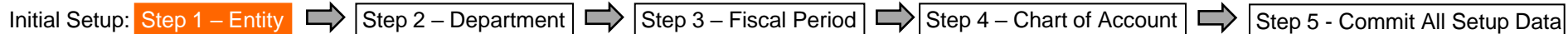


Quick Start Guide



Step 1, Set up Entity name and address.

Step 2, Set up Department, and assign Department Code for sorting purpose.
All the Departments will be sorted in group of COGS and Operating Expense.
The Nickname is the short name for Spreadsheet tab display and formula expression

Step 3, Set up Fiscal Period, select the First Year, and First month of the Fiscal Year
The First Year cannot be changed after Commit in Step 5.

Step 4, Set up Chart of Account. There is a default Chart of Account template. You can add, edit, and delete any of those default Chart of Accounts.
There are 3 special System Accounts that you cannot edit or delete:

- Cash. This is for Cash Balance for the budget calculation. The entire balance sheet will balance to this Cash Balance in each month's budget.
- Beginning Retained Earnings
- Current Period Profits

Step 5, Once you completed Step 1 through Step 4, you can commit all the initial setup data.
After Commit, you can still change Entity, Departments, and Chart of Accounts.
But you cannot change the First Year; you can only add more fiscal years after Commit.

- New User** As the Administrator, you can add new users from menu / Setup / User. An activation email with embedded security link will be sent to the new user for him/her to activate the new account, to select password, and set security questionnaires. Such security link will be valid for 72 hours. If the new user doesn't activate the new account with this security link within 72 hours, it will expire. You can then reset the password, and a new password reset security link will be emailed to the new user. The password reset security link will be valid for 72 hours as well.
- Manage User** As the Administrator, you can disable users from menu / Setup / User. You can also reset password for any users. Upon resetting password, a password reset security link will be emailed to the user. The password reset security link will be valid for 72 hours.
- User Permission** There are four types of users: Administrator, Full Edit, Read Only, and Limited User.
- An Administrator has no restrictions in access permission. An Administrator can perform all the available functions in the application, and has Full Edit access to all the available data in the application.
- Full Edit users can edit all the data, except for areas where requires Administrator rights.
- Read Only users have read only access to all the data, except for areas where requires Administrator rights.
- The Limited User can be set up to have limited access permission to various areas of the application and the underlying data. For example, you can assign a Limited User to have Full Edit permission to one department, and Read Only or No Access permission to another. This feature ensures such Limited User has proper permission to access only those functions and underlying data that he/she is allowed to view/edit.
- User Locked Out** If any User has three consecutive failed login attempts, either by wrong password or wrong answers to the security questionnaires, this user account will be locked out to prevent any further login attempts. The Administrator can unlock the User account.
- Each customer of AppComputing will be set up with at least one Administrator upon initial implementation. A backup Administrator is highly recommended in case the first Administrator is locked out due to failed login attempts. The Administrator can set up additional Administrators.
- Multiple Company Access** If you have access to multiple companies with the same login email address, you will see a special link on the top of the menu bar after you login, "Change Company".
- From Change Company screen, you can switch over to another company. You can also change your default login company so your next login will go to the new default login company.

Current The Master Version in the Current folder is the main budget version. All the budget updates and revisions will be done in this version. When adding more fiscal years to the budget data, this version will continue to live through the future.

Published The budget versions in Published folder are for historical budget and financial reporting purpose, for example, a budget and financial report for Q1' 2013. You can create a Published version from the Current version. That will keep all the numbers not changed in the Published version while you continue working on the Current Master Version going forward.

