

BudgetPak5

Budget. Forecast. Report.

BUDGETPAK: GETTING STARTED GUIDE FOR USERS

***Starting Budgets from Scratch**

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Feb 2025 for BYE 5/31/26



Overview

This Getting Started Guide contains instructions for how to complete your **FY2026** Budget. The example used in this manual is for ABC Organization 2026 Draft 1 Budget.

BudgetPak supports several levels of users. In your budget there may be information you cannot view and operations you cannot perform because the scope and role assigned to you do not allow it. The permissions you are granted depend upon your BudgetPak “role,” which the Administrator has assigned to you based on your budget responsibilities within your department. Each user’s role is associated with his or her user login profile.

Your BudgetPak Administrator is [Lisa Arida](#). If you have any questions you can reach [her](#) at Business@daemen.edu: Noting: **BUDGETPAK in the subject line**.

Definitions and Set Up

In BudgetPak your department(s) (“unit”) and their general ledger accounts (“accounts”) have already been set up for you; however, you will be accessing each account and starting with a Zero Based Budget.

BudgetPak distinguishes between “**base units**” and “**rollup units**.” Base units are the departments where budgets are reviewed and entered. “Rollup units” are special units designed to consolidate or subtotal a group of base units. These units do not have a distinct budget, but hold the subtotal of all base units below. Most BudgetPak users will be dealing with base units.

Fiscal year **2026 (FY2026)** runs from **June 1, 2025** through **May 31, 2026**. Prior Fiscal year 23/24 Actuals and 24/25 Definitive Budget as well as 24/25 Actuals through January 31, 2025 have been loaded into BudgetPak for historical reference during budgeting and reporting. The instructions below describe how to view and print reports, so that you can use these numbers as a guide to creating this year’s budget.

Logging in to BudgetPak

Recommended Browser: Chrome

To open BudgetPak: <https://daemen.mybudgetpak.com>

1. Locate the BudgetPak shortcut on your desktop. The BudgetPak login box displays.
2. In the first box, enter the username that was assigned to you.
3. In the second box, enter the password that was assigned to you. You will then be prompted to create a new password.
4. Click the **Log In** button

5.



6.

Reviewing Current and Historical Budget and Actual Information

If you would like to create your **FY2026** Budget without reviewing the current or historical Budget and Actual Report, please skip this section and move to the next section, Creating Your **FY2026** Budget.

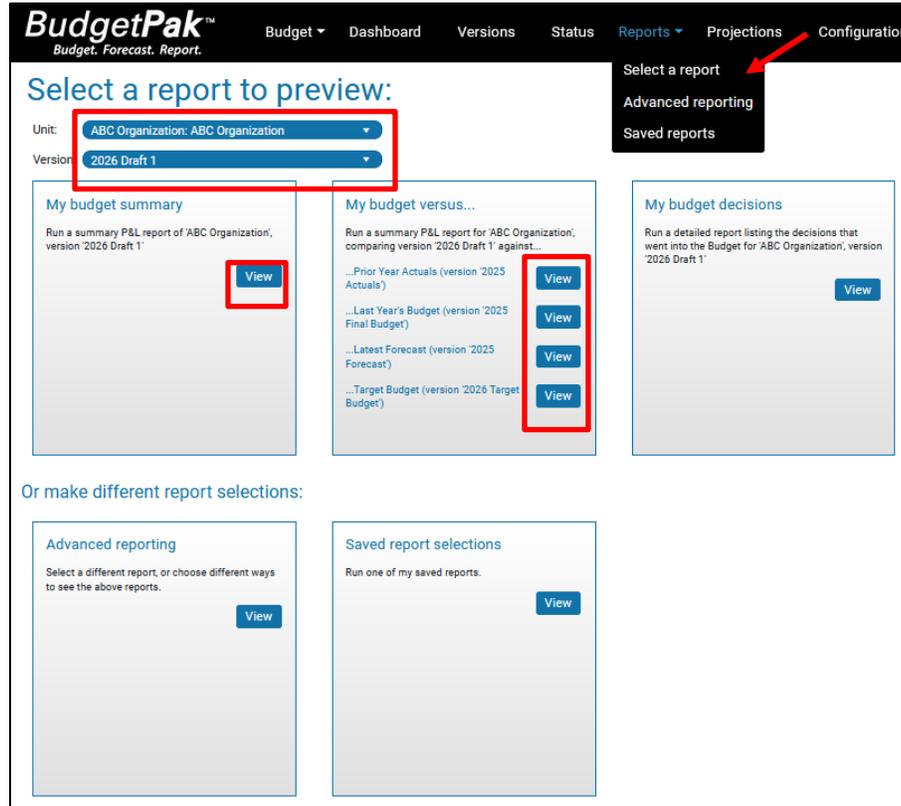
A. Step 1

Go to Reports screen by clicking on 'Select a Report' from the drop-down menu of Reports on top of page. Then select the **Unit** and **Version** you would like to review in the drop-down menu before budgeting.

B. Step 2

Run and review current and historical reports.

1. Click **View** under My Budget Summary box to review the P&L report for a specific version you selected.
2. Select the comparison report you would like to view under My budget versus... box to run the comparison report.

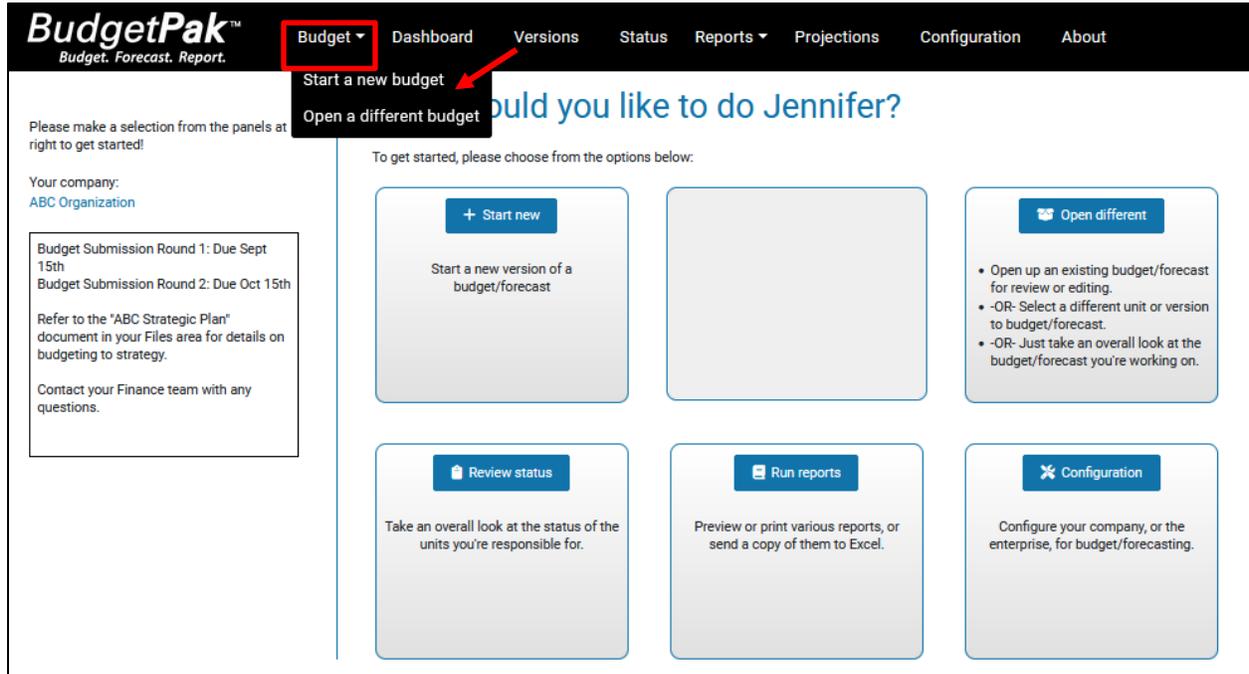


Note: More detail instruction for Reporting can be found in **Viewing FY2026 Budget Reports** section.

Creating Your **FY2026** Budget (Zero Based Budget)

There are multiple methods in BudgetPak to start your own budget.

Start your own budget: **Method 1.** From the Main Menu select 'Start a new budget' from the **Budget** drop down menu to create a new budget.



BudgetPak™
Budget. Forecast. Report.

Budget ▾ Dashboard Versions Status Reports ▾ Projections Configuration About

Start a new budget
Open a different budget

Would you like to do Jennifer?

Please make a selection from the panels at right to get started!

Your company:
ABC Organization

Budget Submission Round 1: Due Sept 15th
Budget Submission Round 2: Due Oct 15th

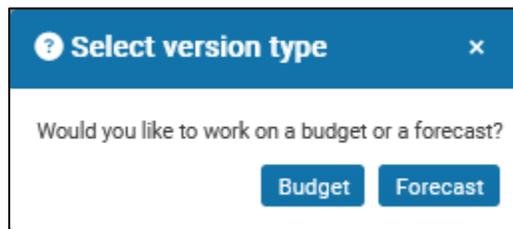
Refer to the 'ABC Strategic Plan' document in your Files area for details on budgeting to strategy.

Contact your Finance team with any questions.

To get started, please choose from the options below:

- + Start new**
Start a new version of a budget/forecast
- Open different**
 - Open up an existing budget/forecast for review or editing.
 - -OR- Select a different unit or version to budget/forecast.
 - -OR- Just take an overall look at the budget/forecast you're working on.
- Review status**
Take an overall look at the status of the units you're responsible for.
- Run reports**
Preview or print various reports, or send a copy of them to Excel.
- Configuration**
Configure your company, or the enterprise, for budget/forecasting.

1. Select version type: **Budget** or **Forecast**: **SELECT BUDGET**



Select version type ×

Would you like to work on a budget or a forecast?

Budget **Forecast**

2. In the **Step 1** panel of the box that displays, select the department or unit you want to budget (use the drop-down menu or click the 'Select unit' button to view the list of options), and click **Next**.

Start a new budget

Step 1

Which unit would you like to budget?

10-200-01: Marketing ▼ Select unit

Next In most cases you will have only one unit you are responsible for.

Step 2

Which version would you like to start? 2026 Draft 1 (Budget) ▼

Next You can create multiple versions of your budget before officially submitting a budget for review and approval.

Step 3

Please choose how you would like to start your budget:

Start from pre-defined defaults

Start from scratch

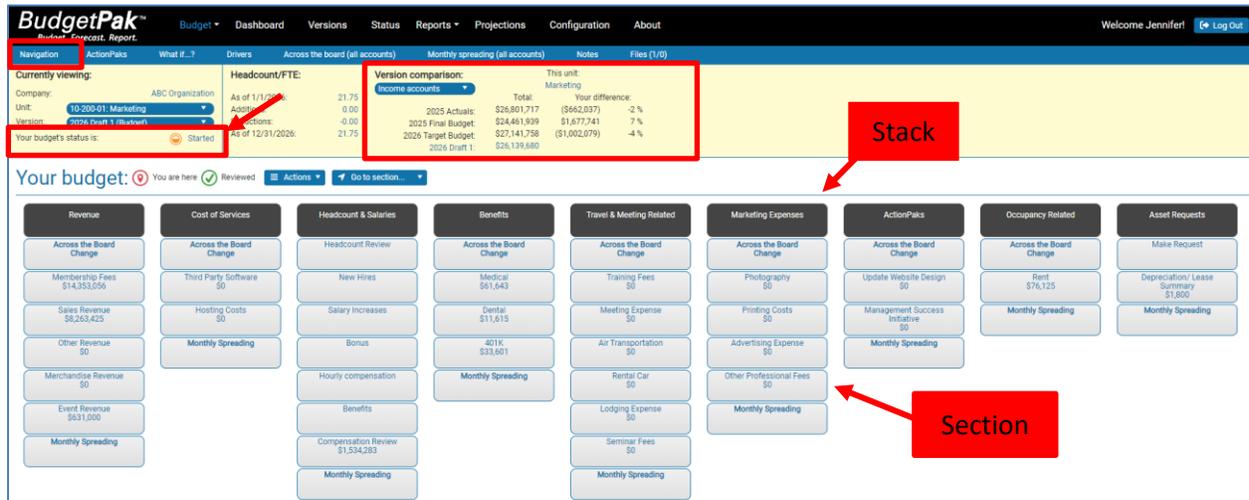
Start

Starting from defaults will start your budget with some guidelines set by your BudgetPak administrator. Some of these guidelines include a suggested percent increase as well as a spreading method that is already applied to all discretionary accounts.

- In the **Step 2** panel, click **Next** to accept the suggested name “2026 Working Budget”
 - If you have multiple versions of your budget, you can choose the one to start.
- In **Step 3**, accept **Start from scratch**, and click **Start**.



This brings you to the Navigation Window for the unit.



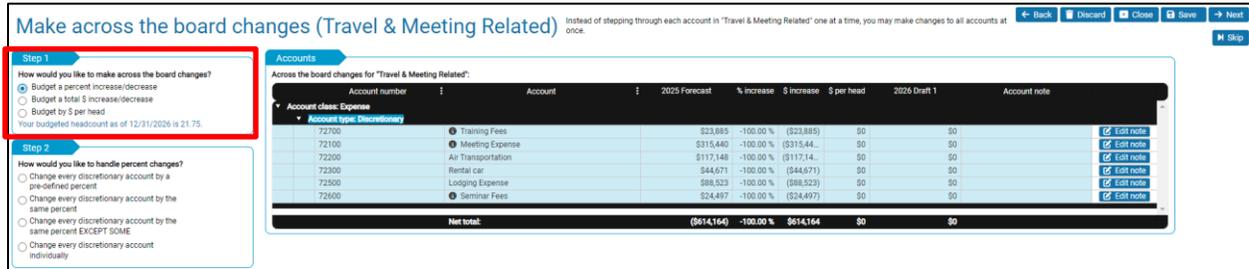
NOTE: In BudgetPak each column in the Budget Navigation Page is called a “**stack**,” and each box is called a “**section**.” Sections may contain multiple accounts. If at any time you wish to return to this window, click **Navigation** at the top left of the window. Budget status the budgeting process is “Started”. Once all sections have been reviewed, BudgetPak status will move to “Complete” and allow the budget holder to sign off on the budget. The following instructions walk you through the process of reviewing and updating the stacks and sections.

Reviewing and Updating the Stacks and Sections

There are three methods that can be used separately or in combination to review and update accounts for the non-headcount related stacks:

- A. **Method 1:** Across the Board (for all accounts in the stack at once)
- B. **Method 2:** Review each section and account **individually** **Most used method (see pg. 11)**
- C. **Method 3:** Use Monthly spreading to both enter and spread budgets

METHOD 1: Across the Board Changes – Ability to change all accounts in a stack. To make changes Across the Board, click the **Across the Board** section at the top of the stack; the make across the board changes window displays.



Make across the board changes (Travel & Meeting Related)

Instead of stepping through each account in "Travel & Meeting Related" one at a time, you may make changes to all accounts at once.

Step 1

How would you like to make across the board changes?

- Budget a percent increase/decrease
- Budget a total \$ increase/decrease
- Budget by \$ per head

Your budgeted headcount as of 12/31/2026 is 21.75.

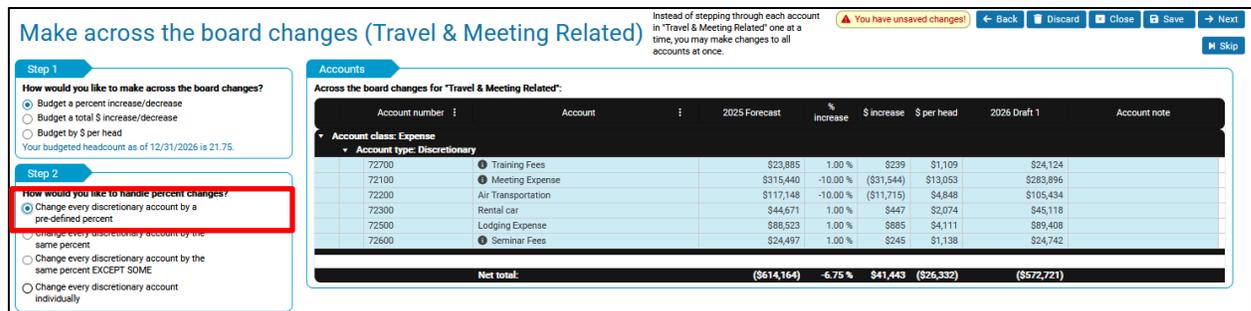
Step 2

How would you like to handle percent changes?

- Change every discretionary account by a pre-defined percent
- Change every discretionary account by the same percent
- Change every discretionary account by the same percent EXCEPT SOME
- Change every discretionary account individually

Account number	Account	2025 Forecast	% increase	\$ increase	\$ per head	2026 Draft 1	Account note
Account class: Expense							
Account type: Discretionary							
72700	Training Fees	\$23,885	-100.00 %	(\$23,885)	\$0	\$0	Edit note
72100	Meeting Expense	\$315,440	-100.00 %	(\$315,440)	\$0	\$0	Edit note
72200	Air Transportation	\$117,148	-100.00 %	(\$117,148)	\$0	\$0	Edit note
72300	Rental car	\$44,671	-100.00 %	(\$44,671)	\$0	\$0	Edit note
72500	Lodging Expense	\$88,523	-100.00 %	(\$88,523)	\$0	\$0	Edit note
72600	Seminar Fees	\$24,497	-100.00 %	(\$24,497)	\$0	\$0	Edit note
Net total:		(\$614,164)	-100.00 %	\$614,164	\$0	\$0	

- In **Step 1** of the **Make across-the-board changes** window, select the option you would like to use.
 - Budget a percent increase/decrease** will apply the specified percentage to each line item shown in the line items box on the right side of the window.
 - Budget a total \$ increase/decrease** will allocate the specified dollar amount to each line item so the total increase/decrease in the stack is the specified dollar amount.
 - Budget by \$ per head** will allocate the specified dollar amount per head to each line item so the total dollar amount per head in the stack is the specified dollar amount per head.
- In the **Step 2** box, select the option you would like to use to apply the across the board change. If you selected **Budget a percent increase/decrease** in **Step 1**:
 - Change every discretionary line item by a pre-defined percent** will utilize the pre-defined defaults that have been established by the BudgetPak administrator.



Make across the board changes (Travel & Meeting Related)

Instead of stepping through each account in "Travel & Meeting Related" one at a time, you may make changes to all accounts at once. ▲ You have unsaved changes!

Step 1

How would you like to make across the board changes?

- Budget a percent increase/decrease
- Budget a total \$ increase/decrease
- Budget by \$ per head

Your budgeted headcount as of 12/31/2026 is 21.75.

Step 2

How would you like to handle percent changes?

- Change every discretionary account by a pre-defined percent
- Change every discretionary account by the same percent
- Change every discretionary account by the same percent EXCEPT SOME
- Change every discretionary account individually

Account number	Account	2025 Forecast	% increase	\$ increase	\$ per head	2026 Draft 1	Account note
Account class: Expense							
Account type: Discretionary							
72700	Training Fees	\$23,885	1.00 %	\$239	\$1,109	\$24,124	
72100	Meeting Expense	\$315,440	-10.00 %	(\$31,544)	\$13,053	\$283,896	
72200	Air Transportation	\$117,148	-10.00 %	(\$11,715)	\$4,848	\$105,434	
72300	Rental car	\$44,671	1.00 %	\$447	\$2,074	\$45,118	
72500	Lodging Expense	\$88,523	1.00 %	\$885	\$4,111	\$89,408	
72600	Seminar Fees	\$24,497	1.00 %	\$245	\$1,138	\$24,742	
Net total:		(\$614,164)	-6.75 %	\$41,443	(\$26,332)	(\$572,721)	

- b. **Change every discretionary line item by the same percent** will allow you to enter a percentage to increase or decrease all line items.

