



Template Examples for Budgeting & Reporting

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[A Solver White Paper](#)

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Solver Templates

The forms and reports in this document are templates that Solver has created based on the generic BI360 demo model. These forms and reports represent examples of what many companies and organizations use their budgeting and forecasting processes. The templates below can be used for your organization as well. You can take the templates as a starting point and modify them for your needs or create your own templates using the BI360 report designer. Please contact Solver at info@solverusa.com for any comments or questions.

Budget and Forecast Examples

Revenue Form

The revenue example below allows the end user to enter the annual budget by account number and by product. The form also has the following benefits:

- The prior year actual data is available to the right of the current budget.
- The user can choose from two spread methods in this example: 1) even spread and 2) prior year actual.
- The variance at the bottom is based on the prior year actual and shows the conditional formatting based on traffic lights.
- The form is executed for budget year, company, and budget version.
- Note that the form is locked down and only the yellow cells allow input.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
2	Revenue Budget Entity Description			Entity	Revenue Budget														
3	Entity: Corporate US			SUS															
4	Department: Sales & Marketing			300															
5	Budget Scenario Budget			BUDGE															
6	Currency: USD			ERP															
7	Category:																		
9		Product	Product	Spread															
10	Acct	Description	Code	Method	Qty	Rate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Revenue
11	40010	Product Revenue																	
12		Budgeting and Forecasting Proc	BUD001	Even	140	40,000	466,667	466,667	466,667	466,667	466,667	466,667	466,667	466,667	466,667	466,667	466,667	466,667	5,600,000
13		Customizations	CUS001	Actual	40	50,000	154,010	155,566	157,136	160,341	161,964	165,275	165,275	170,393	175,670	173,929	177,477	182,965	2,000,000
14		Dashboard and Scorecard Prod.	DAS001	Even	65	25,000	135,417	135,417	135,417	135,417	135,417	135,417	135,417	135,417	135,417	135,417	135,417	135,417	1,625,000
15		Data Warehouse Product	DWA001	Even	65	30,000	162,500	162,500	162,500	162,500	162,500	162,500	162,500	162,500	162,500	162,500	162,500	162,500	1,950,000
16		Financial Reporting Product	REP001	Actual	120	35,000	323,420	326,689	329,985	336,717	340,124	347,077	347,077	357,826	368,907	365,250	372,702	384,226	4,200,000
18		Total Product Revenue					1,242,013	1,246,838	1,251,705	1,261,642	1,266,672	1,276,936	1,276,936	1,292,802	1,309,160	1,303,762	1,314,762	1,331,774	15,375,000
20	40020	Services Revenue																	
21		Consulting Services	SER001	Actual	36,000	200	553,592	570,689	570,689	588,350	588,350	594,260	606,362	600,381	606,432	625,218	644,567	651,111	7,200,000
22		Training Services	SER002	Actual	750	5,000	288,329	297,234	297,234	306,432	306,432	309,510	315,813	312,698	315,850	325,634	335,712	339,120	3,750,000
23		Other Services	SER003	Actual	100	10,000	76,898	79,262	79,262	81,715	81,715	82,536	84,217	83,386	84,227	86,836	89,523	90,432	1,000,000
25		Total Services Revenue					918,809	947,186	947,186	976,497	976,497	986,306	1,006,392	996,466	1,006,509	1,037,688	1,069,802	1,080,663	11,950,000
27	40030	Maintenance Revenue																	
28		Maintenance	MAI001	Actual	1,250	2,000	204,008	206,114	204,132	206,238	204,256	202,274	202,274	208,591	212,803	212,803	214,909	221,597	2,500,000
30		Total Maintenance Revenue					204,008	206,114	204,132	206,238	204,256	202,274	202,274	208,591	212,803	212,803	214,909	221,597	2,500,000
32	40040	Other Revenue																	
33		Other	OTH001	Actual	50	25,000	100,960	102,029	100,960	102,029	105,236	105,236	104,167	105,236	106,305	106,305	106,305	105,236	1,250,000
35		Total Other Revenue					100,960	102,029	100,960	102,029	105,236	105,236	104,167	105,236	106,305	106,305	106,305	105,236	1,250,000
37	40010	Product Revenue					1,242,013	1,246,838	1,251,705	1,261,642	1,266,672	1,276,936	1,276,936	1,292,802	1,309,160	1,303,762	1,314,762	1,331,774	15,375,000
38	40020	Services Revenue					918,809	947,186	947,186	976,497	976,497	986,306	1,006,392	996,466	1,006,509	1,037,688	1,069,802	1,080,663	11,950,000
39	40030	Maintenance Revenue					204,008	206,114	204,132	206,238	204,256	202,274	202,274	208,591	212,803	212,803	214,909	221,597	2,500,000
40	40040	Other Revenue					100,960	102,029	100,960	102,029	105,236	105,236	104,167	105,236	106,305	106,305	106,305	105,236	1,250,000
41		Total Revenue - Budget					2,465,789	2,502,167	2,503,982	2,546,405	2,552,660	2,570,752	2,589,769	2,603,095	2,634,776	2,660,558	2,705,778	2,739,269	31,075,000
42		Total Revenue - Actual					2,204,000	2,242,700	2,252,100	2,304,100	2,317,500	2,349,400	2,365,700	2,402,000	2,454,900	2,468,400	2,524,500	2,579,900	28,465,200
43		Variance					261,789	259,467	251,882	242,305	235,160	221,352	224,069	201,095	179,876	192,158	181,278	159,369	2,609,800

Payroll Form

The payroll example below allows the end user to calculate the annual budget for salary and benefits for full-time and part-time employees. Note that the employee information should be added to the BI360 data warehouse ("SODS") (starting salary) prior to the start of the budget process. The form also has the following benefits:

- The prior year actual data is available for comparisons purposes.
- Salaries are evenly spread across the twelve months.
- Users can terminate, add, increases, and include bonuses and overtime.
- The form is executed for budget year, company, department and budget version.
- Note that the form is locked down and only the yellow cells allow input.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA																																																											
2	Revenue Budget																																																																																					
3	Entity: Corporate US																																																																																					
4	Department: Administration																																																																																					
5	Budget Scenario Budget																	Payroll Budget																																																																				
6	Currency: USD																																																																																					
7	Category: ERP																																																																																					
8																																																																																						
9																																																																																						
10																																																																																						
11																																																																																						
12	Full Time Employees																																																																																					
13	Freddie Maurer	CEO	01/01/01		2,080	333	693,300				693,300	25,000		57,775	57,775	57,775	57,775	57,775	57,775	57,775	57,775	57,775	57,775	57,775	57,775	57,775	57,775	693,300																																																										
14	Logan Martinez	CFO	04/12/04		2,080	274	570,000				570,000			47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	47,500	570,000																																																										
15	Dustin McCann	COO	07/15/08		2,080	288	600,000	MAR	10.00%		660,000			50,000	50,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	650,000																																																										
16	Justin Posada	Administrative Assistant	05/03/08		2,080	40	84,000				84,000			7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	84,000																																																											
17	Eric Suzuki	Administrative Assistant	12/10/97		2,080	38	78,000				78,000		5,000	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	78,000																																																											
18	Chris Molina	Administrative Assistant	07/07/07		2,080	39	81,000				81,000			6,750	6,750	6,750	6,750	6,750	6,750	6,750	6,750	6,750	6,750	6,750	6,750	6,750	81,000																																																											
19	Isaac Montero	Office Manager	06/06/06	AUG	2,080	17	36,300				36,300			3,025	3,025	3,025	3,025	3,025	3,025	3,025	3,025	0	0	0	0	0	21,175																																																											
20	Luis Pierzynski	Vice President	05/05/05		2,080	130	270,000				270,000	3,000		22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	270,000																																																											
21	Placido Molina	Vice President	04/04/04		2,080	108	225,000				225,000		2,500	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750	18,750	225,000																																																											
22	Casey Vieters	Vice President	03/03/03		2,080	101	210,000				210,000	12,500		17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	210,000																																																											
23	Ian Napoli	Receptionist	01/01/01		2,080	22	45,000				45,000			3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000																																																											
24	Chris Martin	Receptionist	04/12/04		2,080	20	42,000	SEP		5,000	47,000			3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,917	3,917	3,917	3,917	3,917	43,667																																																											
25	Martin Baker	Office Manager	07/15/08		2,080	19	39,000				39,000			3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	39,000																																																											
26	Clint Doumit	Receptionist	05/03/08		2,080	17	36,000	APR	5.00%	2,500	40,300			3,000	3,000	3,000	3,358	3,358	3,358	3,358	3,358	3,358	3,358	3,358	3,358	3,358	39,225																																																											
27											60010		Total Salary	250,800	250,800	255,800	256,158	256,158	256,158	256,158	253,133	253,550	253,550	253,550	253,550	253,550	3,049,367																																																											
28											60020		Overtime	625	0	0	0	0	0	0	0	0	0	0	0	0	625																																																											
29											60030		Bonus	3,375	0	0	0	0	0	0	0	0	0	0	0	0	1,250																																																											
30											60050		FICA	17,836	17,556	17,306	17,331	17,331	17,331	17,331	17,719	17,749	17,749	17,749	17,749	18,029	214,016																																																											
31											60510		Other Fringe	3,822	3,762	3,837	3,842	3,842	3,842	3,842	3,797	3,803	3,803	3,803	3,803	3,863	45,861																																																											
32											60520		Pension	5,096	5,016	5,116	5,123	5,123	5,123	5,123	5,063	5,071	5,071	5,071	5,071	5,151	61,147																																																											
33											60530		Worker's Comp.	2,548	2,508	2,558	2,562	2,562	2,562	2,562	2,531	2,536	2,536	2,536	2,536	2,576	30,574																																																											
34																																																																																						
35	Part Time Employees																																																																																					
36	Adam Rodriguez	Contractor	06/06/06		680	76	51,680				51,680		1,200	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	4,307	51,680																																																											
37	Alinori Kendall	Contractor	07/15/08		770	113	87,010				87,010			7,251	7,251	7,251	7,251	7,251	7,251	7,251	7,251	7,251	7,251	7,251	7,251	7,251	87,010																																																											
38	Alberto Soto	Contractor	07/07/07		1,470	89	130,830				130,830			10,303	10,303	10,303	10,303	10,303	10,303	10,303	10,303	10,303	10,303	10,303	10,303	10,303	130,830																																																											
39	David Laird	Contractor	06/06/06		890	80	71,200	APR	5.00%		74,760		3,000	5,933	5,933	5,933	6,230	6,230	6,230	6,230	6,230	6,230	6,230	6,230	6,230	6,230	73,870																																																											
40	Jeff Mathis	Contractor	05/05/05		1,530	68	104,040	MAY	3.00%		107,161	3,000		8,670	8,670	8,670	8,670	8,930	8,930	8,930	8,930	8,930	8,930	8,930	8,930	8,930	106,121																																																											
41	Juan Saltaalamo	Contractor	05/03/08		660	79	52,140				52,140			4,345	4,345	4,345	4,345	4,345	4,345	4,345	4,345	4,345	4,345	4,345	4,345	4,345	52,140																																																											
42	Kazuo Ruiz	Contractor	05/05/05	MAR	1,080	78	84,240				84,240			7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	7,020	84,240																																																											
43	Kelly Navaro	Contractor	07/07/07		740	131	96,340				96,340			8,078	8,078	8,078	8,078	8,078	8,078	8,078	8,078	8,078	8,078	8,078	8,078	8,078	96,340																																																											
44	Maicer Santos	Contractor	01/01/01		630	108	68,040	JUN	6.00%		72,122	1,200	2,100	5,670	5,670	5,670	5,670	5,670	5,670	5,670	5,670	5,670	5,670	5,670	5,670	70,421																																																												
45	Mark Hernandez	Contractor	04/04/04		1,350	60	81,000	AUG		5,000	86,000			6,750	6,750	6,750	6,750	6,750	6,750	6,750	6,750	7,167	7,167	7,167	7,167	83,083																																																												
46	Orlando Iannetta	Contractor	12/10/97		1,000	83	82,520				82,520	1,800		6,877	6,877	6,877	6,877	6,877	6,877	6,877	6,877	6,877	6,877	6,877	6,877	82,520																																																												
47	Pickie Zaun	Contractor	03/03/03		1,380	98	135,240				135,240			11,270	11,270	11,270	11,270	11,270	11,270	11,270	11,270	11,270	11,270	11,270	11,270	11,270	135,240																																																											
48	Ronnie Hundley	Contractor	12/10/97		980	61	59,780				59,780			4,962	4,962	4,962	4,962	4,962	4,962	4,962	4,962	4,962	4,962	4,962	4,962	59,780																																																												
49	Skip Buck	Contractor	04/12/04		1,020	107	109,140				109,140			9,095	9,095	9,095	9,095	9,095	9,095	9,095	9,095	9,095	9,095	9,095	9,095	9,095	109,140																																																											
50											61010		Total PT Salary	101,150	101,150	94,130	94,427	94,687	95,027	95,027	95,444	95,444	95,444	95,444	95,444	95,444	1,152,816																																																											
51											61040		PT Overtime	525	525	525	525	525	525	525	525	525	525	525	525	525	6,300																																																											
52											61050		PT Bonus	500	500	500	500	500	500	500	500	500	500	500	500	500	6,000																																																											
53											61500		PT FICA	7,152	7,152	6,661	6,682	6,700	6,724	6,724	6,753	6,753	6,753	6,753	6,753	6,753	81,558																																																											
54											61510		PT Other Fringe	1,533	1,533	1,427	1,432	1,436	1,441	1,441	1,447	1,447	1,447	1,447	1,447	1,447	17,477																																																											
55											61520		PT Pension	2,044	2,044	1,903	1,909	1,914	1,921	1,921	1,929	1,929	1,929	1,929	1,929	1,929	23,302																																																											
56											61530		PT Worker's Comp.	1,022	1,022	952	955	957	961	961	965	965	965	965	965	965	11,651																																																											
57																																																																																						
58	Total Salary and Benefits - Budget																																																																																					
59	Total Salary and Benefits - Prior Year Actual																																																																																					
60											413,300		Variance	15,873	23,033	22,785	25,655	30,265	28,586	28,586	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934	41,934

- The depreciation is calculated to the right of the capital expenditures (not shown due to space limitations in the screenshot) and is based on the straight line method.
- The form is executed for budget year, company, and budget version.
- Note that the form is locked down and only the yellow cells allow input.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
2	Capital Budget			Capital Expenditures Budget															
3	Entity:	Corporate US	SUS																
4	Department:	Sales & Marketing	000																
5	Budget Scenario	Opening Balance	OPEN																
6	Currency:	USD																	
7	Category:	SIM																	
9	Account #	Description	Life	Purchase Month	Amount	Quantity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
11	18100	Building	360																
12	001	New Wing		MAR	1,275,000	1	0	0	1,275,000	0	0	0	0	0	0	0	0	0	1,275,000
13	002	Improvements in Building		APR	825,000	1	0	0	0	825,000	0	0	0	0	0	0	0	0	825,000
14	003	New Furniture		APR	5,000	100	0	0	0	500,000	0	0	0	0	0	0	0	0	500,000
15	004						0	0	0	0	0	0	0	0	0	0	0	0	0
21	010						0	0	0	0	0	0	0	0	0	0	0	0	0
23	Total Building						0	0	1,275,000	1,325,000	0	0	0	0	0	0	0	0	2,600,000
25	18200	Equipment	120																
26	001	New Equipment		JAN	90,000	20	1,800,000	0	0	0	0	0	0	0	0	0	0	0	1,800,000
27	002						0	0	0	0	0	0	0	0	0	0	0	0	0
28	003						0	0	0	0	0	0	0	0	0	0	0	0	0
29	004						0	0	0	0	0	0	0	0	0	0	0	0	0
35	010						0	0	0	0	0	0	0	0	0	0	0	0	0
37	Total Equipment						1,800,000	0	0	0	0	0	0	0	0	0	0	0	1,800,000
39	18300	Computer	60																
40	001	Replace Servers		JUL	40,000	20	0	0	0	0	0	0	800,000	0	0	0	0	0	800,000
41	002	Upgrade Laptops		SEP	4,000	100	0	0	0	0	0	0	0	400,000	0	0	0	0	400,000
42	003						0	0	0	0	0	0	0	0	0	0	0	0	0
43	004						0	0	0	0	0	0	0	0	0	0	0	0	0
49	010						0	0	0	0	0	0	0	0	0	0	0	0	0
51	Total Computer						0	0	0	0	0	0	800,000	0	400,000	0	0	0	1,200,000
53	18100	Building					0	0	1,275,000	1,325,000	0	0	0	0	0	0	0	0	2,618,100
54	18200	Equipment					1,800,000	0	0	0	0	0	0	0	0	0	0	0	1,818,200
55	18300	Computer					0	0	0	0	0	0	800,000	0	400,000	0	0	0	1,218,300
56	Total Capital						1,800,000	0	1,275,000	1,325,000	0	0	800,000	0	400,000	0	0	0	5,600,000
57	Prior Year Actual Capital						1,142,500	1,159,200	1,192,400	1,195,000	1,216,600	1,242,700	1,272,400	1,262,500	1,255,900	1,285,700	1,316,400	1,335,600	14,876,900
58	Variance						657,500	-1,159,200	82,600	130,000	-1,216,600	-1,242,700	-472,400	-1,262,500	-855,900	-1,285,700	-1,316,400	-1,335,600	-9,276,900
60	66010	Depreciation - Building					0	0	3,542	7,222	7,222	7,222	7,222	7,222	7,222	7,222	7,222	7,222	134,552
61	66030	Depreciation - Equipment					5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	126,030
62	66040	Depreciation - Computer					0	0	0	0	0	2,222	2,222	3,333	3,333	3,333	3,333	3,333	83,818
63	Total Depreciation						5,000	5,000	8,542	12,222	12,222	12,222	14,444	14,444	15,556	15,556	15,556	15,556	146,319
64	Prior Year Actual Depreciation						197,200	201,000	204,000	206,800	207,800	209,600	211,200	212,600	215,500	218,100	219,300	220,500	2,523,600
65	Variance						-192,200	-196,000	-195,458	-194,578	-195,578	-197,378	-196,756	-198,156	-199,944	-202,544	-203,744	-204,944	-2,377,281

