at a Glance 28
Task 1: Creating a New Budget Year 29
Task 2: Allocating Budget Funds 32
Task 3: Opening a Budget Year 49
Task 4: Estimate Budget Payouts for the Year 56
Task 5: Budget Maintenance 61
Task 6: Close the Budget 75
Budget Rollover (Creating Next Year's Budget) 76
Creating a Request from the Budget 82

4 Resolving Payments against the Budget 85

What is Payment Resolution? 86
When Payments Need to be Resolved 86
Resolving Payments 87
Committing Funds for a Pending Request 92
Budget Transfers while Resolving Payments 93
Changing the Resolution of a Payment 97
Resolving a Batch of Payments 98

5 Budget Reporting 103

Standard Budget Reports 104
The Budget Report Library 108
Creating Ad Hoc Reports of Budget Data 114
Charting Your Budget Data 114
Exporting Your Budget to a Spreadsheet 117

Welcome to the Budget Module

The Budget Module allows you to enter your pre-planned giving Budget at the beginning of the year and then track your actual giving against this Budget as the year progresses. You can track committed funds, granted, and paid funds.

This chapter describes how to use this manual and other MicroEdge resources to get started with the Budget Module.

In This Chapter

Where to Find the Information You Need ..... **vi**

Chapter Summaries..... **viii**

Conventions Used in This Manual..... **ix**

Using Online Help..... **xi**

Maintenance and Support Program..... **xii**

Using the Documentation..... **xiii**

Where to Find the Information You Need

This manual describes how to set up your Budget for the first time and how to work with the Budget during the year. It will also explain the Budget resolution process, which enhances the grants management and payment functionalities of GIFTS to include the resolution of each Payment against the Budget.

Finally, it describes how to close out your Budget at the end of the year, how to roll over your Budget to the following year, and how to use the available Budget reports.

The *Budget Module User's Guide* and the on-line help system are intended to support your use of the Budget Module throughout the grantmaking cycle. The information you need depends on your level of experience with GIFTS and your role within the grantmaking process.

If you've never used the Budget Module: Be sure that you have a good understanding of GIFTS and how Payments are made on Requests entered into the system. The Budget Module uses your organization's Payment information to monitor your giving program, so this general knowledge is essential. Then, you can read this manual to learn about the budgeting process.

If you've used a previous release of the Budget Module: You probably understand your organization's work flow and how to plan, create, open, and maintain your Budget, but you aren't familiar with the Budget Module's new ability to commit funds to Pending Requests.

Read "Resolving Payments" on page 94 for an overview of these new features, and use the index or table of contents to find step-by-step instructions. In fact, you might find that index and search features of the on-line help system are the best resource when you've got specific questions.

If you work with Payments in GIFTS: If your organization uses the Budget Module, any user who works with Payments will be called upon to resolve these Payments against the Budget. To do so, you don't need to know how to log in to or navigate within the Budget Module, but you do need to understand how the Budget process works.

Be sure to read "How the Budget Module Works" on page 23 to gain an understanding of how your Payments are related to the Budget. "What is Payment Resolution?" on page 92 describes how to resolve Payments when you are prompted to do so.

Chapter Summaries

Much of the information in this document is task oriented, and includes step-by-step instructions for using a feature of GIFTS. The chapters are presented in the order recommended for usage, although you should feel free to review the functions in the order that you see fit.

However, be sure that you understand your organization's work flow and the GIFTS budgeting process before you begin entering data.

Chapter	Description
"Navigating in the Budget Module" on page 1	Describes the user interface of the Budget Module, and the way in which it presents your Budget information.
"Planning Your Budget" on page 21	Describes how the Budget Module works, and explains the work flow for creating, maintaining, and closing a Budget Year. Whether you are responsible for creating your Budget or you just need to resolve Payments against it, we recommend that you read the "How the Budget Module Works" section of this chapter.
"Working with Your Budget" on page 33	Includes step-by-step instructions for creating, allocating, opening, maintaining, and closing your Budget.
"Resolving Payments against the Budget" on page 91	Details how GIFTS users resolve Payments against the Budget.
"Budget Reporting" on page 111	Describes the available Budget Reports and how to run them.

Conventions Used in This Manual

Before you read the *Budget Module User's Guide*, it is helpful to familiarize yourself with the conventions used throughout this manual. Doing so will enhance the usefulness of the documentation.

Procedural and Typographic Conventions

Procedural conventions help identify procedures and tasks you'll perform.

- Important procedures are always given as a numbered set of tasks.
- Check marks indicate a checklist of general items or tasks.
- Characters given in this font are examples of data that you should enter, such as the directory path to a file.
- Data elements within the GIFTS system are presented with an Initial Capital Letter. For example, the word "request" is capitalized when it is used to refer to a Request record within GIFTS.
- The name "GIFTS" is used generically to refer to any configuration of the system, including the Essential GIFTS configurations.

Since GIFTS is a modular system available in a variety of configurations, the screens shown in this document may not always reflect the configuration of your system.

Different Types of Notes

When appropriate, notes provide additional information or warnings that may apply to you. The *Budget Module User's Guide* uses four types of notes. Each type of note serves a unique purpose as defined below.

Note: A note with this format and the heading "Note" provides information that applies to some users. Notes apply to special situations. For example, a Note might explain minor differences in setup procedures among network and standalone systems.

Important: A note with this format and the heading "Important" provides information that applies to all users. This type of note provides information

that is essential to the completion of a task. Unlike a Note, Important notes should not be disregarded.

Caution: A note with this format and the heading "Caution" provides important information that applies to all users. Pay special attention to these notes.

Tip: A note with this format and the heading "Tip" provides useful information that applies to most users. Although Tips are not essential to the completion of a task, they provide alternative methods, shortcuts, or special applications relating to the procedures in the text.

Using Online Help

While you work with GIFTS, you can find answers to your questions by reading the printed documentation or by using GIFTS online Help. Use online Help when you need immediate assistance. Most of the material that is in the printed documentation is also in online Help.

From the Help menu of any GIFTS module, you can:

Choose	To
Contents	Display the contents of the GIFTS online help.
Index	Display the index of the GIFTS online help.
MicroEdge on the Web	Go to the MicroEdge Home Page. (*http://www.microedge.com*)
	Go to the latest GIFTS Compatibility Fact Sheet. (*http://www.microedge.com/support/compatibility.htm*)
Technical Support	Display information about contacting MicroEdge Technical Support.
About GIFTS	Display copyright and release information for GIFTS.

Maintenance and Support Program

Members of MicroEdge's Maintenance and Support Program receive unlimited telephone consultation on the use of the software, assistance in error isolation and correction, prompt furnishing of any available problem solutions relating to the currently supported versions of GIFTS, and software updates.

Our toll free Technical Support hotline is available Monday through Friday, 9:00 A.M. to 8:00 P.M. Eastern time. You may contact MicroEdge's Technical Support Specialists as follows:

Phone	1-877-704-3343
Fax	(212) 757-1784
E-mail	helpdesk@microedge.com
Web	From the GIFTS menu, choose Help ➤ Technical Support

Note: To access the Web, you must have an Internet connection (either a LAN connection or a dial-up connection) and a frames-enabled browser (Microsoft Internet Explorer 4.0 or later, or Netscape Navigator 3.0 or later).

For details about our support policies, please refer to the MicroEdge *Client Resource Guide*. If you have any questions regarding the Maintenance and Support Program, please contact our Client Administration Representative at 1-800-899-0890, option 6, then 2, who will be happy to assist you.

Using the Documentation

MicroEdge provides you with the GIFTS documentation in your GIFTS download in Portable Document Format (PDF). To view these files, you will need to install Adobe®'s Acrobat® Reader, which is available for free from Adobe Systems, Inc. at *http://www.adobe.com*.

You can print out selected pages, sections, chapters, or the entire book. You can also install the files on your computer or network so you can access them online, and take advantage of features such as a "hot" table of contents, index, and cross-references within books.

Acrobat Reader's other features are described in the Reader's online Help. Note that MicroEdge does not provide technical support for the Acrobat Reader. We cannot assist you with the installation, configuration, or use of this product.

1 Navigating in the Budget Module

This chapter explains how to log in to and navigate within the Budget Module.

In This Chapter

Starting the Budget Module **2**
Budget Module Security **4**
Budget Module Preferences **7**
Budget Views **9**
Budget Data in GIFTS **18**

Starting the Budget Module

If you have access rights to the Budget Module, you can start it from either within GIFTS or from Microsoft® Windows®. If you do not have access rights, check with your Administrator.

Logging in to the Budget Module

To log in to the Budget Module from within GIFTS:

1 Choose Options ➤ Budget from the Main menu. The Budget Module starts.

To start the Budget Module from Windows:

1 Select MicroEdge GIFTS from the Programs folder of the Start menu, and then choose Budget from the submenu. You are prompted to log in:

2 Enter your login and password.

3 Click OK. The Budget Module starts.

Logging in as a Different User

In some cases, it is convenient to let another user log in to the Budget Module during your current session. If, for instance, you are trying to perform an operation that your security access does not allow, you may call another user to do it for you.

The other user can log in without having to exit out of the system entirely or log in on another machine. To log in as a different user:

1 From the Budget menu, choose Options ➤ Change User. You are prompted to log in.

2 Enter your login and, if necessary, password.

3 Click OK.

Budget Module Security

Your Administrator can restrict your access rights to certain processes and data in the Budget Module.

Budget Module Permissions

GIFTS administrators can restrict users' access rights to certain processes and data in the Budget Module. Permission sets are set up for and assigned to user groups. To access permission sets:

1 In the Administrators Module, select Access ➤ Permissions. The Permissions Sets window opens:

2 Select the permission set you want to modify and click Edit. The Permissions window opens. Scroll down to find the Budget functions:

The following security permissions are available for functionality relating to the Budget Module.

Function	Permissions
Login	Execute
Budget Year Setup	Add, Delete, Update, View
Open budget	Execute
Close budget	Execute
Allocate budget	Execute
Move budget Elements	Execute
Re-calculate budget	Execute
Rollover budget	Execute
View budget Details	Execute
Transfer Funds	Execute
Create Requests/Payments	Execute
View Audit Trail	Execute
Export to Spreadsheet	Execute
Reports/Graphs	Execute
Pending Requests - Commit Payments	Execute
Globally Synchronize Codes	Execute

For more information about adding and modifying permission sets, please see the *GIFTS Administrator's Guide*.

Budget Authorized Users

This preference (found in the Administrator Module's General Preferences) allows the administrator to establish Authorized Users for individual Line Items and Reserve Funds. Only Authorized Users assigned to a budget item will be able to access the item for Payment resolution and funds transfers, affording a higher level of control and security.

For information on activating this security options, please see "Budget Module Options in General Preferences" on page 7. For information on setting up Authorized Users for Line Items or Reserve Funds, please see "Assigning Authorized Users to Line Items and Reserve Funds" on page 48.

Budget Module Preferences

Apart from coding options (described above), there are other settings in the GIFTS Administrators Module Preferences that affect the Budget Module.

Budget Module Options in General Preferences

To adjust the following Budget Module settings, select Setup ➤ Preferences in the Administrators Module and click on the General tab:

The following Budget Module options are available:

Track Estimated Payout Selecting this check box allows you to track estimated payout during the Budget Year. For an explanation of estimated payout and its uses, please see "Working with Estimated Payout" on page 81.

Ignore Required Codes in the Budget Module Selecting this option will make required Request codes optional in budget Line Items.

Restrict budget Resolution/Transfers to Authorized Users To enable the Authorized Users feature, select this option, then select one of the radio buttons for handling unassigned items.

If you select "No users are authorized for unassigned items," any Line Items and Reserve Funds that have no Authorized Users assigned will be completely inaccessible for Payment resolution and fund transfers. If you

select "All users are authorized for unassigned items," all users with Payment permissions will be able to resolve Payments against, and transfer funds between, budget items that have no Authorized Users assigned.

For information on determining Authorized Users for a budget item, please see "Assigning Authorized Users to Line Items and Reserve Funds" on page 48.

Fiscal Year Your organization's fiscal year is defined in the General Preferences. The fiscal year option is not specific to Budget Module users; you should be aware, however, that Budget Year dates conform to your fiscal year.

Budget Module Options in Security Preferences

Note: These options apply only if your GIFTS system uses Branch Security.

To adjust the following Budget Module settings, select Setup ➤ Preferences in the Administrators Module and click on the Security tab.

There are many aspects to working with Branch Security in the Budget Module—a larger section is required to discuss them all. For detailed information, please see "Allocating the Budget with Branch Security" on page 40.

Budget Views

The Budget Module uses a spreadsheet format to display the Budget Years Summary view—which shows summary information for all of the Budget Years entered into the Budget Module—and the Budget Year Detail view, which displays the current Budget information for a single year.

Budget Years Summary View

The Budget Years Summary view displays summary totals for each Budget Year in your system. It is the default view when you open the Budget Module. From the Budget Year Detail view, you can choose View ➤ Budget Years Summary from the Budget menu to go to the Budget Years Summary.

Year	Status	Original Budget	Current Budget	Committed	Granted
2002	Open	$1,000,000.00	$1,000,000.00	$0.00	$0.00
2001	Open	$1,000,000.00	$1,000,000.00	$0.00	$117,988.84
2000	Open	$1,860,287.00	$1,860,287.00	$0.00	$775,829.00
1999	Closed	$1,352,787.00	$1,352,787.00	$0.00	$769,558.00
1998	Closed	$1,139,925.00	$1,139,925.00	$0.00	$1,139,925.00
1997	Closed	$947,800.00	$947,300.00	$0.00	$914,100.00
1996	Closed	$690,000.00	$690,000.00	$0.00	$690,000.00

Please note that the information presented here is a summary of the Budget Detail and GIFTS Payment information; you cannot modify the information in this screen.

Column	Description
Year	The Fiscal Year of the Budget. You may have only one Budget per Fiscal Year.
Status	The current status of the Budget. A Budget Year can have a Status of *Creating*, meaning that the Budget is still being entered and is not complete; *Open,* meaning that the budget is complete and is being used to resolve payments; or *Closed,* meaning that the budget has been closed for that year.
Original Budget	The amount allocated for the Budget when it was opened. Changes made after the Budget has been opened are not reflected in this amount.
Current Budget	The current amount of the Budget, including adjustments made after the Budget was opened. If the option to *freeze* the Budget has been activated, this amount and the original amount are always the same.
Committed	The total amount of the resolved payments scheduled for *Pending* Requests in the Fiscal Year.
Granted	The total amount of the resolved payments created for *Approved* Requests in the Fiscal Year. This includes both Paid *and Scheduled* Payments that have been resolved for the Fiscal Year.
Balance	Funds that have not been committed to a Pending Request or granted to an Approved Request.
Paid	The paid-to-date amount for the Fiscal Year. This amount is the sum of GIFTS Payments that have been marked as Paid. (In contrast to the Granted Amount, which also includes Scheduled Payments.)

The following toolbar buttons are available for navigating and reporting:

Icon	Name	Description
	Refresh	If users are working with payments during your Budget Module session, GIFTS may not have the opportunity to refresh the screen and display the current information. Click Refresh to update the budget and payment information so that it reflects the most current data.
	Details	Switch to the Budget Year Detail View for the year selected.
	Graph	Create and/or print a graph detailing budget information
Reports	Reports	View, print, or export a Budget Report. For more information, see "Running a Standard Budget Report" on page 114.

Budget Year Detail View

The Budget Year Detail view presents the entire Budget for a specific year. Navigation tools allow you to expand and contract the levels of the Budget so you can see the information you are interested in.

To access the Budget Year Detail View from the Budget Years Summary view, highlight the Budget Year you wish to view and choose View ➤ Budget Year Details from the Budget menu. The Budget Year Detail view is displayed.

Summary Mode and Content Mode

Within the Budget Year Detail view there are two modes: the Summary Mode and the Content Mode. You can use the Summary Mode and Content Mode buttons to switch between them.