Make across the board changes (Travel & Meeting Related) Instead of stepping through each account in "Travel & Meeting Related" one at a time, you may make changes to all accounts at once.

Step 1
How would you like to make across the board changes?
 Budget a percent increase/decrease
 Budget a total \$ increase/decrease
 Budget by \$ per head
 Your budgeted headcount as of 12/31/2026 is 21.75.

Step 2
How would you like to handle percent changes?
 Change every discretionary account by a pre-defined percent
 Change every discretionary account by the same percent **2.00 %**
 Change every discretionary account by the same percent EXCEPT SOME
 Change every discretionary account individually

Account number	Account	2025 Forecast	% increase	\$ increase	\$ per head	2026 Draft 1	Account note
Account class: Expense							
Account type: Discretionary							
72700	Training Fees	\$23,885	2.00 %	\$478	\$1,120	\$24,363	<input type="checkbox"/>
72100	Meeting Expense	\$315,440	2.00 %	\$6,309	\$14,793	\$321,749	<input type="checkbox"/>
72200	Air Transportation	\$117,148	2.00 %	\$2,343	\$5,494	\$119,491	<input type="checkbox"/>
72300	Rental car	\$44,671	2.00 %	\$893	\$2,095	\$45,565	<input type="checkbox"/>
72500	Lodging Expense	\$88,523	2.00 %	\$1,770	\$4,151	\$90,293	<input type="checkbox"/>
72600	Seminar Fees	\$24,497	2.00 %	\$490	\$1,149	\$24,987	<input type="checkbox"/>
Net total:		(\$614,164)	2.00 %	(\$12,283)	(\$28,802)	(\$626,446)	

- c. **Change every discretionary line item (EXCEPT SOME) by the same percentage** will allow you to check/uncheck line items in the Apply standard increase column and enter a percentage to increase or decrease the selected line items. The percentage entered will only be applied to the checked line items. Unchecked line items can be adjusted individually.

Make across the board changes (Travel & Meeting Related) Instead of stepping through each account in "Travel & Meeting Related" one at a time, you may make changes to all accounts at once.

Step 1
How would you like to make across the board changes?
 Budget a percent increase/decrease
 Budget a total \$ increase/decrease
 Budget by \$ per head
 Your budgeted headcount as of 12/31/2026 is 21.75.

Step 2
How would you like to handle percent changes?
 Change every discretionary account by a pre-defined percent
 Change every discretionary account by the same percent
 Change every discretionary account by the same percent EXCEPT SOME **2.00 %**
 Change every discretionary account individually

Account number	Account	2025 Forecast	Apply st...	% increase	\$ increase	\$ per head	2026 Draft 1	Account note
Account class: Expense								
Account type: Discretionary								
72700	Training Fees	\$23,885	<input checked="" type="checkbox"/>	2.00 %	\$478	\$1,120	\$24,363	<input type="checkbox"/>
72100	Meeting Expense	\$315,440	<input checked="" type="checkbox"/>	2.00 %	\$6,309	\$14,793	\$321,749	<input type="checkbox"/>
72200	Air Transportation	\$117,148	<input checked="" type="checkbox"/>	2.00 %	\$2,343	\$5,494	\$119,491	<input type="checkbox"/>
72300	Rental car	\$44,671	<input checked="" type="checkbox"/>	2.00 %	\$893	\$2,095	\$45,565	<input type="checkbox"/>
72500	Lodging Expense	\$88,523	<input checked="" type="checkbox"/>	2.00 %	\$1,770	\$4,151	\$90,293	<input type="checkbox"/>
72600	Seminar Fees	\$24,497	<input checked="" type="checkbox"/>	2.00 %	\$490	\$1,149	\$24,987	<input type="checkbox"/>
Net total:		(\$614,164)		2.00 %	(\$12,283)	(\$28,802)	(\$626,446)	

- d. **Change line items individually** will allow you to manually enter a percent increase/decrease in the % increase column for each line item. To enter a percent increase/decrease, click the % increase box for the line item and type in the desired percentage.

Make across the board changes (Travel & Meeting Related) Instead of stepping through each account in "Travel & Meeting Related" one at a time, you may make changes to all accounts at once.

Step 1
How would you like to make across the board changes?
 Budget a percent increase/decrease
 Budget a total \$ increase/decrease
 Budget by \$ per head
 Your budgeted headcount as of 12/31/2026 is 21.75.

Step 2
How would you like to handle percent changes?
 Change every discretionary account by a pre-defined percent
 Change every discretionary account by the same percent
 Change every discretionary account individually

Account number	Account	2025 Forecast	% increase	\$ increase	\$ per head	2026 Draft 1	Account note
Account class: Expense							
Account type: Discretionary							
72700	Training Fees	\$23,885	<input type="text" value="2.00 %"/>	\$478	\$1,120	\$24,363	<input type="checkbox"/>
72100	Meeting Expense	\$315,440	<input type="text" value="2.00 %"/>	\$6,309	\$14,793	\$321,749	<input type="checkbox"/>
72200	Air Transportation	\$117,148	<input type="text" value="2.00 %"/>	\$2,343	\$5,494	\$119,491	<input type="checkbox"/>
72300	Rental car	\$44,671	<input type="text" value="2.00 %"/>	\$893	\$2,095	\$45,565	<input type="checkbox"/>
72500	Lodging Expense	\$88,523	<input type="text" value="2.00 %"/>	\$1,770	\$4,151	\$90,293	<input type="checkbox"/>
72600	Seminar Fees	\$24,497	<input type="text" value="2.00 %"/>	\$490	\$1,149	\$24,987	<input type="checkbox"/>
Net total:		(\$614,164)	2.00 %	(\$12,283)	(\$28,802)	(\$626,446)	

White cells are editable. To enter a decrease, enter the percentage or dollar amount with a minus sign (i.e. -5.00% or -\$500). If at any point you need to clear the changes made in **Across the Board**, click the **Discard** button.

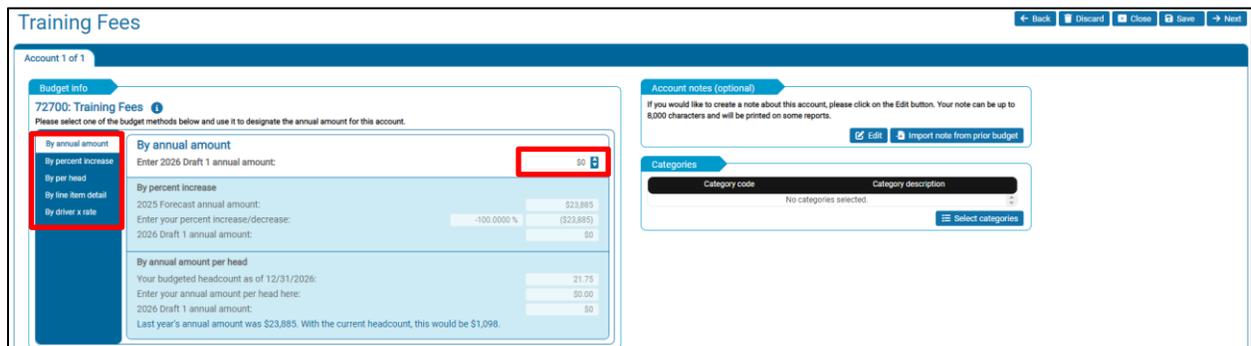
Click **Save**. The Version Comparison box will show both the total budget and variances for the stack you are viewing as well as the total budget for the unit.

Currently viewing:	Headcount/FTE:	Version comparison:	This stack:	This unit:
Company: ABC Organization	As of 1/1/2026: 21.75	Expense accounts	Travel & Meeting Related	Marketing
Unit: 10-200-01: Marketing	Additions: 0.00	2025 Actuals: \$508,600	Total: \$117,848	Your difference: 23 %
Version: 2026 Draft 1 (Budget)	Reductions: -0.00	2025 Final Budget: \$411,789	Your difference: \$214,659	52 %
Your budget's status is: Started	As of 12/31/2026: 21.75	2026 Target Budget: \$572,721	9 %	Total: \$9,534,481
		2026 Draft 1: \$626,448		Your difference: (\$7,070,323) -74 %
			Total: \$2,464,158	

Click **Close** to return to the Navigation window and select the next stack you wish to review/edit.

METHOD 2: Review each section and account individually

- To view and make changes to each account individually, click any section you want to budget. The Account window displays. Some sections may contain multiple accounts.



- In **Step 1** of the Annual total for [account name] window, there is a zero balance displayed. You can either accept this amount or use one of the other methods to change the annual amount:
 - By annual amount** - enter an annual amount.
 - By percent increase** - The basis for the percent increase is listed here, e.g. **2025 Forecast**. The default for percent/increase is -100% since this is a zero-based budget. Adjust the percent increase/decrease and the annual amount is automatically calculated.
 - By per head** - Your currently budgeted headcount is listed here, as of the final date in your budget fiscal year. Enter your annual amount per head and the annual amount is automatically calculated.
 - By line item detail** - You can build up your annual budget by entering line item detail. The detail is included on some P&L reports. Add as many rows as you want and/or Import Details to import all line items from a previous version. Enter a description for the detail line, and an annual amount for it.
 - By driver x rate** - You can build up your annual budget by multiplying a quantity times a rate. You may select the quantity and/or the rate from a list of pre-defined drivers, or you may enter either of them manually.

3. In **Step 2**, enter any relevant comments about the account and its annual budget amount in the text box provided or click Import Notes from Prior Budget to review and edit notes from previous versions.
 - c. Some notes may be mandatory.
 - d. Some accounts may have an administrator-defined category list, from which you can select multiple categories to tag to that account.
4. Repeat 2 and 3 for each line item of the section.
5. Click **Save** (located just below the Version Comparison box) to save your changes.
 - c. Review the variance amounts in the Version Comparison box to see how you are doing against targets.

Version comparison:	This section:			This unit:		
Expense accounts ▼	Training Fees			Marketing		
	Total:	Your difference:		Total:	Your difference:	
2025 Actuals:	\$20,050	\$4,074	20 %	\$10,282,902	(\$8,421,067)	-82 %
2025 Final Budget:	\$15,850	\$8,274	52 %	\$10,649,839	(\$8,788,004)	-83 %
2026 Target Budget:	\$24,124	\$0	0 %	\$9,534,481	(\$7,672,646)	-80 %
2026 Draft 1:	\$24,124			\$1,861,835		

6. Click **Close** to close the account page and return to the Budget Navigation Page; or click **Next** to save the current value and move to the next section/account in the stack.

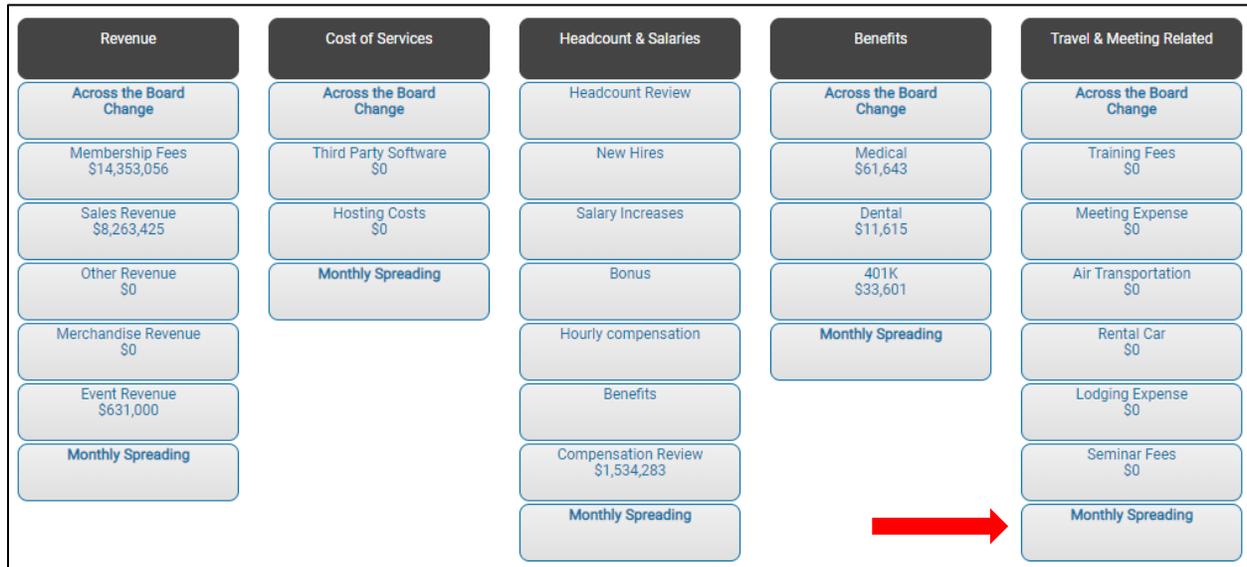
Repeat these steps until all of your accounts have been reviewed/updated with an annual budget amount.

METHOD 3: Spreading the Annual Amount over a Number of Months

At this point, the annual budget for each account needs to be spread over 12 months (if you want to change the amounts in each month or spread the annual amount over less than 12 months, see the section “Manually Overriding Monthly Amounts,” below).

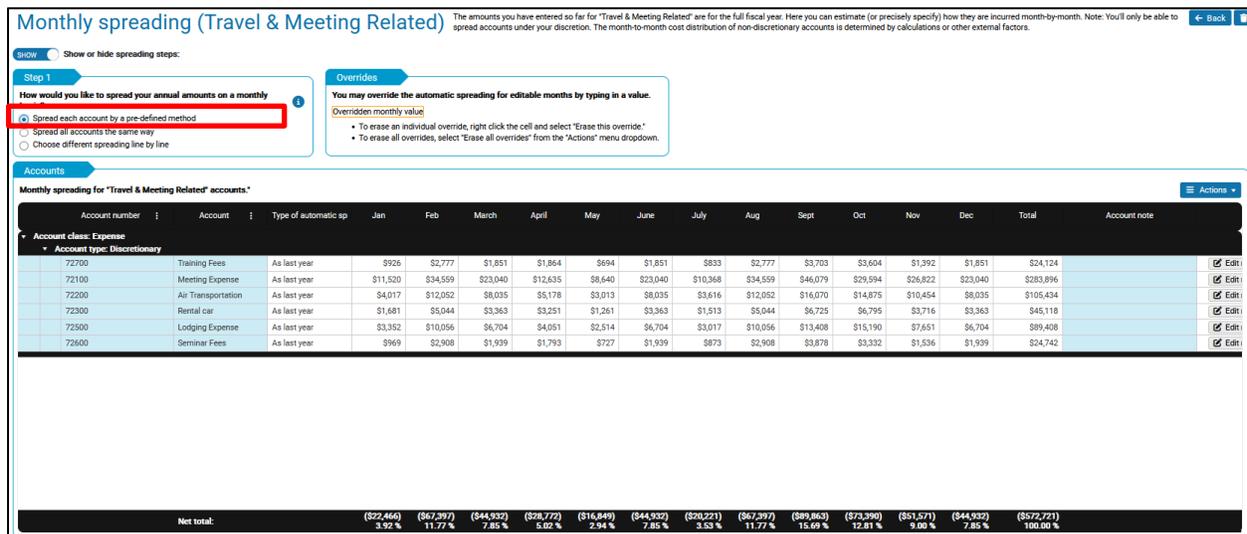
The Administrator has defaulted the spreading of expenses to mirror the last full year of actual data, **FY2024**. On the Budget Navigation Page, at the bottom of every stack is a section called “Monthly Spreading”.

Click on **Monthly Spreading**.



1. In **Step 1** of the **Monthly Spreading** window, select the option you would like to use.

- a. **Spread each account by a pre-defined method** will utilize the pre-defined defaults that have been established by your BudgetPak administrator.



Monthly spreading (Travel & Meeting Related) The amounts you have entered so far for "Travel & Meeting Related" are for the full fiscal year. Here you can estimate (or precisely specify) how they are incurred month-by-month. Note: You'll only be able to spread accounts under your discretion. The month-to-month cost distribution of non-discretionary accounts is determined by calculations or other external factors.

Step 1

How would you like to spread your annual amounts on a monthly basis?

- Spread each account by a pre-defined method
- Spread all accounts the same way
- Choose different spreading line by line

Overrides

You may override the automatic spreading for editable months by typing in a value.

Override monthly value

- To erase an individual override, right click the cell and select "Erase this override"
- To erase all overrides, select "Erase all overrides" from the "Actions" menu dropdown.

Accounts

Monthly spreading for "Travel & Meeting Related" accounts

Account number	Account	Type of automatic sp	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Account note
Account class: Expense																
Account type: Discretionary																
72700	Training Fees	As last year	\$926	\$2,777	\$1,851	\$1,864	\$694	\$1,851	\$833	\$2,777	\$3,703	\$3,604	\$1,392	\$1,851	\$24,124	✎ Edit
72100	Meeting Expense	As last year	\$11,520	\$34,559	\$23,040	\$12,635	\$8,640	\$23,040	\$10,368	\$34,559	\$46,079	\$29,594	\$26,822	\$23,040	\$283,896	✎ Edit
72200	Air Transportation	As last year	\$4,017	\$12,052	\$8,035	\$5,178	\$3,013	\$8,035	\$3,616	\$12,052	\$16,070	\$14,875	\$10,454	\$8,035	\$105,434	✎ Edit
72300	Rental car	As last year	\$1,681	\$5,044	\$3,363	\$3,251	\$1,261	\$3,363	\$1,513	\$5,044	\$6,725	\$6,795	\$3,716	\$3,363	\$45,118	✎ Edit
72500	Lodging Expense	As last year	\$3,352	\$10,056	\$6,704	\$4,051	\$2,514	\$6,704	\$3,017	\$10,056	\$13,408	\$15,190	\$7,651	\$6,704	\$89,408	✎ Edit
72600	Seminar Fees	As last year	\$969	\$2,908	\$1,939	\$1,793	\$727	\$1,939	\$873	\$2,908	\$3,878	\$3,332	\$1,536	\$1,939	\$24,742	✎ Edit
Net total:			(\$22,466)	(\$67,397)	(\$44,932)	(\$28,772)	(\$16,849)	(\$44,932)	(\$20,221)	(\$67,397)	(\$89,863)	(\$73,390)	(\$51,671)	(\$44,932)	(\$572,721)	
			3.92 %	11.77 %	7.85 %	5.02 %	2.94 %	7.85 %	3.53 %	11.77 %	15.69 %	12.81 %	9.00 %	7.85 %	100.00 %	

- b. **Spread all accounts the same way** will open **Step 2** and allow you to choose the default method to spread all line items.

- Based on Actuals monthly amounts
- Spread evenly throughout the year
- Spread based on the number of days in a month
- Spread based on the number of work days in a month (if your database is configured for work days)
- Do not do automated spreading

Monthly spreading (Travel & Meeting Related)

The amounts you have entered so far for "Travel & Meeting Related" are for the full fiscal year. Here you can estimate (or precisely specify) how they are incurred month-by-month. Note: You'll only be able to spread accounts under your discretion. The month-to-month cost distribution of non-discretionary accounts is determined by calculations or other external factors.

Step 1: How would you like to spread your annual amounts on a monthly basis?

- Spread all accounts the same way
- Choose different spreading line by line

Step 2: How would you like to spread the annual amounts?

- Based on "2024 Actuals"
- Spread evenly throughout the fiscal year
- Spread based on the number of days in a month
- Spread based on the number of work days in a month
- Do not automate spreading

Overrides

You may override the automatic spreading for editable months by typing in a value.

Overridden monthly value

- To erase an individual override, right click the cell and select "Erase this override."
- To erase all overrides, select "Erase all overrides" from the "Actions" menu dropdown.