Other Expenses

The other expenses form example below enables end user to enter the monthly expenses that have not been calculated from the payroll and capital forms. The form also has the following benefits:

- All expenses can be entered using BI360's budget input screen ("SIM"), which provides functionality such as spreading, text comments and auto increases/decreases.
- The prior year actual data is available for comparisons reason. This is to the right of the form shown below.
- The form is executed for budget year, company, department, and budget version.
- Note that the form is locked down and only the yellow cells allow input.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	Other Expenses		Other Expenses Budget												
3	Entity:	Corporate US													
4	Department:	Administration													
5	Budget Scenario	Budget													
6	Currency:														
7	Category:														
9			Budgeted Expenses												
10	Acct	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2010 Total
11	61540	Educational Reimbursement	303	303	303	300	306	297	306	309	300	306	303	306	3,642
12	62000	Office Supplies	20,691	21,087	21,285	22,557	22,763	22,763	22,826	23,067	23,100	24,276	24,480	24,038	272,933
13	62010	Other Supplies	7,400	7,519	7,227	7,373	7,548	7,446	7,446	7,326	7,500	7,700	7,600	7,722	89,807
14	62020	Printing and Publications	5,304	5,151	5,150	5,253	5,200	5,049	5,406	5,200	5,151	5,406	5,300	5,247	62,817
15	62030	Postage	2,163	2,100	2,163	2,100	2,142	2,142	2,121	2,142	2,079	2,142	2,121	2,142	25,557
16	63000	Consulting	3,914	3,914	3,838	3,900	4,017	4,017	4,017	3,939	4,040	4,162	4,242	4,284	48,304
17	63010	Audit and Accounting	0	0	0	0	0	0	0	0	0	0	0	0	0
18	63020	Legal	408	412	400	404	408	412	412	396	408	412	412	404	4,888
19	63030	Recruiting Fees	303	297	309	300	303	297	297	306	309	297	303	309	3,630
20	63040	Contractual Services	46,247	45,342	45,800	46,206	46,662	47,571	46,600	47,124	48,042	49,062	48,100	49,028	565,784
21	63050	Equipment Lease and Rental	1,386	1,386	1,386	1,400	1,386	1,442	1,442	1,386	1,386	1,386	1,400	1,414	16,856
22	63090	IT Professional Services	707	714	700	714	721	707	707	700	707	707	714	714	8,505
23	64010	Training	3,939	4,040	4,120	4,040	4,100	4,242	4,300	4,532	4,400	4,356	4,545	4,646	51,260
24	64020	Telephone	4,590	4,646	4,692	4,794	4,752	4,896	4,752	4,851	5,050	5,100	5,150	5,202	58,475
25	64030	Electricity	12,800	13,184	12,969	13,770	13,802	14,076	14,076	14,039	14,000	14,443	14,454	14,949	166,562
26	64040	Natural Gas	408	412	408	408	400	412	396	408	396	400	400	412	4,860
27	64050	Real Estate Taxes	24,378	24,341	24,354	26,162	25,146	26,986	26,159	26,677	26,677	26,433	27,501	26,730	311,544
28	65010	Insurance	1,111	1,133	1,089	1,089	1,133	1,100	1,089	1,089	1,111	1,089	1,133	1,100	13,266
29	65020	Interest	6,324	6,464	6,600	6,834	6,901	6,868	6,936	7,000	7,171	7,272	7,300	7,128	82,798
30	66050	Amortization	0	0	0	0	0	0	0	0	0	0	0	0	0
31	68040	Repairs and maintenance	700	714	693	714	714	693	714	714	707	721	714	707	8,505
32	68050	Conference and seminars	1,442	1,386	1,414	1,428	1,400	1,414	1,386	1,400	1,428	1,400	1,386	1,400	16,884
33	68060	Dues, Licenses and Permits	2,970	2,970	3,090	3,090	3,060	3,090	3,030	3,100	3,100	3,069	3,193	3,131	36,893
34	68070	Books and Subscriptions	306	303	303	309	297	300	306	297	303	306	303	297	3,630
35	68080	Travel	5,555	5,600	5,800	5,974	5,757	5,768	5,871	5,974	5,916	5,940	6,200	6,489	70,844
36	68120	Advertising	707	707	700	721	693	707	721	721	700	693	707	721	8,498
37	68130	Gift and donations	309	309	297	297	309	297	300	303	309	300	309	309	3,648
38	68140	Special events	309	297	303	297	306	300	309	297	306	303	309	300	3,636
39	68150	Bank charges	303	303	306	300	306	300	303	303	297	303	306	300	3,630
40	68180	Miscellaneous expenses	14,935	14,500	14,355	14,645	14,600	14,900	14,900	14,652	14,900	15,200	15,300	15,504	178,391
41	68190	Bad Debt Expense	28,325	29,149	28,900	28,908	30,100	31,621	30,393	31,926	31,900	32,219	32,857	33,558	369,856
42	68200	Taxes	89,200	93,730	93,730	96,614	99,601	98,631	100,631	102,691	97,713	99,700	100,683	106,896	1,179,823
44	Total Other Expenses		287,437	292,413	292,684	300,901	304,833	308,747	308,152	312,925	309,406	315,123	317,718	325,387	3,675,726
45	Total Other Expenses Last Year		283,900	288,300	290,200	294,800	300,000	302,900	304,000	308,900	308,300	313,200	315,900	320,700	3,631,100
47	Total Other Expenses Budget Variance		⇒ (3,537) ⇒	⇒ (4,113) ⇒	⇒ (2,484) ⇒	⇒ (6,101) ⇒	⇒ (4,833) ⇒	⇒ (5,847) ⇒	⇒ (4,152) ⇒	⇒ (4,025) ⇒	⇒ (1,106) ⇒	⇒ (1,923) ⇒	⇒ (1,818) ⇒	⇒ (4,687) ⇒	⇒ (44,626) ⇒

Forecast Form

The forecast form example below shows YTD actual figures, which are locked and input for the forecast months. The example below is executed for three months of actual and nine months of forecast. The form also has the following benefits:

- All input can be entered using BI360's input screen ("SIM"), which allows all of the SIM functionality such as spreading and auto increases/decreases.
- The prior year actual data is available for comparisons reason.
- The form is executed for last actual period, company, department, and budget version.
- Note that the form is locked down and only the yellow cells allow input