The Summary Mode displays your Categories and Reserve Funds on the left side of the screen, and summary totals of their allocation on the right. The Budget items are displayed in a format similar to the Windows Explorer: the folders represent your Categories and Reserve Funds, and "contain" the subordinate items that reside in the tiers below them.

The total information is based on your Budget Allocation and on the activity of the GIFTS Payments resolved against the Budget; you cannot modify the information on this screen.

When viewing the Budget in Content Mode, the Line Items residing in the Budget item highlighted in the left side of the screen are listed on the right side of the screen. To view the Line Items for any Category or Reserve Fund, just click on it once to highlight it.

In each mode, the following columns provide total information for the Category, Reserve Fund, or Line Item displayed in each row:

Column	Description
Description (Line Items only)	The Description of the Line Item, including the name of the grantee Organization.
Original	The original amount allocated in the Budget for this item.
Current	The current amount of the Budget for this item, which may have changed from the original amount due to adjustments.
Committed	The amount committed to this item (by means of Payments resolved against the Budget).
Granted	The amount granted, or awarded, to the item for the Fiscal Year. This includes both Scheduled and Paid Payments.
Balance	The discrepancy between the amount awarded and the amount budgeted.
Paid	The amount that has been Paid to date for the Fiscal Year.

Expanding and Collapsing the Budget Tree

In the same manner that the Windows Explorer® and similar tools display the contents of your computer, the Budget Module displays the tiers of your Budget in a "tree" structure. You can expand or collapse the tree to display only the information that you are currently interested in viewing. To collapse or expand the tree, you can use the toolbar buttons described in "Navigation Tools" on page 14 or use the items in the Tree menu.

Navigation Tools

The following options for navigating the Budget Module displays are available on the toolbar:

Icon	Name	Description
	Refresh	If users are resolving and paying Payments during your Budget Module session, GIFTS may not have the opportunity to refresh the screen and display the current information. In these circumstances, you can click the Refresh button to update the Budget and Payment information so that it reflects the most current data.
	Summary	Display the Budget Years Summary View.
	Find	Search for an item in your Budget by any part of its Description. For more information, please refer to "Searching for Budget Items" on page 14.
	Expand Level	Expand the level of the Budget under the current item. You can use the toolbar button, or click the plus sign [+] next to the appropriate folder.
	Expand Branch	Expand *all* of the levels under the current item.
	Expand All	Expand the Budget so that all Budget items are displayed.
	Collapse Level	Collapse the level of the Budget so that none of the levels under the current item are displayed. You can use the Collapse Level button on the toolbar, or click the minus sign [-] next to the appropriate folder.

Searching for Budget Items

In the Budget Year Detail view, you can search for Budget items by searching the text in the Descriptions of your Budget items.

❖ In the Summary Mode, the system searches the Descriptions for your Categories and Reserve Funds.

- In the Content Mode, the system searches the Descriptions for all of your Budget items, including Line Items. In general, a Line Item Description consists of the grantee Organization name and Project Title of the Request linked to the Line Item.

To search for a Budget item:

1 Click the Find button.

- In the Find What field, enter the text for which you are searching. In the Where field, you can choose whether you are looking for a part of the Description or for its entire text.
- Click the Match Case check box if you want the search to be case-sensitive.
- Determine whether you want the search direction to be Up or Down. If you choose Down, the search will proceed downward through the hierarchy displayed on the left panel of the Details view. If you choose Up, the search will proceed upward.

2 Click Find First to start the search from the beginning (or end, if the search direction is Up) of the Budget hierarchy. Or, click Find Next to initiate the search from the currently-highlighted Budget item. If a matching item is found, it is highlighted. Note that matching Line Items are highlighted by an arrow that appears to the left of their Description.

3 When you are finished searching, you can click Close to return to the Budget.

Budget Management Tools

The following options for managing the Budget are available on the toolbar:

Icon	Name	Description
	Allocate	Access the Allocate window used to allocate funds within your Budget. You can edit allocations any time up until the Budget is frozen or Closed. For more information, please refer to “Task 2: Allocating Budget Funds” on page 38.
	Transfer	Perform a two-way transfer of funds between Budget items or a one-way transfer to change the amount allocated to an item. For more information, please refer to “Transferring Funds” on page 68.
	Audit Trail	Display a detailed list of all fund transfers to or from the currently-highlighted item. For more information, please refer to “Transferring Funds” on page 68.

Budget Reporting Tools

The following options for reporting are available on the toolbar:

Icon	Name	Description
Graphs	Graph	View or print a graph detailing Budget information. For more information, please refer to “Charting Your Budget Data” on page 124.
Reports	Reports	View, print, or export a Budget Report. For more information, please refer to “Running a Standard Budget Report” on page 114.
	Spreadsheet	If you have Microsoft Excel or Lotus 1-2-3, GIFTS can export your Budget directly into the spreadsheet. For more information, please refer to “Exporting Your Budget to a Spreadsheet” on page 127.

Re-sizing the Detail View Grid

You can change the size of all of the columns in the Budget Year Detail (in both Summary and Content Mode). To adjust the width of a column, move

the pointer to one of the vertical lines that divides the columns. The pointer will change to the re-size tool used to adjust the columns.

You can also hide columns by clicking the right mouse button, just as you would in the GIFTS Organizer. For more information about hiding and restoring columns, please refer to the *GIFTS User's Guide*.

Budget Data in GIFTS

Budget data can be viewed in the Budget folder of the GIFTS Organizer. In this folder, you can search for and display budget items based on a number of criteria. Views can be created, saved, and applied that contain the columns of data you want to see.

For information on the display options in GIFTS Organizer grids, please see the *GIFTS User's Guide*.

Quick Find Search Criteria

This section details each of the Quick Find search properties for Budget data in GIFTS:

You can search for budget items (Categories, Line Items, or Reserve Funds) using any combination of the following properties:

Property	Description
Organization Name	The name of the payee Organization.
Budget Description	Text in the Description field of the budget item.
Budget Coding Sheet	Search the Budget Coding Sheets. When you click this property, the Coding Sheet for your budget is displayed.
Payment Schedule Date	The date on which Payments resolved against Line Items are scheduled to be paid.

Property	Description
Payment Date	The date of Payments that are resolved against Line Items.
Budget Type	The type of budget item for which you wish to search: Category, Line Item, or Reserve Fund.
Budget Year	The Budget Year in which budget items have been allocated.
Original Budgeted Amount	The original budgeted amount of the budget item.
Current Budgeted Amount	The current budgeted amount of the budget item.
Granted Amount	The amount of the Request associated with Payments resolved against Line Items.
Available Balance	The balance of available funds within the budget item.
Paid Amount	The Amount of the Payments resolved against the budget item.
Unpaid Balance	The unpaid balance of the grant associated with Payments resolved against Line Items.

2 Planning Your Budget

This chapter describes how you can use the Budget Module to track your giving, and how to plan your Budget before you enter it into GIFTS.

In This Chapter

About Budget Planning **22**

How the Budget Module Works **23**

Planning Your Budget **26**

About Budget Coding **30**

About Budget Planning

The Budget Module allows you to enter your pre-planned giving Budget at the beginning of the year and then track your actual giving against the Budget as the year progresses.

This chapter explains how the Budget Module works and then describes how to plan your Budget using the conventions defined by the Budget Module. In general, your budget tracking for the year will involve the following phases:

Phase	Task
1	Plan your Budget.
2	Create a new Budget Year in GIFTS (or roll over your Budget from the previous year).
3	Allocate the Budget funds to organizations, divisions, categories, and so forth.
4	Finalize and O*pen* the Budget Year. Once the Budget is Open, GIFTS users can resolve Payments against it.
5	Approve and pay the grants for the year. GIFTS maintains a comparison of your budgeted amount, your committed funds, your granted funds, and your actual spending by forcing *resolution* of all Payments against the Budget.
6	When all of the Payments for the year have been made, reconcile and C*lose* the Budget Year. After a Budget is closed, no more Payments can be resolved against it.

How the Budget Module Works

The GIFTS Budget Module tracks your Budget in the form of a visual spreadsheet.

The Budget, like that of most grantmakers, is arranged in a series of tiers. At the top tier you have your total Budget amount, which gradually breaks down into further and further detail. Some grantmakers may have simple Budgets with only one or two tiers; others may have more complex Budgets with five or six tiers.

At the beginning of the year, you set up your Budget according to the allocations approved by your Board or company. If you have used the Budget Module in the previous year, you can use the Budget Rollover feature to create your new Budget.

The items within your Budget can be any of the following three types:

Category	An amount of money that is allocated to a specific fund, program, or purpose—but not to a specific Organization. Categories can be further subdivided into smaller Categories, or into Line Items and/or Reserve Funds.

Line Item	A dollar amount assigned to a specific Organization, usually an Organization that received funding in the previous year. There are two types of Line Items: ❖ *Budgeted* Line Items are included in the Budget at the beginning of the year. ❖ During the year, *unbudgeted* Line Items are created when new Payments are resolved against Reserve Funds.
Reserve Fund	A "left over" dollar amount in a given Category that is not allocated to a specific Organization. Throughout the year, these funds can be used to make discretionary Payments to new grants (unbudgeted Line Items). Some grantmakers refer to these Budget Items as "contingency funds."

When you begin entering your budget information for the year, the GIFTS Budget is assigned a status of Creating. This indicates that the budget information has not yet been finalized, and that GIFTS users cannot resolve Payments against the Budget. GIFTS does not allow Payments to be paid in the Fiscal Year of a budget with a status of Creating.

When your Budget has been entered, you can Open that Budget Year. The Open function includes options to create Requests and/or Payments for your Line Item commitments. You can also commit funds from your Budget Balance to these Line Items.

Once your Budget is Open, GIFTS users can enter and approve grants for that Fiscal Year. Users must assign funds for their grant payments by resolving them against Line Items or unallocated Reserve Funds. Users can also commit funds to Budget items by resolving Payments that are not yet authorized for disbursement.

Request Disposition	Payment Resolution Results
Approved	Payment Amount is added to the "Granted" column and deducted from the Budget Balance.
Pending	Payment Amount is added to the "Committed" column and deducted from the Budget Balance.

Note: Payments scheduled for future years, such as the Payments on a pledge or multi-year grant, are not resolved against the Budget for the current year. These Payments are resolved in the year in which they are scheduled to be paid.

The Budget Module continually updates the Budget spreadsheet to reflect your grant payment information, so that at any point you can access the Budget and get a real-time picture of your Budget versus your actual spending.

When the Budget Year is finished and all the Payments have been paid, you can Close the Budget Year. This finalizes and freezes the budget information; no more Payments can be resolved against the Budget, and no funds can be moved within the Budget. You are then ready to go on to your next Budget Year.

Planning Your Budget

Before you enter your budget into the system, it is best to design your budget on paper. If you have been tracking your budget in a spreadsheet or a word processing document, chances are you already have laid out your budget in the format you would like to see it in GIFTS.

From this type of report, identify the tiers of the budget. For example, look at the following sample Budget:

Model Corporation - 2000	**$1,400,000**
DIVISION 1	1,200,000
Arts & Culture	150,000
Drexel Brook Community Center	30,000
Education	300,000
Primary Education	100,000
Secondary Education	200,000
Health	500,000
AIDS Education	200,000
Health Crisis International	75,000
Morris Clinic	25,000
Nelson Schools Program	10,000
Health Care (General)	75,000
Hospice Programs	75,000
The Heart Society	50,000
Cancer Research Center	100,000
Civic & Community	250,000
PLANT COMMUNITY	200,000
Highland Park	40,000
Springfield	35,000
Drexel Hill	15,000
Westchester	65,000

Model Corporation - 2000	$1,400,000
Darby	45,000

In this example, the total budget is $1,400,000.

Model Corporation - 2000	$1,400,000

From there, the budget is broken down into two areas, **Division 1** and **Plant Community**. In GIFTS, these areas are known as Categories.

Model Corporation - 2000	$1,400,000
DIVISION 1	1,200,000
PLANT COMMUNITY	200,000

The second tier divides each element of the first tier. **Division 1** breaks down into Program Areas.

For **Plant Community**, the budget is distributed among the different plant locations; the Budget for **Plant Community** is not defined in any more detail than this, and there are no additional tiers. Since the individual plants are the last level of the Budget in this Category, they correspond to Reserve Funds. During the year, the funds for the payments for each plant will be drawn from these funds.

Model Corporation - 2000	$1,400,000
DIVISION 1	1,200,000
Arts & Culture	150,000
Education	300,000
Health	500,000
Civic & Community	250,000
PLANT COMMUNITY	200,000
Highland Park	40,000

Model Corporation - 2000	$1,400,000
Springfield	35,000
Drexel Hill	15,000
Westchester	65,000
Darby	45,000

Division 1 breaks down into a third tier, which includes further subdivisions of the Program Areas, such as **AIDS Education** under **Health**. At this level, there are also several Line Items (in italic type) that denote amounts budgeted to specific Organizations, such as *The Cancer Research Center.*

Most corporate budgets contain many Line Items since most of their giving is pre-planned for the year, and usually corresponds closely to their giving in the previous year.

GIFTS converts any unallocated amount in these Categories into a Reserve Fund when you Open the Budget. For instance, $150,000 has been allocated to **Arts & Culture**, but only $30,000 is allocated to a specific Organization. The remaining $120,000 will be converted to a Reserve Fund and can be used to pay other **Arts & Culture** grants approved during the year.

DIVISION 1	1,200,000
Arts & Culture	150,000
Drexel Brook Community Center	30,000
Education	300,000
Primary Education	100,000
Secondary Education	200,000
Health	500,000
AIDS Education	200,000
Health Care (General)	75,000
Hospice Programs	75,000
The Heart Society	50,000
Cancer Research Center	100,000

Civic & Community	250,000

Only under **AIDS Education** is there a fourth tier for this Budget; specific Organizations are scheduled to receive funds in this area. As you can see, only $110,000 of the $200,000 **AIDS Education** Budget has been allocated among these Organizations. The system will convert the unallocated amount of $90,000 into a Reserve Fund when you Open the Budget.

Health	500,000
AIDS Education	200,000
Health Crisis International	75,000
Morris Clinic	25,000
Nelson Schools Program	10,000
Health Care (General)	75,000
Hospice Programs	75,000
The Heart Society	50,000
Cancer Research Center	100,000

Analyze your own budget report for the structure described in this example. A clear understanding of the levels in your budget will make it easier to enter your budget into GIFTS.

About Budget Coding

In order to produce meaningful reports and queries, you need to use consistent terms to classify your information. To address this issue, the Budget has Coding Sheets that let you classify your Budget information—Line Items, Reserve Funds, and their associated Requests—using categories defined by your Administrator.

When you Allocate funds for your Budget, you can define Budget Coding Sheets for Line Items and Reserve Funds:

Codes that you define at the Budget level automatically default to each Request that you create from the Budget. When you rollover your Budget, the Budget Coding is rolled over as well. This can save you an enormous amount of work at one of your busiest times of the year.

Before you can assign codes to Line Items and Reserve Funds in your Budget, you need to define coding categories for the Request/Budget Coding Sheet. If you have not yet assigned codes to your Budget—perhaps you are beginning your Budget Coding in a current Budget Year—you can quickly populate the Coding Sheets for Line Items with the codes for their associated Requests.

Setting Up Budget Coding Categories

The classification codes that you can choose from to categorize Line Items and Reserve Funds are defined in the Request/Budget Coding Sheet.

Coding categories that you add to the Request/Budget Coding Sheet are used to categorize *both* your Budget and your Requests: the categories available on the Budget and Request Coding Sheets are the same.

For details on adding and modifying Coding Sheet Categories, please refer to the GIFTS *Administrator's Guide*.

3 Working with Your Budget

This chapter describes how to create, allocate, open, maintain, and close a GIFTS Budget Year. If you are a GIFTS user who needs to resolve Payments against the Budget, please refer to "Resolving Payments against the Budget" on page 91.