Accounts

Monthly spreading for "Travel & Meeting Related" accounts.

Account number	Account	Type of automatic sp	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Account note
Account class: Expense																
Account type: Discretionary																
72700	Training Fees	As last year	\$926	\$2,777	\$1,851	\$1,864	\$694	\$1,851	\$833	\$2,777	\$3,703	\$3,604	\$1,392	\$1,851	\$24,12	
72100	Meeting Expense	As last year	\$11,520	\$34,559	\$23,040	\$12,635	\$8,640	\$23,040	\$10,368	\$34,559	\$46,079	\$29,594	\$26,822	\$23,040	\$283,89	
72200	Air Transportation	As last year	\$4,017	\$12,052	\$8,035	\$5,178	\$3,013	\$8,035	\$3,616	\$12,052	\$16,070	\$14,875	\$10,454	\$8,035	\$105,43	
72300	Rental car	As last year	\$1,681	\$5,044	\$3,363	\$3,251	\$1,261	\$3,363	\$1,513	\$5,044	\$6,725	\$6,795	\$3,716	\$3,363	\$45,11	
72500	Lodging Expense	As last year	\$3,352	\$10,056	\$6,704	\$4,051	\$2,514	\$6,704	\$3,017	\$10,056	\$13,408	\$15,190	\$7,651	\$6,704	\$89,40	
72600	Seminar Fees	As last year	\$363	\$7,508	\$1,333	\$1,793	\$727	\$1,433	\$923	\$2,593	\$3,676	\$4,337	\$1,516	\$1,933	\$24,25	
Net total:			(\$22,464)	(\$82,397)	(\$44,932)	(\$28,772)	(\$16,888)	(\$44,932)	(\$20,221)	(\$82,397)	(\$99,883)	(\$73,390)	(\$51,571)	(\$44,830)	(\$372,721)	
			3.92%	11.77%	7.85%	5.02%	2.94%	7.85%	3.53%	11.77%	15.69%	12.81%	9.05%	7.85%	100.00%	

In this example, selecting Based on 2024 Actuals monthly amounts will distribute each monthly amount according to the seasonality reflected in the noted version. If you click on the grid and hover on a cell, the reference data for the line item and month will be displayed.

- c. **Choose different spreading line by line** allows the budget holder to select different spreading methods by line item.

Monthly spreading (Travel & Meeting Related) The amounts you have entered so far for "Travel & Meeting Related" are for the full fiscal year. Here you can estimate (or precisely specify) how they are incurred month-by-month. Note: You'll only be able to spread accounts under your discretion. The month-to-month cost distribution of non-discretionary accounts is determined by calculations or other external factors. You have unsaved changes! Back

Step 1 How would you like to spread your annual amounts on a monthly basis?
 Spread each account by a pre-defined method
 Spread all accounts the same way
 Choose different spreading line by line

Overrides You may override the automatic spreading for editable months by typing in a value.
 Overridden monthly value:
 • To erase an individual override, right click the cell and select "Erase this override".
 • To erase all overrides, select "Erase all overrides" from the "Actions" menu dropdown.

Accounts Monthly spreading for "Travel & Meeting Related" accounts.

Account number	Account	Type of automatic sp	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Account note
Account class: Expense																
Account type: Discretionary																
72700	Training Fees	As last year	\$926	\$2,777	\$1,851	\$1,864	\$694	\$1,851	\$833	\$2,777	\$3,703	\$3,604	\$1,392	\$1,851	\$24,126	Edit
72100	Meeting Expense	As last year	\$11,520	\$34,559	\$23,040	\$12,635	\$8,640	\$23,040	\$10,368	\$34,559	\$46,079	\$29,594	\$26,822	\$23,040	\$283,898	Edit
72200	Air Transportation	As last year	\$4,017	\$12,052	\$8,035	\$5,178	\$3,013	\$8,035	\$3,616	\$12,052	\$16,070	\$14,875	\$10,454	\$8,035	\$105,434	Edit
72300	Rental car	As last year	\$1	\$5,044	\$3,363	\$3,251	\$1,261	\$3,363	\$1,513	\$5,044	\$6,725	\$6,795	\$3,716	\$3,363	\$45,116	Edit
72500	Lodging Expense	As last year	\$3,352	\$10,056	\$6,704	\$4,051	\$2,514	\$6,704	\$3,017	\$10,056	\$13,408	\$15,190	\$7,651	\$6,704	\$89,408	Edit
72600	Seminar Fees	As last year	\$969	\$2,908	\$1,939	\$1,793	\$727	\$1,939	\$873	\$2,908	\$3,878	\$3,332	\$1,536	\$1,939	\$24,742	Edit
Net total:			(\$22,466) 3.92 %	(\$67,397) 11.77 %	(\$44,932) 7.85 %	(\$28,722) 5.02 %	(\$16,849) 2.94 %	(\$44,932) 7.85 %	(\$20,221) 3.53 %	(\$67,397) 11.77 %	(\$89,863) 15.69 %	(\$73,390) 12.81 %	(\$51,571) 9.00 %	(\$44,932) 7.85 %	(\$572,721) 100.00 %	

In the Line Items section of the screen, double-click on white box in the **Type of Automatic Spreading** column to switch spreading methods:

- Evenly - Spread evenly throughout the year; essentially a divide by 12
- By days per month - Spread based on the number of days in the month
- None - Do not do automated spreading. All monthly values must be entered manually; the total recalculates to be the sum of all values.
- As last Year – Spread based on monthly amounts from a reference version (often last years actuals, or this year’s forecast)
- By workdays – Spread proportionally as per the number of work days in a fiscal period (available only if configured for your database).
- Line Item Detail Spreading – If you used Budget Method - Line Item Details for an account, you can optionally click on the + button to individually spread each amount.

Accounts

Monthly spreading for "Travel & Meeting Related" accounts.

LID by month	Account number	Account	Type of automatic sp	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Account note
Account class: Expense																	
Account type: Discretionary																	
	72700	Training Fees	As last year	\$926	\$2,777	\$1,851	\$1,864	\$694	\$1,851	\$833	\$2,777	\$3,703	\$3,604	\$1,392	\$1,851	\$24,124	
	72100	Meeting Expense	As last year	\$11,520	\$34,559	\$23,040	\$12,635	\$8,640	\$23,040	\$10,368	\$34,559	\$46,079	\$29,594	\$26,822	\$23,040	\$283,896	
	72200	Air Transportation	As last year	\$4,017	\$12,052	\$8,035	\$5,178	\$3,013	\$8,035	\$3,616	\$12,052	\$16,070	\$14,875	\$10,454	\$8,035	\$105,434	
	72300	Rental car	As last year	\$1,681	\$5,044	\$3,363	\$3,251	\$1,261	\$3,363	\$1,513	\$5,044	\$6,725	\$6,795	\$3,716	\$3,363	\$45,118	
	72500	Lodging Expense	As last year	\$3,352	\$10,056	\$6,704	\$4,051	\$2,514	\$6,704	\$3,017	\$10,056	\$13,408	\$15,190	\$7,651	\$6,704	\$89,408	
	72600	Seminar Fees	As last year	\$949	\$2,848	\$1,899	\$1,756	\$712	\$1,899	\$855	\$2,848	\$3,798	\$3,263	\$1,504	\$1,899	\$24,230	
Net total:				(\$22,446)	(\$67,337)	(\$44,892)	(\$28,735)	(\$16,834)	(\$44,892)	(\$20,203)	(\$67,337)	(\$89,783)	(\$73,321)	(\$51,539)	(\$44,892)	(\$572,209)	
				3.92%	11.77%	7.85%	6.62%	2.94%	7.85%	3.53%	11.77%	15.69%	12.81%	9.01%	7.85%	100.00%	

Manually Overriding Monthly Amounts

If you need to manually override any of the monthly amounts,

1. Scroll through the list of the accounts to locate the account you want to manually change.
2. Locate the month for which you want to override the amount and click in the box containing the monthly amount you wish to change.
3. Change the displayed amount to the correct amount. You will note that all other monthly amounts automatically adjust to compensate for the new amount.
4. Any monthly amount that has been manually overridden will appear in yellow highlight.
5. You may change the total, and the monthly amounts will be re-spread
6. Click **Save** to save any overrides.
7. Click **Close** to return to the Budget Navigation Page.

Monthly spreading (Travel & Meeting Related)

The amounts you have entered so far for "Travel & Meeting Related" are for the full fiscal year. Here you can estimate (or precisely specify) how they are incurred month-by-month. Note: You'll only be able to spread accounts under your discretion. The month-to-month cost distribution of non-discretionary accounts is determined by calculations or other external factors.

You have unsaved changes!

Show or hide steps and overrides

Step 1: How would you like to spread your annual amounts on a monthly basis?

- Spread each account by a pre-defined method
- Spread all accounts the same way
- Choose different spreading line by line

Overrides: You may override the automatic spreading for editable months by typing in a value.

Override monthly value

- To erase an individual override, right click the cell and select "Erase this override."
- To erase all overrides, select "Erase all overrides" from the "Actions" menu dropdown.

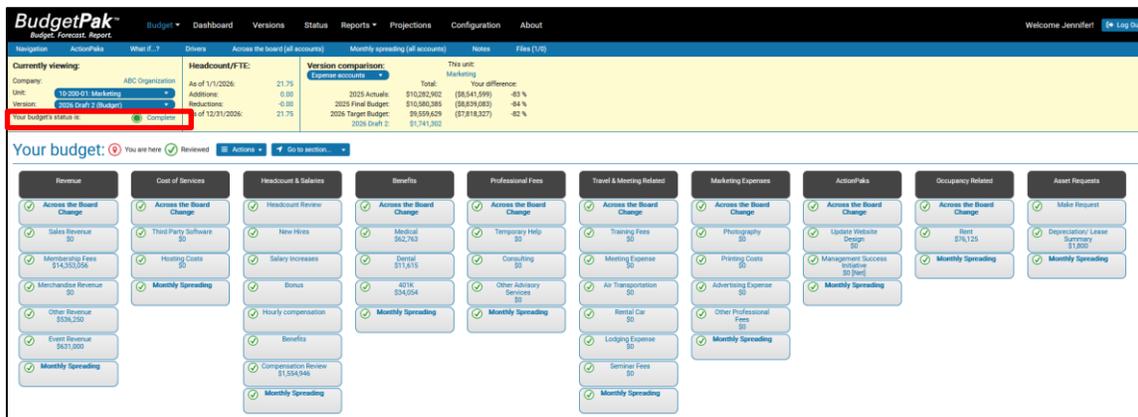
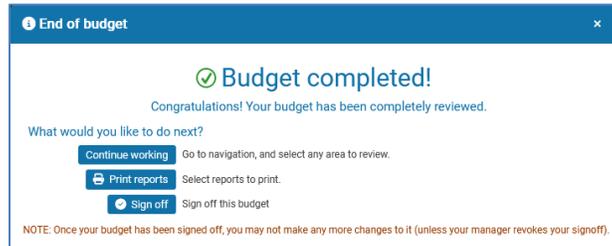
Accounts

Monthly spreading for "Travel & Meeting Related" accounts.

LID by month	Account number	Account	Type of automatic sp	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Account note
Account class: Expense																	
Account type: Discretionary																	
	72700	Training Fees	As last year	\$926	\$2,777	\$1,851	\$1,864	\$694	\$1,851	\$833	\$2,777	\$3,703	\$3,604	\$1,392	\$1,851	\$24,124	
	72100	Meeting Expense	As last year	\$11,520	\$34,559	\$23,040	\$12,635	\$8,640	\$23,040	\$10,368	\$34,559	\$46,079	\$29,594	\$26,822	\$23,040	\$283,896	
	72200	Air Transportation	As last year	\$3,693	\$11,078	\$7,386	\$4,760	\$6,000	\$9,000	\$7,000	\$11,078	\$14,771	\$13,673	\$9,609	\$7,386	\$105,434	
	72300	Rental car	As last year	\$1,681	\$5,044	\$3,363	\$3,251	\$1,261	\$3,363	\$1,513	\$5,044	\$6,725	\$6,795	\$3,716	\$3,363	\$45,118	
	72500	Lodging Expense	As last year	\$3,352	\$10,056	\$6,704	\$4,051	\$2,514	\$6,704	\$3,017	\$10,056	\$13,408	\$15,190	\$7,651	\$6,704	\$89,408	
	72600	Seminar Fees	As last year	\$949	\$2,848	\$1,899	\$1,756	\$712	\$1,899	\$855	\$2,848	\$3,798	\$3,263	\$1,504	\$1,899	\$24,230	
Net total:				(\$22,121)	(\$66,963)	(\$44,342)	(\$28,316)	(\$19,821)	(\$45,857)	(\$22,587)	(\$66,963)	(\$88,484)	(\$72,119)	(\$50,694)	(\$44,242)	(\$572,209)	
				3.87%	11.60%	7.73%	4.95%	3.46%	8.01%	4.12%	11.60%	15.46%	12.60%	8.86%	7.73%	100.00%	

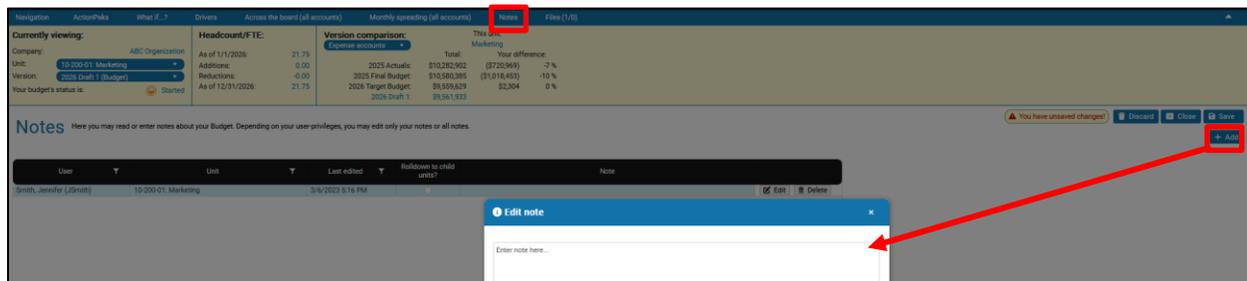
Once you have completed all the necessary steps and all sections have been reviewed. A **Budget Completed** pop up box will appear and the budget status will change to "Complete" with a green circle. From here you can select **Continue working** if you would like to enter **ActionPaks** or review an area,

select **Print reports** if you would like to view reports for your budget, or **Close** if you are done with the budget.

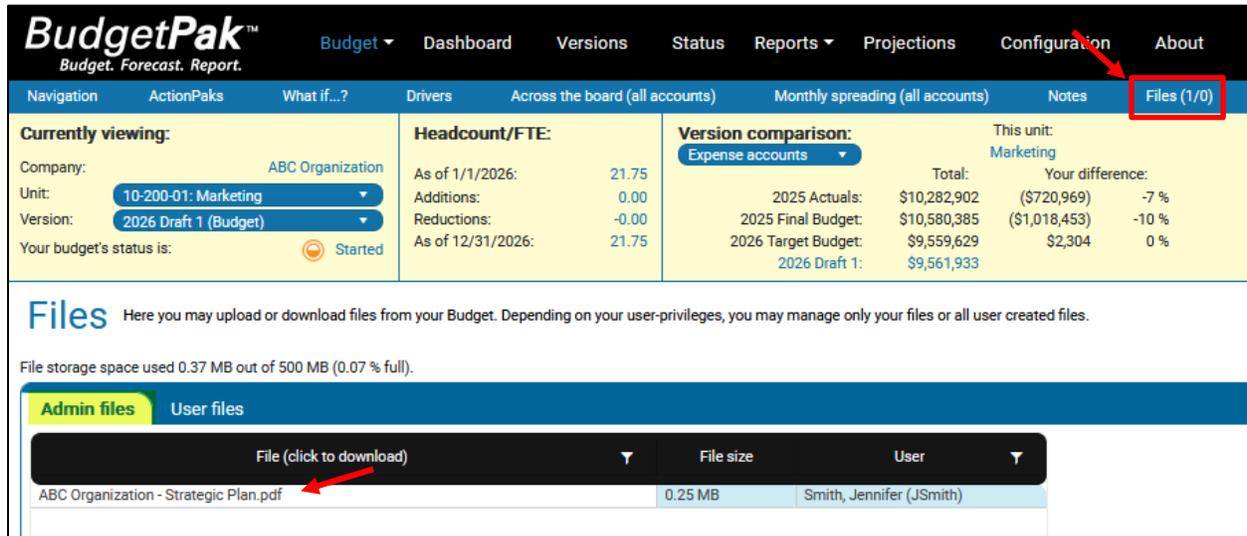


Notes and Files

1. Notes: These are unit-wide notes entered by users who have write access to the budget or entered by approval managers during a revoke activity.
 - a. In the Blue Navigation bar, click **Notes**. Click **Add** to enter a new note, **Edit** to edit an existing note, or **View** to view a note that an approval manager or Administrator assigned to your unit.



2. Admin Files: These are files that are uploaded by the administrator and get assigned to a version. These files will then show up here for all budgets that fall under that version.
 - a. In the Blue Navigation bar, click **Files**. You can click on a filename to download any files listed on the Admin files tab.



BudgetPak™
Budget. Forecast. Report.

Navigation: ActionPaks What if...? Drivers Across the board (all accounts) Monthly spreading (all accounts) Notes **Files (1/0)**

Currently viewing:
 Company: ABC Organization
 Unit: 10-200-01: Marketing
 Version: 2026 Draft 1 (Budget)
 Your budget's status is: Started

Headcount/FTE:
 As of 1/1/2026: 21.75
 Additions: 0.00
 Reductions: -0.00
 As of 12/31/2026: 21.75

Version comparison:
 Expense accounts
 Total: 2025 Actuals: \$10,282,902 (\$720,969) -7 %
 2025 Final Budget: \$10,580,385 (\$1,018,453) -10 %
 2026 Target Budget: \$9,559,629 \$2,304 0 %
 2026 Draft 1: \$9,561,933

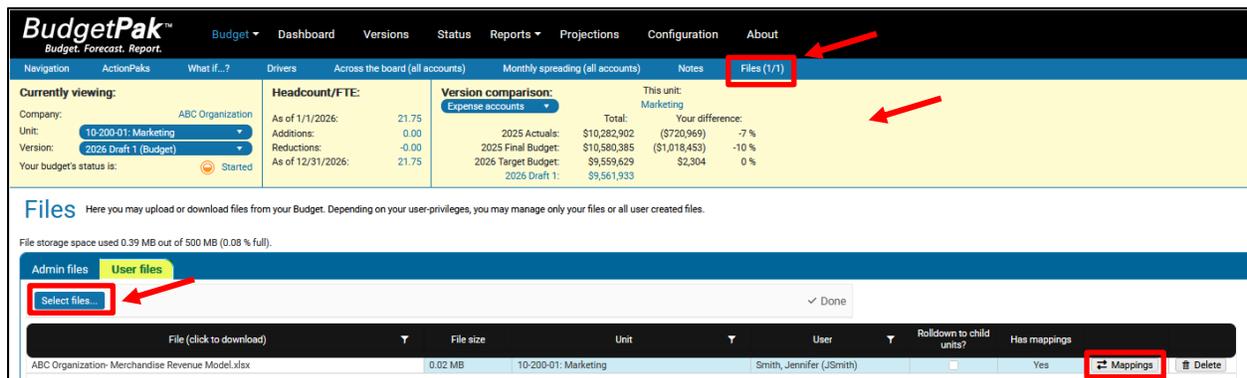
Files Here you may upload or download files from your Budget. Depending on your user-privileges, you may manage only your files or all user created files.