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
4	Company :	SUS	Forecast													
5	Department :	300														
6	Forecast Ver :	FORECAST														
7	Currency :	USD														
9	Account	Account Description	ACT 201001	ACT 201002	ACT 201003	FCST 201004	FCST 201005	FCST 201006	FCST 201007	FCST 201008	FCST 201009	FCST 201010	FCST 201011	FCST 201012	TOTAL	
12		Revenues														
13	40010	Product Revenue	1,401,050	1,373,100	1,373,100	1,451,538	1,368,593	1,410,065	1,340,944	1,354,768	1,451,538	1,437,713	1,410,065	1,340,944	16,713,418	
14	40020	Services Revenue	944,300	943,900	953,300	985,053	937,695	985,053	937,695	985,053	956,638	994,525	918,752	947,167	11,489,131	
15	40030	Maintenance Revenue	177,100	178,900	180,700	177,111	186,056	184,267	182,478	187,845	173,533	184,267	182,478	186,056	2,180,791	
16	40040	Other Revenue	88,550	90,400	89,500	88,589	89,483	93,958	87,694	93,958	86,799	90,378	89,483	92,168	1,080,960	
17		Total Revenues	2,611,000	2,586,300	2,596,600	2,702,291	2,581,827	2,673,343	2,548,811	2,621,624	2,668,508	2,706,883	2,600,778	2,566,335	31,464,300	
19		Expenses														
20	60010	Salaries	240,000	242,400	244,800	235,128	252,096	244,824	249,672	249,672	254,520	239,976	237,552	247,248	2,937,888	
21	60020	Overtime	700	700	700	735	686	707	693	721	721	714	707	679	8,463	
22	60030	Bonuses	8,050	8,200	8,400	8,463	8,381	7,970	8,135	8,381	8,463	8,545	8,463	7,970	99,421	
23	60500	FICA	22,750	23,000	22,800	22,165	23,307	22,393	23,079	22,850	23,307	23,764	22,622	23,536	275,573	
24	60510	Other Fringe Benefits	24,500	23,800	24,300	25,168	23,474	25,168	24,200	23,474	25,168	24,442	23,716	24,926	292,336	
66	68180	Miscellaneous expenses	11,550	11,200	11,300	11,123	11,804	11,123	11,804	11,691	11,464	11,918	11,577	11,237	137,791	
67	68190	Bad Debt Expense	24,500	23,800	23,600	24,686	24,925	23,248	23,248	23,487	24,686	23,967	24,446	23,967	288,560	
68	68200	Taxes														
69		Total Expenses	625,350	625,400	629,400	623,219	640,389	636,711	638,296	636,339	647,577	628,772	625,546	633,205	7,590,204	
70		Net Profit (Loss)	1,985,650	1,960,900	1,967,200	2,079,072	1,941,438	2,036,632	1,910,515	1,985,285	2,020,931	2,078,111	1,975,232	1,933,130	23,874,096	
72		Headcount														
73		Total Revenue (Act Last Year)	↓ 2,304,100	↓ 2,317,500	↓ 2,349,400	↓ 2,304,100	↓ 2,317,500	↓ 2,349,400	↓ 2,365,700	↓ 2,402,000	↓ 2,454,900	↓ 2,468,400	↓ 2,524,500	↓ 2,579,900	↑ 11,623,400	
74		Total Revenue (Act + Fcst)	↓ 2,611,000	↓ 2,586,300	↓ 2,596,600	↓ 2,702,291	↓ 2,581,827	↓ 2,673,343	↓ 2,548,811	↓ 2,621,624	↓ 2,668,508	↓ 2,706,883	↓ 2,600,778	↓ 2,566,335	↑ 31,464,300	
75		Profit Margin	76.0%	75.8%	75.8%	76.9%	75.2%	76.2%	75.0%	75.7%	75.7%	76.8%	75.9%	75.3%	75.9%	
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Balance Sheet and Cash Flow Budgeting

Balance Sheet

The balance sheet form brings data in from other forms as well as allowing users to enter assumptions and enter values for each row in the balance sheet. The form also has the following benefits:

- The data entered in here flows through directly to the cash flow report.
- The December ending balance from the prior year is available for comparisons reason.
- The form is executed for company, budget year, and budget version.
- Note that the form is locked down and only the yellow cells allow input.

Description	Account	Dec-2009	TERMS	Jan-2010	Feb-2010	Mar-2010	Apr-2010	May-2010	Jun-2010	Jul-2010	Aug-2010	Sep-2010	Oct-2010	Nov-2010	Dec-2010
ASSETS															
<i>Current Assets</i>															
Cash & Equivalents	10100	12,420,000		12,413,378	12,505,230	12,582,238	12,910,735	13,282,410	14,006,925	14,604,040	15,288,782	15,836,449	16,410,667	17,270,847	18,000,485
Accounts Receivable	11100	459,100	50.00%	1,090,278	1,126,278	1,216,278	1,209,725	1,365,725	1,389,021	1,308,021	1,415,101	1,269,698	1,451,293	1,457,293	1,367,293
Prepaid Expenses	13000	242,800		242,800	242,800	242,800	242,800	242,800	242,800	242,800	242,800	242,800	242,800	242,800	242,800
Other Current Assets	13100	206,500		206,500	206,500	206,500	206,500	206,500	206,500	206,500	206,500	206,500	206,500	206,500	206,500
Total Current Assets		13,328,400		13,952,956	14,080,808	14,247,816	14,569,760	15,097,435	15,845,246	16,361,361	17,153,183	17,555,447	18,311,260	19,177,440	19,817,078
<i>Property & Equipment</i>															
Building	18100	9,878,400		10,278,400	10,363,400	10,613,400	10,613,400	10,613,400	10,613,400	10,683,400	10,683,400	10,773,400	10,773,400	10,773,400	10,813,400
Equipment	18200	3,266,700		3,306,700	3,336,700	3,336,700	3,386,700	3,536,700	3,536,700	3,536,700	3,536,700	3,536,700	3,632,700	3,632,700	3,632,700
Computer	18300	1,731,800		1,751,800	1,751,800	1,751,800	1,771,800	1,796,550	1,796,550	1,796,550	1,796,550	1,796,550	1,796,550	1,796,550	1,796,550
Accumulated Depreciation	18700	(2,462,900)		(2,464,678)	(2,466,942)	(2,469,900)	(2,473,608)	(2,478,979)	(2,484,350)	(2,489,915)	(2,495,481)	(2,501,296)	(2,507,911)	(2,514,526)	(2,521,253)
Net Property & Equipment		12,414,000		12,872,222	12,984,958	13,232,000	13,298,292	13,467,671	13,462,300	13,526,735	13,521,169	13,605,354	13,694,739	13,688,124	13,721,397
Long-Term Account Receivables	16100	1,355,400		1,355,400	1,355,400	1,355,400	1,355,400	1,355,400	1,355,400	1,355,400	1,355,400	1,355,400	1,355,400	1,355,400	1,355,400
Other Long-Term Receivables	17100	1,278,700		1,278,700	1,278,700	1,278,700	1,278,700	1,278,700	1,278,700	1,278,700	1,278,700	1,278,700	1,278,700	1,278,700	1,278,700
Goodwill	17300	0		0	0	0	0	0	0	0	0	0	0	0	0
Other Long-Term Assets	19100	5,066,000		5,066,000	5,066,000	5,066,000	5,066,000	5,066,000	5,066,000	5,066,000	5,066,000	5,066,000	5,066,000	5,066,000	5,066,000
TOTAL ASSETS		33,442,500		34,525,278	34,765,866	35,179,916	35,568,152	36,265,206	37,007,646	37,588,196	38,374,452	38,860,901	39,706,099	40,565,664	41,238,575
LIABILITIES															
<i>Current Liabilities</i>															
Accounts Payable	21100	595,000	75.00%	1,508,930	1,510,913	1,522,776	1,525,316	1,527,239	1,525,091	1,531,205	1,538,219	1,544,185	1,539,608	1,546,237	1,546,310
Current Maturities of Long-Term Debt	23100	10,492,100		10,492,100	10,492,100	10,492,100	10,492,100	10,492,100	10,492,100	10,492,100	10,492,100	10,492,100	10,492,100	10,492,100	10,492,100
Total Current Liabilities		11,087,100		12,000,490	12,003,013	12,014,876	12,017,416	12,019,339	12,017,191	12,023,305	12,030,319	12,036,285	12,031,708	12,038,337	12,038,410
<i>Long-Term Liabilities</i>															
Long-Term Account Payables	24100	8,954,000		8,954,000	8,954,000	8,954,000	8,954,000	8,954,000	8,954,000	8,954,000	8,954,000	8,954,000	8,954,000	8,954,000	8,954,000
Other Long-Term Debt	25100	13,083,200		13,083,200	13,083,200	13,083,200	13,083,200	13,083,200	13,083,200	13,083,200	13,083,200	13,083,200	13,083,200	13,083,200	13,083,200
Total Long-Term Liabilities		22,037,200		22,037,200	22,037,200	22,037,200	22,037,200	22,037,200	22,037,200	22,037,200	22,037,200	22,037,200	22,037,200	22,037,200	22,037,200
TOTAL LIABILITIES		33,124,300		34,037,630	34,040,213	34,052,076	34,054,616	34,056,539	34,054,391	34,060,505	34,067,519	34,073,485	34,068,908	34,075,537	34,075,610
STOCKHOLDER'S EQUITY															
Retained Earnings	31000	318,200		487,648	725,653	1,127,840	1,513,536	2,208,667	2,953,255	3,527,691	4,306,933	4,787,416	5,637,191	6,490,127	7,162,965
TOTAL STOCKHOLDER'S EQUITY		318,200		487,648	725,653	1,127,840	1,513,536	2,208,667	2,953,255	3,527,691	4,306,933	4,787,416	5,637,191	6,490,127	7,162,965
TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY		33,442,500		34,525,278	34,765,866	35,179,916	35,568,152	36,265,206	37,007,646	37,588,196	38,374,452	38,860,901	39,706,099	40,565,664	41,238,575