In This Chapter

A Budget Year at a Glance **34**

Task 1: Creating a New Budget Year **35**

Task 2: Allocating Budget Funds **38**

Task 3: Opening a Budget Year **56**

Task 4: Estimate Budget Payouts for the Year **62**

Task 5: Budget Maintenance **67**

Task 6: Close the Budget **82**

Budget Rollover (Creating Next Year's Budget) **83**

Creating a Request from the Budget **90**

A Budget Year at a Glance

After you've planned your Budget, you are ready to create and work with your Budget for the year.

1 Create a new GIFTS Budget Year.

Enter the total amount allocated for the year, and choose options that determine how flexible your allocations will be once the Budget is opened.

2 Allocate Budget funds.

Allocate Budget funds to Categories, Organizations (Line Items), and Reserve Funds. If your system uses branch security, you can distribute funds among the branches in your organization.

3 Finalize and Open the Budget Year.

During this process, you can automatically create Requests and Payments for the Line Items in your Budget. You can also commit funds for these Payments.

4 Maintain the Budget.

As users make Payments for grants, GIFTS maintains a comparison of your budgeted amount and your actual spending by forcing users to resolve all of their Payments against the Budget. You can also use the Budget Module to transfer funds.

5 Close the Budget Year.

When all of the Payments for the year have been made, you can Close the Budget Year so that no more Payments can be resolved against it.

Task 1: Creating a New Budget Year

The first step in setting up your Budget for the year is to create a GIFTS Budget Year that defines the total amount allocated for the year, as well as several options that determine how flexible you want your Budget allocations to be once the year is opened.

As you enter your Budget, the Budget Year is assigned a status of Creating. The Creating status allows you to enter, make changes to, and finalize your Budget structure before users begin paying Payments that affect the Budget.

Note: The only Budget information that you enter while creating a Budget Year is the total dollar amount for the year. "Task 2: Allocating Budget Funds" on page 38 outlines the process of distributing that total dollar amount among the various Categories, Line Items, and Reserve Funds in your Budget.

To create your Budget Year, you can use the following procedure:

1. Start the Budget Module. The Budget Years Summary view is displayed, listing any Budget Years that have been previously entered into the system. If there are no Budget Years in the system, a message indicates that there are no Budget Years on file.

2. Choose File ➤ New 'Budget Year Setup' from the Budget menu.

The following fields are available for setting up the Budget Year:

Field	Description
Budget Year	The Fiscal Year of the Budget being created. Once the Budget has been opened, there is no further access to this field.
Total Amount Budgeted for this year is	The total amount of your Budget for the year. You cannot save a new Budget Year without this amount; however, you can change this amount at any time while the Budget remains in the Creating phase.
Freeze all budgeted amounts	Prevents Budget modifications that would change the total amount, or "bottom line" of the Budget. Most grantmakers use this option. *Note that this option is not available until you Open the Budget.*
Allow a "single-entry" fund transfer to or from a Reserve Fund	When funds are transferred, they are normally transferred between Budget items so that the Budget remains balanced. For instance, if you take $50,000 from the Arts Category and transfer it to Education the total Budget remains constant. This is a *double-entry* transfer. Some grantmakers allow *single-entry* fund transfer adjustments, where money does not necessarily have to come from another fund. If the Board increases the Education budget by $50,000 without deducting this amount from another fund, your Budget increases by $50,000. This is a single-entry transfer. You cannot allow single-entry transfers if you have chosen to freeze the budget, since single-fund transfers change your total Budget figure.
Allow Reserve Funds to have a negative balance	Some grantmakers allow their payments for the year to exceed their original allocations, with the result that some Reserve Funds have a negative balance. If you do not allow your funds to be overdrawn, make sure this option is off.
Lock movement of budget hierarchy	If you do not lock the movement of the budget hierarchy, users with the appropriate security access rights can change the location of items within the budget. For instance, a user can move a Line Item from the Education Category to the Arts Category. If you lock the hierarchy, no movement of budget items is permitted.

Field	Description
Please indicate which request types should be included in the budget	Many grantmakers have several giving programs, not all of which are tracked within the Budget. For instance, you may have a Cash Grants program that is part of the Budget, but also an In Kind program for non-monetary gifts that are not tracked within the Budget. The Budget Module allows you to include only those Request Types that are relevant to your Budget. Users are not required to resolve Payments for Request Types that are not included. To include a Request Type, highlight it in the 'Available request types' box and click Include. Repeat until all the appropriate Request Types are included. To remove a Request Type from the Budget, highlight it in the 'Types included in budget box' and click Remove.

When you are finished, click OK to save the Budget Year information. You are returned to the Budget Years Summary view, where the new Budget Year is displayed.

Deleting a Budget Year

If you have begun creating a new Budget Year but wish to delete it, you may do so at any time provided that the Budget Year Status is Creating instead of Open or Closed. In addition, you must delete any items that have been allocated to the Budget, as described in "Deleting a Budget Item" on page 54.

To delete an unopened Budget Year:

1. If you are not in the Budget Years Summary view, choose View ➤ Budget Years Summary from the Budget menu to go to the Summary view.
2. From the Budget menu, choose File ➤ Open 'Budget Year Setup'.
3. Click Delete. If items have been allocated to the budget, you are informed that you must delete these items before you can delete the Budget Year. Otherwise, you are prompted to confirm your intentions.
4. Click Yes. The Budget Year is deleted.

Task 2: Allocating Budget Funds

Once you have created a new Budget Year with the total dollar amount of your giving Budget for that year, you can distribute funds among your various Categories, Line Items, and Reserve Funds. To do this, you create Budget items for each item in your Budget.

Note: While you allocate funds, the Budget has a status of Creating: GIFTS users cannot pay Payments for the Fiscal Year until the Budget Year's Status is Open. Once your Budget is fully allocated, you may proceed to "Task 3: Opening a Budget Year" on page 56.

About Budget Allocation

Since the GIFTS Budget is organized into a series of tiers, you must begin allocating funds at the top tier of your Budget, and work downwards. "Adding an Item to the Budget" on page 42 describes how to enter the first item in your Budget, and "Navigating Among the Budget Tiers" on page 52 explains how to navigate among the tiers of your Budget as you allocate funds to it.

When you create Budget items, you must specify whether the item you are entering is a Category, Line Item, or Reserve Fund.

Item Type	Description
Category	An amount of money allocated to a specific fund, program, or purpose, but not to any specific Organization. Categories are further distributed at the next level of the Budget.
Line Item	A dollar amount assigned to a specific Organization, often used for grants that are given annually. Line Items created in this manner are known as *budgeted* Line Items.
Reserve Fund	A "left over" dollar amount in a given Category that is not allocated to a specific Organization. Throughout the year, these funds can be used to make discretionary payments to new grants. Line Items created after the Budget Year is Open are known as *unbudgeted* Line Items.

Example: The Model Corporation starts by creating their year 2000 Budget Year for $1,400,000. To allocate their Budget, they start by allocating the appropriate dollar amounts to the Division 1 and Plant Community Categories. Then, they allocate the appropriate amounts for the four Categories underneath Division 1: Arts & Culture, Education, Health, Civic & Community, and so forth.

In the Model Corporation Budget example from the "Planning Your Budget" chapter, we can use the designations C, L, and R to demonstrate whether their Budget items are Categories, Line Items, or Reserve Funds.

Type	Model Corporation - 2000	$1,400,000
C	**DIVISION 1**	1,200,000
C	**Arts & Culture**	150,000
L	*Drexel Brook Community Center*	30,000
C	**Education**	300,000
R	Primary Education	100,000
R	Secondary Education	200,000
C	**Health**	500,000
C	AIDS Education	200,000
L	*Health Crisis International*	75,000
L	*Morris Clinic*	25,000
L	*Nelson Schools Program*	10,000
R	Health Care (General)	75,000
R	Hospice Programs	75,000
L	*The Heart Society*	50,000
L	*Cancer Research Center*	100,000
R	**Civic & Community**	250,000
C	**PLANT COMMUNITY**	200,000
R	**Highland Park**	40,000
R	**Springfield**	35,000
R	**Drexel Hill**	15,000

Type	Model Corporation - 2000	$1,400,000
R	Westchester	65,000
R	Darby	45,000

The order in which the items are entered into the Budget is not relevant to the system, but note that you cannot create a Budget item until all of its parents (the items that reside in the tiers above it) have been created.

Allocating the Budget with Branch Security

If your organization uses the optional branch security feature, you can allocate your Budget funds among the different branches (divisions) in your system. Headquarters (a member of the Admin user group) defines the top level of the Budget and assigns a dollar amount to each branch.

Only headquarters can access this information. Headquarters also maintains control of general Budget functions such as Open Budget Year, Close Budget Year, Recalculate, Rollover, and so forth.

In branch security for the *decentralized* data entry model, each branch is responsible for maintaining its own Budget; users may only view and update the Budget of the branch to which they belong.

In branch security for the *centralized* data entry model, your central users are responsible for maintaining Budget integrity for each branch, by making sure each Request they enter and approve is stamped with the correct branch.

Note: For information on branch security options for the two data entry models, please see Chapter 13, "Setting Up Branch Security" in the *Administrator's Guide*.

If you wish to implement branch security in the middle of a Budget Year, you can do one of the following:

- Use the '**Ignore Branch Security in the Budget Module**' option for the remainder of the Fiscal Year (described in Chapter 3, "Setting the System Preferences" in the *Administrator's Guide)*. At the beginning of your next

Budget Year, turn this option off and create your new Budget Year with branch security on.

- Use the **Transfer Branch** option to transfer all your budget items to the appropriate branches.

  Note: Top level Line Items and Categories cannot be tranferred to another Branch if there are any resolved Payments present.

  For details, please see "Transferring Budget Items to Other Branches" on page 73.

- **Wait until the beginning of the next Budget Year** before activating branch security.

Budget funds are allocated to branches by having each top-level Category of the Budget "stamped" with a Branch ID. To allocate funds among your branches, you assign the appropriate top-level Categories to each branch. This is done differently for each of the two branch security options.

If you are using branch security for the *decentralized* data entry model:

1. Create the top-level Categories needed by each of your branches. At this point, all of the Categories are assigned to your branch (the branch to which your user account is assigned). In the following steps, you will transfer the Categories to their respective branches.
2. In the Budget Year Details view, highlight the top-level Category you wish to transfer.
3. From the Budget menu, choose Action ➤ Transfer Branch. (Note that this item is available only if you are an Admin group user, the branch security feature is active on your system, and a top-level item is highlighted.) You are prompted to choose from a list of available branches.
4. Choose a branch from the list and click OK. The Category is transferred to the branch you chose. If any Budget items were allocated within the Category, they are transferred as well.
5. Repeat steps 2–4 for each top-level Category.

If you are using branch security for the *centralized* data entry model:

1. Create a top-level Category, as described in "Adding an Item to the Budget" on page 42.

   A field called 'Branch' will appear at the top of the form. (This field does not appear for users of the other branch security model.) The field defaults to the branch associated with your user ID.

   Note: You may have a user ID assigned to no branch at all; in that case, '<None>' appears by default in the Branch field. A Budget item cannot be saved without a branch.

2. Select the correct branch and complete the form.

3. Repeat steps 1–2 for each top-level Category required for each branch.

Note: Again, if you need information about these two models for branch security, please see Chapter 12, "Setting Up Branch Security" in the *Administrator's Guide*.

Tip: Since the "ownership" of each Budget item is determined by the top-level Category under which it resides, you can transfer most Budget items to branches by simply moving them underneath a Budget item that belongs to another branch (as described in "Moving Budget Items" on page 72).

Adding an Item to the Budget

To add an item to a Budget Year:

1. In the Budget Years Summary view, highlight the Budget Year in which you wish to allocate and choose View ➤ Budget Year Details from the Budget menu.

   ❖ If no Budget items have been created for that year, a message informs you; click Yes to display the Budget Allocation window.

❖ If Budget items have been created, they are displayed in the Details view. From the Budget menu, choose Action ➤ Allocate Budget.

The first Budget item you enter begins the first tier of your Budget. (For an explanation of how Budgets are structured, please refer to "Planning Your Budget" on page 26.)

2 Click New to create a new Budget item. (If you are allocating funds to an existing Budget, you may need to navigate to the tier in which you wish to create the item; please refer to "Navigating Among the Budget Tiers" on page 52 for more information.) The Budget Item window is displayed.

This indicates the tier under which this Budget item resides.

These fields are for Line Items only.

Disable this option to exclude unbudgeted Line Items for this Reserve Fund from your Budget reports.

The area on the top right indicates the Category to which the Budget item belongs. If the item is in the first tier, the Budget Year is displayed since there are no Categories yet. Immediately below this, you can see

the amount currently budgeted, allocated, and unallocated for the tier you are working in.

3 Specify whether the item you are adding is a Category, Reserve Fund, or Line Item. If you choose to enter a Line Item, you must specify the Organization that will receive the funds. Click the Find button to search for the Organization. GIFTS displays a list of the Organizations that meet your search or informs you if there were no matches.

You can choose an Organization returned by the search, or click New to create a new Organization. If you create a new Organization, you can enter its basic information and Tax Status information. Later, you can enter the remaining information from the main GIFTS application.

4 Enter the amount budgeted to the item. You can enter the dollar amount into the Budgeted Amount field, or the percentage of your Budget that you want to allocate into the Percentage of Budget field. GIFTS uses the value you enter to calculate and display the concomitant amount or percentage.

5 Enter the Description of the item to be used in the Budget reports. If you are entering a Line Item, you can leave this field blank; the default Description is the name of the Organization to which the funds are allocated.

Note: If you choose to create Requests for your Line Items when you Open the Budget, the Line Item Descriptions you enter are used as their Project Titles.

6 If you are creating a Reserve Fund, and you want to exclude unbudgeted Line Items from your Budget reports, disable the Show Detail in Reports option.

Important: The "Reserve Fund" Budget report is not influenced by the Show Detail option. Unbudgeted Line Items are listed in this report regardless of whether this option is enabled.

7 If the item is a Line Item, refer to the "Entering Request and Payment Information for Line Items" section for information about creating Requests and Payments for it.

If you wish to enter coding information for your new Line Item or Reserve Fund, refer to the following section, "Entering Coding Information for Line Items and Reserve Funds."

Otherwise, click OK to save the item and return to the Allocation view, where the item you have added is listed.

To add another Budget item, you can repeat steps 2 through 6. For information about navigating among your Budget tiers as you allocate your funds, please refer to "Navigating Among the Budget Tiers" on page 52.

Entering Coding Information for Line Items and Reserve Funds

You can define Budget coding when you allocate (or edit) a Line Item or Reserve Fund. Since the Budget Coding Sheet is identical to the Request Coding Sheet, Requests that you create for the Line Item or Reserve Fund—either from the Budget, or as a batch when you Open the Budget Year—will inherit the Budget coding.

To enter coding information for a Budget item:

1 Click the Coding Sheet tab in the Budget Item window to view the Budget Coding Sheet.

2 Add or modify the codes that you want to use to categorize the Line Item or Reserve Fund. When the Coding Sheet information is complete, click OK to save your changes and return to the Allocation view.

To ensure that the Budget and Request Coding remain synchronized, GIFTS alerts you when changes that you make to either Coding Sheet will cause the Budget and Request coding to no longer match.

Entering Request and Payment Information for Line Items

When you Open the Budget, you can choose to have the system automatically create Request records for each of the Line Items in your Budget. This saves you and your users the effort of having to create a Request for the purpose of making Payments to the Organizations to which you have already allocated funds.

If you intend to take advantage of this feature, the 'Request Creation Information' and 'Payment Creation Information' fields are available to further define the Requests that will be created when you Open the Budget.

Tip: During the Open Budget process, you can globally define this information for all of the Requests to be created. The global information is applied only to the Line Items for which you have not supplied creation information; it does not override the information that you enter here. If this information is consistent for most Requests and their Payments, it is not necessary to enter this information for each Line Item.