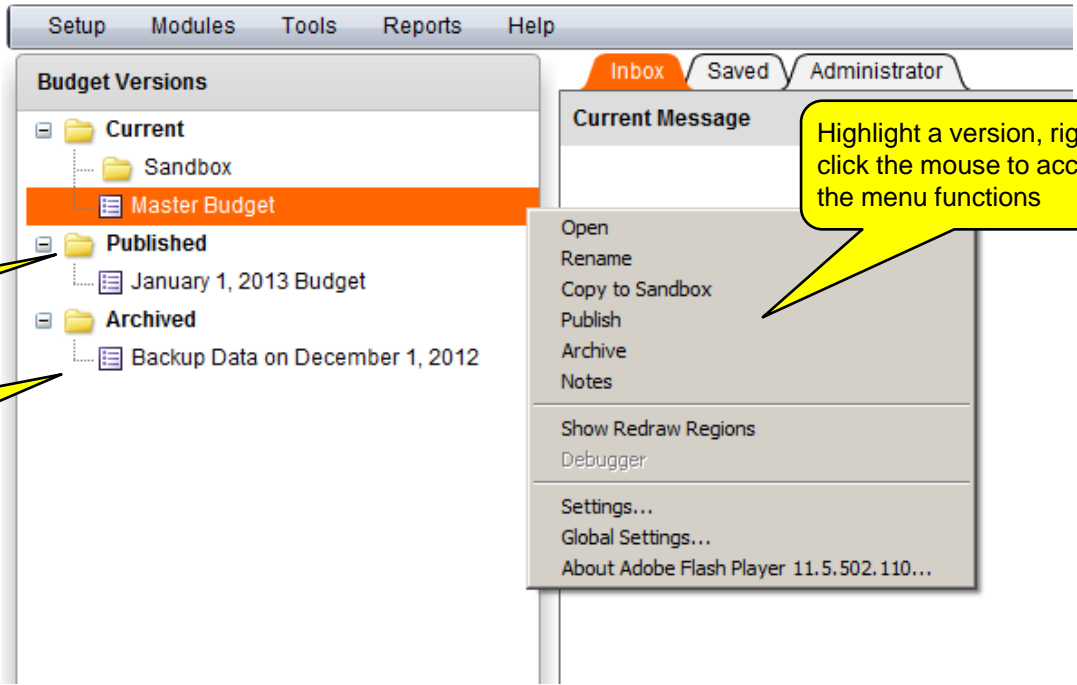
Only Administrator can change data in the Published versions. All other Limited users cannot change any data in the Published versions.

Archived The Archived versions are for backup purpose.

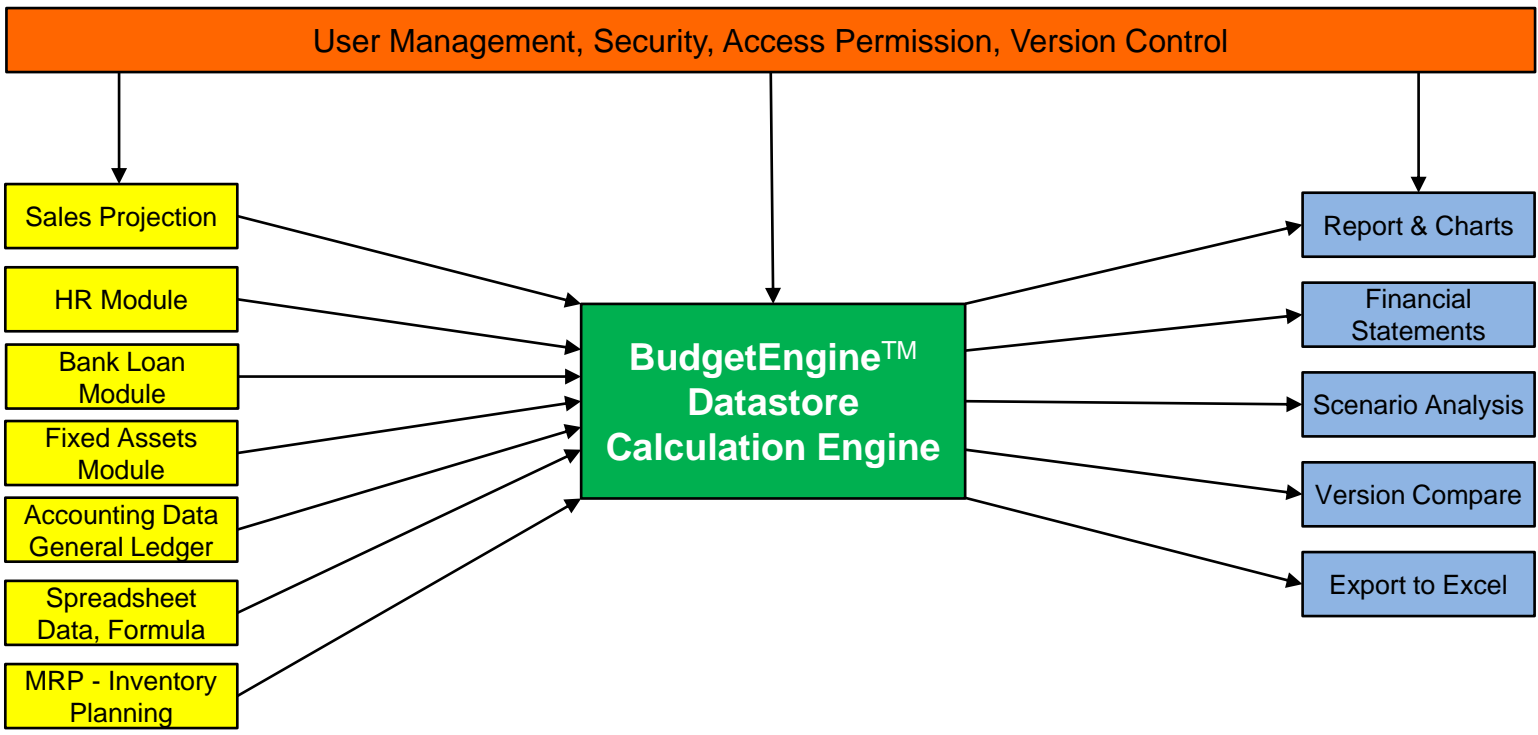
Only the Administrator can change data in the Archived versions. All other Limited users cannot change any data in the Archived versions.