Cash Flow

The cash flow report is a combination of data from all budget forms. There is no data entry as it is all pulling from the database. The report is run by company, budget year, and budget version.

	Jan-2010	Feb-2010	Mar-2010	Apr-2010	May-2010	Jun-2010	Jul-2010	Aug-2010	Sep-2010	Oct-2010	Nov-2010	Dec-2010
Cash Flow from Operating Activities												
Revenue	2,180,555	2,252,555	2,432,555	2,419,450	2,731,450	2,778,042	2,616,042	2,830,201	2,539,396	2,902,585	2,914,585	2,734,585
Expenses	2,011,107	2,014,550	2,030,368	2,033,754	2,036,319	2,033,454	2,041,606	2,050,959	2,058,913	2,052,810	2,061,649	2,061,747
Net Income	169,448	238,005	402,187	385,696	695,131	744,588	574,435	779,242	480,483	849,775	852,936	672,838
Adjustments to reconcile Net Income to Net Cash Provided by Operating Activities												
Depreciation & Amortization Expense	1,778	2,264	2,958	3,708	5,371	5,371	5,565	5,565	5,815	6,615	6,615	6,726
Other Current Assets	0	0	0	0	0	0	0	0	0	0	0	0
Non-Current Assets	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Receivable	453,891	0	0	0	0	0	5,209	0	0	0	0	0
Accounts Payable	(93,835)	7,137	(2,134)	(9,536)	452	(36,817)	(6,641)			(1,032)		(423)
Prepaid Expenses	0	0	0	0	0	0	0	0	0	0	0	0
Net Cash Provided by Operating Activities	531,282	247,405	403,011	379,868	700,953	713,141	578,569	784,807	486,298	855,359	859,551	679,141
Cash Flows from Investing Activities												
Purchase of Property, Plant, and Equipment	(460,000)	(115,000)	(250,000)	(70,000)	(174,750)	0	(70,000)	0	(90,000)	(96,000)	0	(40,000)
Accumulated Depreciation	(3,556)	(4,528)	(5,917)	(7,417)	(10,742)	(10,742)	(11,131)	(11,131)	(11,631)	(13,231)	(13,231)	(13,453)
Net Cash from Investing Activities	(463,556)	(119,528)	(255,917)	(77,417)	(185,492)	(10,742)	(81,131)	(11,131)	(101,631)	(109,231)	(13,231)	(53,453)
Cash Flows from Financing Activities												
Proceeds from Loans	0	0	0	0	0	0	0	0	0	0	0	0
Net Cash from Financing Activities	0	0	0	0	0	0	0	0	0	0	0	0
Net Increase in Cash	67,726	127,878	147,094	302,452	515,462	702,400	497,438	773,676	384,667	746,128	846,320	625,689
Cash at Beginning of Period	12,420,000	12,487,726	12,615,604	12,762,698	13,065,150	13,580,612	14,283,011	14,780,449	15,554,126	15,938,793	16,684,922	17,531,242
Cash End of Period	12,487,726	12,615,604	12,762,698	13,065,150	13,580,612	14,283,011	14,780,449	15,554,126	15,938,793	16,684,922	17,531,242	18,156,931

Reports

Financial Reports

The report examples below will show the parameters used and a print screen of each report. Note that an entire report may not fit in a single print screen.

Balance Sheet Report

- Parameters: Period and Entity.
- The report will show the current period, prior period, and December (last fiscal period) of the prior year.

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Balance Sheet Report Corporate US			
	March, 2010	February, 2010	December, 2009
ASSETS			
<i>Current Assets</i>			
Cash & Equivalents	15,558,050	14,498,450	12,420,000
Accounts Receivable	586,300	543,900	459,100
Prepaid Expenses	309,625	287,425	242,800
Other Current Assets	260,500	242,700	206,500
Total Current Assets	16,714,475	15,572,475	13,328,400
<i>Property & Equipment</i>			
Building	12,527,150	11,656,050	9,878,400
Equipment	4,156,425	3,861,925	3,266,700
Computer	2,190,150	2,037,850	1,731,800
Accumulated Depreciation	(3,121,150)	(2,903,350)	(2,462,900)
Net Property & Equipment	15,752,575	14,652,475	12,414,000
Long-Term Account Receivables	1,719,350	1,597,650	1,355,400
Other Long-Term Receivables	1,611,400	1,500,500	1,278,700
Goodwill			
Other Long-Term Assets	6,412,200	5,960,500	5,066,000
TOTAL ASSETS	42,210,000	39,283,600	33,442,500
LIABILITIES			
<i>Current Liabilities</i>			
Accounts Payable	751,000	699,500	595,000
Current Maturities of Long-Term Debt	13,197,450	12,295,750	10,492,100
Total Current Liabilities	13,948,450	12,995,250	11,087,100
<i>Long-Term Liabilities</i>			
Long-Term Account Payables	11,227,000	10,464,300	8,954,000
Other Long-Term Debt	16,457,800	15,325,700	13,083,200
Total Long-Term Liabilities	27,684,800	25,790,000	22,037,200
TOTAL LIABILITIES	41,633,250	38,785,250	33,124,300
STOCKHOLDER'S EQUITY			
Retained Earnings	576,750	498,350	318,200
TOTAL STOCKHOLDER'S EQUITY	576,750	498,350	318,200
TOTAL LIABILITIES AND STOCKHOLDER'S EQUITY	42,210,000	39,283,600	33,442,500

Cash Flow Report

- Parameters: Period and Entity.
- The report will show the current period and prior period.

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Cash Flow Report Corporate US		
	March, 2010	February, 2010
Cash Flow from Operating Activities		
Net Income	78,400	86,700
Adjustments to reconcile Net Income to Net Cash Provided by Operating Activities		
Depreciation & Amortization Expense	(221,400)	(220,000)
Other Current Assets	(17,800)	(18,000)
Non-Current Assets	(684,300)	(679,900)
Accounts Receivable	(42,400)	(42,800)
Accounts Payable	51,500	52,000
Prepaid Expenses	(22,200)	(22,400)
Net Cash Provided by Operating Activities	(858,200)	(844,400)
Cash Flows from Investing Activities		
Purchase of Property, Plant, and Equipment	(1,317,900)	(1,325,300)
Accumulated Depreciation	439,200	438,900
Net Cash from Investing Activities	(878,700)	(886,400)
Cash Flows from Financing Activities		
Proceeds from Loans	2,796,500	2,783,400
Net Cash from Financing Activities	2,796,500	2,783,400
Net Increase in Cash	1,059,600	1,052,600
Cash at Beginning of Period	14,498,450	13,445,850
Cash End of Period	15,558,050	14,498,450
Check - Cash End of Period from Database	0	0

Profit and Loss Detail by Department

- Parameters: Period and Entity.
- The report will show the departments across the columns and accounts down the rows. Note that many accounts were hidden due to space limitations in the screenshot.