Request Creation Information Field	Description
Type	The Type of the Request that will be created by the Open process. Only the Request Types included in the Budget are available.
Status	The Status of the Request that will be created by the Open process. Only the Status codes defined for the chosen Request Type are available.
Date	The Request Date of the Request that will be created.

Payment Creation Information Field	Description
Date	If you choose to have the Open process create a scheduled Payment for the Line Item, GIFTS uses the value entered here as the Payment Schedule Date.
Payment Type	The Type of Payment that will be created by the Open process. If your Administrator defined a default Payment Type, it is displayed here. If the default does not apply to the Payments that will be created when you open the Budget Year, choose another Type from the list.

Payment Creation Information Field	Description
G/L Account	If your organization uses a general ledger accounting system for your grant payments, you can select the G/L account for the Payments that will be created by the Open process. If your Administrator defined a default G/L account, it is displayed here. If the default does not apply to the Payments that will be created when you open the Budget Year, you can choose another G/L account from the list.

Assigning Authorized Users to Line Items and Reserve Funds

The Budget Authorized Users preference allows you to establish Authorized Users for individual Line Items and Reserve Funds. Only Authorized Users assigned to a budget item will be able to access the item for Payment resolution and funds transfers, affording a higher level of control and security. Authorized Users can be added to a single budget item, or a batch of items.

Note: Permission for assigning Authorized Users is tied to the "Execute" permission in the Budget/Allocate section of the Administrator Permissions settings.

For information on enabling this preference, please see "Budget Module Options in General Preferences" on page 7.

Assigning Authorized Users to Individual Budget Items An unlimited number of Authorized Users may be assigned to any Line Item or Reserve Fund in your budget. To assign Authorized Users for a budget item, open

the edit form for a Line Item or Reserve Fund from the Budget Allocation form. A new Authorized Users tab has been added to the edit form:

Click the Add/Remove Users button at the bottom of the Authorized Users tab to access a grid listing all users in your GIFTS system:

Use the check boxes in this grid to indicate which users should be Authorized Users associated with this budget item, and then click OK.

Assigning Authorized Users to Batches of Budget Items You may also assign or unassign Authorized Users for batches of budget items. To access this batch assign feature, highlight a category in the Budget Years Detail view

and choose Action ➤ Assign Authorized Users. The Assign Authorized Users Wizard opens:

You should note that the batch assignment will also affect all sub-Categories of the Category you selected in the Budget Years Detail view. The affected Category and sub-Categories are indicated on the first page of the Assign Authorized Users Wizard.

To assign a batch of Authorized Users:

1 On the Select Items tab, select the budget items (Line Items or Reserve Funds) to which you wish to assign Authorized Users. Click Next to go to the Coding Sheet tab.

2 On the Coding Sheet tab, select the budget item classifications which will be affected by the Authorized User assignment. To add a new classification under a category, highlight the category and click Add.

When you are ready, click Next to go to the Select Users tab.

3 On the Select Users tab, use the radio buttons in the Action section to indicate whether you wish to add or remove the batch of users shown on this tab. If you wish to edit the list of users, click Add/Remove Users to

open an edit form. On the edit form, check only the users you want included in the batch assignment and click OK.

Click Next to go to the Finish tab.

4 On the Finish tab, check the Authorized Users list and the classifications which will be affected by the assignment. If you need to make any changes, click Back to return to previous tabs. If everything is correct, click Finish to assign the Authorized Users.

Navigating Among the Budget Tiers

Within a Budget tier, you can click New to add a new item within that tier. When you want to add items beneath or above a tier, you must first move to the tier in which you want to add the item.

If you wish to allocate an item on the tier "below" the current tier, click on the item underneath which you wish to go and click the Next Tier button.

For example, the following Allocation view shows the top-level tier of the Model Corporation's year 2000 Budget:

If the user highlights the DIVISION 1Category and then clicks Next Tier, the Allocation view displays the DIVISION 1Category and the items within it:

You can also double-click on an item to view the tier below it. Note that double-clicking does not open the Budget item for editing.

To return to a previous tier, you can click the Prior Tier button. You can continue clicking the Prior Tier button to move backwards until you have returned to the top-level tier.

Sorting Items within Tiers

Within each tier, you can sort Budget items alphabetically, or arrange them manually in the order you desire. Most Budget reports use the sort order that you provide so that your reports mirror the Budget allocation that is displayed in the Budget Module.

- To alphabetically sort all of the items within a tier, click the Sort button.
- To move a Budget item within a tier, highlight it and then click Item Up or Item Down to move it to the desired position.

Editing a Budget Item

You can edit a Budget item at any time, provided that no Payments are resolved against it. To edit a Budget item:

1. From the Budget menu, choose Action ➤ Allocate Budget. If you are not in the correct tier, you can use the Next Tier and Prior Tier buttons to navigate to the tier that contains the Budget item.

   Tip: You can also navigate to the tier you want by highlighting that tier in the left side of the Budget Detail view before choosing Action ➤ Allocate Budget from the Budget menu. The Budget Allocation window for the tier you highlighted is displayed.

2. Highlight the Budget Item and click Edit. The Budget Item window is displayed.
3. Edit and save the Budget as described in "Adding an Item to the Budget" on page 42 and "Entering Coding Information for Line Items and Reserve Funds" on page 45.

Note: To ensure that the Budget and Request Coding remain synchronized, GIFTS alerts you when changes that you make to either Coding Sheet will cause the Budget and Request coding to no longer match. You can synchronize Request and Budget coding when you edit the Budget Coding Sheet. For details, see "Modifying Budget and Request Coding Sheets" on page 76.

Deleting a Budget Item

You can delete a Budget item at any time, provided that:

- There are no subordinate items residing below it in the Budget hierarchy. For example, you cannot delete a Category until you first delete the Line Items and Reserve Funds within it.

- Your Budget is not frozen (see "Freezing the Budget" on page 60).
- No Payments have been resolved against the item.

To delete a Budget item:

1. From the Budget menu, choose Action ➤ Allocate Budget. If you are not in the correct tier, you can use the Next Tier and Prior Tier buttons to navigate to the tier that contains the Budget item

   Tip: You can also navigate to the tier you want by highlighting that tier in the left side of the Budget Detail view before choosing Action ➤ Allocate Budget from the Budget menu. The Budget Allocation window for the tier you highlighted is displayed.

2. Highlight the Budget item and choose File ➤ Delete from the Allocation menu. The Budget Item window is displayed. If the item is linked to a Request that has not yet been Approved, you are notified that deleting the item will also delete the Request and its associated Payments.

   If an Approved Request is linked to the item, or there are subordinate items below it, the File ➤ Delete option is disabled because you cannot delete the item.

3. Click Yes to confirm that you want to delete the item and, if applicable, its associated Requests and Payments.

Task 3: Opening a Budget Year

The last step in finalizing your Budget for the year is to Open it. Once the Budget is Open, GIFTS users can resolve Payments against the Budget. Through the Budget Module, you will have a constantly updated picture of your planned Budget versus the funds that have been committed, granted, and paid in the year. When you Open the Budget:

- If the dollar amount in any Category has not been fully allocated, the system creates a Reserve Fund for the unallocated amount (within that Category).
- If a Budget item has been specified as a Category, but there are no Line Items or Reserve Fund allocations beneath it, the system changes the item to a Reserve Fund.
- If specified, the system creates a Pending Request for each Line Item in the Budget Year. You can specify a Request Type, Request Status, and Request Date to be globally applied to each Line Item's Request. This global information applies only to Line Items where the Request information was left blank during allocation.

  When GIFTS creates Requests for the Line Items in your Budget Year, each Request will inherit the coding sheet of its Line Item as follows:

If the Coding Sheet category is coded in the...	Then
Budget Line Item or Reserve Fund Coding Sheet	The Request inherits the code from the Line Item or Reserve Fund.
Request's Primary Organization (and *not* in the Line Item or Reserve Fund) Coding Sheet	The Request inherits the code from the Primary Organization.
Request Default Coding Sheet Preferences (and not in the Budget or the Primary Organization)	The Request inherits the default code defined by your Administrator in the Coding Sheet Preferences.

- If specified, GIFTS creates a Scheduled Payment for each Line Item for the dollar amount of the Line Item. You can specify a Payment Date, Payment Type, and a G/L account number that is globally applied to each Line Item's Payment. This global information applies only to Line Items where the Payment information was left blank during allocation.

Note: These Payments are linked to their Budget items, but the amount scheduled to be paid is not reduced from the amount of available funds until the Payment is resolved against the Budget. In other words, the funds are not "used" until the Payment is resolved. When you resolve a linked Payment, the Budget resolution defaults to the linked Budget Item.

- If specified, GIFTS automatically resolves the scheduled Payments and commits funds to each Line Item. Unlike linked Payments, committed funds for Resolved Payments are reduced from the amount of available funds in the Budget. Committing funds can save time because you do not have to resolve each automatically-scheduled Payment.

Since opening the Budget may cause GIFTS to modify records or add records to the database, you can run a trial of the Open process to determine which records will be created or modified, without actually altering your data:

Mode	Description
Trial Mode	When the Open process is run in Trial Mode, GIFTS runs all of its checking procedures and produces a report of the records that would be created or modified by the Open process. You can print this report and correct any errors before you Open the Budget. Trial Mode does not alter your data in any way.
Actual Mode	When the Open process is run in Actual Mode, GIFTS creates new records and modifies existing records according to the rules defined above and produces a report of the records that were created or modified.

Note: GIFTS allows you to undo the Open if you Open the Budget prematurely. However, the Requests and Payments created by the Open process are not deleted when the Undo is performed.

Running a Trial of the Open Process

When running the Open process in Trial Mode, be sure to specify the Additional Options just as you will when you Open the Budget in Actual Mode. If the options specified are not the same, the trial run may not be an accurate representation of the actual Open process.

To run a trial of the Open process:

1 In the Budget Years Summary view, highlight the Budget Year you wish to Open.

2 From the Budget menu, choose Action ➤ Open Budget.

3 Click the 'Perform trial run' option and specify the appropriate options:

Option	Description
Automatically generate requests	GIFTS determines the Requests that the Open process would create for each Line Item in your Budget. You can specify a Request Type, Request Status, and Request Date to be globally applied to each Line Item's Request. This global information *applies only to Line Items where the Request information was left blank during Line Item creation/allocation*. Note that only the Request Types included in your Budget are available.
Automatically generate payments	GIFTS determines the Payments that the Open process would create for each Line Item in your Budget. You can specify a Payment Date, Payment Type, and G/L Account to be globally applied to each Line Item's Payment. This global information *applies only to Line Items where the Payment information was left blank*. Select 'Commit budget funds for this payment' to automatically commit funds from the Budget by resolving the Payments against their appropriate Budget Line Items.

4 Click OK to begin the trial run. The process log displays the changes that GIFTS would make. When the analysis is complete, a message summarizes the records that would be created by Opening the Budget.

5 Click OK. You can click Print or Save As to keep the log for your records.

Opening the Budget

As described in "Task 3: Opening a Budget Year" on page 56, the Open process may result in the addition of Reserve Funds to your Budget and/or the conversion of Categories into Reserve Funds. In addition, Requests and Payments may be created in GIFTS.

Caution: Before you Open your Budget, be sure to perform a trial run and verify the changes that will be made are correct. Ensure that you have a valid backup of your GIFTS database, and that no one else is logged in to the Budget Module.

To Open a Budget Year:

1 In the Budget Years Summary view, highlight the Budget Year you wish to Open.

2 From the Budget menu, choose Action ➤ Open Budget.

Note: Here you can select to automatically generate Requests and/or Payments from Line Items. When you created the Line Items, you had the chance to enter information for these Request and Payment fields. The information you enter here will only apply if you left the equivalent fields blank in the Line Item.

3 Click the 'Open budget year' option and specify the appropriate Additional Options:

Option	Description
Automatically generate requests	If this option is specified, GIFTS creates a Request for each Line Item in your Budget. You can specify a Request Type, Request Status and Request Date to be globally applied to each Line Item's Request. This global information *applies only to Line Items where the Request information was left blank during allocation*. Note that only the Request Types included in your Budget are available.
Automatically generate payments	If this option is specified, GIFTS creates a Scheduled Payment for each Line Item in your Budget. You can specify a Payment Date, Payment Type, and G/L Account to be globally applied to each Line Item's Payment. This global information *applies only to Line Items where the Payment information was left blank during allocation*. Select 'Commit budget funds for this payment' to automatically commit funds from the Budget by resolving the Payments against their appropriate Line Items.

4 Click OK. A message summarizes the effects of the Open process and reminds you to ensure that you have a backup of your database and to ensure that no one else is working with the Budget.

5 If you are sure that you are ready to continue, click Yes. As GIFTS creates or modifies your data, these changes are displayed in the process log. When the Open process is complete, a message summarizes the records that were created.

6 Click OK to view the process log, which details each change made to your Budget, and each Request and Payment created.

7 Click OK. The process log remains open. You can click Print or Save As to keep the contents of the log for your records. The Budget Years Summary view now indicates that the Budget Year is Open.

Freezing the Budget

After you Open a Budget Year, you can freeze it so that no one can change the total amount ("bottom line") of your Budget for that year. Note that

when you freeze a Budget Year, "single-entry" fund transfers and reserve funds with negative balance are no longer allowed: these options are automatically disabled.

To freeze the Budget:

1. In the Budget Years Summary view, highlight the Budget Year you wish to freeze.
2. From the Budget menu, choose File ➤ Open 'Budget Year Setup'. The Budget Year options are displayed.
3. Click the option to Freeze all budgeted amounts.
4. Click OK. The Budget is frozen.

Undoing the Open Budget Process

You can Undo the Open process for an Open Budget, returning its Status to Creating and prevent users from resolving Payments against it until you re-open it. Please note the following:

- Requests and Payments created by the Open process are not deleted from the system. If you re-open the Budget, the Open process does not create Requests or Payments for Line Items that were already created during the initial Open process.
- Reserve Funds created by the Open process are not deleted.
- Categories that were converted to Reserve Funds during the Open process are not converted back into Categories.

To Undo the Open process for a Budget Year:

1. In the Budget Years Summary view, highlight the Budget Year.
2. From the Budget menu, choose Action ➤ Undo Open Budget. If no Payments are resolved against the Budget, you are prompted to confirm your intentions.
3. Click Yes to continue. The Status of the Budget is returned to Creating, and no Payments can be resolved against it.

Task 4: Estimate Budget Payouts for the Year

Often times, money is allocated then reallocated during the budgeting process, and plans change throughout the year. The Estimated Payout feature helps you identify and track changes that are made on the planning side of the process.

An Estimated Payout column is included in the Budget Summary and Budget Year Detail views. You can enter Estimated Payout data directly to the Budget grid, with the following conditions:

- Estimated Payout data may be entered manually only for Line Items. Estimated Payout amounts for Categories and Reserve Funds are calculated from the Estimated Payout amounts for the Line Items contained within each Category and Reserve Fund.
- Estimated Payout data is displayed in both the Budget Years Summary and Detail views, as well as in the Content and Summary modes of the Budget Year Detail. Please note that Estimated Payout data may only be edited in the Content mode of the Budget Year Detail view.

For information on enabling the Estimated Payout feature, please see "Budget Module Preferences" on page 7.

Security Permissions

Two permissions are available for managing the Estimated Payout feature—"Estimate Payout" and "Reset Estimated Payout." In order for users to be able to make changes to Estimated Payouts, or to reset Estimated Payout information, these Permission must be set in the GIFTS Administrator Module.

Note: By default, the Admin group has Update rights for the "Estimate Payout" permission, and Execute rights for the "Reset Estimated Payout" permission.

