



**USL Financials** Budget Preparation solution supports your need to decentralize budget development activities and automate the budget submission process. We deliver a secure and fully integrated tool that provides your users with the baseline budget developed by your administrative office, and then give them the tools that allow them to modify the base budget, create scenarios, and add important justification comments. The Budget Preparation module enables you to manage your entire budget lifecycle by offering a budget preparation and monitoring tool that provides real time access to budget information. This solution provides the Budget Managers with the ability to distribute, review, modify, redistribute and approve and post within a secure and integrated environment. The budget administrator can define multiple budget plans, track the progress and status simultaneously. Budget preparers and approvers can create different what-if versions until they select one to submit for approval and/or posting. Approved budgets are seamlessly posted to the General ledger.



## FLEXIBILITY

Real-time budget management means no outside spreadsheets.



## WORKFLOW APPROVAL

Allows administrator review and approval, along with user-defined security and workflow.



## AUDIT TRAILS

Provides for the inevitable budget adjustments with easy “budget journal entries” that allows full audit trail of any changes.



## SYSTEM INTEGRATION

Fully integrated with the USL Financials General Ledger and other USL modules and many third-party applications.



## ONLINE HELP

USL Financials contains context-sensitive, online help for all features and functions of the system.



## REPORTING

Instant real-time summary budgets from multiple perspectives can be prepared to view the budget status at any time to guide strategic planning.



## KEY FEATURES

### General

- ✓ Fully integrated with the USL Financials General Ledger and other USL modules and many third-party applications.
- ✓ Real-time budget management means no outside spreadsheets.
- ✓ Multiple budget plans provide a simplified decentralized budgeting process by distributing the budgeting to different Managers, restricting access to only their accounts.
- ✓ Instant real-time summary budgets from multiple perspectives can be prepared to view the budget status at any time to guide strategic planning. Each report can be selected, sorted, and totaled in a variety of ways, with optional supporting justification – giving you the information you need, in the way you want to see it.
- ✓ Forecast future budget needs using historical data and user-defined calculations or formulas enabling you to better anticipate needs and ensure alignment with your overall financial strategic direction.
- ✓ Allows administrator review, and approval.
- ✓ Full audit trails.
- ✓ User-defined security and workflow.
- ✓ Seamlessly update the general ledger with newly completed and approved budget totals.
- ✓ Provides for the inevitable budget adjustments with easy “budget journal entries” that allows full audit trail of any changes.
- ✓ Specific Calculations & Assumptions can be assigned to each of the multiple budget plans.
- ✓ Budgets can be applied to any line as an annual budget, automatically calculated and spread evenly.

**System Integration**

- ✓ Transactions are posted directly to the General Ledger module through the General Journal. Subsidiary ledger transactions from interfaced modules are transferred via the Transfer Distributions function.
- ✓ Directly interfaced USL Financials modules include Accounts Payable, Accounts Receivable, and Inventory Control.
- ✓ GL accounts, accounting periods and budgets are verified through the Control System module.
- ✓ Advanced financial reporting is accomplished through three report writers: Quick Report Writer, Custom Financials Report Writer or Excel Financials Report Writer. This powerful, fully integrated reporting module allows for complete control of your most demanding financial statement.
- ✓ Other USL Financials modules include Purchase Order, Purchase Requisitions and Bank Reconciliation. Partner solutions can be recommended for Payroll, Human Resources, Fixed Assets, advanced Budgeting and Allocations.

**Reports**

Full spectrum of reports and queries that are FASB/GASB compliant, audit-ready and meet the numerous requirements of funding sources, internal management and your board.

- ✓ Standard Reports.
- ✓ Instant access to critical financial data across periods and fiscal years.
- ✓ Fully integrated with Microsoft Office suite of products.
- ✓ Flexible, built-in report writers.
- ✓ Reports scheduled and sent via email, with any email client, in PDF, Word or Excel format.
- ✓ Actual vs. Budget.
- ✓ Annualized Actual vs. Budget.
- ✓ Quick Financials Report Writer.
- ✓ Budget Exceptions.

**Excel Financials Report Writer**

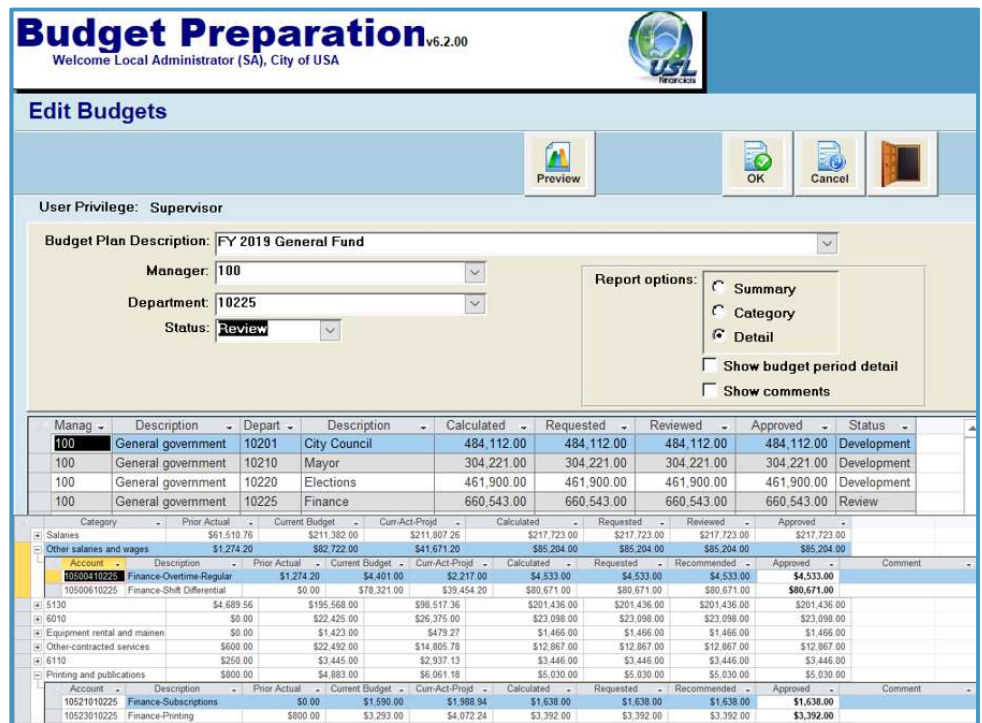
- ✓ Create wide selection of custom budget reports.
- ✓ Reports can include multiple budget versions/years in the same report.