File storage space used 0.37 MB out of 500 MB (0.07 % full).

Admin files User files

File (click to download)	File size	User
ABC Organization - Strategic Plan.pdf	0.25 MB	Smith, Jennifer (JSmith)

3. User Files: These are files that are uploaded by users who have write access to the budget.
 - a. In the Blue Navigation bar, click **Files**. On the Users tab, click **Select files** to upload any file. Click **Save**. Optionally, click **Mappings** to assign that file to specific accounts.



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Navigation: ActionPaks What if...? Drivers Across the board (all accounts) Monthly spreading (all accounts) Notes **Files (1/1)**

Currently viewing:
 Company: ABC Organization
 Unit: 10-200-01: Marketing
 Version: 2026 Draft 1 (Budget)
 Your budget's status is: Started

Headcount/FTE:
 As of 1/1/2026: 21.75
 Additions: 0.00
 Reductions: -0.00
 As of 12/31/2026: 21.75

Version comparison:
 Expense accounts
 Total: 2025 Actuals: \$10,282,902 (\$720,969) -7 %
 2025 Final Budget: \$10,580,385 (\$1,018,453) -10 %
 2026 Target Budget: \$9,559,629 \$2,304 0 %
 2026 Draft 1: \$9,561,933

Files Here you may upload or download files from your Budget. Depending on your user-privileges, you may manage only your files or all user created files.

File storage space used 0.39 MB out of 500 MB (0.08 % full).

Admin files **User files**

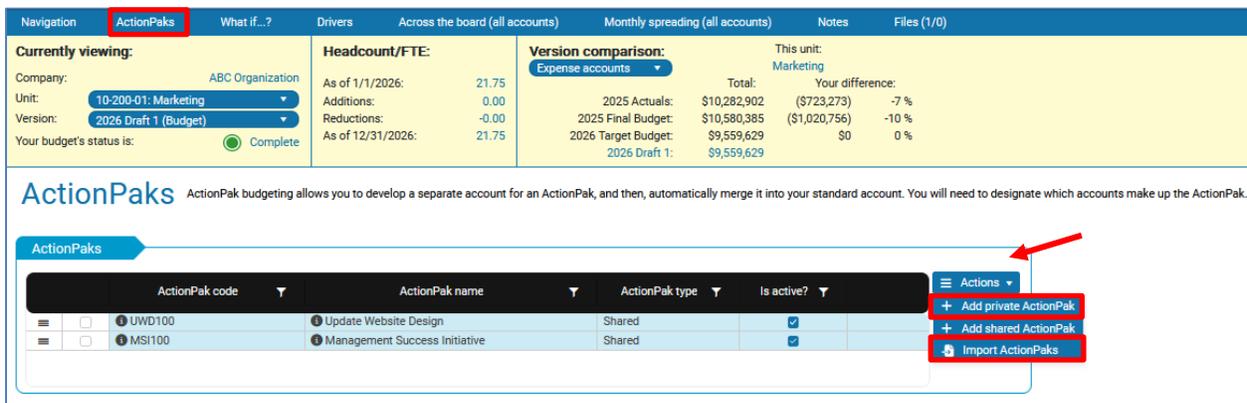
Select files... Done

File (click to download)	File size	Unit	User	Rolldown to child units?	Has mappings	Mappings	Delete
ABC Organization- Merchandise Revenue Model.xlsx	0.02 MB	10-200-01: Marketing	Smith, Jennifer (JSmith)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>

ActionPaks – Budgeting for Specific Projects

ActionPaks are an optional feature that you can use to budget for unit-specific initiatives, projects, or programs. Any amount entered into an ActionPak is additive to the amount already entered for that account in your general budget.

1. Click **ActionPaks** in the blue navigation menu at the top of your screen. ActionPaks can be entered at any point in the budget entry process.



Navigation: **ActionPaks** What if...? Drivers Across the board (all accounts) Monthly spreading (all accounts) Notes Files (1/0)

Currently viewing:
 Company: ABC Organization
 Unit: 10-200-01: Marketing
 Version: 2026 Draft 1 (Budget)
 Your budget's status is: Complete

Headcount/FTE:
 As of 1/1/2026: 21.75
 Additions: 0.00
 Reductions: -0.00
 As of 12/31/2026: 21.75

Version comparison:
 Expense accounts
 Total: 2025 Actuals: \$10,282,902 (\$723,273) -7 %
 2025 Final Budget: \$10,580,385 (\$1,020,756) -10 %
 2026 Target Budget: \$9,559,629 \$0 0 %
 2026 Draft 1: \$9,559,629

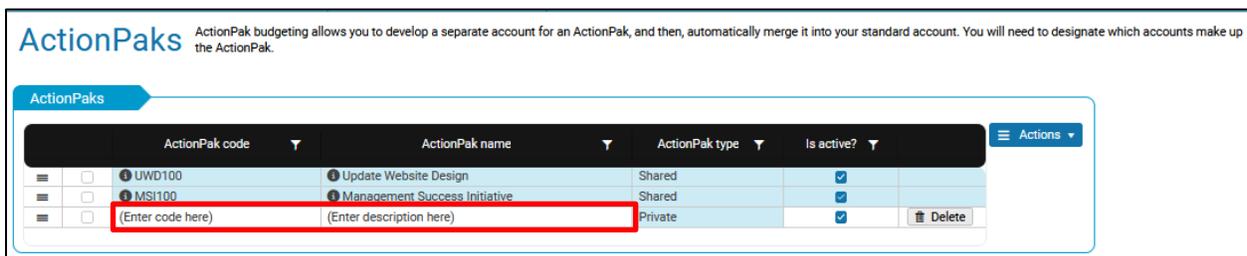
This unit: Marketing
 Your difference:

ActionPaks ActionPak budgeting allows you to develop a separate account for an ActionPak, and then, automatically merge it into your standard account. You will need to designate which accounts make up the ActionPak.

ActionPak code	ActionPak name	ActionPak type	Is active?
UWD100	Update Website Design	Shared	✓
MSI100	Management Success Initiative	Shared	✓

Actions:
 + Add private ActionPak
 + Add shared ActionPak
 Import ActionPaks

2. Click the **Add ActionPak** button and enter a name for this ActionPak or use **Import ActionPaks** to import accounts and values from a prior version. Enter a code for this ActionPak. The code is required and needs to be a unique identifier within the unit.

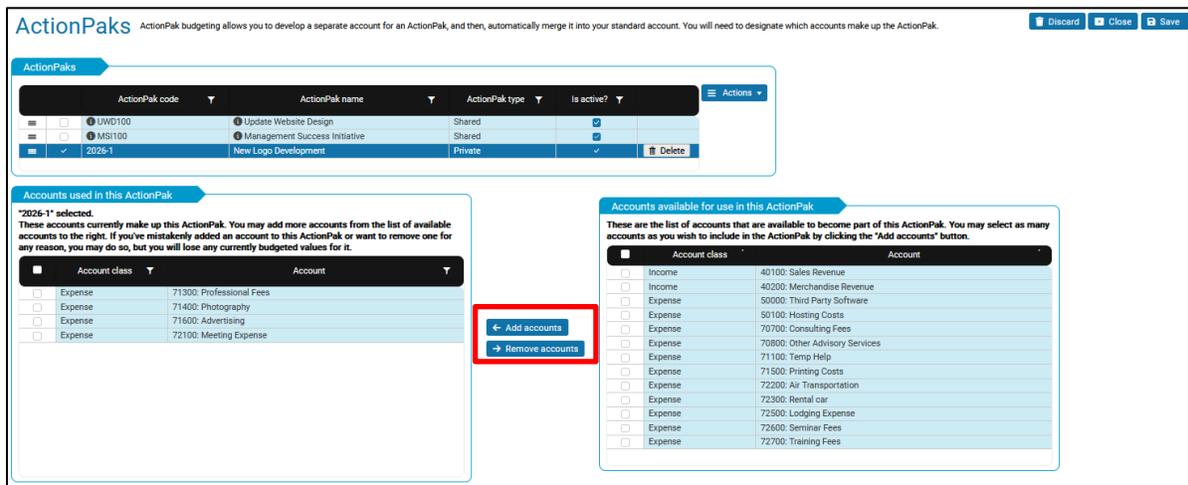


ActionPaks ActionPak budgeting allows you to develop a separate account for an ActionPak, and then, automatically merge it into your standard account. You will need to designate which accounts make up the ActionPak.

ActionPak code	ActionPak name	ActionPak type	Is active?
UWD100	Update Website Design	Shared	✓
MSI100	Management Success Initiative	Shared	✓
(Enter code here)	(Enter description here)	Private	✓

Actions: Delete

- Map accounts to the ActionPak by selecting the accounts in the **Accounts available for use in this ActionPak** box on the right of the window and clicking **Add accounts** to add it to the ActionPak. The accounts selected will appear in the **Accounts used in this ActionPak** box on the left of the window. Map all accounts that will be needed for the ActionPak.



ActionPaks ActionPak budgeting allows you to develop a separate account for an ActionPak, and then, automatically merge it into your standard account. You will need to designate which accounts make up the ActionPak.

ActionPak code	ActionPak name	ActionPak type	Is active?	Actions
UWD100	Update Website Design	Shared	<input checked="" type="checkbox"/>	
MSI100	Management Success Initiative	Shared	<input checked="" type="checkbox"/>	
2026-1	New Logo Development	Private	<input checked="" type="checkbox"/>	Delete

Accounts used in this ActionPak
 2026-1 selected.
 These accounts currently make up this ActionPak. You may add more accounts from the list of available accounts to the right. If you've mistakenly added an account to this ActionPak or want to remove one for any reason, you may do so, but you will lose any currently budgeted values for it.

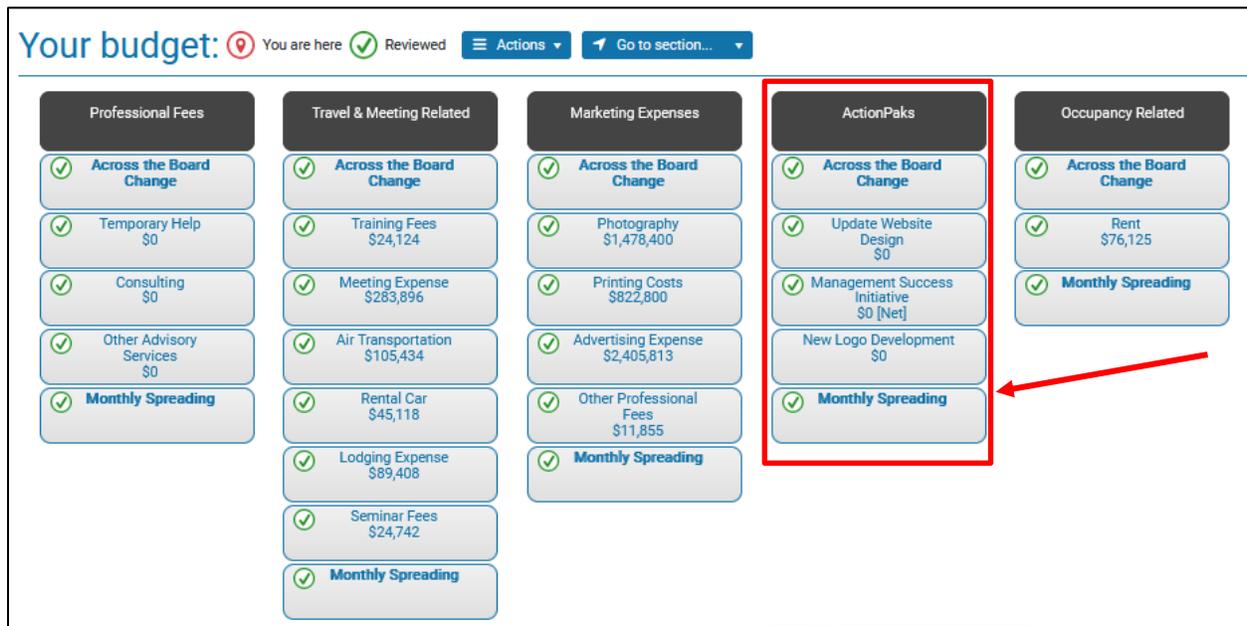
Account class	Account
<input type="checkbox"/>	Expense 71300: Professional Fees
<input type="checkbox"/>	Expense 71400: Photography
<input type="checkbox"/>	Expense 71600: Advertising
<input type="checkbox"/>	Expense 72100: Meeting Expense

Accounts available for use in this ActionPak
 These are the list of accounts that are available to become part of this ActionPak. You may select as many accounts as you wish to include in the ActionPak by clicking the 'Add accounts' button.

Account class	Account
<input type="checkbox"/>	Income 40100: Sales Revenue
<input type="checkbox"/>	Income 40200: Merchandise Revenue
<input type="checkbox"/>	Expense 50000: Third Party Software
<input type="checkbox"/>	Expense 50100: Hosting Costs
<input type="checkbox"/>	Expense 70700: Consulting Fees
<input type="checkbox"/>	Expense 70800: Other Advisory Services
<input type="checkbox"/>	Expense 71100: Temp Help
<input type="checkbox"/>	Expense 71500: Printing Costs
<input type="checkbox"/>	Expense 72200: Air Transportation
<input type="checkbox"/>	Expense 72300: Rental car
<input type="checkbox"/>	Expense 72500: Lodging Expense
<input type="checkbox"/>	Expense 72600: Seminar Fees
<input type="checkbox"/>	Expense 72700: Training Fees

← Add accounts
→ Remove accounts

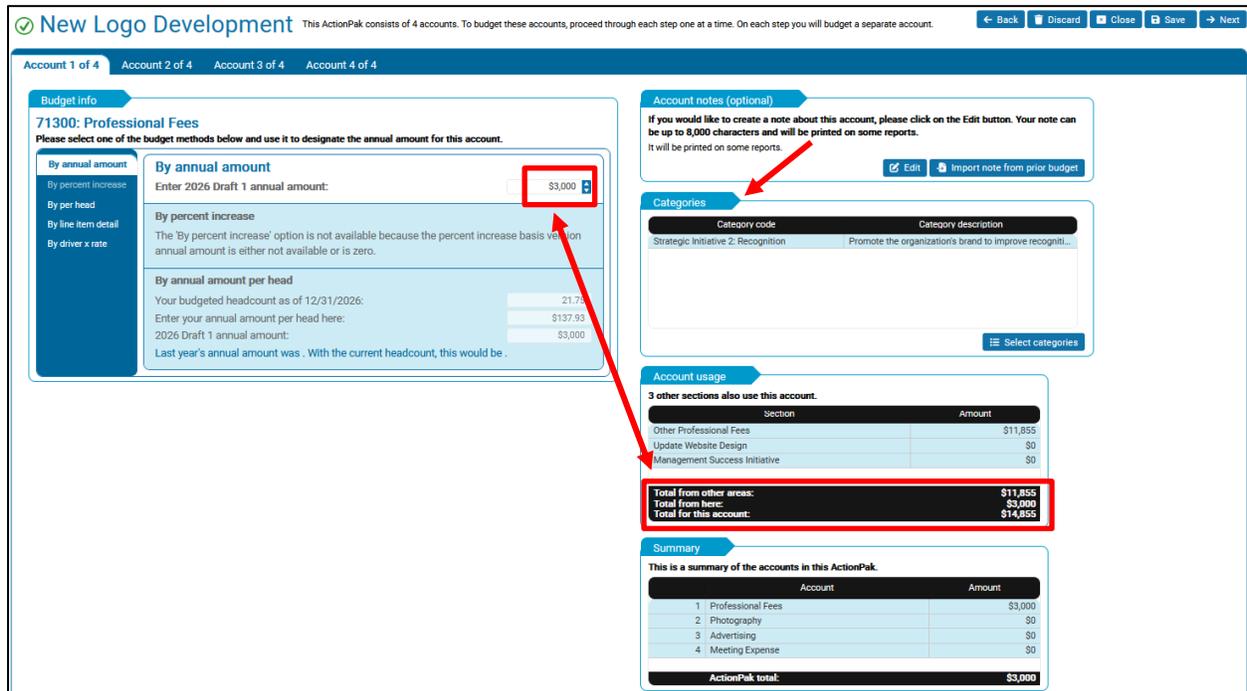
- Click **Save** then click **Close** to return to the Navigation window.



Your budget: 📍 You are here ✅ Reviewed ⌵ Actions ➔ Go to section...

Professional Fees	Travel & Meeting Related	Marketing Expenses	ActionPaks	Occupancy Related
<input checked="" type="checkbox"/> Across the Board Change	<input checked="" type="checkbox"/> Across the Board Change	<input checked="" type="checkbox"/> Across the Board Change	<input checked="" type="checkbox"/> Across the Board Change	<input checked="" type="checkbox"/> Across the Board Change
<input checked="" type="checkbox"/> Temporary Help \$0	<input checked="" type="checkbox"/> Training Fees \$24,124	<input checked="" type="checkbox"/> Photography \$1,478,400	<input checked="" type="checkbox"/> Update Website Design \$0	<input checked="" type="checkbox"/> Rent \$76,125
<input checked="" type="checkbox"/> Consulting \$0	<input checked="" type="checkbox"/> Meeting Expense \$283,896	<input checked="" type="checkbox"/> Printing Costs \$822,800	<input checked="" type="checkbox"/> Management Success Initiative \$0 [Net]	<input checked="" type="checkbox"/> Monthly Spreading
<input checked="" type="checkbox"/> Other Advisory Services \$0	<input checked="" type="checkbox"/> Air Transportation \$105,434	<input checked="" type="checkbox"/> Advertising Expense \$2,405,813	<input type="checkbox"/> New Logo Development \$0	
<input checked="" type="checkbox"/> Monthly Spreading	<input checked="" type="checkbox"/> Rental Car \$45,118	<input checked="" type="checkbox"/> Other Professional Fees \$11,855	<input checked="" type="checkbox"/> Monthly Spreading	
	<input checked="" type="checkbox"/> Lodging Expense \$89,408	<input checked="" type="checkbox"/> Monthly Spreading		
	<input checked="" type="checkbox"/> Seminar Fees \$24,742			
	<input checked="" type="checkbox"/> Monthly Spreading			

- Click on the new section for the ActionPak and the **ActionPak** window will appear. Enter the requested amount in the **By annual amount** box in **Step 1**. Enter the description of the initiative in the **Step 2** box. The description should contain details of the request sufficient to assess the need for the funding requested. When the Category feature of BudgetPak is utilized, the ActionPak, as an example, can be tied to a strategic initiative. Repeat these steps for each account mapped to the ActionPak.



Budget info
71300: Professional Fees
Please select one of the budget methods below and use it to designate the annual amount for this account.

By annual amount
Enter 2026 Draft 1 annual amount:

By percent increase
The 'By percent increase' option is not available because the percent increase basis valuation annual amount is either not available or is zero.

By annual amount per head
Your budgeted headcount as of 12/31/2026: 21.75
Enter your annual amount per head here: \$137.93
2026 Draft 1 annual amount: \$3,000
Last year's annual amount was . With the current headcount, this would be .

Account notes (optional)
If you would like to create a note about this account, please click on the Edit button. Your note can be up to 8,000 characters and will be printed on some reports.

Categories
Strategic Initiative 2: Recognition - Promote the organization's brand to improve recogniti...