To set the Estimated Payout permissions:

1 Log in to the GIFTS Administrator Module.

2 From the Administrator menu choose Setup ➤ Permissions.

3 Highlight the Permission set you wish to update and choose File ➤ Edit from the Permission Sets menu.

4 In the Budget permissions, enable the 'Estimate Payout' and 'Reset Estimated Payout' permissions.

5 Click Save and Close to save your changes.

Editing Estimated Payout Information

Follow these steps to edit the Estimated Payout amount for a Line Item:

1 Highlight a Budget Year and choose View ➤ Budget Year Details from the Budget menu.

2 In the Budget Year Detail, choose View ➤ Content Mode from the Budget menu.

3 In the Budget Content mode, you can change the Estimated Payout amount for a Line Item by clicking in the appropriate cell on the grid and typing an amount. If an Estimated Payout amount has already been entered for the Line Item, you can type over it.

Calculating Estimated Payout Information

The Estimated Payout amounts for Categories, Reserve Funds and Budget Years are calculated based upon the Estimated Payout amounts of the Line Items that they contain. The recalculation of these amounts may be time-consuming—particularly for budgets with a large number of items or with a complex structure.

For this reason, Estimated Payout amounts for Categories, Reserve Funds and Budget Years are *not* recalculated automatically during data entry to reflect changes to the Estimated Payout amounts of Line Items. This means that until you choose to recalculate the Estimated Payout totals, the Category and Reserve Fund totals will not reflect your changes.

To recalculate the Estimated Payout amount for a Category, Reserve Fund, or Budget Year:

1. Highlight a Category or Reserve Fund (from the Budget Years Detail view), or an entire Budget Year (from the Budget Summary view).

2. Choose Action ➤ Recalculate Est. Payout from the Budget menu. You are prompted to confirm that you wish to recalculate the selected Category, Reserve Fund, or Budget Year.
3. Click Yes. GIFTS notifies you when the recalculation is completed.
4. Click OK to return to the Budget.

Resetting Estimated Payout Information

To help streamline data entry and keep your Estimated Payout information current, an option is available to reset Estimated Payout information. Estimated Payout information may be reset for a single Line Item, Category, Reserve Fund, or for an entire Budget Year.

When you reset Estimated Payout information, the following options are available:

- **Update Estimated Payout based on Current Budget Amount** — The Estimated Payout amount will be set equal to the Current Budget Amount for each Line Item.

- **Update Estimated Payout based on Committed/Granted Amount** — The Estimated Payout amount will be set equal to the total of the Committed amount or the Granted Amount for each Line Item.
- **Update Estimated Payout based on Paid Amount** — The Estimated Payout amount will be set equal to the Paid Amount for each Line Item.

To reset the Estimated Payout information:

1. Highlight the Line Item, Category or Reserve Fund (Budget Year Detail view) or a Budget Year (Budget Summary view) that you want to reset.
2. Choose Action ➤ Reset Est. Payout from the Budget menu. You are asked to select how you want to update the Estimated Payment amount.

3. Select an update method and click OK.
4. You are prompted to confirm that you wish to reset the amounts for the items you selected.

   Important: You may not undo the process of resetting Estimated Payout information.

5. Click Yes to continue. You are notified when the Estimated Payout information for the selected items has been reset.
6. Click OK to return to the Budget Module.

Viewing Estimated Payout Data in the Organizer

An Estimated Payout column is available from the Budget tab of the GIFTS Organizer. To display this column in the Organizer:

1 Log in to GIFTS.

2 In the GIFTS Organizer, click the Budget tab.

3 From the Main menu, choose View ➤ Show Columns. The default columns for the Budget folder are displayed.

4 In the Available Columns, highlight 'Estimated Payout' and click Include to add the column to the Organizer.

5 Click Save and Close to save your changes.

Task 5: Budget Maintenance

Often, changes are made to your Budget during the year. To accommodate these changes, you can transfer funds originally allocated for one area to another, cancel Line Items allocated to a specific Organization and award the funds to another Organization, split a single Line Item into several individual Payments, adjust the amount allocated to an item, and so forth.

For each Budget item, GIFTS maintains a detailed Audit Trail of the changes made to it during the year. This section describes the processes used in the day-to-day maintenance of the Budget, including:

Transferring Funds **68**
Viewing the Audit Trail **71**
Moving Budget Items **72**
Transferring Budget Items to Other Branches **73**
Populating Budget Coding Sheets **74**
Modifying Budget and Request Coding Sheets **76**
Codes for Unbudgeted Line Items **78**
Globally Synchronizing Codes **78**
Recalculating the Budget **80**

GIFTS users can resolve Payments for Approved and Pending Requests against the Budget:

- Resolving a Payment for an Approved Request adds the Payment Amount to the "Granted" amount tracked by the Budget Module and subtracts the Payment Amount from the available Budget funds.
- Resolving a Payment for a Pending Request adds the Payment Amount to the "Committed" amount in the Budget and subtracts the Payment Amount from the available Budget funds.

For details on resolving Payments please refer to "Resolving Payments against the Budget" on page 91.

Transferring Funds

Even grantmakers with the strictest of Budgets often have to move funds within their Budget during the course of a Budget Year. For instance, more or less money may be needed in a Category than anticipated. To address these changes, users with the needed permissions can transfer money between items in the Budget.

There are two types of Budget transfers:

Double-entry Funds are normally transferred between Budget items so that the Budget remains balanced. For instance, if you take $50,000 from the Arts Category and transfer it to Education, the total Budget remains constant.

Single-entry Some grantmakers allow transfers where money does not necessarily have to come from another Budget item. If the Board increases the Education budget by $50,000 without deducting this amount from another fund, your Budget will increase by $50,000. This is a single-entry transfer. Please note that your Budget may be set up to prohibit single-entry transfers.

In some cases, transfers of funds are part of the Payment resolution process, as is the case when a budgeted grant is amended. For more information about these types of transfers, see "Budget Transfers while Resolving Payments" on page 100.

The following restrictions are placed on the transfer process:

- Transfers may only involve Reserve Funds and Line Items (not Categories).
- You cannot reduce a Budget item to an amount lower than the amount already resolved against that item by Payments in GIFTS.
- Unbudgeted Line Items are not available during the transfer option. If you wish to change the Budget item from which Payment has been withdrawn, you may do so from within the Payment, as described in "Changing the Resolution of a Payment" on page 105.

To Transfer Funds

1 Go to the Budget Detail view and expand the Budget tiers so that the Reserve Fund you are working with is displayed. Or, use the Content Mode to locate the Line Item you are working with.

2 Highlight the item you wish to adjust, and choose Action ➤ Transfer Funds from the Budget menu.

3 Specify the new amount for the selected Budget item (the current amount plus or minus the amount to be transferred—not the amount of the transfer itself).

4 Click the appropriate button to indicate whether this is a one-way or two-way transfer. (If your Budget Year Setup requires two-way transfers, the one-way transfer button is not available.)

5 Enter any notes you wish to make regarding the transfer.

6 If you have chosen a one-way transfer, you can skip to Step 7. If you have chosen a two-way transfer, click Browse to identify the second item involved in the transfer.

The left panel displays the Categories in your Budget. The right panel displays the Line Items of the currently-selected Category highlighted. A Refresh button is available at the top right corner, in case you need to refresh the Budget information.

- To select a Line Item, highlight the Category in which it resides. The Line Items for that Category are displayed in the right panel. Highlight the Line Item and click OK.
- To select a Reserve Fund instead of a Line Item, click View Reserve Funds. The right-hand panel displays the available Reserve Funds. Highlight the Reserve Fund and click OK.

After you have chosen a Line Item or Reserve Fund, it is displayed at the bottom of the Budget Transfer window.

7 Click OK to begin the transfer. A message describes the transfer, and prompts you to confirm your intentions.

8 Click Yes to proceed with the transfer.

When the transfer is complete, the Budget view is refreshed and any open Categories are closed. When you view either item involved in the transfer, the changes you made should be reflected—you do not have to close and re-open the Budget Year Detail view for your changes to be reflected.

Viewing the Audit Trail

For any given item in the Budget, you can view and print an Audit Trail of all the transfers that have been performed on that item. For each transfer, the Audit Trail details the amount, the date on which it occurred, the Login ID of the user who performed it, and any notes recorded for it.

To view the Audit Trail for an item, highlight it and choose Action ➤ Audit Trail from the Budget menu.

You can click Print to print the Audit Trail, or Close to continue.

Moving Budget Items

During the year, you may wish to move Categories, Reserve Funds, and Line Items from one place to another within your Budget structure. Since the Budget is arranged as a hierarchical tree, any change of the location of an item in the hierarchy changes the amounts of the "parent" items above that item.

Note: If your Budget hierarchy was locked in your Budget Year Setup, you cannot move Budget items.

To move a Budget item, click on the item and drag it to the item underneath which you wish it to reside. A check mark (✓) is displayed if the move is valid, and you can release the mouse button to finish the move. The appropriate amounts are adjusted to accommodate your change to the Budget hierarchy:

- If you move an unbudgeted Line Item to reside underneath a different Reserve Fund, the Budget section on the Payment screen is updated to reflect the new Reserve Fund. This type of move is identical to changing the resolution of a Payment, as described in "Changing the Resolution of a Payment" on page 105.
- If you move a Category from one location to another, all of its "children"—the Budget items underneath the Category—are moved along with it.
- If you move an item or items from beneath a Category so that the resulting Current Budget Amount of the Category is $0.00, and no budget items remain underneath the Category, you are given the option to delete the Category. Click Yes to delete the Category, or No to have the Category remain in the Budget.
- If you move an unbudgeted Line Item—a Line Item not included in the original Budget, but for which an adjustment was made during the year—underneath a Category, GIFTS asks if you want to convert the item into a budgeted Line Item. If you click Yes to continue, you are prompted to transfer the funds needed for the item. For information about transferring funds, please refer to "Transferring Funds" on page 68.

An X is displayed if GIFTS determines that the move is not valid, according to the following rules:

- If you did not choose to allow negative balances for Reserve Funds, you cannot move a Payment underneath a Reserve Fund that does not have a sufficient balance to cover the resulting adjustment.
- You cannot move a Category to reside underneath a Line Item or Reserve Fund.
- You cannot move a Reserve Fund or a budgeted Line Item to reside underneath another Reserve Fund or unbudgeted Line Item.

Transferring Budget Items to Other Branches

If your organization uses GIFTS branch security, each Budget item is stamped with the branch to which it belongs, and can only be used by that branch. When you set up the Budget, you assigned each top-level Category to a specific branch, as described in "Allocating the Budget with Branch Security" on page 40.

Subsequently, all the items created under these Categories were stamped with the branch to which the top-level Category belongs—regardless of which member of your staff created the Budget item.

For most Budget items, you can transfer them to other branches by simply moving them underneath a Budget item that belongs to another branch. In other words, the ownership of the Budget item is determined by the top-level Category to which it belongs, so the ownership of the Budget item changes when you move it to another branch's Category.

However, note that you cannot move top-level Categories or Line Items.

Note: Top level Line Items and Categories cannot be tranferred to another Branch if there are any resolved Payments present.

To transfer a top-level Category or Line Item, use the following procedure:

1. In the Budget Year Details view, highlight the top-level Category or Line Item you wish to transfer.
2. From the Budget menu, choose Action ➤ Transfer Branch. (Note that this item is available only if you are an Admin group user, the branch security feature is active on your system, and a top-level item is highlighted.) You are prompted to choose from a list of available branches.

3 Choose a branch from the list and click OK. The Line Item or Category is transferred to the branch you chose. If you transfer a Category, all of the items within that Category are transferred as well.

Populating Budget Coding Sheets

If you decide to begin using the Budget Coding feature during a Budget Year that is already open, it can be rather time consuming to specify codes for each existing Line Item. To save data entry and help you ensure that the Budget and Request coding match, you can globally populate—or *synchronize*—Line Item Coding Sheets with codes from their associated Requests.

In some instances, you may have several Requests associated with a single Line Item. In order to populate your Line Item codes in this way, Requests for the Line Item must all be coded identically. Request coding categories that are not coded identically are not updated in the Budget Item Coding Sheet.

Example: You have three Requests that are associated with the same Budget Line Item for American University. The three Requests are coded for Program Area and Fund as follows:

Request	Program Area	Fund
#1	Education	Foundation
#2	Education	Foundation
#3	Health and Human Services	Foundation

If you populate the Line Item's Coding Sheet with the Request coding, the Fund category on the Budget Coding Sheet is updated with the 'Foundation' code. Note that, since the Requests are not coded with the same Program Area, the Budget's Program Area is not updated. You will need to assign the Program Area code to the Budget Coding Sheet manually.

To populate your Budget Coding Sheets with the coding from their associated Requests in GIFTS:

Before You Begin: Make sure that you have a valid backup of your database and that no one else is logged on to GIFTS or the Budget Module.

1. In the Budget Years Summary view, Highlight the Budget Year that you want to update.

2. From the Budget menu, choose Action ➤ Synchronize Codes. The menu displays the Budget Categories for that Budget Year.

3. Highlight the Budget Categories that you want to update (to update all Categories in the Budget Year, press CTRL+A) and select 'Update the Budget Coding Sheets based on the Request codes.' Coding for Line Items in the Category will be updated with the Coding Sheet for their associated Requests.

   Note: If Requests for the Line Item are coded differently for a coding category, the category is not updated in the Budget Coding Sheet: you will need to update the Budget coding manually.

4. Click Synchronize. You are reminded to backup your GIFTS data and asked if you want to proceed.

5. Click Yes. Coding Sheets for the Category's Line Items are updated with the Coding Sheets for their associated Requests. A process log lists any Budget codes that were not updated and describes the reason. You can update these codes manually as described in "Modifying Budget and Request Coding Sheets" on page 76.

Modifying Budget and Request Coding Sheets

To generate accurate Budget reports, it is important to maintain consistent budget coding information. If you modify the Request or Budget Coding Sheet, the Request and Budget coding may no longer match. This can cause misleading or inaccurate Budget reports or queries.

If your changes will cause the Budget and Request codes to no longer be synchronized, GIFTS notifies you before you save your changes. When you modify the Budget Coding Sheet, you also have the option of updating the associated Requests with your new classifications.

Editing Request Coding Sheets If you modify the coding for a Request, and your changes will cause the Request Coding Sheet to no longer match the Line Item or Reserve Fund with which it is associated, GIFTS lists the Items that will be affected by your changes:

- Click OK to save your changes to the Request Coding Sheet. The Request coding is no longer synchronized with the Budget Coding Sheet.
- To print a report of the records that will no longer be synchronized, click Print and generate the ad hoc report as described in the *GIFTS User's Guide*.

To update the Budget coding with the Request Coding Sheet, you can *globally synchronize* the Budget Coding. For details, see "Globally Synchronizing Codes" on page 78.

Editing Budget Coding Sheets If you modify the Coding Sheet for a Line Item or Reserve Fund—and your changes will cause the Budget and Request

coding to no longer match—GIFTS notifies you and lists the record(s) that will be affected by your changes.

- To update the coding for the associated Requests with the new Budget coding, click Yes.
- To maintain different coding between the Line Item or Reserve Fund and its associated Requests, click No.

Tip: If you are unsure of how the coding changes might affect your Budget, print the proposed changes and click No. The update is canceled. You can review the changes and re-synchronize the Requests later.

Question: How are the Request codes updated when you synchronize them?

Answer: When you synchronize Requests with Budget coding, GIFTS updates only the categories that are coded in *both* the Request and Budget Coding Sheet. If you remove a code from a Budget Coding Sheet and synchronize it with it's associated Requests, the blank code does not overwrite the Request code for that category.

Example: A Line Item is classified as serving the 'Homeless' Population. If you modify the Budget Coding Sheet and remove this classification—perhaps the category was coded in error—Requests for the Item will not be

updated with the blank value. To update the Request coding, you will need to edit the Request Coding Sheet.

Codes for Unbudgeted Line Items

An unbudgeted Line Item is a Line Item created when you resolve a Payment against a Reserve Fund. Since this Payment was not planned when you created your Budget, it is resolved against the Reserve Fund—a discretionary fund that is not identified with a particular Organization—rather than a Budget Item dedicated to a specific Organization.