To add a sub-folder, right click Published or Archived

You can rename, move, delete, duplicate any Published or Archived versions



Highlight a version, right click the mouse to access the menu functions



Fiscal Periods Fiscal Periods contain Month, Quarter and Year. You can edit data in Month periods. All the Quarter and Year periods contain system formulae and can't be edited by users.

- Periods Status** Fiscal Periods have 3 status:
- Open, meaning open budget, which can be edited by users.
 - Closing, meaning the period is in the closing process. You can import accounting actual data for the Closing period.
 - Closed, meaning the period is closed, and no more edits are allowed.
 - Archived, meaning the period is hidden.

Status Control Fiscal Periods status, once changed from Open to Closing, they can't go back to Open again. All the module data are merged to user defined data in the Edit Box, and all the modules will not update data in the Closing periods.

You can change status among Closing, Closed, Archived, but can't change from Closing, or Closed, or Archived to Open.

Change Fiscal Period Status via menu /Setup/Fiscal Period

Drop down box to select Closing for changing status

Setup Modules Tools Reports Help

Fiscal Period Setup		Current Fiscal Periods						
- Settings		Fiscal Period	Fiscal Month	Fiscal Quarter	Fiscal Year	Calendar Month	Calendar Year	Status
- Add New Fiscal Periods		1	Jan-2013	Q1-2013	2013	January	2013	Closed
- Current Fiscal Periods		2	Feb-2013	Q1-2013	2013	February	2013	Open
		3	Mar-2013	Q1-2013	2013	March	2013	Open
		4	Apr-2013	Q2-2013	2013	April	2013	Closing
		5	May-2013	Q2-2013	2013	May	2013	Open

Sales Projection

Retail Subscription Orders are managed inside the Fiscal Periods as defined in the Setup. When adding more Fiscal Periods for the new year budget, all the Subscription Orders will be automatically populated into the new Fiscal Periods for the new year.

Retail Subscription

Each Order has two edit status:

- I. **Partially Edited & Not Committed.** This means the Order is not completely edited, and not Committed in the Review & Commit tab. The data for this Order are not posted to the budget in the financial statements. Such partially edited Order will be shown with *** in the name.
- II. **Fully Edited & Committed.** After Committing the Order in the Review & Commit tab, all the data for this Order are posted to the budget in the financial statements.

The Order data will be automatically calculated based on the input. You don't need to enter any formula. All the formula have been pre-programmed in the application. There are certain fields are non-editable: Renewal Rate during the first subscription periods; the first Price Increase %; and any field that has calculation with divided by zero;

Retail Subscription [Refresh]

Show Inactive Region Category Item
(Orders with *** are Partially Edited, not Committed)

- Region #1
 - Category#1
 - ***Subscription#1
 - Category#2
 - Subscription#2
 - Subscription#6
- Region #2
 - Category#1
 - ***Subscription#1
 - Category#2
 - ***Subscription#2

Region #1 - Category#1 - Subscription#1 Order Status: Partially Edited [Refresh]

Order Delivery Billing Payment Revenue Commission Royalty Tax Review & Commit

Item Description Subscription Item#1 Length 1 Month(s) [Export to Excel]

Import Data from Spreadsheet

Fiscal Period	Renewal Rate	Unit Renewed	New Unit Add Import	Total Unit Sold	Price Increase	Average Selling Price	Amount Sold
Jan-2013 Closing	%	0	0	0	%	100.00	0.00
Feb-2013 Open	100.00 %	0	100	100	0.00 %	100.00	10,000.00
2013 Open	100.00 %	100	100	200	0.00 %	100.00	20,000.00
2013 Open	100.00 %	200	100	300	0.00 %	100.00	30,000.00
2013 Open	100.00 %	300	100	400	0.00 %	100.00	40,000.00
Jun-2013 Open	100.00 %	400	100	500	0.00 %	100.00	50,000.00
Jul-2013 Open	100.00 %	500	100	600	0.00 %	100.00	60,000.00
Aug-2013 Open	100.00 %	600	200	800	0.00 %	100.00	80,000.00
Sep-2013 Open	100.00 %	800	200	1,000	0.00 %	100.00	100,000.00
Oct-2013 Open	100.00 %	1,000	200	1,200	0.00 %	100.00	120,000.00
Nov-2013 Open	100.00 %	1,200	200	1,400	0.00 %	100.00	140,000.00
Dec-2013 Open	100.00 %	1,400	200	1,600	0.00 %	100.00	160,000.00