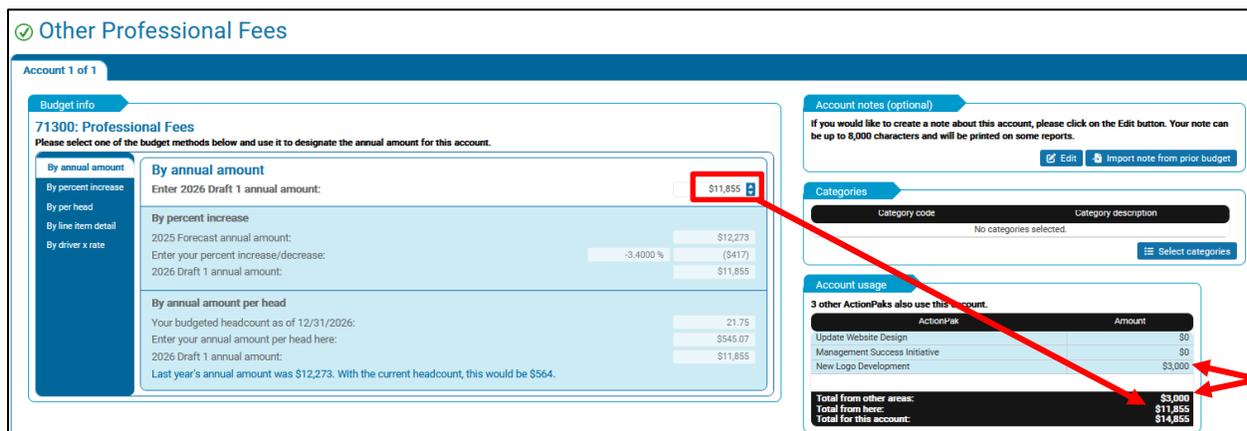
Account usage
3 other sections also use this account.

Section	Amount
Other Professional Fees	\$11,855
Update Website Design	\$0
Management Success Initiative	\$0
Total from other areas:	\$11,855
Total from here:	\$3,000
Total for this account:	\$14,855

Summary
This is a summary of the accounts in this ActionPak.

Account	Amount
1 Professional Fees	\$3,000
2 Photography	\$0
3 Advertising	\$0
4 Meeting Expense	\$0
ActionPak total:	\$3,000

NOTE: Any account which you used in an ActionPak will now appear as an additional account within the general budget. When you click on a section in your Navigation window that includes an ActionPak, you will see the general budget value, the ActionPak value and the total value for that account.



Budget info
71300: Professional Fees
Please select one of the budget methods below and use it to designate the annual amount for this account.

By annual amount
Enter 2026 Draft 1 annual amount:

By percent increase
2025 Forecast annual amount: \$12,273
Enter your percent increase/decrease: -3.4000% (\$417)
2026 Draft 1 annual amount: \$11,855

By annual amount per head
Your budgeted headcount as of 12/31/2026: 21.75
Enter your annual amount per head here: \$545.07
2026 Draft 1 annual amount: \$11,855
Last year's annual amount was \$12,273. With the current headcount, this would be \$564.

Account notes (optional)
If you would like to create a note about this account, please click on the Edit button. Your note can be up to 8,000 characters and will be printed on some reports.

Categories
No categories selected.

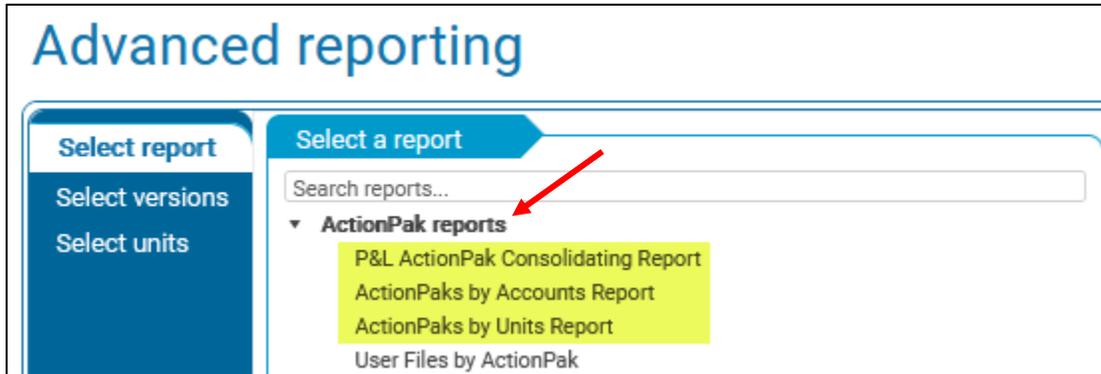
Account usage
3 other ActionPaks also use this account.

ActionPak	Amount
Update Website Design	\$0
Management Success Initiative	\$0
New Logo Development	\$3,000
Total from other areas:	\$3,000
Total from here:	\$11,855
Total for this account:	\$14,855

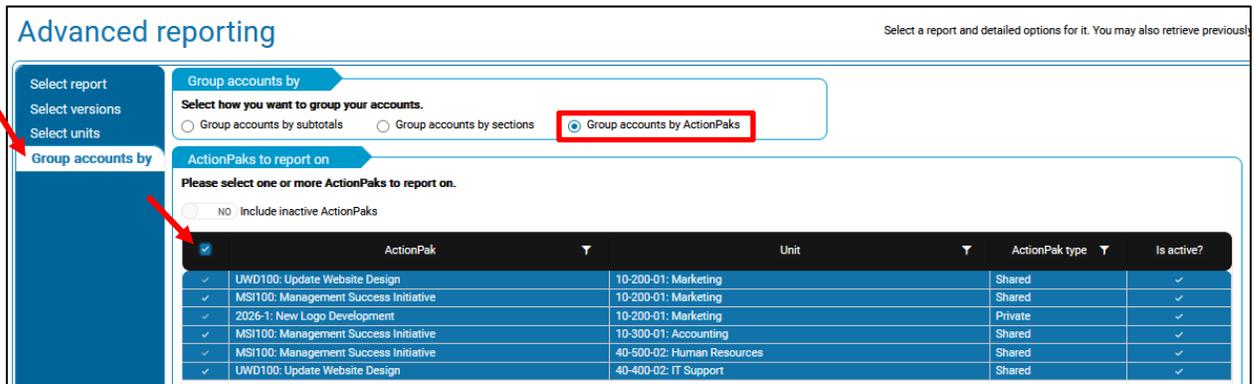
6. Continue to add additional ActionPaks as needed.

7. Reports

- a. All P&L reports will display the total value for each account.
- b. Run an ActionPak report to see the individual ActionPaks with their associated accounts, amounts and notes.



- c. The Annual, YTD, Quarterly and Monthly P&L's can be grouped by ActionPaks only. On the Group accounts by tab, select Group accounts by ActionPaks only and make your selections.



Reviewing Headcount & Salaries

If you have Headcount (employees) in your unit and if you are authorized to review Headcount & Salaries, you will see a stack called **Headcount & Salaries** in your Navigation page.

Your budget: 📍 You are here ✅ Reviewed ☰ Actions ↶ Go to section...

Cost of Services	Headcount & Salaries	Benefits	Professional Fees
✅ Across the Board Change	✅ Headcount Review	✅ Across the Board Change	✅ Across the Board Change
✅ Third Party Software \$883,154	✅ New Hires	✅ Medical \$64,646	✅ Temporary Help \$0
✅ Hosting Costs \$1,471,923	✅ Salary Increases	✅ Dental \$11,615	✅ Consulting \$0
✅ Monthly Spreading	✅ Bonus	✅ 401K \$35,262	✅ Other Advisory Services \$0
	✅ Hourly compensation	✅ Monthly Spreading	✅ Monthly Spreading
	✅ Benefits		
	✅ Compensation Review \$1,607,176		
	✅ Monthly Spreading		

1. Click the top section **Headcount Review**.

- In **Step 1**, you are verifying the current headcount and salaries. The information has been preloaded by the BudgetPak Administrator. Please contact the BudgetPak Administrator if the headcount list is not correct.
- In **Steps 2, and 3** enter the dates for those employees who are leaving permanently or temporarily. Enter notes in the Employee Notes field to add commentary.
- You can customize which columns are displayed by clicking on the three dots next to the column name and selecting **Columns**.

Headcount review Please review your current headcount and answer the questions step by step. You can always come back later and change your answers. ⚠ You have unsaved changes! ← Back Discard Close Save → Next

Step 1
Review your current headcount below. Is the list complete and correct?
 Yes Even if you are not sure all the details are correct, you may proceed with budgeting and come back here later to verify.
 No Note: Please consider at this point ONLY your CURRENT headcount. We will ask about new hires later.

Step 2
Are any of your current headcount going to be leaving permanently for any reason?
 Yes Designate the departure date(s) below
 No All terminations must be reviewed with Human Resources

Step 3
Are any of your current headcount going on parental leave?
 Yes Please discuss with your Human Resource representative
 No

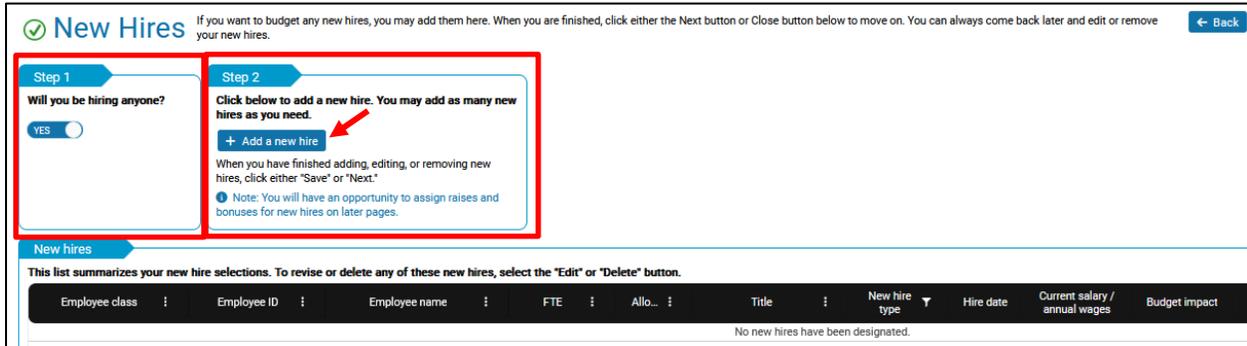
Current employees
Current employees as of 12/31/2025.

Employee class	Employee ID	Employee name	FTE	Allo..	Title	Hire date	Departure date	Current salary / annual wages	Budget impact	Employee note	
Executive	214410	Parson, Stanley	1.000	100 %	Marketing Director	8/9/1990	3/15/2026	\$143,000	(\$117,428)	Retiring	✎ Edit n
Executive	133115	Scopes, Anna	1.000	100 %	Sr. Manager	5/7/1991		\$133,250			✎ Edit n
Executive	214377	Zank, Rita	1.000	100 %	Sr. Manager	1/1/2003		\$105,606			✎ Edit n
Full Time	194922	Brown, Anna	1.000	75 %	Website Manager	1/1/2003		\$57,600			✎ Edit n
Full Time	121063	Elfenson, Frank	1.000	100 %	Manager	5/7/1991		\$73,225			✎ Edit n
Full Time	110047	Green, Charles	1.000	100 %	Manager	4/7/2004		\$60,000			✎ Edit n
Full Time	146452	Libor, Phil	1.000	100 %	Sr. Supervisor	3/6/1991		\$58,500			✎ Edit n
Full Time	331302	Mansfield, Stanley	1.000	100 %	Supervisor	4/7/1989		\$55,636			✎ Edit n
Full Time	205741	Rice, William	1.000	100 %	Manager	3/15/1998		\$84,500			✎ Edit n
Full Time	161074	Smith, Ann	1.000	100 %	Manager	4/4/1995		\$66,000			✎ Edit n
Full Time	194912	West, Frank	1.000	50 %	Manager	1/1/2003		\$44,444			✎ Edit n
Full Time	122238	Westfield, Robert	1.000	100 %	Admin Assistant	5/7/2003		\$17,000			✎ Edit n
Part Time	288254	Waters, Parry	0.500	100 %	Supervisor	2/23/1999		\$20,292			✎ Edit n
Hourly - Monthly pay	317063	Gilbert, Angela	1.000	100 %	Electrician	3/6/1991		\$84,124			✎ Edit n
Hourly - Monthly pay	326049	Hindle, Ernesto	1.000	100 %	Plumber	6/15/2001		\$59,473			✎ Edit n
Hourly - Monthly pay	216555	Knudsen, Ethan	1.000	100 %	Plumber	5/6/2003		\$59,473			✎ Edit n
Hourly - Monthly pay	134148	Lennon, Rolf	1.000	100 %	Electrician	4/6/1987		\$104,124			✎ Edit n
Hourly - Monthly pay	147917	Vazquez, Traci	1.000	100 %	Electrician	8/9/1990		\$84,124			✎ Edit n
Hourly - Bi-Weekly pay	311209	Kitchens, Brendan	1.000	100 %	Custodial	6/7/2004		\$13,427			✎ Edit n
Hourly - Bi-Weekly pay	198697	Merritt, Sidney	1.000	100 %	GroundsKeeper	3/6/1991		\$9,280			✎ Edit n
Hourly - Bi-Weekly pay	326556	Mortena, Reagon	1.000	100 %	Custodial	3/15/1998		\$9,989			✎ Edit n
			22.500					\$1,362,161	(\$117,428)		

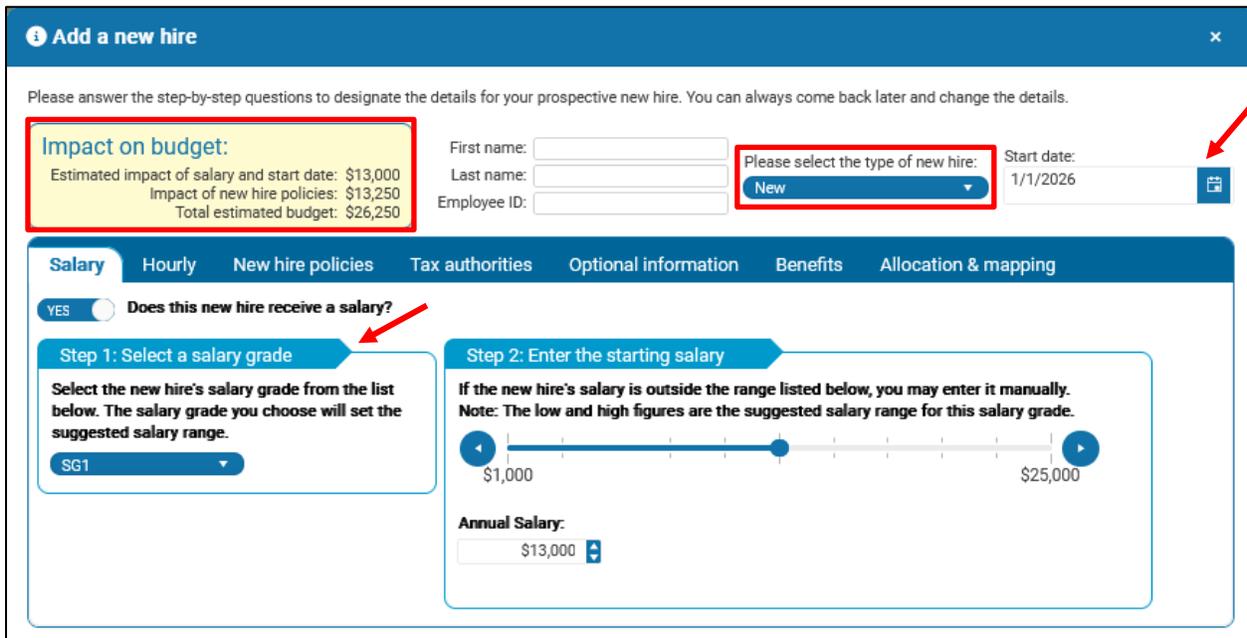
Please note: If you have a new individual starting BEFORE June 1, 2025, please contact the budgetpak administrator (Lisa Arida) to assist you with adding the individual into the system.

Adjustments for the mandatory increase in minimum wage will be handled by the Budgetpak administration.

2. Plan for any employees in the next section, **New Hires (ANYONE JUNE 1 or LATER)**



- In the **Step 1** panel, select **Yes** or **No** to **Will you be hiring anyone?**
- If you respond **No**, then you may move on, Click on **Save** and then **Next**
- If you respond **Yes**, in **Step 2**, click **Add a New Hire** button.
- Enter all appropriate information for the New Hire on the various tabs. (See screenshots below)
- Click **Save** when you are finished to return to the **Add a New Hire** page.
- Continue to follow steps 2c-2e for all new hires.



- Select type of new hire: new or replacement for someone who is leaving.

- **Step 1:** Select **salary grade** from list that is prepopulated by the BudgetPak Administrator.
- **Step 2:** Enter the **starting annual salary**. Click on the amount if it falls with the salary range for that class. If the salary is outside the range, enter it in the annual salary box.
- **Step 3:** Designate the **starting date** by entering a date in the box, or by picking a date from the pop-up calendar.

- **Step 1:** Select a wage class from the list prepopulated by the BudgetPak Administrator.
- **Step 2:** Select wage types, rates and hours by checking the 'Include' box of the applicable wage type and entering the starting rate and estimated hours.

- For each policy, designate the applicable percent or dollar value for this new hire. If you are not sure what applies, leave the pre-selected defaults as is.

Salary Hourly New hire policies **Tax authorities** Optional information Benefits Allocation & mapping

This information is needed to calculate employment taxes for the new hire.
Please select the appropriate national and local tax authorities from both dropdowns below. This is usually the country of residence, and the state/province /county of residence.

National tax authority:
USA: United States

State/province/county tax authority:
CT: Connecticut

- Each employee is subject to national and local employment taxes (such as social security and SUI). Select the appropriate national and local tax authorities for this new hire.

Salary Hourly New hire policies Tax authorities **Optional information** Benefits Allocation & mapping

FTE

This is a full time employee
If not, please enter the full-time equivalent (FTE): 1.000

New hire attributes

Title: _____
Employee class:
Executive

The pay schedule for this employee class is "2026 Monthly Pay Schedule."

New hire note

If you would like to add/edit a note about why this hire is necessary, or some other note, please click on the "Edit note" button.

Edit note

- If this new hire is not full-time, uncheck the box and enter the full time equivalent. NOTE: Be sure to always designate the actual annual salary for a new hire. For example, if the full time salary for a full time employee would be \$50,000, but you are designating an FTE of 0.5, then designate a salary of \$25,000. Enter the title for the new hire if you know it. It will display on page and on headcount reports.
- Select the employee class for the new hire.
- Enter a note to explain the purpose of the new hire.

3. Plan for any **Salary Increases** or **Bonus** in the next sections.
 - a. In **Step 1 How would you like to budget salary increases?**, select the italicized default – By percent of salary, Allocate from a pool, or Fixed amount per employee
 - b. In **Step 2 How would you like to handle salary increases?**, select the italicized default – Give everyone the same salary increase, Give ‘everyone except’ the same salary increase, or Give salary increases by individual
 - c. In **Step 3 How would you like to set the date for the salary increase?**, select the italicized default – Use HR-defined date for everyone, Use HR-defined date for ‘everyone except’, or Provide dates individually.

- d. Click **Save** to save your entries or **Next** to save and move to the next section in the Headcount & Salaries Stack.
- e. Continue to follow steps 3a-3d for all Salary Increases and Bonus Sections

Salary Increases Please review and answer the questions step by step. You can always come back later and change your answers.