In many cases, the Reserve Fund's Coding Sheet may not be specific enough to accurately characterize the unbudgeted Line Item created when a Payment is resolved against it. To maintain the most accurate coding information possible, GIFTS instead applies the coding for the Request for which the Payment was generated. If no code is defined for the Request coding category, the unbudgeted Line Item inherits the code from the Reserve Fund.

Example: After you Open your Budget Year, you receive a proposal to fund the Brooklyn Ballet's Winter Carnival. You enter the Request and code it as serving 'Children (6-13)' in the 'Arts and Culture\Performing Arts\Dance' Program Area. If you resolve Payments for the Request against a Reserve Fund coded for the 'Education' Program Area, the resulting unbudgeted Line Item inherits the more-detailed Program Area coding.

Globally Synchronizing Codes

As you work with your Budget, you may find that you want to synchronize the codes for an entire Budget Category, or even for the whole Budget Year. For example, you might want to correct data entry errors on your Request Coding Sheets and then update the Budget coding.

Question: How are Budget and Request codes updated?

Answer: When you synchronize codes, GIFTS updates only the categories that are coded in *both* the Request and the Budget Coding Sheets. If you remove a code from a Budget Coding Sheet and synchronize it with its associated Requests, the blank code does not overwrite the Request code for that category.

To Globally Synchronize Request and Budget Coding:

Important: Before synchronizing Budget and Request coding, make sure that you have a valid backup of your database and that no one else is logged on to GIFTS or the Budget Module.

1 Highlight the Budget Year that you want to update in the Budget Years Summary view, and choose Action ➤ Synchronize Codes from the Budget menu. The Automatic Synchronization menu displays the Budget Categories for that Budget Year.

2 Highlight the Budget categories that you want to update (to update all categories in the Budget Year, press CTRL+A.) and specify how you want to synchronize the category's Budget and Request coding.

- ❖ If you select 'Update the Request Coding Sheets based on the Budget codes', coding for all existing Requests in the Budget category will be updated with the Coding Sheet for their associated Line Items.
- ❖ If you select 'Update the Budget Coding Sheets based on the Request codes', the coding for all Line Items in the Budget category will be updated with the Coding Sheet for their Requests.

  For more information on using this option, please see "Populating Budget Coding Sheets" on page 74.

3 Click Synchronize. You are reminded to backup your GIFTS data and asked if you want to proceed.

4 Click Yes. The Budget and Request Coding Sheets are synchronized.

Note: You can also synchronize Request and Budget coding when you edit the Budget Coding Sheet. For details, see "Modifying Budget and Request Coding Sheets" on page 76.

Recalculating the Budget

Occasionally, as you make changes to your Budget, your Budget figures or hierarchy may not be properly synchronized. This can happen for a variety of reasons, such as network communication errors.

If you suspect that your Budget totals are incorrect, you can run a maintenance routine that recalculates and re-sorts your Budget. To minimize the time spent running the recalculation, you can limit the scope of the recalculation to specific totals and/or elect not to re-sort the Budget items.

Caution: Before recalculating the Budget, ensure that you have a valid backup of your database and that no one else is logged in to the Budget Module.

1. In the Budget Years Summary view, highlight the Budget Year you wish to work with.
2. From the Budget menu, choose Action ➤ Recalc Budget. The recalculation options are displayed.

3. Choose the appropriate recalculation options:
   - The Original Budget Amount option is only available if the Budget has a status of Creating—once the Budget is Open, no changes to the Original Budget Amount are permitted.

- If you choose Sort Budget Tree Alphabetically, the Budget items are sorted alphabetically. In contrast, Sort Budget Tree by Parent repairs the Budget hierarchy without changing it. Note that these options are not available if you chose to lock the movement of the Budget hierarchy in the Budget Year Setup options.

4. Click OK. You are reminded to back up your database and ensure that no other users are logged in.

5. If you are certain you have a backup and that no other users are logged in to the Budget Module, click Yes to proceed. GIFTS indicates its progress at the bottom of the screen. When the recalculation is complete, you are informed with a message.

6. Click OK to acknowledge the completion of the recalculation.

Task 6: Close the Budget

When all of the Budget information for the year is complete and all of the grants and Payments for the year have been entered and resolved, you can Close the Budget Year so that no further activity can occur.

Note: If you Close the Budget prematurely, you can Open it again by following the instructions for "To Re-open a Closed Budget" on page 82.

Important: You should not close your Budget if any grants or Payments have not yet been entered, or if there are outstanding Budget activities. (Since more than one Budget Year may be Open at a time, you can begin entering and working with your Budget for the coming year while your Budget for the ending year remains Open.)

To Close a Budget Year

1. In the Budget Years Summary view, highlight the Budget Year you wish to Close.
2. From the Budget menu, choose Action ➤ Close Budget. You are prompted to confirm that you want to change the Budget Status to Closed.
3. Click Yes to Close the Budget Year.

To Re-open a Closed Budget

1. In the Budget Years Summary view, highlight the Closed Budget that you wish to re-open.
2. From the Budget menu, choose Action ➤ Undo Close Budget. You are prompted to confirm that you want to re-open the Budget.
3. Click Yes to re-open the Budget.

Budget Rollover (Creating Next Year's Budget)

The Budget Rollover feature allows you to create a Budget for a future year based on the Budget information for an existing year. The Budget Rollover saves data entry time by creating a new Budget Year that includes the Line Items, Reserve Funds, Coding Sheets, and Scheduled Payments for that year. The assumption is that your Budget structure for next year is very similar to the Budget for the current year.

Tip: If you would like to use the Budget Coding feature of GIFTS for the upcoming budget year, you should use your current budget to populate your Budget Coding Sheets. When you roll over your budget for next year, your Coding Sheets for Requests and Budget Items will roll over as well. To populate your Budget Coding Sheets, see "Populating Budget Coding Sheets" on page 74.

Note: If your Budget for the coming year will not be similar to the Budget for the current year, you may wish to enter your Budget manually rather than using the rollover feature.

The Budget Rollover function includes the following features:

- If you have not already created a Budget Year record for the coming year, the rollover process will create it and create the total Budget Amount based on the sum of the items included in the rollover.
- If you have already begun creating a new Budget Year, the rollover process will add the new items to the existing Budget, and update the total Budget Amount accordingly.
- You can roll over your entire Budget at once, or choose one or more of your top-level Budget items.
- You can choose to have the rollover insert Line Items for Payments already scheduled for the coming year. The rollover will place these Line Items in a temporary Category called "Payments Scheduled for {Year}". After the

rollover, you can move the Line Items to the appropriate Categories in your Budget, or rename the temporary Category.

- You can prorate your Categories, specifying the percentage by which the Budget for that Category will increase or decrease in the coming year. All of the items in that Category will be prorated accordingly.
- You can undo any Category that has been rolled over, removing that Category and all of its Reserve Funds and Line Items from the new Budget.
- For each Category in your Budget, you can choose whether you wish to rollover the subordinate Line Items and/or Categories within it.
- You can specify whether the unbudgeted Line Items within your Reserve Funds are rolled over. As an alternative, you can convert the unbudgeted Line Items in each Reserve Fund to budgeted Line Items and either convert the Reserve Funds to Categories or not omit them from the next year's Budget.
- You can choose to base the original Budget amounts for the rolled over Budget Items on either the current Budget amounts or the current Estimated Payout amounts.

After the Budget Rollover is complete, you can edit the Budget just as you would if it were entered manually. You can change the overall Budget Amount for the Year, and edit, enter, and delete Categories, Line Items, and Reserve Funds until your Budget for the year is accurate. For more information, see "Task 2: Allocating Budget Funds" on page 38.

To Roll Over the Budget

Before You Begin: Ensure that you have a valid backup of your database and that no one else is logged in to the Budget Module.

1. In the Budget Years Summary view, highlight the year you wish to roll over (most likely the current year).

2 From the Budget menu, choose Action ➤ Rollover Budget.

The years involved in the rollover are displayed at the top. The first is the year being rolled over, and the second is the year being created. You can only roll over consecutive years—1999 into 2000, 2000 into 2001, and so forth. You cannot, for instance, create a 2001 Budget based on 1999 Budget information.

3 Highlight each Category you wish to include in the rollover. Categories displayed in red have already been rolled over, and cannot be rolled over again. If you wish to roll over these Categories again, you must first undo the rollover, as described in "Undoing a Budget Rollover" on page 88.

The Category "Payments scheduled for {Year}" refers to any Payments already scheduled for the year being created. Please note that Line Items are always created when this Category is rolled over, regardless of the options specified for the other Categories.

4 For each Category included, you can adjust the Prorate amount or the Budget for the coming year. Click in the field to edit the information. (If you wish to decrease the Budget, enter a negative number in the Prorate column.) Each item in the Category will be increased or decreased by the resulting percentage.

5 Select the appropriate rollover options for the Categories you chose (if only the Category "Payments scheduled for {Year}" has been selected, these options are disabled):

Option	Description
Include subordinate budgeted Line Items	Include all of the pre-budgeted Line Items in the Budget from the previous year. The amount for each Line Item will be increased or decreased by the Prorate percentage specified for the Category.
Include subordinate Reserve Funds	Include all of the Reserve Funds from the previous year. The amount for each Reserve Fund will be increased or decreased by the Prorate percentage specified for the Category.

If you choose to Include subordinate Reserve Funds, the following options are available for handling your Reserve Funds:

Option	Description
Reserve Funds only	Roll over the existing Reserve Funds, but do not include any of their unbudgeted Line Items.
Promote unbudgeted Line Items to budgeted Line Items	Convert the unbudgeted Line Items within each Reserve Fund to budgeted Line Items, and do not include the Reserve Fund in the next year's Budget.
Convert Reserve Funds to Categories and unbudgeted Line Items to budgeted Line Items	Convert each Reserve Fund to a Category, and convert their unbudgeted Line Items to budgeted Line Items.

Choose how you would like GIFTS to determine the Original Budget amount for your rolled over Budget Items:

Option	Description
Based on the Current Budget amount	Upon rollover, the selected Budget Items will be created with original budget amounts equal to the current budget amounts of those entries for the current year.
Based on the Estimated Payout amount	Upon rollover, the selected Budget Items will be created with original budget amounts equal to the Estimated Payout amounts of those entries for the current year.

Note: If you want to roll over select first-level Budget Categories using the Current Budget Amount, and others using the Estimated Payout Amount, you will need to roll them over separately.

6 Click Rollover to begin the rollover process. A series of confirmation prompts is displayed. Each describes the operation that is about to occur.

7 At each prompt, ensure that these messages describe what you want to occur, and click Yes to proceed.

8 When the rollover is complete, click OK. You are returned to the Budget Rollover window, where the Category or Categories you rolled over are displayed in red. This indicates that they have been rolled over, and that you can not roll them over again.

9 Click Close to exit the Rollover window, or you can select more Categories to roll over.

Coding Sheets and the Budget Rollover

When you roll over your Budget, the Coding Sheets for the Line Items and Reserve Funds from the Budget are rolled over to the new Budget Year. This helps your organization maintain consistent Budget Coding from year to year.

If you want to *add* coding to the new Budget Year's Coding Sheets—perhaps you have added a new coding category to the next Budget Year—you can define default coding that is applied to each new Budget Coding Sheet. Click the Coding Sheet tab on the Budget Rollover form to define default coding for the upcoming Budget Year.

Note: The default coding is added to—but *does not overwrite*—codes from the previous year's Budget Coding Sheet.

Example: For Budget Year 2001, you have created a new coding category to identify the Company with which a Line Item's Organization is affiliated. When you roll over Budget Year 2000, you can add the new category to the Rollover Coding Sheet: the Company category is added to each Budget Coding Sheet that is rolled over.

Undoing a Budget Rollover

The Undo Rollover function can undo the rollover for any Category that has already been rolled over. All Budget items for the next year created by the rollover of that Category are removed from the system.

Note: You can undo rollovers only while the Budget for the next year has a status of Creating; if the Budget is Open, you cannot undo the rollover. In addition, you cannot undo the rollover for any Category against which Payments have already been resolved.

Before You Begin: Before rolling over the Budget, ensure that you have a valid backup of your database and that no one else is logged in to the Budget Module.

To Undo a Budget Rollover:

1. In the Budget Years Summary view, highlight the appropriate Budget Year (this should be the year ending, not the year beginning.)
2. From the Budget menu, choose Action ➤ Rollover Budget.
3. Highlight the Categories you wish to undo. Provided all the Categories you choose have been previously rolled over, the Undo Rollover button becomes active.
4. Click Undo Rollover. You are prompted to confirm that you want to undo the rollover of the Categories you selected.
5. Click Yes to continue. A message reminds you to ensure that you have a backup of your database, and to make sure that no one else is logged into the Budget Module.

6 Click Yes to continue. When the process is complete, the Budget Rollover window displays with the undone Categories in green. These Categories are now available for future rollovers.

Creating a Request from the Budget

Although most users create Request records for their Line Items when they Open their Budget Year, you can also manually create a Pending Request for a Line Item. You can also generate a Payment for the Request and commit Budget funds to the Payment.

To create a Request for a Line Item:

1. In the Content Mode of the Budget Year Detail view, select the Line Item for which you wish to create a Request.
2. From the Budget menu, choose Action ➤ Create Request.

3. Specify the appropriate Request Type, Request Status, and Request Date for the Request.
4. If you wish to create a Payment for this Request, click the Generate Payment option and enter the Schedule Date, Payment Type, and G/L account you wish to use for this Payment.
5. Click 'Commit budget funds for this payment' to commit funds for the Payment. The committed amount is subtracted from the Budget Balance. (When you approve the Request, the "Committed" funds will change to "Granted" funds.)
6. Click OK. If GIFTS was unable to create the Request for any reason, a process log indicates the reason. You can click Print or Save As to keep the log for your records.

4 Resolving Payments against the Budget

This chapter describes how GIFTS users can resolve their Payments against the Budget.

In This Chapter

What is Payment Resolution? **92**

When Payments Need to be Resolved..... **93**

Resolving Payments **94**

Committing Funds for a Pending Request..... **99**

Budget Transfers while Resolving Payments..... **100**

Changing the Resolution of a Payment **105**

Resolving a Batch of Payments **106**

What is Payment Resolution?

The GIFTS Budget Module tracks your planned giving for the entire Fiscal Year. Each time you Approve a Request or schedule a Payment, GIFTS requires you to resolve the funds against your Budget. Resolving a Payment for an Approved Request adds the funds to the "Granted" amount tracked by the Budget Module and subtracts the funds from the available budget balance.

You can also resolve payments for Requests that have not yet been Approved. By Resolving a Payment for a Pending Request, you *commit* funds to a Budget item before the Request is approved. Committed funds are added to the "Committed" amount tracked by the Budget Module and subtracted from the available balance. When the Request is approved, the "Committed" funds are moved to the "Granted" amount.

When Payments Need to be Resolved

Each time a user Approves a grant or adds a Payment to a Request, GIFTS checks the Fiscal Year of each Payment and, if any Payments fall within an Open Budget Year, requires resolution of those Payments. The Budget Resolution window is displayed when resolution is required.

Budget Resolution is required when you:

- Attempt to pay an unresolved Payment.
- Create a Payment for an Approved Request in an open Budget Year.
- Approve a Request with unresolved Payments in an Open Budget Year.
- Change the amount of a Payment.

You also have the option to commit funds for Pending Requests by creating a Payment for the Request and then resolving it against the Budget. When you create a Payment for a Pending Request, you are not prompted to resolve the payment.

Note that if you change the Fiscal Year of a Payment, its resolution is undone and you need to resolve it if its new Fiscal Year is an Open Budget Year.

Tip: You can also resolve a batch of Payments for more than one Request from the Payments folder of the Organizer. For details, see "Resolving a Batch of Payments" on page 106.