A	B	C	D	E	F	G	H	I	K
2	Profit and Loss Detail Report								
3	Corporate US								
4	January, 2010								
7	Account Descriptions		Administration	Finance & Accounting	Sales & Marketing	Human Resources	Purchasing	Total	
8	Revenue								
9	40010 Product Revenue		0	0	1,401,050	0	0	1,401,050	
10	40020 Services Revenue		0	0	944,300	0	0	944,300	
11	40030 Maintenance Revenue		0	0	177,100	0	0	177,100	
12	40040 Other Revenue		0	0	88,550	0	0	88,550	
14	Total Revenue		0	0	2,611,000	0	0	2,611,000	
16	Departmental Expenses								
17	60010 Salaries		250,800	168,000	240,000	108,000	108,000	874,800	
18	60020 Overtime		1,050	700	700	350	350	3,150	
19	60030 Bonuses		10,850	6,300	8,050	3,150	3,850	32,200	
20	60500 FICA		30,100	18,200	22,750	9,100	10,850	91,000	
21	60510 Other Fringe Benefits		32,200	19,600	24,500	9,800	11,900	98,000	
22	60520 Pension Expenses		9,800	5,950	7,350	2,800	3,500	29,400	
23	60530 Workers Compensation/Unemployment		11,900	7,350	9,100	3,500	4,200	36,050	
24	61010 Part Time Salaries - Base Salary		101,150	61,250	76,650	30,450	36,750	306,250	
25	61040 Part Time Salaries - Overtime		700	350	700	350	350	2,450	
26	61050 Part Time Salaries - Bonus		700	350	350	350	350	2,100	
27	61500 Part Time - FICA		7,700	4,550	5,950	2,450	2,800	23,450	
58	68080 Travel		6,300	3,850	4,900	1,750	2,100	18,900	
59	68120 Advertising		700	350	700	350	350	2,450	
60	68130 Gift and donations		350	350	350			1,050	
61	68140 Special events		350	350	350			1,050	
62	68150 Bank charges		350	350	350			1,050	
63	68180 Miscellaneous expenses		15,400	9,100	11,550	4,550	5,600	46,200	
64	68190 Bad Debt Expense		32,550	19,600	24,500	9,800	11,900	98,350	
65	68200 Taxes		103,800					103,800	
66	Total Expenses		863,850	475,650	625,350	261,300	291,400	2,517,550	
68	Net Income		(863,850)	(475,650)	1,985,650	(261,300)	(291,400)	93,450	

Profit and Loss Detail by Month

- Parameters: Period and Entity.
- The report will show year-to-date periods across the columns and the accounts down the row. The accounts are subtotaled by department.
- Note that many accounts were hidden due to space limitations in the screenshot.

	A	B	C	D	E	F	G	H	I
2		Profit and Loss Detail Report							
3		Corporate US							
5					Jan, 2010	Feb, 2010	Mar, 2010		
6		Account Descriptions			Actual	Actual	Actual	Total	
7		Revenue							
8		40010 Product Revenue			1,401,050	1,373,100	1,373,100	4,147,250	
9		40020 Services Revenue			944,300	943,900	953,300	2,841,500	
10		40030 Maintenance Revenue			177,100	178,900	180,700	536,700	
11		40040 Other Revenue			88,550	90,400	89,500	268,450	
13		Total Revenue			2,611,000	2,586,300	2,596,600	7,793,900	
14									
15		Departmental Expenses							
211		61520 Part Time - Pension Expenses			1,050	1,000	1,000	3,050	
212		61530 Part Time - Workers Compensation/U			1,050	1,000	1,000	3,050	
213		61540 Educational Reimbursement			350	400	400	1,150	
214		62000 Office Supplies			8,750	8,700	8,600	26,050	
215		62010 Other Supplies			2,800	2,700	2,700	8,200	
216		62020 Printing and Publications			2,100	2,000	2,000	6,100	
223		64020 Telephone			1,750	1,700	1,700	5,150	
224		64030 Electricity			5,600	5,800	5,900	17,300	
225		64050 Real Estate Taxes			9,800	9,900	10,100	29,800	
226		65010 Insurance			350	300	300	950	
227		65020 Interest			2,800	2,700	2,700	8,200	
228		66010 Depreciation - Building			19,600	19,000	19,000	57,600	
229		66030 Depreciation - Equipment			6,650	6,400	6,400	19,450	
230		68040 Repairs and maintenance			350	300	300	950	
231		68050 Conference and seminars			350	300	300	950	
232		68060 Dues, Licenses and Permits			1,050	1,000	1,000	3,050	
233		68080 Travel			2,100	2,100	2,100	6,300	
234		68120 Advertising			350	300	300	950	
235		68180 Miscellaneous expenses			5,600	5,600	5,600	16,800	
236		68190 Bad Debt Expense			11,900	12,100	12,000	36,000	
237		Total Purchasing			291,400	289,900	292,000	873,300	
238									
239		Total Expenses			2,517,550	2,499,600	2,518,200	7,535,350	
240									
241		Net Income			93,450	86,700	78,400	258,550	
242									

Profit and Loss Variance Report

- Parameters: Period and Entity.
- The accounts are grouped by department down the rows.
- Note that two departments were hidden due to space limitations in the screenshot.

	A	B	C	Formula Bar	E	F	G	H	I	J	K	
1					Profit and Loss Variance Report							
2					Corporate US							
3												
5					February, 2010			Year to Date				
6	Account Descriptions				Actual	Budget	Variance		Actual	Budget	Variance	
7	Revenue											
8		40010	Product Revenue		1,373,100		1,373,100		2,774,150		2,774,150	
9		40020	Services Revenue		943,900		943,900		1,888,200		1,888,200	
10		40030	Maintenance Revenue		178,900		178,900		356,000		356,000	
11		40040	Other Revenue		90,400		90,400		178,950		178,950	
13	Total Revenue				2,586,300	0	2,586,300		5,197,300	0	5,197,300	
14												
15	Departmental Expenses											
16	Administration											
17			Full Time Salary and Benefits		337,500		(337,500)		684,200		(684,200)	
18			Part Time Salary and Benefits		123,800		(123,800)		246,650		(246,650)	
19			Other Expenses		392,300		(392,300)		786,600		(786,600)	
20			Total Administration		853,600	0	(853,600)		1,717,450	0	(1,717,450)	
21												
22	Finance & Accounting											
23			Full Time Salary and Benefits		224,300		(224,300)		450,400		(450,400)	
24			Part Time Salary and Benefits		73,500		(73,500)		147,700		(147,700)	
25			Other Expenses		173,700		(173,700)		349,050		(349,050)	
26			Total Finance & Accounting		471,500	0	(471,500)		947,150	0	(947,150)	
27												
28	Sales & Marketing											
29			Full Time Salary and Benefits		314,500		(314,500)		626,950		(626,950)	
30			Part Time Salary and Benefits		92,500		(92,500)		185,600		(185,600)	
31			Other Expenses		218,400		(218,400)		438,200		(438,200)	
32			Total Sales & Marketing		625,400	0	(625,400)		1,250,750	0	(1,250,750)	
33												
46	Total Expenses				2,499,600	0	(2,499,600)		5,017,150	0	(5,017,150)	
47												
48	Net Income				86,700	0	86,700		180,150	0	180,150	

Trial Balance by Month by Entity

- Parameters: Period and Entity.
- Note that all balance sheet accounts, all revenue accounts, and some expense accounts are hidden for purposes of the screenshot.