Step 1: How would you like to budget salary increases?
 By percent of salary
 Allocate from a pool
 Fixed amount per employee

Step 2: How would you like to handle percentages for salary increases?
 Give everyone the same salary increases
 Give everyone except the same salary increases
 Give salary increases by individual
 Standard salary increases: 3.00 %

Step 3: How would you like to handle the salary increases date?
 Note: HR-defined date is 1/1/2026
 Use HR-defined date for everyone
 Use HR-defined date for everyone except
 Provide dates individually

Current employees

Designate salary increases for each current employee (snapshot as of 12/31/2025) and new hires:

Employee ID	Employee name	FTE	Allo.	Net headcount	Title	Hire date	Salary grade	Current salary	Salary Increase %	Salary Increases \$	Salary Increases \$ (allocated)	New salary	Salary Increases date	Budget impact
214410	Parson, Stanley	1.000	100 %	1.000	Marketing Director	8/9/1990	S05 (\$150,000 - \$300,000)	\$143,000	3.00 %	\$4,290	\$4,290	\$147,290	1/1/2026	\$4,290
133115	Scopes, Anna	1.000	100 %	1.000	Sr. Manager	5/7/1991	S04 (\$100,000 - \$200,000)	\$133,250	3.00 %	\$3,998	\$3,998	\$137,248	1/1/2026	\$3,998
214377	Zank, Rita	1.000	100 %	1.000	Sr. Manager	1/1/2003	S04 (\$100,000 - \$200,000)	\$105,696	3.00 %	\$3,168	\$3,168	\$108,774	1/1/2026	\$3,168
194922	Brown, Anna	1.000	75 %	0.750	Website Manager	1/1/2003	S03 (\$70,000 - \$220,000)	\$57,688	3.00 %	\$2,204	\$2,204	\$59,892	1/1/2026	\$2,204
121063	Elfrsson, Frank	1.000	100 %	1.000	Manager	5/7/1991	S03 (\$70,000 - \$220,000)	\$73,225	3.00 %	\$2,197	\$2,197	\$75,422	1/1/2026	\$2,197
110047	Green, Charles	1.000	100 %	1.000	Manager	4/7/2004	S03 (\$70,000 - \$220,000)	\$60,000	3.00 %	\$1,800	\$1,800	\$61,800	1/1/2026	\$1,800
146452	Libor, Phil	1.000	100 %	1.000	Sr. Supervisor	3/6/1991	S02 (\$25,000 - \$85,000)	\$58,500	3.00 %	\$1,755	\$1,755	\$60,255	1/1/2026	\$1,755
331302	Mansfield, Stanley	1.000	100 %	1.000	Supervisor	4/7/1989	S02 (\$25,000 - \$85,000)	\$55,636	3.00 %	\$1,669	\$1,669	\$57,305	1/1/2026	\$1,669
205741	Rice, William	1.000	100 %	1.000	Manager	4/1/2025	S03 (\$70,000 - \$220,000)	\$90,000	0.00 %	\$0	\$0	\$90,000	1/1/2026	\$0
205741	Rice, William	1.000	100 %	1.000	Manager	3/15/1998	S03 (\$70,000 - \$220,000)	\$84,500	3.00 %	\$2,535	\$2,535	\$87,035	1/1/2026	\$2,535
161074	Smith, Ann	1.000	100 %	1.000	Manager	4/4/1995	S03 (\$70,000 - \$220,000)	\$66,000	3.00 %	\$1,980	\$1,980	\$67,980	1/1/2026	\$1,980
194912	West, Frank	1.000	50 %	0.500	Manager	1/1/2003	S03 (\$70,000 - \$220,000)	\$44,444	3.00 %	\$1,333	\$1,333	\$45,777	1/1/2026	\$1,333
122238	Westfield, Robert	1.000	100 %	1.000	Admin Assistant	5/7/2003	S01 (\$1,000 - \$25,000)	\$17,000	3.00 %	\$510	\$510	\$17,510	1/1/2026	\$510
288234	Waters, Parry	0.500	100 %	0.500	Supervisor	2/23/1999	S01 (\$1,000 - \$25,000)	\$20,292	3.00 %	\$609	\$609	\$20,901	1/1/2026	\$609
		13.500		12.750				\$1,099,053		\$29,481	\$27,572	\$1,036,624		\$25,904

Bonus Please review and answer the questions step by step. You can always come back later and change your answers.

Step 1: How would you like to budget bonus?
 By percent of salary
 Allocate from a pool
 Fixed amount per employee

Step 2: How would you like to handle the pool?
 Allocate to everyone from the pool
 Allocate to everyone except from the pool
 Pool: \$20,000
 Pool drawdown: \$20,000
 Remainder in pool: \$0

Step 3: How would you like to handle the bonus date?
 Note: HR-defined date is 4/1/2026
 Use HR-defined date for everyone
 Use HR-defined date for everyone except
 Provide dates individually

Current employees

Designate bonus for each current employee (snapshot as of 12/31/2025) and new hires:

Employee ID	Employee name	FTE	Allo.	Title	Hire date	Currently salary/wage	Last bonus \$	Last bonus date	Bonus %	Bonus \$	bonus \$ (allocated)	Bonus date	Budget impact	Employee note
214410	Parson, Stanley	1.000	100 %	Marketing Director	8/9/1990	\$143,000	\$9,600	4/5/2025	2.34 %	\$3,200	\$3,200	4/1/2026	\$3,200	
133115	Scopes, Anna	1.000	100 %	Sr. Manager	5/7/1991	\$133,250	\$6,663	4/5/2025	2.34 %	\$2,982	\$2,982	4/1/2026	\$2,982	
214377	Zank, Rita	1.000	100 %	Sr. Manager	1/1/2003	\$105,696	\$5,280	4/5/2025	2.34 %	\$2,363	\$2,363	4/1/2026	\$2,363	
194922	Brown, Anna	1.000	75 %	Website Manager	1/1/2003	\$57,688	\$8,800	4/5/2025	2.34 %	\$1,299	\$1,299	4/1/2026	\$1,299	
121063	Elfrsson, Frank	1.000	100 %	Manager	5/7/1991	\$73,225	\$0	4/5/2025	0.00 %	\$0	\$0	4/1/2026	\$0	
110047	Green, Charles	1.000	100 %	Manager	4/7/2004	\$60,000	\$8,000	4/5/2025	2.24 %	\$1,343	\$1,343	4/1/2026	\$1,343	Retiring
146452	Libor, Phil	1.000	100 %	Sr. Supervisor	3/6/1991	\$58,500	\$0	4/5/2025	2.24 %	\$1,309	\$1,309	4/1/2026	\$1,309	
331302	Mansfield, Stanley	1.000	100 %	Supervisor	4/7/1989	\$55,636	\$0	4/5/2025	2.24 %	\$1,243	\$1,243	4/1/2026	\$1,243	
205741	Rice, William	1.000	100 %	Manager	4/1/2025	\$90,000	\$0	4/5/2025	0.00 %	\$0	\$0	4/1/2026	\$0	
205741	Rice, William	1.000	100 %	Manager	3/15/1998	\$84,500	\$9,235	4/5/2025	2.24 %	\$1,891	\$1,891	4/1/2026	\$1,891	Replacement for Frank, leaving in...
161074	Smith, Ann	1.000	100 %	Manager	4/4/1995	\$66,000	\$5,075	4/5/2025	2.24 %	\$1,477	\$1,477	4/1/2026	\$1,477	
194912	West, Frank	1.000	50 %	Manager	1/1/2003	\$44,444	\$8,000	4/5/2025	1.33 %	\$549	\$549	4/1/2026	\$549	
122238	Westfield, Robert	1.000	100 %	Admin Assistant	5/7/2003	\$17,000	\$0	4/5/2025	2.24 %	\$380	\$380	4/1/2026	\$380	
288234	Waters, Parry	0.500	100 %	Supervisor	2/23/1999	\$20,292	\$0	4/5/2025	2.24 %	\$454	\$454	4/1/2026	\$454	
317063	Gilbert, Angela	1.000	100 %	Electrician	3/6/1991	\$84,124	\$0	1/1/1990	0.59 %	\$500	\$500	4/1/2026	\$500	
		25.500				\$1,543,399				\$21,096	\$20,119		\$20,119	

4. Plan for Hourly compensation in the next section. – We enter all as an annual amount regardless of hourly or salary.

- a. **Select a view** provides a summary of hours and wages in various ways: by wage class, by wage

- Review all **Salary and Tax** detail in the next section, **Compensation Review**. No changes are necessary. Click **Next**.

Compensation Review This section consists of 11 accounts. To budget these accounts, proceed through each step one at a time. On each step you will budget a separate account. ← Back

Account 1 of 11 | Account 2 of 11 | Account 3 of 11 | Account 4 of 11 | Account 5 of 11 | Account 6 of 11 | Account 7 of 11 | Account 8 of 11 | Account 9 of 11 | Account 10 of 11 | Account 11 of 11

Budget info

60000: Salaries - Exec
The annual budget for this account has been automatically calculated based on headcount. You may review it here, but not change it.
• Annual amount: \$393,312

Account notes (optional)

If you would like to create a note about this account, please click on the Edit button. Your note can be up to 8,000 characters and will be printed on some reports.
[Edit](#) [Import note from prior budget](#)

Categories

Category code | Category description
No categories selected.
[Select categories](#)

Summary

This is a summary of the accounts in this section.

Account	Amount
1 Salaries - Exec	\$393,312
2 Salaries - Non Exec PT	\$20,901
3 Standard Wages - Hourly	\$391,254
4 Overtime & Holiday Wages - Hourly	\$31,845
5 Salaries - Non Exec FT	\$532,412
Section total:	\$1,588,780

- Review **Monthly Spreading** screen. No changes are necessary. Click **Save**.

Monthly spreading (Headcount & Salaries) Here you can see how the annual amounts for "Headcount & Salaries" are spread month-by-month. ← Back | Refresh | Close | Save | Help

Hide | Show or hide spreading steps:

Accounts

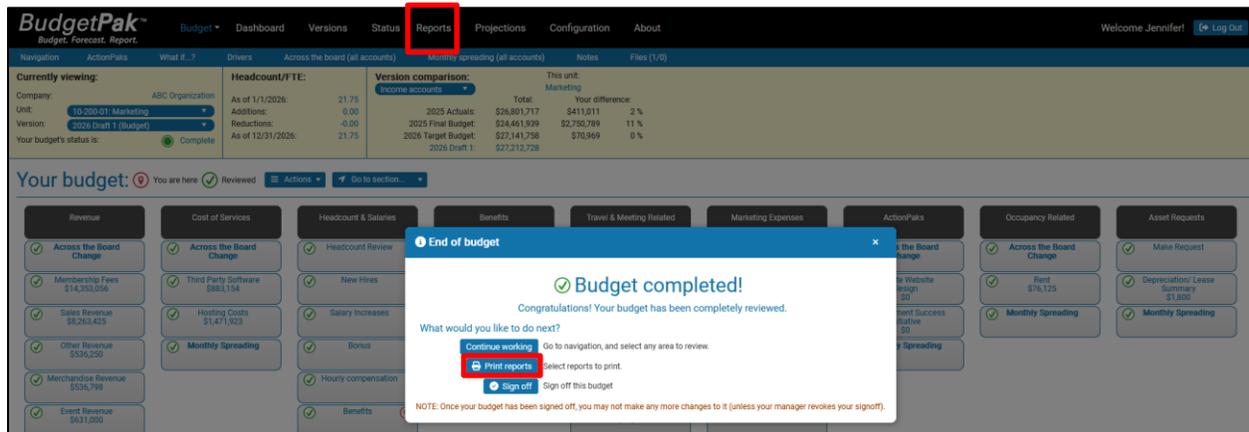
Monthly spreading for "Headcount & Salaries" accounts:

Section	Account number	Account	Type of automatic sp	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Account total
Account Class Expense	6000	Salaries - Exec	None	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$393,312	
Compensation Review	60100	Salaries - Non Exec PT	None	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$20,901	
Compensation Review	60200	Standard Wages - Hourly	None	\$37,803	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$391,254	
Compensation Review	60300	Overtime & Holiday Wages - Hourly	None	\$7,471	\$1,194	\$1,541	\$2,054	\$2,054	\$1,194	\$5,435	\$714	\$1,058	\$1,415	\$2,116	\$5,988	\$31,845	
Compensation Review	60400	Salaries - Non Exec FT	None	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$44,368	\$532,412	
Compensation Review	60500	Bonus	None	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Compensation Review	61000	Federal Payroll Tax	None	\$10,150	\$9,069	\$9,026	\$10,394	\$9,072	\$8,930	\$8,630	\$8,239	\$8,285	\$7,851	\$6,967	\$7,143	\$103,928	
Compensation Review	61100	State Payroll Tax	None	\$4,087	\$3,852	\$3,496	\$3,217	\$1,711	\$1,077	\$122	\$106	\$106	\$106	\$106	\$106	\$18,102	
Compensation Review	61200	Other Benefits	None	\$5,991	\$5,927	\$5,955	\$5,949	\$6,043	\$6,030	\$6,018	\$5,994	\$5,987	\$5,998	\$5,993	\$6,013	\$71,898	
Compensation Review	70900	Recruiting Fees	None	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Compensation Review	71000	Education	None	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net total				(\$144,287)	(\$138,584)	(\$138,509)	(\$157,476)	(\$134,363)	(\$132,723)	(\$127,464)	(\$122,222)	(\$122,688)	(\$122,619)	(\$122,481)	(\$126,139)	(\$1,588,780)	100.00 %
				9.12 %	8.58 %	8.50 %	9.94 %	8.48 %	8.58 %	8.60 %	7.72 %	7.76 %	7.74 %	7.72 %	7.96 %		

Viewing FY2026 Budget Reports

Once you have performed the monthly spreading, you can print a report of your current annual budget compared to last year's budget or actuals, or you can print a report showing the monthly amount for each account in your budget.

You can access the reporting menu either from the Budget Completed box by clicking **Print reports** or by clicking **Reports** in the top bar of the screen.



1. **Select a report:** There are three standard BudgetPak reports. Click **View** to see the reports on the last version and unit you were working
 - a. My budget summary: Click to run a P&L report, broken out by standard subtotals.
 - b. My budget versus....: Click to run a summary P&L report comparing to different versions.
 - c. My budget decisions: to run a detailed report listing the decision that went into the budget.

BudgetPak™
Budget ▾
Dashboard
Versions
Status
Reports ▾
Projections
Configuration
About

Select a report to preview:

Unit: 10-200-01: Marketing ▾

Version: 2026 Final Budget ▾

My budget summary

Run a summary P&L report of 'Marketing', version '2026 Final Budget'

View

My budget versus...

Run a summary P&L report for 'Marketing', comparing version '2026 Final Budget' against...

- ...Prior Year Actuals (version '2025 Actuals') View
- ...Last Year's Budget (version '2025 Final Budget') View
- ...Latest Forecast (version '2025 Forecast') View
- ...Target Budget (version '2026 Target Budget') View

My budget decisions

Run a detailed report listing the decisions that went into the Budget for 'Marketing', version '2026 Final Budget'

View

Or make different report selections:

Advanced reporting

Select a different report, or choose different ways to see the above reports.

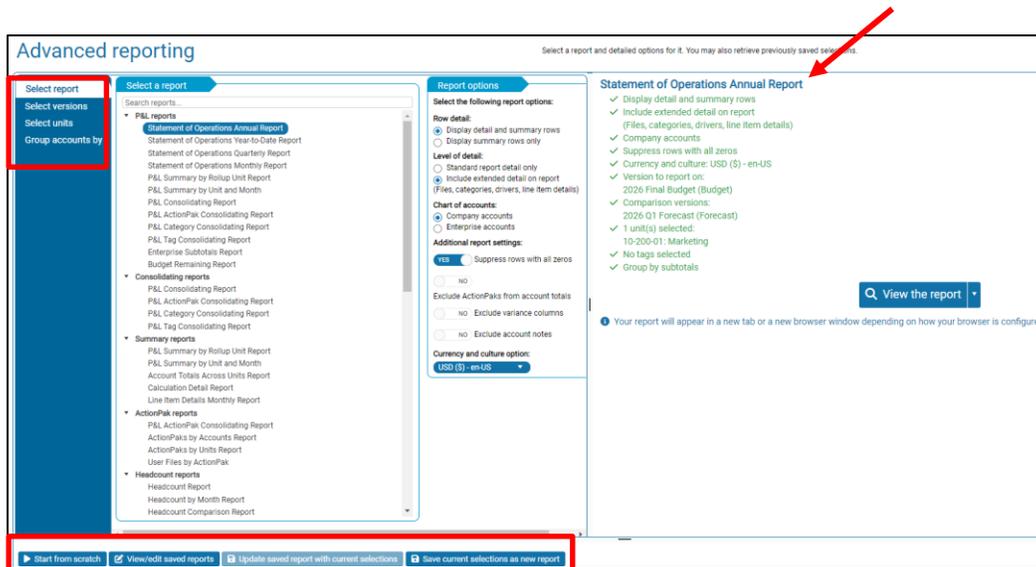
View

Saved report selections

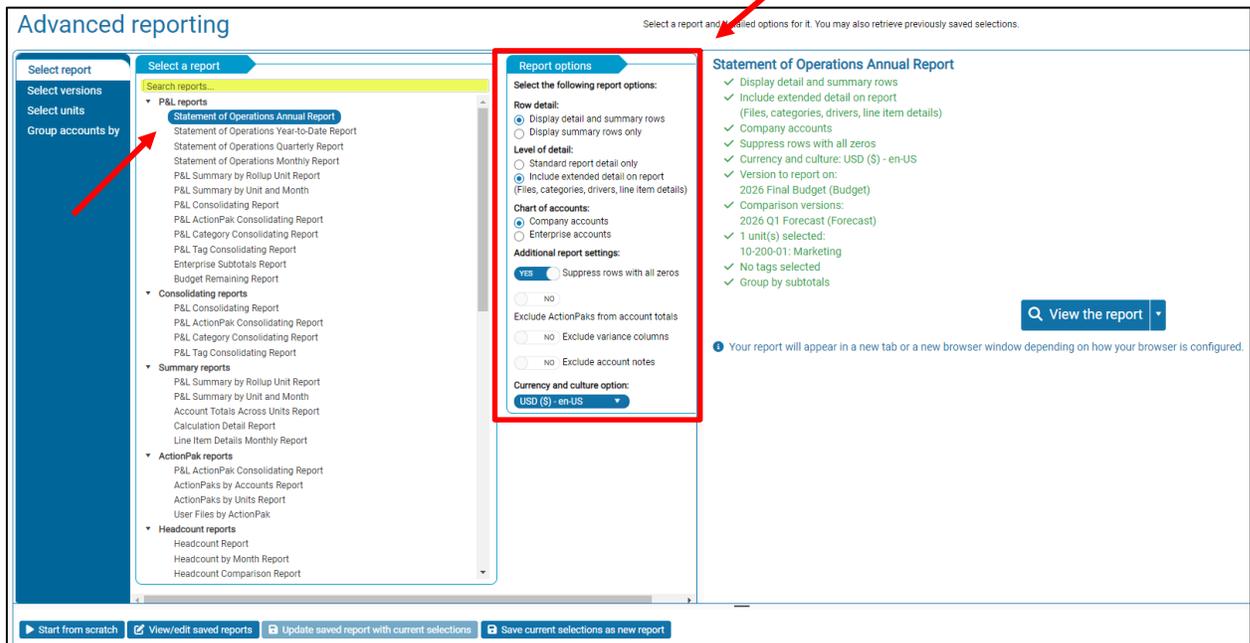
Run one of my saved reports.