Right click Category to Add Items

Right click Item to Remove Item

Sales Projection Regular Order vs. Backup Order

Enterprise Sales Regular Orders are displayed in the upper section of the left panel; Backup Orders are displayed in the lower section of the left panel.

Backup Orders will not be posted to the Budget. Only Regular Orders will be posted to the Budget. You can move any particular Order between Regular and Backup. This is an effective way to manage sales pipeline, and select only those Orders with high probability for the Budget, and keep the rest as Backup Orders.

- To downgrade a Regular Order to Backup Order, check the box [Backup Order]
- To promote a Backup Order to Regular Order, uncheck the box [Backup Order]

Backup Orders are not posted to Budget

Right click Region to add Customers; Right click Customer to Add Orders

Enterprise Sales Refresh

Show Inactive Region Inactive Customer
 Archived Order
 (Orders with *** are Partially Edited, not Committed)

- [-] Region #1
 - [-] Customer #1
 - Order #1
- [-] Region #2

Customer #1 - Order #1 Backup Order Archived Order Order Status : Committed Refresh

Order | Delivery | Billing | Payment | Revenue | COGS | Warranty | Inventory | Commission | Royalty | Tax | Review & Commit

Order Name: Order #1 Order Date: 05/01/2013 Probability: 90 %

Description: Order #1

Notes:

Sales Item	Unit Ordered	Unit Price	Discount	Amount Ordered	Action
Item#1	100	1,000.00	0.00 %	100,000.00	+ ✖
Item#2	200	2,000.00	0.00 %	400,000.00	+ ✖
Total				500,000.00	

Sales Projection Reports

There are 100+ reports showing detailed data calculations for each sales order (menu: /Reports/Sales Projection)

- You can Export each of the detailed report to Excel
- You can compare report data between two different versions
- You can also link any report data to Spreadsheet via right click menu, "Link Data to Spreadsheet". The Data linked to Spreadsheet can be used for further data modeling. All the data linked to Spreadsheet will be updated automatically when any order is added, edited, or deleted.

Opened Version : [Current - Master Budget]

Order - Order Amount by Customer Order

Description	Jan-2013 Closing	Feb-2013 Open	Mar-2013 Open	Apr-2013 Open	May-2013 Open	Jun-2013 Open	Jul-2013 Open	Aug-2013 Open
▼ Region#1								
▼ Customer #1								
Order #1 - Item#1					100,000.00			
Order #1 - Item#2					400,000.00			
Total Customer #1	0.00	0.00	0.00	0.00	500,000.00	0.00	0.00	0.00
Total Region#1	0.00	0.00	0.00	0.00	500,000.00			
GRAND TOTAL	0.00	0.00	0.00	0.00	500,000.00			
Orders)	0.00	0.00	0.00	0.00	0.00			

Right Click menu

Comprehensive Reports showing all the data calculations

HR Settings

HR Settings define all the HR related policies, including all the payroll tax rates, benefits, average annual salary increase, etc.

Then, in / Modules / HR / Employee, you can enter employee records, which will calculate all the HR related cost based on the policies defined in HR Settings.

You can setup Work Locations, and define which payroll taxes are applicable to each Work Location. Then, you can add employees to that Work Location (via HR Employee page). Depending on what payroll taxes are applicable to that Work Location, the employees in that Work Location will be calculated payroll tax cost accordingly.

All the annual maximum on payroll taxes and workers' compensation insurance will be automatically calculated based on each setting defined in HR Settings.

- HR Settings
- Chart of Account Mapping
- Payroll Schedule
- Payroll Taxes**
- Benefits/Insurance
- PTO/Vacation
- 401/Retirement/Profit Sharing
- Workers' Compensation Insurance
- Work Location

Payroll Taxes

Name: [Delete This Record](#)

Effective % up to payroll amount of No Limit [Remove This Line](#)

[Add New Line](#)

Name: [Delete This Record](#)

Effective % up to payroll amount of No Limit [Remove This Line](#)

[Add New Line](#)

Name: [Delete This Record](#)

Effective % up to payroll amount of No Limit [Remove This Line](#)

[Add New Line](#)

[Add New Tax](#)

HR Employee

You can enter employee records via menu / Modules / HR / Employee.