Resolving Payments

The Budget Resolution window lists the Payments to be resolved and indicates the year, fund, scheduled date, and amount for each one. The last column, "Resolved Against," indicates the Budget item that you choose to resolve the Payment against.

Please note the following:

- If a grant has multiple Payments, it is only necessary to resolve the Payments in the current year; the remaining Payments are included in the future year's Budget, and are usually not resolved until they are paid.
- Some grantmakers enter historical information from past years. The Budget Module does not require resolution of Payments for past years if there is no Open Budget for these years.

Depending on your data entry, some Payments in your system may be linked with their appropriate Budget Line Item, or you may need to specify which Line Item or Reserve Fund from which the funds for the Payment should be drawn:

Payments that were created when the Budget was Opened and Payments rolled over from the previous year are already associated with the appropriate Line Item in your Budget. However, at the time of Payment, you can choose to resolve the funds against a different Line Item or against one of your Reserve Funds.

All other Payments scheduled for the current year must be resolved against a Budget Line Item or Reserve Fund before they can be paid.

To Resolve Payments

1. If more than one Payment is displayed, highlight the Payment you wish to resolve. If you want to resolve more than one Payment against the same Budget item, highlight each of them. You can resolve multiple Payments for the same Budget Year against the Budget in one step, provided that all of the Payments are to be resolved against the same Budget item.

2. Select the type of item from which you wish to resolve the Payment(s). You have the following options:

Option	Description
Budget Line Item	Resolve the Payment(s) against a Line Item (a dollar amount allocated to a specific organization). Note that you can resolve a Payment against a Line Item *for the same Organization only.* **Tip:** To resolve a Payment against a Line Item allocated for a different Organization, you can transfer the money either to a Reserve Fund or a Line Item for that Organization before attempting to resolve the Payment. For details, see "Transferring Funds" on page 68.
Reserve Fund	Resolve the Payment(s) against a Reserve Fund in the Budget.
Use	Resolves the highlighted Payment(s) against the Reserve Fund or Line Item currently displayed next to the Use button. If there is an existing Line Item for the Payment's Organization, the item displayed defaults to this Line Item. Otherwise, the item defaults to the last Line Item or Reserve Fund selected in the current data-entry session. If you choose another Budget Line Item or Reserve Fund using the above options, this item changes to the one you select.

3. If you want to resolve the Payment(s) against the item displayed beside the Use button, you can skip this step and proceed directly to Step 4.

Otherwise, Click Resolve to choose the specific Budget Item or Reserve Fund.

- If you chose to resolve against a Line Item, the Line Items for the grantee Organization are displayed. Budget Items that have sufficient funds to cover the amount to be resolved are displayed in black; and Line Items with insufficient funds are displayed in red.

Click on the appropriate Line Item, and click OK. (If you chose a Line Item with insufficient or surplus funds, you are prompted to perform a Budget Transfer. For details, please refer to "Budget Transfers while Resolving Payments" on page 100.

- If you chose to resolve against a Reserve Fund, you are prompted to select a Reserve Fund.

To select a Reserve Fund, click on the Category in which it resides. (The Categories in your Budget are displayed in the left panel.) The Reserve Funds for the Category are then displayed in the right panel. Select the Reserve Fund and click OK.

If you chose a Reserve Fund with insufficient funds, and your Budget Year has been set up to allow Reserve Funds to have a negative balance, you are allowed to continue. However, if your Budget Year has not been set up to allow negative balances for Reserve Funds, you are prompted to change your selection or to transfer the appropriate funds in the Budget Module before attempting this resolution.

For more information about transferring funds, please refer to "Transferring Funds" on page 68.

The "Resolved Against" column in the grid is updated to show the item against which the Payment is to be resolved. In addition, the Line Item or Reserve Fund you chose is displayed beside the Use button.

4 If any Payments in the list have not yet been resolved, repeat the preceding steps to resolve the remaining Payments.

5 When the appropriate resolution information has been supplied for all of the Payments in the list, click OK to resolve the Payments.

Undoing Payment Resolution

While in the Budget Resolution window (before you click OK to resolve the Payments), you can undo the resolution information for any Payment:

1 Select the resolved Payment(s). The Resolve button changes to Undo Resolution.

2 Click Undo Resolution to remove the resolution information for the Payment(s). You can now resolve the Payment against another Budget item.

Note: You can also change the resolution of a Payment after you've left the Budget Resolution window by opening the Payment and clicking Change Budget Resolution.

Declining or Deleting Requests with Resolved Payments

When you decline a Request with Payments resolved against the Budget, GIFTS undoes the resolution and returns the funds to the Budget. To delete

a Request with Payments resolved against the Budget, delete the Payments first, then you can delete the Request. For more information on deleting or declining Requests, please refer to the "Working with Requests" chapter in the *GIFTS User's Guide*.

Voiding, Canceling, or Deleting Resolved Payments

When you void or cancel a resolved Payment, the funds are returned to the Budget. GIFTS maintains a record of the voided or canceled Payment, including Budget resolution information, for reporting and year-end calculations.

If you delete a resolved Payment, funds are also returned to the Budget but no record of the original Budget resolution is maintained. For more information on voiding, canceling, and deleting Payments, please refer to the "Working with Payments" chapter in the *GIFTS User's Guide*.

Rolling Back Approved Requests

When you roll the Disposition of an Approved Request back to Pending, GIFTS moves any resolved funds for the Request from "Granted" to "Committed." For more information on rolling back an Approved Request, please refer to the "Working with Requests" chapter in the *GIFTS User's Guide*.

Committing Funds for a Pending Request

You can commit funds from your Budget to Pending Requests by resolving their Payments against the Budget. You might do this to forecast your spending to the end of the quarter, even if some Requests for the quarter are not yet Approved. You create an accurate picture of your end-of-quarter budget by scheduling Payments for all Pending Requests for the quarter and committing the Payment Amounts to the Budget.

Committed funds are removed from your Budget Balance and displayed in the "Committed" column. When you Approve the Request, the committed funds are moved to the "Granted" column.

Note: When you create a Payment for a Pending Request, you are not automatically prompted to resolve it.

To commit funds for a Pending Request's Payments by resolving it against the Budget:

1. Open the Payment either from the Payments folder of the Organizer or from the Payments tab of the Request to which the Payment belongs.

2. Click Commit Budget. The Budget Resolution window is displayed.

3. Resolve the Payment, as described in "To Resolve Payments" on page 95.

Budget Transfers while Resolving Payments

When resolving a Payment against a Line Item, as described in "To Resolve Payments" on page 95, that item may either not have sufficient funds to cover the amount of the Payment or have surplus funds that you'd like to transfer to another Budget item. You can transfer funds as necessary while resolving Payments.

Note that once funds are transferred, subsequent changes to their related Payment do not undo the transfer. If you transfer funds to resolve a Payment and then undo the resolution, void the Payment, or make other changes, the transfer is not undone. To transfer unused funds to another Budget item, you can use the procedure described in "Transferring Funds" on page 68.

Line Items with Insufficient Funds

If you choose to resolve a Payment against a Line Item with insufficient funds to handle the amount to be resolved, you are prompted to transfer the funds needed from a Reserve Fund to the Line Item in question.

You can either click No and choose another Line Item, or use the following procedure to transfer the needed funds:

1 Click Yes. The Budget Adjustment window is displayed, where you can adjust the amount of the Line Item.

2 Click Browse to select the Reserve Fund from which you wish to transfer the funds.

3 To select a Reserve Fund, first select the Category in which it resides so that the Reserve Fund you want is displayed in the right panel. Then select the Reserve Fund and click OK. The Budget Adjustment window is re-

displayed, with the Reserve Fund you chose displayed at the bottom of the window.

4 Click OK. GIFTS prompts you to confirm that you want to transfer the funds.

5 Click Yes to perform the transfer. When the transfer is complete, the Budget Resolution window is displayed. To complete the Budget Resolution process, continue with Step 4 of "To Resolve Payments" on page 95.

Line Items with Surplus Funds

If you chose to resolve a Payment against a Line Item with a balance greater than the amount of the Payment(s) to be resolved, you are given the opportunity to transfer the excess funds to a Reserve Fund in your Budget.

You can click No to leave the surplus funds in the Budget Item for this Organization, or use the following procedure to transfer the excess funds to a Reserve Fund:

1 Click Yes. The Budget Adjustment window is displayed, where you can adjust the amount of the Line Item.

2 Click Browse to select the Reserve Fund to which you wish to transfer the funds.

3 To select a Reserve Fund, first select the Category in which it resides so that the Reserve Fund you want is displayed in the right panel. Then select the Reserve Fund and click OK. The Reserve Fund you chose is displayed.

4 Click OK. GIFTS prompts you to confirm that you want to transfer the funds.

5 Click Yes to perform the transfer. When the transfer is complete, the Budget Resolution window is displayed. To complete the resolution, continue with Step 4 of "To Resolve Payments" on page 95.

Changing the Resolution of a Payment

You can change the resolution for a Payment at any time; for instance, if you have resolved the funds against the wrong Budget item. To do so, you can:

1 Open the Payment either from the Payments folder of the Organizer or from the Payments tab of the Request to which the Payment belongs.

This area identifies the Budget item against which the Payment is resolved.

2 Click Change Budget Resolution. A message informs you that if you change the Budget resolution, the Payment funds will be returned to the Budget item it is currently resolved against and that you will have to resolve the Payment against another Budget item.

3 Click Yes. The Budget Resolution window is displayed.

4 Resolve the Payment, as described in "To Resolve Payments" on page 95.

Resolving a Batch of Payments

You can resolve a batch of Payments from the Payments folder of the Organizer, provided that they are:

- Associated with Requests that are either Approved or Pending (but not a mix of the two)
- In the same Open Budget Year
- Not canceled or voided

If any one of the Payments in the batch does not meet these criteria, the resolution process is canceled and GIFTS summarizes the reason(s). Once you make the necessary changes to the batch—for example, by removing any Canceled Payments—you can resolve the batch.

When you resolve a batch of Payments, they are resolved against the same Budget item. If you want to resolve Payments in the batch against different Budget items, resolve them from their individual Payment records.

Note: Payments that are created automatically when you open the Budget Year are already "linked" to a Budget Item. Such Payments are automatically resolved against the Budget Item when you Approve the Request with which they are associated. You can resolve a batch of linked Payments by Approving a batch of the Requests with which the Payments are associated. For details on approving a batch of Requests, refer to the *GIFTS User's Guide*.

To resolve a batch of Payments:

1. In the Payments folder of the GIFTS Organizer, highlight the Payments that you want to resolve.
2. From the Main menu, choose Action ➤ Resolve.
   - If the batch contains Payments that do not meet the batch resolution criteria—for example, the batch includes Canceled Payments—GIFTS notifies you that you cannot resolve the batch. The process log lists the reason(s). You can correct the problem and try resolving the batch again.

❖ Otherwise, the Budget Resolution window displays the number of Payments in the batch and the total funds that will be resolved.

3 Select the type of item against which you wish to resolve the batch of Payments. If all of the Payments in the batch are associated with the same Organization, you have the following options:

Option	Description
Budget Line Item	Resolve the Payments in the batch against a Line Item (a dollar amount allocated to a specific Organization). Note that you can only resolve Payments *for the same Organization* against a Line Item.
Reserve Fund	Resolve the Payments against a Reserve Fund in the Budget.
Use	Resolves the Payments against the Reserve Fund or Line Item currently displayed next to the Use button. If there is an existing Line Item for the Payment's Organization, the item displayed defaults to this Line Item. Otherwise, the item defaults to the last Line Item or Reserve Fund selected in the current data-entry session. If you choose another Budget Line Item or Reserve Fund using the above options, this item changes to the one you select.

If the Payments in your batch are associated with different Organizations, you can only resolve the batch against a Reserve Fund.

4 If you want to resolve the Payments against the item displayed beside the Use button, you can skip this step and proceed to Step 5. Otherwise, Click Resolve to choose the specific Budget Item or Reserve Fund.

- If you chose to resolve the batch against a Line Item, the Line Items for the grantee Organization are displayed. Budget Items that have sufficient funds to cover the amount to be resolved are displayed in black; and Line Items with insufficient funds are displayed in red.

Click on the appropriate Line Item, and click OK. (If you chose a Line Item with insufficient or surplus funds, you are prompted to perform a Budget Transfer. For details, please refer to "Budget Transfers while Resolving Payments" on page 100.

- If you chose to resolve against a Reserve Fund, you are prompted to select a Reserve Fund.

To select a Reserve Fund, click on the Category in which it resides. (The Categories in your Budget are displayed in the left panel.) The Reserve Funds for the Category are then displayed in the right panel. Select the Reserve Fund and click OK.

If you chose a Reserve Fund with insufficient funds, and your Budget Year has been set up to allow Reserve Funds to have a negative

balance, you are allowed to continue. However, if your Budget Year has not been set up to allow negative balances for Reserve Funds, you are prompted to change your selection, or to transfer the appropriate funds in the Budget Module before attempting this resolution.

For more information about transferring funds, please refer to "Transferring Funds" on page 68.

The Budget Resolution window is displayed.

The Budget item against which the Payments will be resolved is displayed here.

Note: If Payments in the batch are already associated with a Budget Item because they were created automatically when you opened the Budget Year, they are still resolved against Budget Item you select.

5 Click OK to resolve the Payments. A process log summarizes the results. You can click Print or Save As to keep the log for your records.

5 Budget Reporting

This chapter describes how to generate reports and graphs, and how to export budget information to a spreadsheet so that you can further manipulate it to meet your reporting needs.

In This Chapter

Standard Budget Reports **112**

The Budget Report Library **116**

Creating Ad Hoc Reports of Budget Data **123**

Charting Your Budget Data **124**

Exporting Your Budget to a Spreadsheet **127**

Standard Budget Reports

Standard budget reports run with established search criteria. They present data that has been determined to be the most commonly needed, and can be run quickly and easily.

Note: Reports from the Budget Report Library, described in "The Budget Report Library" on page 116, feature all the flexibility of other GIFTS reports—including the ability to establish your own search criteria.

Some standard budget reports include information for more than one Budget Year and can only be run from the Budget Years Summary view. The other reports can be run either from the Budget Years Summary View or the Budget Year Detail view. Reports available from the Budget Year Detail view can be run to include information only relevant to a particular Category of your budget.

List of Standard Budget Reports

For samples of these reports, please refer to *Using GIFTS Reports*.

Report Name and Description	by Cat?
Budget vs. Actual Identical to the information that is displayed on the screen, comparing your budgeted dollars against your Payments for the current year.	Yes
Budget vs. Actual Including Authorized Users The structure of this report is modeled after the existing Budget vs. Actual report. This version lists the Authorized Users (name and title) for each Line Item or Reserve Fund in the report.	Yes
Reserve Fund Report Lists Reserve Funds, including their Original Budget Amount and their current balance. The transfers and resolved Payments for each Reserve Fund are listed.	Yes

Report Name and Description	by Cat?
Line Item Status Report *Alpha sort; or by Budget Committee, Fund, or Program Area* Shows the amount paid in the prior year, and the budget vs. actual information for the current year for Line Item Organizations. This report can be grouped by various Coding Sheet codes (the Coding Sheet information refers to the Requests associated with the Line Items).	No
Budget Worksheet Report Helps project your budget for the coming year, including budgeted and paid information for the current year, and any Payments scheduled for the next year. Organizations are listed alphabetically.	Yes
Line Item Index *by Authorized Users, G/L Account* Shows the original budget, current budget, awarded, and paid amounts for each Line Item. Line Items are listed *alphabetically* for quick reference; the Category/Reserve under which the Line Item resides is listed in a separate column.	Yes
Payments Paid (including budget Information) *by Payment Fund, Program Area 1, or Payment Date* A listing of Paid Payments, including the amount of each Payment and the check number, and information as to whether or not the Payment was included in the budget, and if not, the Reserve Fund from which the funds were drawn to cover the Payment.	Yes
Recurring Grants Report Includes *only* Organizations budgeted in the previous and current years.	No
Five Year Budget Summary *by Budget Committee, Fund, Geographical Area 1, Program Area 1, Program Areas 1 and 2, or Program Areas 1, 2, and 3* A summary report comparing budget vs. actual total figures over the last five years. This report can be grouped by various Coding Sheet codes (the Coding Sheet information refers to the Requests associated with the Line Items).	No
Budget Cash Flow Report *Alpha sort; or by Budget Committee, Fund, Geo. Area 1, or Program Area 1* Lists scheduled payments over the next six months. This report can be grouped by various Coding Sheet codes (the Coding Sheet information refers to the Requests associated with the Line Items).	Yes

Running a Standard Budget Report

To run a Budget Report:

1 Choose the Budget Year or Category to be included in the report:

- To print a report for all Categories in a Budget Year, go to the Budget Years Summary view and highlight the Budget Year.
- To print a report for a single Category, go to the Budget Year Detail view and highlight the Category.