**Security**

- ✓ Full USL Database, Module, Menu, Function, Action and Account Level security options relative to the system security.
- ✓ Full security by Delivery Location in PO and PQ.
- ✓ Departmental Security via Workflow in all modules.
- ✓ Security by Project, Sub-Project, and Funding Source (Grant).
- ✓ Relative to system security, the GL module has special menu items for administrative processing. Supervisor can see all the data entry users' entries and is able to post it.

**Minimum System Requirements**

- ✓ SERVERS
  - File Server
    - ✦ Dual Core, 2.3 GHz or better
    - ✦ 4GB RAM (32-bit Windows Server) or 8GB RAM (64-bit Windows Server) sized by need
    - ✦ Windows Server 2008 R2 – 2019/R2 (64-bit recommended)
  - SQL Server
    - ✦ Microsoft SQL Server 2008 R2 – 2019 (64-bit recommended)
  - RDS/Terminal Server (if utilized)
    - ✦ Dual Core, 2.3 GHz or better
    - ✦ 4GB RAM (32-bit Windows Server) or 8GB RAM (64-bit Windows Server) sized by user count
    - ✦ Windows Server 2008 R2 – 2019/R2 (64-bit recommended)
    - ✦ Microsoft Office Pro 2010 – 2019/365 (32-bit only)
- ✓ CLIENT WORKSTATIONS
  - ✦ Core 2 Processor, 2.3 GHz or better
  - ✦ 2GB RAM or better
  - ✦ Windows 10 Pro/Enterprise (64-bit recommended)
  - ✦ Microsoft Office Pro 2010 – 2019/365 (32-bit only)



**Budget Preparation** v6.2.00  
Welcome Local Administrator (SA), City of USA

**Edit Budgets**

User Privilege: Supervisor

Budget Plan Description: FY 2019 General Fund

Manager: 100  
Department: 10225  
Status: Review

Report options:
 

- Summary
- Category
- Detail
- Show budget period detail
- Show comments

Manag	Description	Depart	Description	Calculated	Requested	Reviewed	Approved	Status
100	General government	10201	City Council	484,112.00	484,112.00	484,112.00	484,112.00	Development
100	General government	10210	Mayor	304,221.00	304,221.00	304,221.00	304,221.00	Development
100	General government	10220	Elections	461,900.00	461,900.00	461,900.00	461,900.00	Development
100	General government	10225	Finance	660,543.00	660,543.00	660,543.00	660,543.00	Review

Category	Prior Actual	Current Budget	Curr-Act-Projd	Calculated	Requested	Reviewed	Approved
Salaries	\$61,510.76	\$211,382.00	\$211,807.26	\$217,723.00	\$217,723.00	\$217,723.00	\$217,723.00
Other salaries and wages	\$1,274.20	\$82,722.00	\$41,671.20	\$85,204.00	\$85,204.00	\$85,204.00	\$85,204.00

Account	Description	Prior Actual	Current Budget	Curr-Act-Projd	Calculated	Requested	Recommended	Approved	Comment
1050010225	Finance-Overtime-Regular	\$1,274.20	\$4,401.00	\$2,217.00	\$4,533.00	\$4,533.00	\$4,533.00	\$4,533.00	
10500610225	Finance-Shift Differential	\$0.00	\$78,321.00	\$39,454.20	\$80,671.00	\$80,671.00	\$80,671.00	\$80,671.00	
5130		\$4,689.56	\$195,568.00	\$98,517.36	\$201,436.00	\$201,436.00	\$201,436.00	\$201,436.00	
6010		\$0.00	\$22,425.00	\$26,375.00	\$23,098.00	\$23,098.00	\$23,098.00	\$23,098.00	
Equipment rental and mainen		\$0.00	\$1,423.00	\$479.27	\$1,466.00	\$1,466.00	\$1,466.00	\$1,466.00	
Other-contracted services		\$600.00	\$22,492.00	\$14,805.78	\$12,867.00	\$12,867.00	\$12,867.00	\$12,867.00	
6110		\$250.00	\$3,445.00	\$2,937.13	\$3,446.00	\$3,446.00	\$3,446.00	\$3,446.00	
Printing and publications		\$800.00	\$4,883.00	\$6,061.18	\$5,030.00	\$5,030.00	\$5,030.00	\$5,030.00	

Account	Description	Prior Actual	Current Budget	Curr-Act-Projd	Calculated	Requested	Recommended	Approved	Comment
10523610225	Finance-Subscriptions	\$0.00	\$1,598.00	\$1,988.94	\$1,638.00	\$1,638.00	\$1,638.00	\$1,638.00	
10523610225	Finance-Printing	\$800.00	\$3,293.00	\$4,072.24	\$3,392.00	\$3,392.00	\$3,392.00	\$3,392.00	

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