The annual salary increase will be automatically populated based on the policy setup in HR Settings. You can override it by Add Change and use the same effective date as the automatic annual salary increase date. The manual entry effective date will supersede the automatic entry effective date.

You can terminate an employee by entering a termination date. Then you will have options to enter severance and COBRA (if any). To cancel the termination, simply remove the terminate date.

You can also setup Cost Sharing for any employee among Departments

Each HR cost can be shared among departments for any employee in any period

Cost Sharing with Other Department

- Changed To Yes No Effective Date  [Add Change](#)

Allocation:	Customer Services	<input type="text" value="10"/>	%
	Research & Develo...	<input type="text" value="20"/>	%
	Sales	<input type="text" value="20"/>	%
	Marketing	<input type="text" value="30"/>	%
	General Administra...	<input type="text" value="20"/>	%
Total:		<input type="text" value="100"/>	%

Apply these allocation percentages to:

- Base Salary Yes No
- Bonus Yes No
- Commission Yes No ***Excluding Commission from Sales Projection
- PTO/Vacation Yes No
- Payroll Tax Yes No
- Benefits/Insurance Yes No
- 401K/Retirement/Profit Sharing Yes No
- Worker's Compensation Yes No

HR Actual Data

When a fiscal period status is changed from Open to Closing, you can enter actual data to override the budget data.

PTO/Vacation, as estimated in the budget, may have different actual balance based on the actual usage. You can override the budget PTO/Vacation hour balance by the actual balance, so that the PTO/Vacation will be updated for all the future budget

Estimated usage in budget

PTO/Vacation Plan

Plan Selection Effective Date Estimated Usage % [Add Change](#)

HR Actual Data

PTO/Vacation Hour Balance

PTO/Vacation Hour Balance

Employee	Beginning Balance	Jan-2013 Closing	Feb-2013 Open	Mar-2013 Open	Apr-2013 Open
Customer Services					
Mary Jones - VP Customer Service	0.0000	0.0000	7.0000	14.0000	21.0000

You can override with actual balance

Bank Loan

There are three different loan amortization methods with due date at

- Last day of the current month
- First day of the following month
- First day of the current month

All can be with or without interest only period.

You can Preview Amortization Schedule even before you save the loan data to the server. From the Preview Amortization Schedule, you can further export the amortization data to Excel spreadsheet.

You can enter early payoff after you save the loan

Early Payoff Yes No Early Payoff Date

Early Payoff Penalty Yes No If Yes, amount

[Click here to calculate Early Payoff transaction](#)

Payoff Principal Amount	<input type="text" value="865,502.37"/>
Interest Amount (prorated to the Payoff Date)	<input type="text" value="3,606.26"/>
Remaining Prepaid Points/Interest Amount (expensed on the Payoff Date)	<input type="text" value="13,614.12"/>
Additional end-of-loan Interest:	
Amount up to the Payoff Date	<input type="text" value="35,518.33"/>
Amount from Payoff Date to the end of Loan	<input type="text" value="39,481.67"/>
<hr/>	
Total Additional end-of-loan Interest calculated	<input type="text" value="75,000.00"/>
Total Additional end-of-loan Interest actually paid	<input type="text" value="0.00"/>

You can also enter the actual amount paid if you've negotiated a different amount

Fixed Assets

Fixed Assets module tracks the entire life cycle of all the assets, and calculates all the depreciation expenses.

Fixed Assets module can also manage Refurbish and Disposal for any asset.

You can generate all the detailed accounting reports from menu / Reports / Fixed Assets. You can use those detailed reports for accounting month end closing, like recording depreciation expenses.

The Fixed Assets module integrates with HR Employee module, where you can add fixed assets budget for each of the To Be Hired employees.