	A	B	C	D	E	F	G	H	I	J
2				Trial Balance Report						
3				Corporate US						
5					Opening					
6		Account	Account Description		Balance	Jan	Feb	Mar	YTD	
52		63050	Equipment Lease and Rental		0	3,850	3,700	3,700	3,850	
53		63090	IT Professional Services		0	2,100	2,100	2,100	2,100	
54		64010	Training		0	14,000	14,100	14,100	14,000	
55		64020	Telephone		0	15,400	14,900	14,900	15,400	
56		64030	Electricity		0	46,900	46,400	46,600	46,900	
57		64040	Natural Gas		0	350	400	400	350	
58		64050	Real Estate Taxes		0	82,600	80,800	81,600	82,600	
59		65010	Insurance		0	3,150	3,200	3,200	3,150	
60		65020	Interest		0	22,400	22,400	22,700	22,400	
61		66010	Depreciation - Building		0	165,550	164,900	165,600	165,550	
62		66030	Depreciation - Equipment		0	54,950	54,200	54,900	54,950	
63		66040	Depreciation - Computer		0	1,050	900	900	1,050	
64		68040	Repairs and maintenance		0	2,100	1,900	1,900	2,100	
65		68050	Conference and seminars		0	3,850	3,700	3,700	3,850	
66		68060	Dues, Licenses and Permits		0	9,800	9,900	9,900	9,800	
67		68070	Books and Subscriptions		0	350	300	300	350	
68		68080	Travel		0	18,900	18,600	18,600	18,900	
69		68120	Advertising		0	2,450	2,400	2,400	2,450	
70		68130	Gift and donations		0	1,050	1,000	1,000	1,050	
71		68140	Special events		0	1,050	900	900	1,050	
72		68150	Bank charges		0	1,050	900	900	1,050	
73		68180	Miscellaneous expenses		0	46,200	45,600	45,600	46,200	
74		68190	Bad Debt Expense		0	98,350	98,000	98,500	98,350	
75		68200	Taxes		0	103,800	103,800	105,900	103,800	
76			Grand Total		0	0	0	0	0	
77										

Trial Balance by Entity

- Parameters: Period and Entity.
- Note that all balance sheet accounts, all revenue accounts, and some expense accounts are hidden for purposes of the screenshot.

B	C	D	E	F	G	H	I
Trial Balance Report							
January, 2010							
Account	Account Description	HKD Corporate Asia	CAD Corporate Canada	EUR Corporate EMEA	USD Corporate US		
63050	Equipment Lease and Rental	6,600.00	1,100.00	990.00	3,850.00		
63090	IT Professional Services	3,600.00	600.00	540.00	2,100.00		
64010	Training	24,000.00	4,000.00	3,600.00	14,000.00		
64020	Telephone	26,400.00	4,400.00	3,960.00	15,400.00		
64030	Electricity	80,400.00	13,400.00	12,060.00	46,900.00		
64040	Natural Gas	600.00	100.00	90.00	350.00		
64050	Real Estate Taxes	141,600.00	23,600.00	21,240.00	82,600.00		
65010	Insurance	5,400.00	900.00	810.00	3,150.00		
65020	Interest	38,400.00	6,400.00	5,760.00	22,400.00		
66010	Depreciation - Building	283,800.00	47,300.00	42,570.00	165,550.00		
66030	Depreciation - Equipment	94,200.00	15,700.00	14,130.00	54,950.00		
66040	Depreciation - Computer	1,800.00	300.00	270.00	1,050.00		
68040	Repairs and maintenance	3,600.00	600.00	540.00	2,100.00		
68050	Conference and seminars	6,600.00	1,100.00	990.00	3,850.00		
68060	Dues, Licenses and Permits	16,800.00	2,800.00	2,520.00	9,800.00		
68070	Books and Subscriptions	600.00	100.00	90.00	350.00		
68080	Travel	32,400.00	5,400.00	4,860.00	18,900.00		
68120	Advertising	4,200.00	700.00	630.00	2,450.00		
68130	Gift and donations	1,800.00	300.00	270.00	1,050.00		
68140	Special events	1,800.00	300.00	270.00	1,050.00		
68150	Bank charges	1,800.00	300.00	270.00	1,050.00		
68180	Miscellaneous expenses	79,200.00	13,200.00	11,880.00	46,200.00		
68190	Bad Debt Expense	168,600.00	28,100.00	25,290.00	98,350.00		
68200	Taxes	120,800.00	36,800.00	28,120.00	103,800.00		
Grand Total		0.00	0.00	0.00	0.00		

Sub-Ledger Reports

Accounts Receivable Report

- Parameters: Period and Entity.
- The report shows all customers with all invoices and payments for the month.
- Note that many customers are hidden for purposes of the screenshot.

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Accounts Receivable Report					
Corporate US					
January, 2010					
Customer Code	Customer Description	Sales Person	Document ID	Document Date	Amount
NOVAS0002	Nova Systems, Inc.				30,107.00
			10120	01/04/10	30,107.00
			78540	01/19/10	-26,554.00
PLACE0001	Place & MacDero Associates				10,626.00
			11120	01/08/10	10,626.00
			78570	01/20/10	-30,560.00
PULAS0001	Pulaski Enterprises Inc.				21,252.00
			11820	01/11/10	21,252.00
			19280	01/18/10	19,481.00
			78600	01/21/10	-61,234.00
RIVER0001	Riverside University				23,023.00
			13180	01/14/10	23,023.00
			78630	01/21/10	-44,941.00
STMAR0001	St. Marys Hospital				24,794.00
			13550	01/16/10	24,794.00
			20440	01/25/10	22,137.50
			78660	01/23/10	-66,468.00
VANCO0001	Vancouver Resort Hotels				-24,500.00
			18580	01/17/10	-24,500.00
			19600	01/20/10	12,397.00
			78690	01/24/10	-12,625.00
WESTS0001	Westside Cable Service				14,168.00
			20120	01/23/10	14,168.00
			78720	01/25/10	-36,795.00
Grand Total					42,000.00

Accounts Payable Report

- Parameters: Period and Entity.
- The report shows all vendors with all invoices and payments for the month.
- Note that many vendors are hidden for purposes of the screenshot.

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Accounts Payable Report

Corporate US

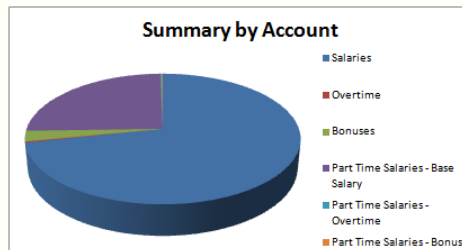
January, 2010

Vendor	Document ID	Document Date	Comment	Amount
Shipping Specialists				(3,460.00)
	12390	1/12/2010		(840.00)
	12410	1/12/2010		(560.00)
	12430	1/12/2010		(560.00)
	12450	1/12/2010		(280.00)
	12470	1/12/2010		(280.00)
	19760	1/20/2010		(525.00)
	19770	1/20/2010		(350.00)
	19780	1/20/2010		(350.00)
	19790	1/20/2010		(175.00)
	19800	1/20/2010		(175.00)
	21030	1/27/2010		(735.00)
	21050	1/27/2010		(490.00)
	21070	1/27/2010		(490.00)
	21090	1/27/2010		(245.00)
	21110	1/27/2010		(245.00)
	60015	1/30/2010		2,840.00
Timely Shipping Service				1,770.00
	60020	1/30/2010		1,770.00
Training Systems				2,877.00
	60065	1/30/2010		2,877.00
Vision Advertising Inc.				404.00
	60160	1/30/2010		404.00
Vista Travel				1,475.00
	60150	1/30/2010		1,475.00
Grand Total				(52,500.00)

Human Resources/Payroll Report

- Parameters: Period and Entity.
- The report shows all employees with all paychecks for the month. The employees are broken up by full-time salaries, full-time overtime, full-time bonuses, part-time salaries, part-time overtime, and part-time bonuses. The screen shot below shows the part-time employees who received a bonus, overall summary by account, and a pie chart.
- Note that many employees are hidden for purposes of the screenshot.

Payroll Detail Report Corporate US January, 2010								
Account	Employee	Hire Date	Job Title	Document ID	Date	Hours	Rate	Salary
Part Time Salaries - Bonus						322.3	6.52	2,100
	Brett Duke	12/10/97	Contractor			67.5	5.69	380
				13420	01/15/10	30.8	5.69	175
				21450	01/30/10	30.8	5.69	175
	David Laird	06/06/06	Contractor			68.5	10.22	700
				13390	01/15/10	34.2	10.22	350
				21420	01/30/10	34.2	10.22	350
	Dexter Moustakas	04/04/04	Contractor			67.5	5.69	380
				13400	01/15/10	30.8	5.69	175
				21430	01/30/10	30.8	5.69	175
	Russell Cecil	05/03/06	Contractor			76.9	4.55	350
				13460	01/15/10	38.5	4.55	175
				21690	01/30/10	38.5	4.55	175
	Wade Gwynn	01/01/01	Contractor			53.8	6.50	350
				13410	01/15/10	26.9	6.50	175
				21440	01/30/10	26.9	6.50	175
Summary by Account								
Salaries								874,800
Overtime								3,150
Bonuses								32,200
Part Time Salaries - Base Salary								306,250
Part Time Salaries - Overtime								2,450
Part Time Salaries - Bonus								2,100
Grand Total								1,220,950



Sales Order Report

- Parameters: Period and Entity.
- The report will show all the detail orders by customer. The bottom of the report (shown below) will summarize all sales and also show a pie chart of sales by product.
- Note that many customers/orders are hidden for purposes of the screenshot.