View

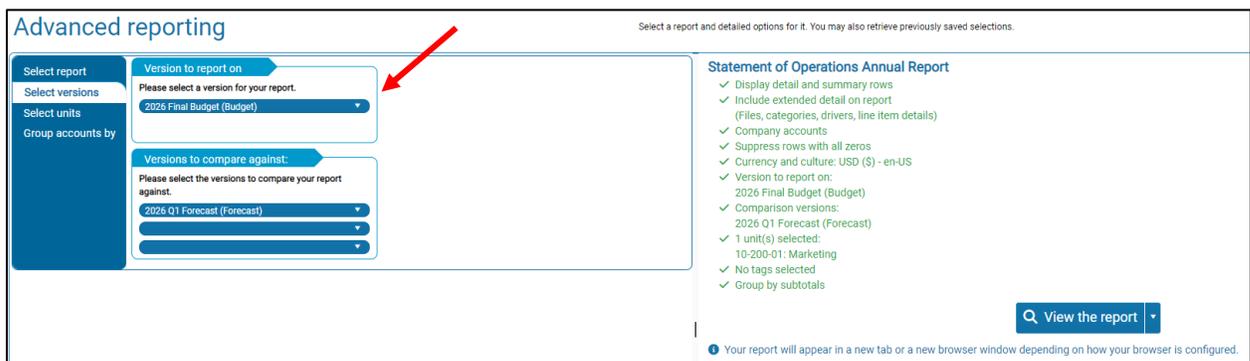
2. **Advanced Reporting:** You can access the Advanced reporting menu either from the Standard reporting page or by hovering over Reports in the top bar of the screen and selecting Advanced reporting.
 - a. Report selections are grouped into tabs. Normally you would progress through the tabs in order to make your selections, but you can also jump ahead and jump back
 - **Select a report** (and report options)
 - **Select versions** to report on
 - **Select units** to report on and filter units buy tags
 - Select whether to **group accounts by** subtotal, or by section, or by ActionPak (and filter by section)
 - b. As you progress through the tabs, your selections are accumulated in the panel on the right. When you've made sufficient selections to allow running the report, the "View the report" button is enabled.



- c. You can discard the current selections and start the entire report selection for scratch by selecting the **Start from scratch** button.
- d. You can save your report selections and retrieve them later to quickly re-run a report by selecting the by selecting **View/edit saved reports**, **Update saved report with current selections** or **Save current selections as new report** button. These functions are unchanged from the prior versions of BudgetPak.



- e. **Select a report:** Reports are arranged by topic and may appear under more than one topic. Reports can also be searched using the search tool bar. The report options vary depending on the report you select.



- f. **Select versions:** Select the version to report on from the drop-down menu. The availability and number of comparison versions will be dependent on the report selected.

Advanced reporting Select a report and detailed options for it. You may also retrieve previously saved selections.

Select report

Select versions

Select units

Group accounts by

Units to report on

Please select one or more units for your report.

Expand all Collapse all Base units only Rollup units only Filter units by tags

Search units

Select/unselect all units

- ABC Organization: ABC Organization
- M & S: Total Marketing & Sales
 - 10-200-01: Marketing
 - Sales: Total Sales Offices
 - 30-100-02: Japan Sales Office
 - 30-200-01: USA Sales Office
- Fin: Total Finance
 - 10-300-01: Accounting
 - 10-400-01: Planning & Analysis
- Exec: Executive Offices
 - 10-500-01: USA Executive
 - 20-100-03: UK Executive
- SS: Shared Services
 - 40-300-03: Legal
 - 40-500-02: Human Resources
 - 20-200-02: Admin Services

Statement of Operations Annual Report

- ✓ Display detail and summary rows
- ✓ Include extended detail on report (Files, categories, drivers, line item details)
- ✓ Company accounts
- ✓ Suppress rows with all zeros
- ✓ Currency and culture: USD (\$) - en-US
- ✓ Version to report on: 2026 Final Budget (Budget)
- ✓ Comparison versions: 2026 Q1 Forecast (Forecast)
- ✓ 1 unit(s) selected: 10-200-01: Marketing
- ✓ No tags selected
- ✓ Group by subtotals

[View the report](#)

Your report will appear in a new tab or a new browser window depending on how your browser is configured.

- g. **Select Units:** You can select to expand or collapse the tree view of the unit hierarchy, select all base units or all rollup units and filter units by tags if your database has been configured for tags. You can Select/unselect all units in the hierarchy. Units can also be searched using the search tool bar.

Advanced reporting Select a report and detailed options for it. You may also retrieve previously saved selections.

Select report

Select versions

Select units

Group accounts by

Group accounts by

Select how you want to group your accounts.

Group accounts by subtotals Group accounts by sections Group accounts by ActionP

Statement of Operations Annual Report

- ✓ Display detail and summary rows
- ✓ Include extended detail on report (Files, categories, drivers, line item details)
- ✓ Company accounts
- ✓ Suppress rows with all zeros
- ✓ Currency and culture: USD (\$) - en-US
- ✓ Version to report on: 2026 Final Budget (Budget)
- ✓ Comparison versions: 2026 Q1 Forecast (Forecast)
- ✓ 1 unit(s) selected: 10-200-01: Marketing
- ✓ No tags selected
- ✓ Group by subtotals

[View the report](#)

Your report will appear in a new tab or a new browser window depending on how your browser is configured.

- h. **Group accounts by:** allows you to choose how you would like your accounts to be grouped in your report. This tab only appears for reports that have these options. Accounts can be grouped by subtotals, sections (from the budget navigation map) and ActionPaks.

3. A tour of the Report view page

- a. Flip through the different pages of the report with forward/back buttons
- b. Reports can be downloaded to a **PDF file** or exported to **Excel** or **Excel (Data only)**
 - Send to Excel: formulas are not exported, just values
 - Send to Excel (data only): download the raw report data, unformatted, to Excel. This is useful for additional analysis (pivot tables, etc.)

BudgetPak™

Reporting

Budget. Forecast. Report.

Send to PDF
Send to Excel
Send to Excel (data only)

NOTE: This report should be printed in landscape mode.

NOTE: This report should be printed on wide paper (Legal or B4).

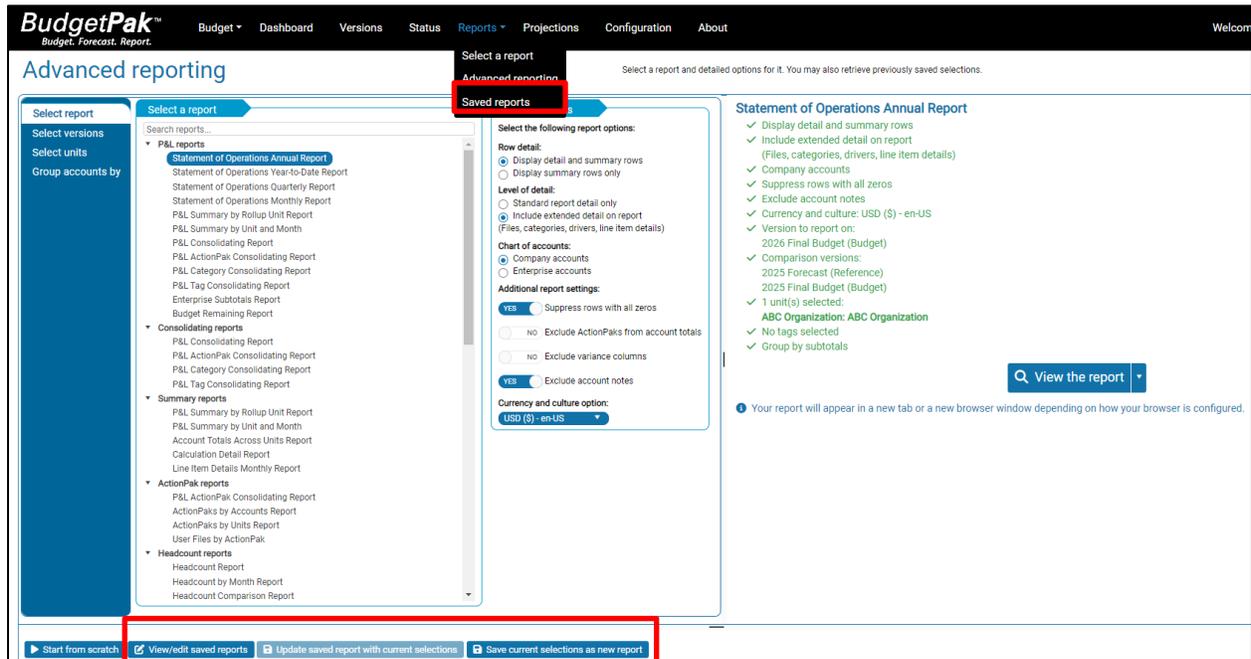
← ↺ 1 / 1 ↻ → ⌵ 🔍

Statement of Operations Annual Report

Company: ABC Organization
Version: 2026 Final Budget
Comparison version: 2025 Forecast
2nd Comparison version: 2025 Final Budget
Unit: ABC Organization: ABC Organization
Budget holder: Smith, Jennifer (JSmith)

Account	Description	2026 Final Budget	2025 Forecast	Variance amount	Variance %	2025 Final Budget	Variance amount	Variance %
40000	Membership Fees	\$14,353,056	\$13,451,356	\$901,700	6.7 %	\$13,090,905	\$1,262,151	9.6 %
40100	Sales Revenue	\$24,790,277	\$24,790,278	(\$2)	0.0 %	\$21,739,276	\$3,051,000	14.0 %
Sales Revenue		\$39,143,333	\$38,241,634	\$901,698	2.4 %	\$34,830,181	\$4,313,151	12.4 %
40200	Merchandise Revenue	\$590,537	\$531,483	\$59,054	11.1 %	\$542,110	\$48,427	8.9 %
40300	Other Revenue	\$536,250	\$460,674	\$75,576	16.4 %	\$470,250	\$66,000	14.0 %
40400	Event Revenue	\$631,000	\$596,720	\$34,280	5.7 %	\$576,000	\$55,000	9.5 %
80200 >>	Allocated in Revenue	\$2,892,199	\$2,892,199	\$0	0.0 %	\$2,536,249	\$355,950	14.0 %
80300 >>	Allocate Out Revenue	(\$2,892,199)	(\$2,892,199)	\$0	0.0 %	(\$2,536,249)	(\$355,950)	14.0 %
Other Revenue		\$1,757,787	\$1,588,877	\$168,910	10.6 %	\$1,588,360	\$169,427	10.7 %
Total Revenue		\$40,901,119	\$39,830,511	\$1,070,608	2.7 %	\$36,418,541	\$4,482,578	12.3 %
Headcount		1,647.5	0.0	1,647.5	100.0 %	1,560.0	87.5	5.6 %
50000	Third Party Software	\$2,602,857	\$2,788,906	(\$186,049)	-6.7 %	\$2,788,906	(\$186,049)	-6.7 %
50100	Hosting Costs	\$4,337,121	\$4,648,177	(\$311,057)	-6.7 %	\$4,648,177	(\$311,057)	-6.7 %
Cost of Services		\$6,939,978	\$7,437,083	(\$497,105)	-6.7 %	\$7,437,083	(\$497,105)	-6.7 %
60000	Salaries - Exec	\$4,213,249	\$4,173,868	\$39,381	0.9 %	\$3,976,076	\$237,173	6.0 %
60100	Salaries - Non Exec PT	\$99,089	\$100,994	(\$1,906)	-1.9 %	\$96,530	\$2,559	2.7 %
60400	Salaries - Non Exec FT	\$5,667,841	\$5,300,510	\$367,331	6.9 %	\$5,049,524	\$618,317	12.2 %
60200	Standard Wages - Hourly	\$500,369	\$460,674	\$39,695	8.6 %	\$442,609	\$57,760	13.0 %
60300	Overtime & Holiday Wages - Hourly	\$35,977	\$27,447	\$8,530	31.1 %	\$32,448	\$3,529	10.9 %
60500	Bonus	\$128,789	\$125,300	\$3,489	2.8 %	\$132,305	(\$3,516)	-2.7 %
60600	401K	\$265,883	\$254,369	\$11,514	4.5 %	\$243,461	\$22,422	9.2 %
60700	Medical Benefits - Exec	\$337,060	\$333,909	\$3,151	0.9 %	\$318,086	\$18,974	6.0 %
60800	Medical Benefits - Non Exec FT	\$340,070	\$318,031	\$22,040	6.9 %	\$302,971	\$37,099	12.2 %
60900	Dental	\$73,314	\$70,152	\$3,162	4.5 %	\$68,640	\$4,674	6.8 %
61000	Federal Payroll Tax	\$746,429	\$714,758	\$31,671	4.4 %	\$687,669	\$58,760	8.5 %
61100	State Payroll Tax	\$123,752	\$113,562	\$10,190	9.0 %	\$111,062	\$12,690	11.4 %
61200	Other Benefits	\$626,448	\$602,484	\$23,963	4.0 %	\$579,899	\$46,549	8.0 %
72000	Company car	\$82,571	\$81,754	\$818	1.0 %	\$70,400	\$12,171	17.3 %

4. Saved reports selections: Enables the budget holder to save and re-run report selections. Saved report selections can be accessed by hovering over **Reports** in the top bar of the screen and selecting Saved Reports, from the Standard reporting page or selecting **Run one of my saved reports** on the Advanced reporting page.

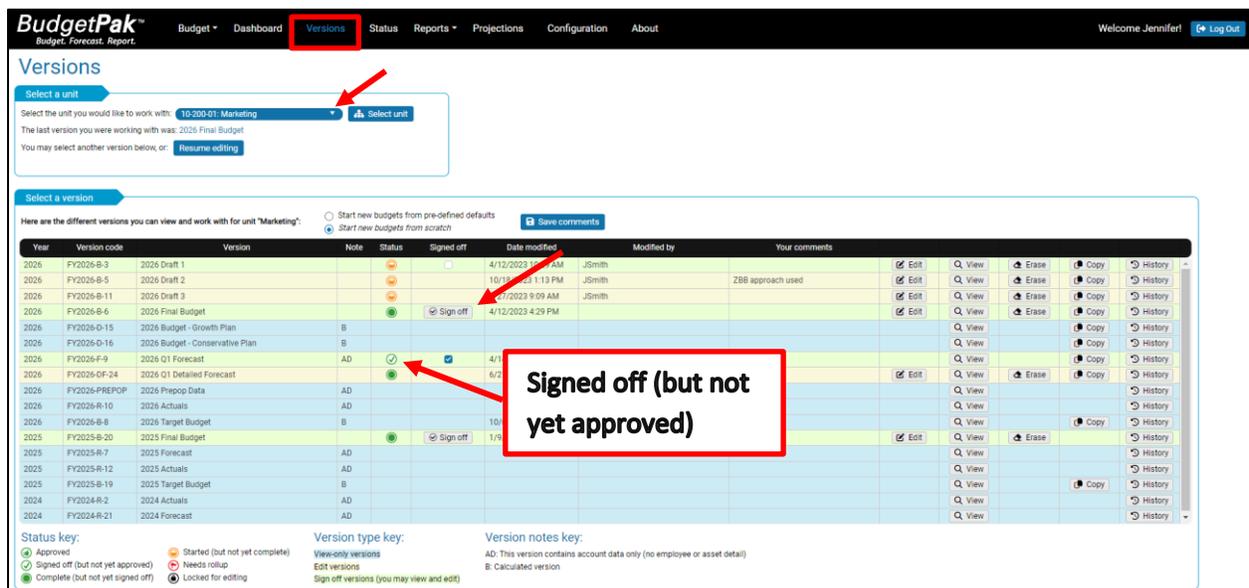


The screenshot shows the BudgetPak Advanced reporting interface. At the top, the navigation bar includes 'Budget', 'Dashboard', 'Versions', 'Status', 'Reports', 'Projections', 'Configuration', and 'About'. The 'Reports' dropdown menu is open, with 'Saved reports' highlighted in red. Below the dropdown, the 'Advanced reporting' section is visible, showing a search bar and a list of reports. The 'Statement of Operations Annual Report' is selected, and its configuration options are displayed on the right. At the bottom of the interface, a red box highlights the 'View/edit saved reports' button and the 'Save current selections as new report' button.

Completing and Signing-off on your Budget

In order to complete your budget, review each account in the department individually and then save the budget. Green check marks indicate a section has been reviewed. When all sections contain a green checkmark, the budget is complete and can be “signed off.” Follow these instructions to sign off on your budget.

1. On the toolbar at the top of the window, click **Versions**. The Version Selection window displays.
2. In the **Select a Unit** panel, select the department you want to submit for approval.
3. In the **Select a version** panel, locate the version you want to submit to approval and select **Copy** (at the far right of the page).
4. In the Copy a Budget screen, Step 1, use the drop-down box to select **FY2026 working Budget**. In Step 2, leave the default name. Click **OK**.
5. You will see a sign-off button in the green highlighted row.
 - a. Click the **Sign-off** button;
 - b. Click **Yes** to confirm you want to sign-off on the budget. The budget is now signed-off and ready to be approved by Approval Managers. Once a budget is signed-off, you can no longer make any changes to it, unless your Approval Manager re-opens that budget for you.



The screenshot shows the BudgetPak interface with the 'Versions' menu item highlighted. Below the navigation bar, there are two panels: 'Select a unit' and 'Select a version'. The 'Select a version' panel displays a table of budget versions for the unit 'Marketing'.

Year	Version code	Version	Note	Status	Signed off	Date modified	Modified by	Your comments	Actions
2026	FY2026-B-3	2026 Draft 1				4/12/2023 9:09 AM	J.Smith		Q, View, Erase, Copy, History
2026	FY2026-B-5	2026 Draft 2				10/15/2023 1:13 PM	J.Smith	ZBB approach used	Q, View, Erase, Copy, History
2026	FY2026-B-11	2026 Draft 3				4/7/2023 9:09 AM	J.Smith		Q, View, Erase, Copy, History
2026	FY2026-B-6	2026 Final Budget		Approved	Sign off	4/12/2023 4:29 PM			Q, View, Erase, Copy, History
2026	FY2026-D-15	2026 Budget - Growth Plan	B						Q, View, Erase, Copy, History
2026	FY2026-D-16	2026 Budget - Conservative Plan	B						Q, View, Erase, Copy, History
2026	FY2026-F-9	2026 Q1 Forecast	AD	Approved	Sign off	4/12/2023 4:29 PM			Q, View, Erase, Copy, History
2026	FY2026-OF-24	2026 Q1 Detailed Forecast	AD	Approved	Sign off	6/2			Q, View, Erase, Copy, History
2026	FY2026-PREPCP	2026 Preop Data	AD						Q, View, Erase, Copy, History
2026	FY2026-R-10	2026 Actuals	AD						Q, View, Erase, Copy, History
2026	FY2026-B-8	2026 Target Budget	B			10/15/2023 1:13 PM	J.Smith		Q, View, Erase, Copy, History
2025	FY2025-B-20	2025 Final Budget		Approved	Sign off	1/9			Q, View, Erase, Copy, History
2025	FY2025-R-7	2025 Forecast	AD						Q, View, Erase, Copy, History
2025	FY2025-R-12	2025 Actuals	AD						Q, View, Erase, Copy, History
2025	FY2025-B-19	2025 Target Budget	B						Q, View, Erase, Copy, History
2024	FY2024-R-2	2024 Actuals	AD						Q, View, Erase, Copy, History
2024	FY2024-R-21	2024 Forecast	AD						Q, View, Erase, Copy, History

Legend:

- Status key:
 - Approved
 - Signed off (but not yet approved)
 - Complete (but not yet signed off)
 - Started (but not yet complete)
 - Needs rollout
 - Locked for editing
- Version type key:
 - View only versions
 - Edit versions
 - Sign off versions (you may view and edit)
- Version notes key:
 - AD: This version contains account data only (no employee or asset detail)
 - B: Calculated version

6. Your budget is now complete and you may log out of BudgetPak.



NOTE: For each department for which you are responsible for submitting a budget, the above steps must be completed.

Approving Budgets

Approval Managers have the responsibility of approving the budget for each of their units, as well as the roll-up unit to which they are assigned.