Check the box To Be Hired, to add fixed assets budget

Setup Modules Tools Reports Help Opened Version : [Current - Master Budget] Currency: USD

Employee

Show : Terminated Future Hires

Sort By :

- Customer Services
 - Mary Jones - VP Customer Service
- Research & Development
 - David Ryan - Sr. Engineer
 - Tom Crane - VP Engineering
- Sales
 - Mike Lee - Sales Director
- Marketing
 - John Solomon - VP Marketing

Mary Jones - VP Customer Service To Be Hired

First Name	<input type="text" value="Mary"/>	Last Name		<input type="text" value="Jones"/>
Hire Date	<input type="text" value="02/01/2013"/> <input type="button" value="Calendar"/>	Termination Date		<input type="text"/> <input type="button" value="Calendar"/>
Department	<input type="text" value="Customer Services"/>	Effective Date	<input type="text" value="02/01/2013"/> <input type="button" value="Calendar"/>	Add Change
Title	<input type="text" value="VP Customer Service"/>	Effective Date	<input type="text" value="02/01/2013"/> <input type="button" value="Calendar"/>	Add Change
Work Location	<input type="text" value="San Francisco"/>	Effective Date	<input type="text" value="02/01/2013"/> <input type="button" value="Calendar"/>	Add Change
Annual Base Salary	<input type="text" value="150,000.00"/>	Effective Date	<input type="text" value="02/01/2013"/> <input type="button" value="Calendar"/>	Add Change

BudgetEngine™ Spreadsheet

AppComputing has its own BudgetEngine™ spreadsheet, which contains familiar functionality and user interface similar to Excel spreadsheets.

We've made the formula expression more human readable. For example,

In Excel spreadsheet: A1+B2

In BudgetEngine™ spreadsheet: (Mar-2013_Raw Material)+(Mar-2013_Finished Goods)

Balance Sheet		Jan-2013	Feb-2013	Mar-2013	Apr-2013	May-2013	Jun-2013	Jul-2013	Aug-2013
1	ASSETS								
2	Current Assets								
3	Cash	37,665	548,499	486,532	543,947	1,010,612	1,073,888	816,894	927,876
4	Accounts Receivable	27,894	63,760	260,430	83,055	279,680	102,305	358,930	251,315
5	Prepaid Expenses	24,938	33,143	25,000	25,000	61,694	58,398	54,993	51,587
6	Total Current Assets	90,498	645,402	771,962	652,002	1,351,986	1,234,591	1,230,816	1,230,778
7	Inventory								
8	Raw Material	15,012	13,011	15,233	16,255				
9	Work-in-progress Inventory		4,000	10,000					
10	Finished Goods	12,767	14,940	17,910	63,742	33,877	38,182	44,122	49,727
11	Total Inventory	27,779	31,951	43,143	79,997	33,877	38,182	44,122	49,727
12	Fixed Assets								
13	Equipment & Fixture	532,063	537,063	542,063	547,063	552,063	557,063	562,063	567,063

Cell Each cell has two areas of data, Protected Box, and Edit Box.

Protected Box Protected Box: contains system formulae, like Total Assets, and/or data posted from modules, like HR, Bank Loan. Those data can't be edited in the spreadsheet. For all the fiscal periods in Open status, all the data posted from modules, like HR, Bank Loan, are displayed in the Protected Box.

Edit Box Edit Box: you can add/edit/delete data and/or formulae directly in the Edit Box. For fiscal periods in Closing status, you can also edit data posted from modules, like HR, Bank Loan. Those data will be moved from Protected Box into Edit Box for any fiscal periods in Closing status.

For any fiscal periods in Closed status, no data can be edited in the Edit Box. To edit data in the Edit Box for a Closed fiscal period, you need to first change that period back to Closing status.

Non-editable There are certain lines you can't edit data in Edit Box, like TOTAL ASSETS in Balance Sheet. Those cells are called Non-editable, and will display with grey color background. They are protected from user edit because they are only for system formulae for calculating financial numbers.

All the cells in Quarter and Year columns are non-editable. They contain system formulae only.

All the cells in Closed fiscal periods are also non-editable.

Protected Box for
- sysformula ()
- module data from Sales, HR, Loan
Mouse over message can display the information about these data

Edit Box for
user entered data, formulae

	Customer Service	Jan-2010
1	Headcount	1
2	Salary	16,000
3	Bonus	5,007

Cell Reference

Each cell reference can be defined by 3 dimensions: Department/Tab, Fiscal Period, Chart of Account

For example,

([Balance Sheet]Jan-2013_Cash), or

(Jan-2013_Cash)

Each cell reference is enclosed by a pair of small bracket.

The Department or Tab is optional. When not used, it means the same tab as the cell is located; when used, will be in middle bracket, like, [Balance Sheet].

Relative vs. Absolute Cell Reference

Each cell reference can be relative or absolute, the same way works like in Excel Spreadsheet. The absolute is defined with a \$ sign.

Relative cell reference: (Jan-2013_Cash), when copy paste formulae to another cell, will be changed to new cell reference based on the copy paste cell location.

Absolute cell reference: (\$Jan-2013_\$Cash), when copy paste formulae to another cell, will never be changed to new cell reference.