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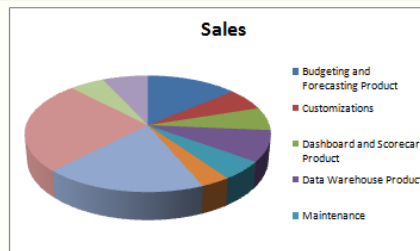
Sales Order Detail
Corporate US
January, 2010

Customer	Product	Sales Person	Document ID	Document Date	Quantity	Rate	Price
<i>Pulaski Enterprises Inc.</i>					2	40,733	40,733
	Maintenance		11820	01/11/10	1	21,252	21,252
	Other		19280	01/18/10	1	19,481	19,481
<i>Riverside University</i>					1	23,023	23,023
	Maintenance		13180	01/14/10	1	23,023	23,023
<i>St. Marys Hospital</i>					2	46,932	46,932
	Maintenance		13550	01/16/10	1	24,794	24,794
	Other		20440	01/25/10	1	22,138	22,138
<i>Vancouver Resort Hotels</i>					1	12,397	12,397
	Maintenance		19600	01/20/10	1	12,397	12,397
<i>Westside Cable Service</i>					1	14,168	14,168
	Maintenance		20120	01/23/10	1	14,168	14,168
Grand Total					3,872	674	2,611,000

Summary by Product			
Budgeting and Forecasting Product	48	67,500	360,000
Customizations	9	160,550	160,550
Dashboard and Scorecard Product	42	36,000	168,000
Data Warehouse Product	9	225,000	225,000
Maintenance	7	136,367	136,367
Other	4	88,550	88,550
Financial Reporting Product	65	67,500	487,500
Consulting Services	3,101	1,935	666,715
Training Services	577	31,817	139,547
Other Services	10	178,771	178,771

Sales

- Budgeting and Forecasting Product
- Customizations
- Dashboard and Scorecard Product
- Data Warehouse Product
- Maintenance



Modeling

Profitability Break-back Modeling

The Breakback Simulation allows an organization to, quickly and accurately enter a new net income target and then the model will automatically calculate the revenues and expenses in order to reach that profit. Another option is to freeze (enter 0%) or increase/decrease individual target revenue/expense accounts. Each time an account is frozen, increased, or decreased, and then all the other rows will automatically and proportionally adjust so that Net Profit still remains at the target that was entered. There are three options on the Breakback for the profit and loss: 1) use current year actual plus forecast to calculate full year budget, 2) calculate the annualized net income based on the actual year-to-date to calculate a forecast, or 3) use the year-to-date actual plus forecast to create a new forecast. Below is a sample of the third type (note that many rows are hidden due to the size of the file):

Acct Code	Account Description	Dept	March YTD	BUDGET Remain Perds.	Forecast 2010	Increase/ (Decrease)	What If Scenario	April Forecast	May Forecast	June Forecast	July Forecast	August Forecast	September Forecast	October Forecast	November Forecast	December Forecast	Total Forecast
63040	Contractual Services	500	51,950	152,830	204,780		35,791	-1,795	-1,795	-1,795	-1,795	-1,795	-1,795	-1,795	-1,795	-1,795	35,791
63050	Equipment Lease and Rental	500	950	2,760	3,710		648	-34	-34	-34	-34	-34	-34	-34	-34	-34	648
63090	IT Professional Services	500	950	2,760	3,710		648	-34	-34	-34	-34	-34	-34	-34	-34	-34	648
64010	Training	500	5,150	15,600	20,750		3,627	-169	-169	-169	-169	-169	-169	-169	-169	-169	3,627
64020	Telephone	500	5,150	14,970	20,120		3,517	-181	-181	-181	-181	-181	-181	-181	-181	-181	3,517
64030	Electricity	500	17,300	49,450	66,750		11,666	-626	-626	-626	-626	-626	-626	-626	-626	-626	11,666
64040	Natural Gas	500	0		0		0	0	0	0	0	0	0	0	0	0	0
64050	Real Estate Taxes	500	29,800	87,980	117,780		20,585	-1,024	-1,024	-1,024	-1,024	-1,024	-1,024	-1,024	-1,024	-1,024	20,585
65010	Insurance	500	950	2,820	3,770		659	-32	-32	-32	-32	-32	-32	-32	-32	-32	659
65020	Interest	500	8,200	23,320	31,520		5,509	-299	-299	-299	-299	-299	-299	-299	-299	-299	5,509
66010	Depreciation - Building	500	57,600	1,125	58,725		10,264	-5,260	-5,260	-5,260	-5,260	-5,260	-5,260	-5,260	-5,260	-5,260	10,264
66030	Depreciation - Equipment	500	19,450	3,750	23,200		4,055	-1,711	-1,711	-1,711	-1,711	-1,711	-1,711	-1,711	-1,711	-1,711	4,055
66040	Depreciation - Computer	500	0		0		0	0	0	0	0	0	0	0	0	0	0
66050	Amortization	500	0		0		0	0	0	0	0	0	0	0	0	0	0
68040	Repairs and maintenance	500	950	2,790	3,740		654	-33	-33	-33	-33	-33	-33	-33	-33	-33	654
68050	Conference and seminars	500	950	2,820	3,770		659	-32	-32	-32	-32	-32	-32	-32	-32	-32	659
68060	Dues, licenses and permits	500	3,050	9,030	12,080		2,111	-104	-104	-104	-104	-104	-104	-104	-104	-104	2,111
68070	Books and Subscriptions	500	0		0		0	0	0	0	0	0	0	0	0	0	0
68080	Travel	500	6,300	20,220	26,520		4,635	-185	-185	-185	-185	-185	-185	-185	-185	-185	4,635
68120	Advertising	500	950	2,810	3,760		657	-33	-33	-33	-33	-33	-33	-33	-33	-33	657
68130	Gift and donations	500	0		0		0	0	0	0	0	0	0	0	0	0	0
68140	Special events	500	0		0		0	0	0	0	0	0	0	0	0	0	0
68150	Bank charges	500	0		0		0	0	0	0	0	0	0	0	0	0	0
68180	Miscellaneous expenses	500	16,800	47,420	64,220		11,224	-620	-620	-620	-620	-620	-620	-620	-620	-620	11,224
68190	Bad Debt Expense	500	36,000	102,620	138,620		24,228	-1,308	-1,308	-1,308	-1,308	-1,308	-1,308	-1,308	-1,308	-1,308	24,228
68200	Taxes	500	0		0		0	0	0	0	0	0	0	0	0	0	0
Total Purchasing			873,300	2,138,256	3,011,556		N/A	-38,549	-38,549	-38,549	-38,549	-38,549	-38,549	-38,549	-38,549	-38,549	526,356
Total Expenses			7,535,350	18,431,212	25,966,562		N/A	-332,994	-332,994	-332,994	-332,994	-332,994	-332,994	-332,994	-332,994	-332,994	4,538,402
NETINC	Net Income	300	258,550	6,035,123	6,293,673		1,100,000	93,494	93,494	93,494	93,494	93,494	93,494	93,494	93,494	93,494	1,100,000

Additional Resources

Solver Support Center

The Solver Support Center (support.solverusa.com) is the centralized location for users to learn more about the BI360 Suite. From opening and managing your support tickets to reading knowledgebase articles about the product, the Solver Support Center has everything a user will need.

Users may contact Solver Support if they have questions about the BI360 Suite. One of our technical support consultants will gladly assist you.

Users can access the Solver Knowledgebase for more information about the entire BI360 Suite. From user guides, white papers, training manuals and much more, the Solver Support Center has everything a user will need to get started with the application.

Solver Forum

The Solver Forum (solverusa.com/forum) is a great resource for users to ask questions about the software. Other users or one of the many Solver employees frequently check the boards and can quickly answer your questions.

Solver Feedback

Solver invites customers to participate in providing feature requests for future versions of BI360 on a site just for user feedback, feedback.solverusa.com. On the Solver Feedback site, users may suggest features for updates and upgrades to BI360 – and/or vote on existing feature submissions from fellow customers to really push for feature(s) that would make BI360 even more powerful, dynamic, and intuitive.