2 From the Budget Module menu, choose View ➤ Reports. A list of the available reports is displayed.

3 Choose the report you wish to run from the list. The report is displayed.

You can print the report or export it into a word processor, spreadsheet, Internet browser, or data format.

Viewing the Report

Budget reports are generated and displayed in the report viewer. You can use the viewer toolbar to navigate within the report.

Icon	Name	Description
	Beginning of Report	Go to the first page of the report.
	Previous Page	Go to the previous page.
	Next Page	Go to the next page.
	End of Report	Go to the end of the report.
1 / 3	Current Report Page	Go to a certain page in the report.
100%	View	Set the percentage of the zoom.

Important: On client/server systems, the End of Report button terminates the report if you click it while the report is still processing. For instance, if you click this button while an alphabetically-sorted report is in progress, it truncates the report so that only records between A and F (for example) are shown. Note that the report is not necessarily finished processing when the first page is displayed; wait until the toolbar indicates that the report is "100%" complete.

The total number of records represented in the viewer is based on the internal structure of the report. This total often differs from the "Grand Total" count in the report itself, which may be based on different criteria.

Printing the Report

When the report has finished processing, you can print it by clicking the Print button on the report toolbar.

Exporting the Report

When the report has finished processing, you can export it to a variety of file formats that are appropriate for including word processors, spreadsheets, and Internet browsers. There are also a number of plain text export formats that you can use.

To export a report, click the export button on the viewer toolbar. You are prompted to choose an export format and a filename for the exported data.

Note: GIFTS reports have been created using Crystal Reports®, and the export function of the report viewer is a function of Crystal Reports. Seagate Software, Inc., the maker of Crystal Reports, documents many limitations to the export feature due to the significant differences between Crystal Reports and the software packages to which it can export.

In particular, reports that are exported to Microsoft Word® may require extensive reformatting. If this is the case, consider exporting your report to another format, such as Microsoft Excel® or the rich text format, that may retain more of the formatting that you need.

The Budget Report Library

Budget reports are available in the Budget Report Library. Unlike the standard budget reports available from the Budget Module main menu, the Reports Library lets you select the specific records that you include in your report. For example, you might want to report on the Reserve Funds that are coded for the 'Health and Human Services' Program Area only.

The following steps provide basic information on how to generate a custom budget report and should be followed in order:

Step 1: Choose a Report..... **116**

Step 2: Specify Search Criteria **118**

Step 3: Set the 'as of' Year **119**

Step 4: Edit the Title of the Report..... **120**

Step 5: Run the Report..... **121**

For more detailed information on creating reports from the GIFTS Reports Library, please refer to *Using GIFTS Reports*.

Step 1: Choose a Report

The first step in producing a Budget report is to choose the report that provides the information you need from the Budget Report Library:

1 In the Budget Years Summary view, choose View ➤ Reports Library from the Budget Main menu. The Budget Reports Library is displayed.

2 On the far right, click the down arrow and select the report that you want to run.

The report options are enabled. The following sections describe these options in the order in which they should be approached.

	Option	Description
	Run Report	Run the report and display the results.
	Edit Report Title	Modify the title of the report. Each report has a three-line title that includes the main title, which appears in large, bold letters at the top of the report, and two subtitles. By default, the main title is set to the name of the report you chose, and—if your Administrator has set up the system to do so—the first subtitle displays the search criteria, if any, that you specified.
	New Search Criteria	Choose the search criteria that determine which records are included in the report. For instance, if you are printing a Budget Report and wish to see only Budget Line Items, you use search criteria to tell GIFTS that you only want Budget Line Items in the report.
	Select Saved Search	Retrieve search criteria that were saved by you or another user. (You can save commonly-used criteria so that you don't have to re-create them each time you want to run a commonly-used report.)
	Save Current Criteria	Save the current search criteria as a saved search.
	Clear	Clear the report search criteria.
	Report Template	If you have the optional Report Designer, you can choose Tools ➤ Report Template to launch Crystal Reports and open the report template for editing.

Step 2: Specify Search Criteria

Note: The following section provides general information on defining Search Criteria for custom Budget reports. For details on working with Search Criteria in the GIFTS Reports Library, please refer to *Using GIFTS Reports*.

Many report templates have *fixed search criteria* that select only specific records to include in the report. For instance, the "Reserve Fund" report list information for all Reserve Funds. By providing additional search criteria, you can further limit the scope of a report.

Your Administrator can "attach" saved searches to reports in the Report Library. When you select a report, check the 'Specify Search Criteria' area of the Report Library window to see if search criteria already apply to the report.

Check here to see if your Administrator has attached search criteria to the report.

If you do not want to use the search criteria shown, choose Edit ➤ Search ➤ Clear Search from the Report Library menu to clear the search. You can then define search criteria for the report in one of the following ways:

Apply Saved Search Criteria If you have already created a Saved Search in GIFTS that selects the records that you want to include in your report, you can apply it to the report. For details on using Saved Searches with your reports, please refer to *Using GIFTS Reports.*

Choose new Search Criteria If you want to customize the search criteria, click New Search and define new search criteria for the report using the Budget Quick Find:

When you are finished, click OK to add your search criteria to the report.

Note: The Budget Quick Find feature is also available from the Budget folder in the GIFTS Organizer.

Step 3: Set the 'as of' Year

Many Budget reports produce information that treats the *current year* as the Budget Year. If you want to produce a Budget report for a different Budget Year, you can set the 'as of' Year for the report.

For instance, you may have a Budget report that compares the current budget for an Organization with the previous year's budget. If during Budget Year 2000, you want to compare Budget Year 1998 and 1999, you can set the 'as of' year to "1999" and use this report to produce the information that you need.

Step 4: Edit the Title of the Report

The GIFTS reports have three-line titles: a large heading in bold and two subheadings, as shown in the following sample.

GIFTS provides a default title for the report based on its title in the Budget Report Library, and—if your Administrator has set up the system to do so—defaults the first subtitle to the search criteria you have chosen.

You can alter the main title and enter the subtitles necessary to reflect the search criteria that you use when running the report. Therefore, anyone who reads the report will know exactly what he or she is looking at.

To edit the title, choose Edit ➤ Report Title from the Report Library menu. In the following example, the subtitles indicate that the report includes Civic and Community grants for fiscal year 1998 and 1999.

When the title information is complete, click OK to save your changes. Having chosen a report, your search criteria, and the report title—you are ready to run the report.

Step 5: Run the Report

Before You Begin: Be sure that you have completed the preceding four steps, and that the report title properly reflects your search criteria.

To view your report, choose File ➤ Run Report from the Report Library menu. The report is generated and displayed in the report viewer.

You can use the viewer's toolbar to navigate within the report.

Icon	Name	Description
	Beginning of Report	Go to the first page of the report.
	Previous Page	Go to the previous page.
	Next Page	Go to the next page.
	End of Report	Go to the end of the report.
1 / 3	Current Report Page	Go to a certain page in the report.
	View	Set the percentage of the zoom.

After you have reviewed the Budget report, you can print it or export it to another program.

- To Print the report, click the Print button on the report viewer toolbar.
- To export the report, click the export button on the report viewer toolbar. You are prompted to choose an export format and a filename for the exported data.

Creating Ad Hoc Reports of Budget Data

You can create and print ad hoc reports of Budget Module data from the Budget folder in the GIFTS Organizer. You can use Quick Find, advanced, and saved searches to find the records you want to report. Add, combine, and remove columns to arrange the needed data. Use Views and sort orders to organize the report.

For information on these ad hoc reporting options, please see the *GIFTS User's Guide*. (Budget folder Quick Find options are described on "Budget Data in GIFTS" on page 18.)

Charting Your Budget Data

GIFTS uses Chart FX *for* Windows™ to produce graphs of your Budget. If you produce a graph from the Budget Years Summary view, GIFTS generates a chart that compares data from your Budget Years. If you produce a graph from the Budget Detail view, the chart compares the Categories at the currently-highlighted level.

Chart FX stores the data for your graph in a spreadsheet format. You can edit the data for the graph without altering your actual Budget information.

To produce a graph from the Budget Years Summary view or the Budget Year Detail view, just click the Graph button.

Click the Copy to Clipboard icon and select "As a bitmap" to copy the chart to the Windows clipboard as a bitmap file.

From there, you can paste it into a document or spreadsheet.

You can use the tools on the Chart toolbar to build and print your graph.

Icon	Name	Description
	Gallery	Click the Gallery icon to choose a type of chart, such as pie, line, area, or column.
	Color	To change the color of a chart element, first click the Color icon and choose a color from the palette. Then click on the icon again, hold down the mouse button, and drag the color to the element you want to change.

Icon	Name	Description
	Legend Box toggle	Click the Legend Box icon to toggle between displaying and hiding the chart legend.
	Properties	Click the Properties icon to access many chart options, including the color palette and gallery type.
	3D/2D	The 3D/2D icon toggles between graph elements being shown in three dimensions or two.
	Edit Title	Click the Edit Title button to change the title of your chart.
	Fonts	Click the Fonts button to select the text you want to format (Left title, y-axis labels, and so on.) The font window will open and you can format the selected text as you wish.
	Tools	The Tools icon is a another way to access Chart formatting options, including the Values Legend toggle and the Data Editor.
	Help	Open the ChartFX on-line help and learn about other formatting options.

Editing Chart Data

After you have created a chart, you can edit the data shown. Click the Data Editor icon on the chart toolbar. The data table opens within the chart window:

	1996	1997	1998	1999	2000	2001	2002
Budgetec	690000.00	947300.00	1139925.00	1352787.00	1860287.00	1210000.00	1000000
Granted	690000.00	914100.00	1139925.00	769558.00	775829.00	117988.84	0
Paid	690000.00	914100.00	1124925.00	754558.00	693800.00	0.00	0

Double click on the data value you want to edit. Your cursor now appears in that table cell, allowing you to change the value. Then press Enter to refresh the chart to reflect the new data.

Note: Adjusting data in the chart's Data Editor *will not* affect the data stored in GIFTS. If you make changes in the Data Editor, close the chart, then recreate the same chart, your previous changes to the data will not appear.

Tip: When you are finished with a chart, be sure to close it ( ) instead of minimizing it ( ) to conserve your computer's memory.

The Chart FX graphing tool provides you with many options for formatting your chart. For more information about using Chart FX, please click the help icon ("?") on the Chart toolbar to access the Chart FX online help.

Exporting Your Budget to a Spreadsheet

If you have compatible versions of Lotus 1-2-3 or Microsoft Excel, you can export your Budget into a spreadsheet, giving you all of the formatting and data manipulation tools of the spreadsheet to produce your report.

The export includes exactly the information you see on the screen, so you can expand and collapse the levels of your Budget in order to export just the information that is useful to you. For more information on expanding and collapsing the tiers of the Budget, see "Expanding and Collapsing the Budget Tree" on page 13.

To export the Budget to your spreadsheet:

1. Go to the Budget Year Detail view.
2. Expand and collapse the tiers of your budget so that the information you wish to export is displayed. Note that if you are in Content Mode, the export will include the Budget Amounts for all of the Categories and Reserve Funds displayed in the left panel (even though the amounts themselves are not displayed), as well as the amounts for the Line Items displayed in the right panel.

3. Click the Export button. Your spreadsheet program opens, if necessary, and a new spreadsheet is created with your Budget information. Follow the instructions of your spreadsheet program to work with the Budget as you desire.

Index

A

Actual Mode 57
allocating Budget funds 38
Audit Trail 71
Authorized Users
  about 6
  assigning 48
  enabling 7

B

Balance 10
batch resolution 106
branch security
  and budget allocation 40
  transferring budget items 73
Budget Coding
  categories 31
Budget Coding Sheets
  modifying 76
  populating 74
Budget Reports
  custom 116
Budget Year
  allocating 38
  closing 82
  creating 35
  deleting 37
  Detail view 11
  freezing 60
  opening 56
  recalculating 80
  rollover 83
  Summary view 9
budgeted line items 38

C

Categories
  adding to Budget 42
  defined 23
  searching for 14
charting Budget data 124
charts of summary data
  editing data in 125
closing a Budget Year 82
collapsing the Budget tree 13
Committed Amount 10
committing funds 99
Content Mode 12
contingency funds 24
creating
  Budget items 42
  Budget Year 35
  Requests 90
Crystal Reports 114
Current Budget 10

D

declining Requests 97
deleting
  Budget items 54
  Budget Year 37
deleting Requests 97
Detail view 11
documentation
  conventions ix–x
  on CD xiii
double-entry transfers 36, 68

E

editing Budget items 54
Estimated Payout
    calculating 64
    editing 63
    Organizer column 66
    resetting 64
Excel for Windows 127
expanding the Budget tree 13
exporting
    Budget data to a spreadsheet 127
    Budget reports 115
exporting reports 122

F

freezing a Budget Year 60

G

generate
    Payments 60
    Requests 60
Globally Synchronizing Codes 78
Granted Amount 10
graphing Budget data 124
grid, re-sizing 16

L

Line Items
    adding to Budget 42
    budgeted 24
    creating a Request and Payments for 46
    defined 24
    searching for 14
    unbudgeted 24
lock hierarchy 36
logging in
    as a different user 2
    to the Budget 2
Lotus 1-2-3 127

M

maintenance, Budget 67
management tools 16
moving Budget items 72

N

navigating
    among Budget tiers 52
    tools 14
negative balance 36
next tier 52

O

online Help xi
opening a Budget Year 56
    Actual Mode 57
    Trial Mode 57
Original Budget 10
overview 116

P

Payments
    creating automatically 60
Payments
    resolution, *See* resolution of Payments 93
PDF *See* Portable Document Format (PDF)
percentage of Budget 44

permissions, security 4
planning, Budget example 26
Portable Document Format (PDF), documentation on CD xiii
printing Budget reports 115
prior tier 52
prorate 85

R

recalculating the Budget 80
re-opening a Closed Budget 82
reporting
    overview 111
    tools 16
reports
    titles 120
Requests
    creating automatically 60
    creating manually 90
    Types in Budget 37
Reserve Funds
    adding to Budget 42
    defined 24
    searching for 14
resolution of Payments
    changing 105
    circumstances 93
    defined 92
    in a batch 106
    performing 95
    undoing 97
rolling back a Request 98
rolling over a Budget Year 83
    coding sheets 87

S

searching for Budget items 14
security 4
setup, Budget Year 35
single-entry transfers 36, 68
sorting Budget items 53
spreadsheet, exporting to 127
subtitles, of reports 120
Summary Mode 11
summary view 9
surplus funds 102

T

tiers, Budget 23
titles, reports 120
tools
    management 16
    navigation 14
    reporting 16
transferring
    Audit Trail 71
    Budget funds 68
    items to another branch 73
    while resolving Payments 100
tree, Budget 13
Trial Mode 57

U

Unbudgeted Line Items
    coding 78
unbudgeted line items 38
undo
    Close Budget 82
    Open Budget 61
    Payment resolution 97
    rollover 88

V

viewer 121

W

work flow, Budget 22, 24