Partial relative/absolute cell reference, (\$Jan-2013_Cash), (Jan-2013_\$Cash), when copy paste formulae to another cell, the relative portion, either Period, of Chart of Account, will be changed, while the absolute portion will never be changed.

Department or Tab name always means absolute when present, like ([Balance Sheet]Jan-2013_Cash). This cell reference means Tab Balance Sheet is a fixed reference. It will not change when copy paste formulae to another Tab. You don't need to add \$ to [Department].

For Quarter and Annual Columns

The following system formulae are available for calculating the data in all the quarter and annual columns. The BudgetEngine™ application will automatically assign proper system formulae for all the financials statements and Chart of Accounts.

For each user-defined lines in all the user-defined tabs, you can assign them by right click the line title.

- **Quarter Total, Annual Total:** the sum of 3 months for a quarter; 12 months for a year.
- **Quarter Average, Annual Average:** the average of 3 months in a quarter; 12 months in a year.
- **Quarter Beginning Balance, Annual Beginning Balance:** the beginning balance of a quarter; or a year, which is the ending balance of the previous month before the quarter starts; or before the year starts.
- **Quarter Month One Balance, Annual Month One Balance:** the ending balance of the 1st month in a quarter; or in a year.
- **Quarter Ending Balance, Annual Ending Balance:** the ending balance of the last month in a quarter; or in a year.
- **Quarter Ending Formula, Annual Ending Formula:** the same formula logic as the formula in the last month of a quarter; or a year, but replaced with the quarter reference; or the year reference. For example,

For example: Gross Margin formula for Dec-2013 is: $\text{Dec-2013_Gross profit} / \text{Dec-2013_Total Revenue}$
 Then: Quarter Ending Formula for Q4_2013 is: $\text{Q4-2013_Gross profit} / \text{Q4-2013_Total Revenue}$
 Annual Ending Formula for year 2013 is: $\text{Year-2013_Gross profit} / \text{Year-2013_Total Revenue}$

The requirement for these system formulae: the source formula in the month can only contain cell references from the same month.

- **Quarter Empty, Annual Empty:** no formula for the quarter columns; or the year columns.

For Total Rows

There are system formulae for adding total among rows, like Total Assets, Total Liabilities, Total Revenue, etc. All these system formulae are non-editable and are managed by the application automatically.

For Cash Flow Tab

There are system formulae for calculating the data in Statement of Cash Flow. Some of the data in cash flow calculations may need manual adjustments, like gain/loss from fixed assets disposal. You can add manual adjustments to those cells as needed. Any data you add to the cells in Cash Flow tab will be included in the total calculation with the related system formulae.

**Supported
Formula
Functions**

The application supports the following formula functions. You can use them the same way as in Excel Spreadsheet.

- AVERAGE()
- COUNT()
- IF()
- MAX()
- MIN()
- ROUND()
- SUM(), or better, you can use Total Line, described in the User Defined Lines section later.

You can use these formula functions together with human readable cell reference, like

```
AVERAGE((Jan-2013_Total Revenue), (Feb-2013_Total Revenue), (Mar-2013_Total Revenue))
```

which will result the average Total Revenue for the 3 months as the calculated value.

For multiple cell references in the above functions, you need to enter individual cell, not a range of cells, for example,

```
instead of: SUM((Jan-2013_Total Revenue):(Mar-2013_Total Revenue))
```

```
you should enter: SUM((Jan-2013_Total Revenue), (Feb-2013_Total Revenue), (Mar-2013_Total Revenue))
```

Caution

You can only enter numbers, or enter any formula resulting numbers.
You can't enter text, or any formula resulting text

... because BudgetEngine™ spreadsheet is designed to handle budgeting data only

Copy Paste Command

Copy Paste commands can be accessed via the Copy Paste Icons, and the right click menu

Copy Paste Types

- Copy, Paste, meaning all the formulae in the Edit Box, and the format of the cell
- Copy, Paste by Formula, meaning all the formulae in the Edit Box only, not the format of the cell
- Copy, Paste by Value, meaning calculated value of the entire cell (including the value in both Protected Box and Edit Box), not the format of the cell
- Copy, Paste by Format, meaning the format only, no formulae

Multiple Cell Selection

For selecting multiple cells for copy paste, you can mouse click the first cell, then hold the Shift key and mouse click the last cell to select a range of cells.

You can also use arrow keys to adjust the cell range selection while holding the Shift key.