1. On the toolbar at the top of the page, click **Status**. The unit Status page displays, showing the budget status for all departments for which you are responsible.
2. In the upper left **Select Version** panel of the Status page, verify that you are viewing the **FY2026 working Budget**. If not, find and click on it in the dropdown menu.
 - a. In the **Select Status Information** panel, make sure that status box is checked.
3. Click on the row containing the first unit that contains the “signed-off” icon, which is a green checkmark inside a green circle. (When you select the unit, the row will be highlighted.)
4. Click the **Approve** button (located above list of units). Note that the icon changes to a green thumbs-up and the status changes to ‘Approved.’ This indicates that the budget for that unit is now approved by you.

BudgetPak™ Budget Forecast. Report.

Budget Dashboard Versions **Status** Reports Projections Configuration About

Here is an overview of the status of your units.

Description	Status	Expense	Headcount	Modified	BudgetHolder	Version
ABC Organization	Started	\$37,846,334	146	4/11/2023 1:54 PM	Smith, Jennifer	2026 Final Budget
Total Marketing & Sales	Complete	\$16,842,395	43	4/11/2023 1:54 PM	User, XLerant	2026 Final Budget
Marketing	Complete	\$9,700,100	24	4/12/2023 12:29 PM	User, XLerant	2026 Final Budget
Total Sales Offices	Signed off	\$7,142,294	19	4/11/2023 1:54 PM	Smart, Lisa	2026 Final Budget
Japan Sales Office	Signed off	\$344,255,561	8	10/18/2023 7:28 AM	Hastings, Clive	2026 Final Budget
USA Sales Office	Signed off	\$4,244,520	11	10/18/2023 7:28 AM	Brown, Mike	2026 Final Budget
Total Finance	Started	\$3,247,930	22	4/11/2023 1:54 PM	Dean, Barbara	2026 Final Budget
Accounting	Started	\$1,880,223	13	1/8/2024 7:20 AM	Brubaker, Steve	2026 Final Budget
Planning & Analysis	Started	\$1,367,707	9	8/8/2023 10:56 AM	User, XLerant	2026 Final Budget
Executive Offices	Started	\$3,668,959	8	4/11/2023 1:54 PM	Long, Martin	2026 Final Budget
USA Executive	Started	\$2,309,063	4	8/8/2023 10:56 AM	Dean, Barbara	2026 Final Budget
UK Executive	Signed off	£685,388	4	9/18/2023 9:28 AM	Perkins, Tony	2026 Final Budget
Shared Services	Started	\$5,181,971	27	4/11/2023 1:54 PM	Rose, Jeff	2026 Final Budget
Legal	Signed off	\$2,662,297	10	8/9/2023 5:57 AM	Gallant, Susan	2026 Final Budget
Human Resources	Started	\$1,263,102	12	1/8/2024 7:11 AM	Hendersen, Burt	2026 Final Budget
Admin Services	Started				Burns, Fred	2026 Final Budget
Total IT	Approved				Perkins, Tony	2026 Final Budget
IT Development	Approved				Smart, Lisa	2026 Final Budget
IT Support	Approved				Dean, Barbara	2026 Final Budget

Budgets have been approved

Select version

Most current version
 Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view and will not be displayed.

This version:
 2026 Final Budget

Select status information

Show unit description only
 Show unit code only
 Show unit code and description
 Name of budget holder
 Last modified date
 Unit total: Total for which accounts?
 Expense account:
 in local currency
 in this currency:
 GBP (£)

Headcount
 Status
 Version description
 Hide reference units

Select budget start options

If you start a budget or forecast from this page, you can designate how it will be started:

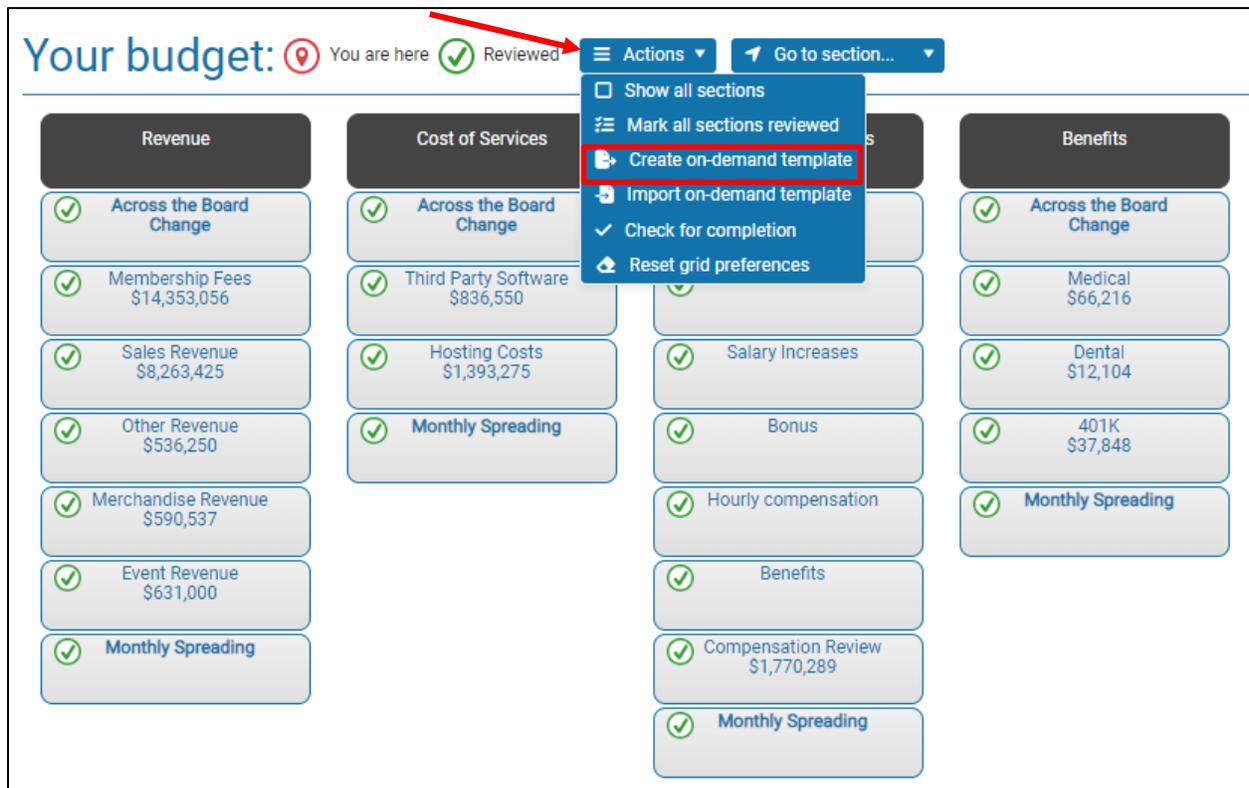
Start new budgets from pre-defined defaults
 Start new budgets from scratch

5. Repeat Steps 3 and 4 until all of the units for which you are responsible have been approved.
6. At the roll-up unit level, which contains your name as the budget holder, click the **Sign-off** button.
 - a. You may have to select the **Rollup** button first to consolidate all the budgets.
7. Once you have Signed-off, your budgets can be reviewed and rolled up by the next level of Approval Managers.

On-Demand Templates

On-Demand Templates, an optional feature intended for advanced users, is accessible from the **Action** menu. This feature allows you to readily use Excel in conjunction with BudgetPak. The templates are considered 'on-demand' because they don't have to be created in advance by your Finance department. You can create them whenever you want, for any version and any unit, fill them in (partially or in full), and then bring the contents (again, in part or in full) back into BudgetPak. On-Demand Templates produces an Excel workbook that has all of the accounts and current account values for the current version and unit. It is an exact replica of what you get on the 'Monthly spreading-all line items' page, formulas and all. The workbook is protected, with the discretionary line items unlocked.

1. From the **Action** button at the top right of the Budget Navigation Page select **Create on-demand template**.
 - a. Designate a name for the template file.



The screenshot shows the 'Your budget:' page with a navigation bar at the top. The 'Actions' menu is open, displaying several options. The 'Create on-demand template' option is highlighted with a red box. A red arrow points to the 'Actions' button in the top right corner of the page.

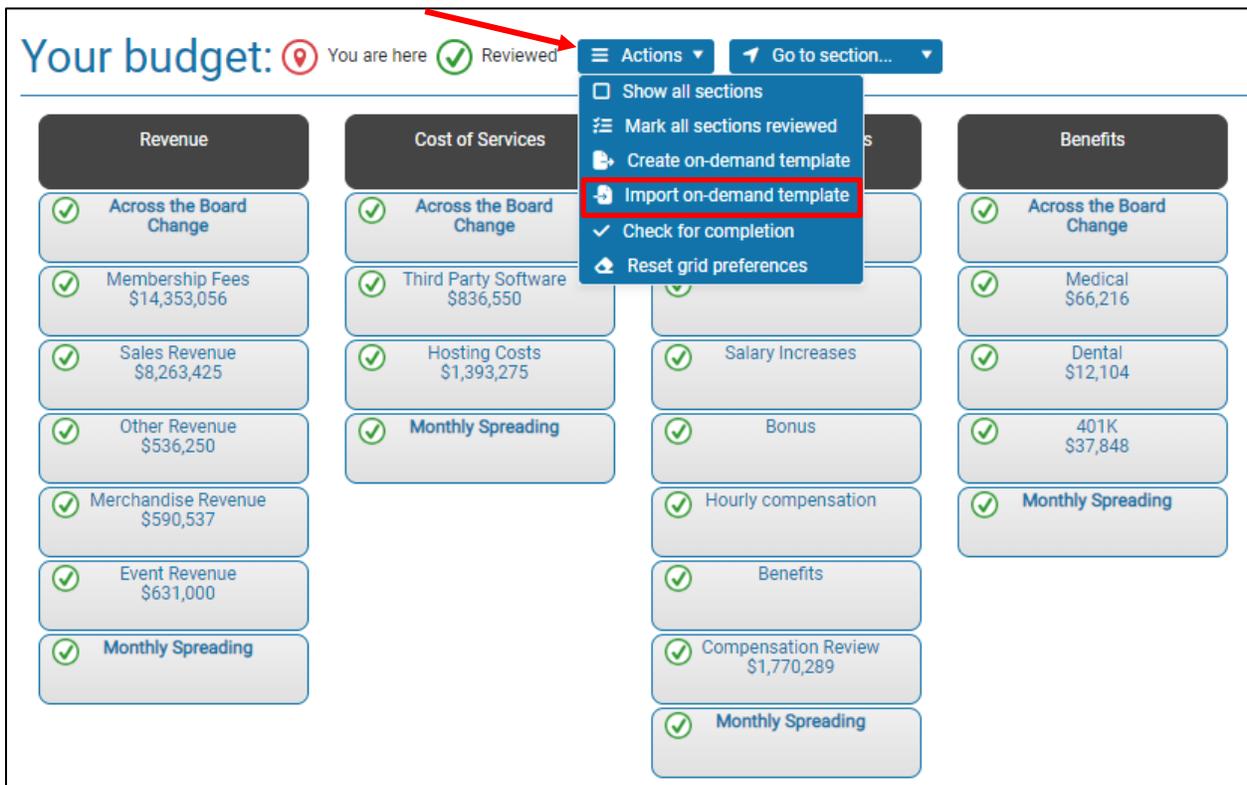
Revenue	Cost of Services	Benefits
<ul style="list-style-type: none"> Across the Board Change Membership Fees \$14,353,056 Sales Revenue \$8,263,425 Other Revenue \$536,250 Merchandise Revenue \$590,537 Event Revenue \$631,000 Monthly Spreading 	<ul style="list-style-type: none"> Across the Board Change Third Party Software \$836,550 Hosting Costs \$1,393,275 Monthly Spreading 	<ul style="list-style-type: none"> Across the Board Change Medical \$66,216 Dental \$12,104 401K \$37,848 Monthly Spreading

2. Open the file in Excel. All line items and months are displayed in the template, exactly as they are in the 'Monthly spreading all line items' page. The template includes some hidden 'marker' rows, used

by BudgetPak when you import the template. Do not modify or delete them, or you might not be able to import your template. Non-discretionary line items are displayed in light gray, and are locked for editing by default.

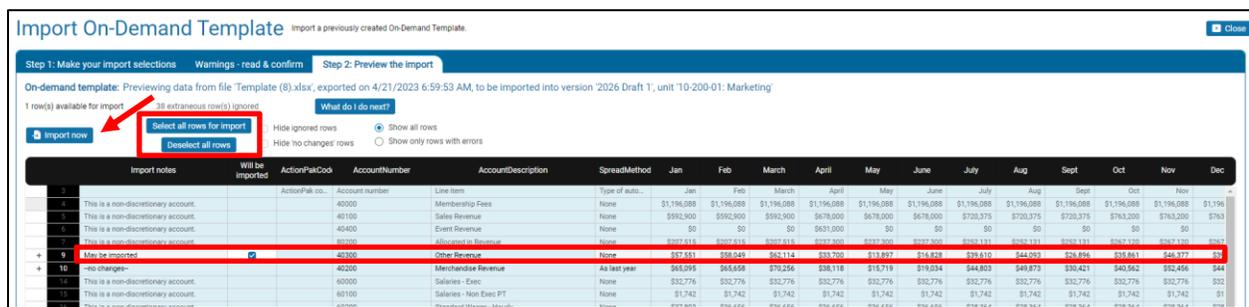
Do not delete or modify this row or hidden rows. They are required to import this data back into BudgetPak.				Version: 2020 Draft 1 Unit: 10.200.01: Marketing Exported 4/14/2023 4:28 PM															
Section	ActionPak code	Account number	Line Item	Type of automatic spreading	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Account notes	
Membership Fees	40000		Membership Fees	None	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$11,960,880	14333056.0000	
Sales Revenue	40100		Sales Revenue	None	\$592,900	\$592,900	\$592,900	\$678,000	\$678,000	\$678,000	\$720,375	\$720,375	\$720,375	\$763,200	\$763,200	\$763,200	\$763,200	6263425.0000	
Event Revenue	40400		Event Revenue	None	\$0	\$0	\$0	\$631,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10000.0000	
Allocations In - Revenue	80200		Allocated in Revenue	None	\$207,515	\$207,515	\$207,515	\$237,300	\$237,300	\$237,300	\$252,131	\$252,131	\$252,131	\$267,120	\$267,120	\$267,120	\$267,120	2892198.7500	
Income: Non-discretionary total					\$1,996,503	\$1,996,503	\$1,996,503	\$2,742,388	\$2,111,388	\$2,168,594	\$2,168,594	\$2,168,594	\$2,226,408	\$2,226,408	\$2,226,408	\$2,226,408	\$2,226,408	\$0	
Other Revenue	40300		Other Revenue	As last year	\$56,423	\$56,911	\$60,896	\$33,040	\$13,625	\$16,490	\$38,834	\$43,228	\$26,368	\$35,198	\$45,467	\$38,034	\$65080.7401		
Merchandise Revenue	40200		Merchandise Revenue	As last year	\$65,096	\$65,680	\$70,256	\$38,118	\$15,719	\$19,034	\$44,800	\$49,870	\$30,421	\$40,962	\$50,456	\$44,800	\$50797.7923		
Income: Discretionary total					\$121,518	\$122,569	\$131,152	\$71,157	\$29,344	\$35,531	\$83,637	\$93,101	\$56,789	\$75,719	\$97,923	\$83,637	\$0	\$0	
Income: Total					\$2,118,021	\$2,119,072	\$2,127,655	\$2,813,545	\$2,140,732	\$2,146,919	\$2,252,231	\$2,261,696	\$2,225,384	\$2,302,127	\$2,324,331	\$2,310,045	\$2,310,045	\$0	\$0.00 %
0.00 %					0.00 %	0.00 %													
Compensation Review	50000		Salaries - Exec	None	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	993311.5284	
Compensation Review	50100		Salaries - Non Exec PT	None	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	20900.5236	
Compensation Review	50200		Standard Wages - Hourly	None	\$37,803	\$36,656	\$36,656	\$36,656	\$36,656	\$36,656	\$28,364	\$28,364	\$28,364	\$28,364	\$28,364	\$28,364	\$28,364	391263.5060	
Compensation Review	50300		Overtime & Holiday Wages - Holl	None	\$7,471	\$1,194	\$1,541	\$2,054	\$2,054	\$1,194	\$5,435	\$714	\$1,058	\$1,415	\$2,116	\$5,688	\$1844.9800		

3. Copy your model into an empty worksheet.
 - a. Create a cell reference in the On-Demand Template on the appropriate rows to reference the monthly values in your model.
 - b. Save the file.
4. Select **Import from on-demand template** from the **Action** menu.



The screenshot shows the 'Your budget' dashboard with a grid of budget items. An 'Actions' menu is open, and the 'Import on-demand template' option is highlighted with a red box. A red arrow points to the 'Actions' menu button. The dashboard includes sections for Revenue, Cost of Services, and Benefits, each with a list of items and their values.

5. In **Step 1: Make your import selections**, Click **Select** to select the Excel file that contains your template. Click **Open**. Click **Import this worksheet**.
6. In **Step 2: Preview the import**, line items that differ from the existing values in the version and unit, and are eligible for import, are automatically flagged 'Will be imported'. If you decide that you do NOT want to import a line item at this time, you may de-select it in the 'Will be imported' column.
 - a. You may select all eligible line items, or none, by clicking on **Select all rows for import** or **Deselect all rows**.
7. Click **Import Now** when you are ready to import. The rows with 'Will be imported' checked will be imported.



The screenshot shows the 'Import On-Demand Template' interface. At the top, it says 'Import a previously created On-Demand Template'. Below that, there are two steps: 'Step 1: Make your import selections' and 'Step 2: Preview the import'. The current step is 'Step 2: Preview the import'. A message indicates '1 row(s) available for import' and '33 extraneous row(s) ignored'. There are buttons for 'Import now', 'Select all rows for import', and 'Deselect all rows'. Below the buttons is a table with columns for months (Jan to Dec) and a 'Will be imported' checkbox column. The table contains several rows of data, including 'Membership Fees', 'Sales Revenue', 'Event Revenue', 'Other Revenue', and 'Merchandise Revenue'. The 'Other Revenue' row is highlighted in red, and its 'Will be imported' checkbox is checked.

Import notes	Will be imported	ActionPakCode	AccountNumber	AccountDescription	SpreadMethod	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
This is a non-discretionary account.			40000	Membership Fees	None	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088	\$1,196,088
This is a non-discretionary account.			40100	Sales Revenue	None	\$592,900	\$592,900	\$592,900	\$678,000	\$678,000	\$678,000	\$720,375	\$720,375	\$720,375	\$763,200	\$763,200	\$763,200
This is a non-discretionary account.			40400	Event Revenue	None	\$0	\$0	\$0	\$631,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
This is a non-discretionary account.			60000	Salaries - Executive	None	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616	\$92,616
Will be imported	<input checked="" type="checkbox"/>		60300	Other Revenue	None	\$57,551	\$58,249	\$62,114	\$33,700	\$13,897	\$16,528	\$26,610	\$44,093	\$26,896	\$35,861	\$46,177	\$1
no changes			60200	Merchandise Revenue	As last year	\$65,095	\$65,668	\$70,256	\$38,118	\$15,719	\$18,034	\$44,803	\$49,873	\$30,421	\$40,562	\$52,456	\$44
This is a non-discretionary account.			60000	Salaries - Exec	None	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776	\$32,776
This is a non-discretionary account.			60100	Salaries - Non Exec PT	None	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742	\$1,742

8. Review the imported values in the appropriate section(s) and in Monthly Spreading.
 - a. Each line item imported from a template will have its automatic spreading method set to 'None', as indicated. (The reason is that monthly line item data are being imported, not annual data; and presumably you want to import these monthly values into BudgetPak as-is.)