Copy Paste Icons

Cell(s) selected for Copy will show blue color background

Right click menu Copy Paste

	Balance Sheet	Feb-2011	Mar-2011	Apr-2011	May-2011
1	ASSETS				
2	Current Assets				
3	Cash	1,273,367	2,124,460	2,018,555	1,943,444
4	Accounts Receivable	62,500	137,500	212,500	287,500
5	Prepaid Expenses	20,000	20,000	20,000	
6	Total Current Assets	1,355,867	2,374,960	2,258,055	2,230,944
7	Fixed Assets				
8	Computer and Software	120,000	145,000	170,000	
9	Less: Accumulated Depreciation				
10	A.D. Computer and Software	(3,333)	(7,361)	(12,083)	
11	Total Fixed Assets	116,667	137,639	157,917	
12	Other Long-term Assets				
13	Deposits	12,000	12,000	12,000	12,000

Tab Layout The tab layout starts with financial statements

- Balance Sheet
- Income Statement
- Cash Flow

Then followed by Total Department Expenses, and one tab for each department.

You can add more customized tabs (user-defined tabs) by clicking the “ + “ sign in the tab bar

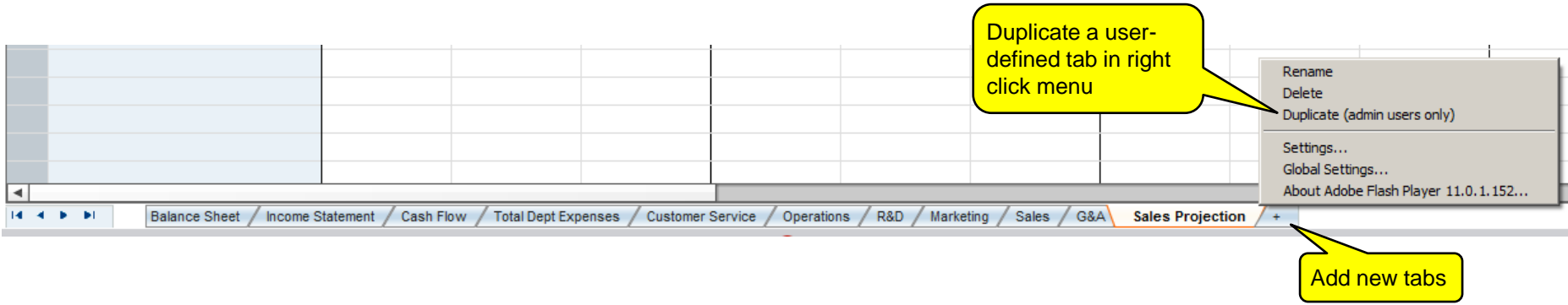
The user-defined tabs are for the purpose of building your own data, like financial analysis, sales projection, customized reports, etc.

Once you’ve added the user-defined tab, you can add user-defined lines in the new tab.

Duplicate Tabs You can duplicate a user-defined tab via the right click menu on a tab, and select Duplicate.

This will duplicate the entire tab with all the data/formulae for each cell in that tab to a new tab.

Re-organize Tabs You can drag-n-drop tabs to re-organize the tab layout, so that you can re-sort all the tabs in the order you want.



User-defined Lines

In user-defined tabs, you can Add, Edit, Delete, Move user-defined lines. This is similar to the Excel spreadsheet where you can define lines for assumptions and calculations.

- Add:** mouse click select a line header, right click to select menu Add Line(s).
- Edit:** mouse click select a line header or multiple line headers, right click to select menu Edit Line(s).
- Delete:** mouse click select a line header or multiple line headers, right click to select menu Delete Line(s).
- Move:** mouse click select a line header or multiple line headers, then use mouse to drag-n-drop the line.
You can select multiple line headers by using Shift + mouse click, or Shift + arrow key.

Select multiple lines by Shift + mouse click, or Shift + arrow keys

Move lines by using mouse drag-n-drop

Right click menu to delete or format lines

Sales Projections		Jan-2011	Feb-2011	Mar-2011	Apr-2011	May-2011	Jun-2011
1	Sales Projection						
2	Customer Count	25	55	85	115	145	175
3	ASP - Annual Subscription	10,000	10,000	10,000	10,000	10,000	10,000
4	Total Sales	250,000	550,000	850,000	1,150,000	1,450,000	1,750,000
5	Revenue Recognition						
6	Monthly Revenue Recognized			102,083	185,417	293,750	427,083
7	Deferred Revenue			1,493,750	2,458,333	3,614,583	4,937,500

- Copy
- Add Line(s)
- Edit Line(s)
- Delete Line(s)
- Increase Indent
- Decrease Indent
- Settings...
- Global Settings...
- About Adobe Flash Player 11.0.1.152...

Copy Paste User-defined Lines

You can copy paste user-defined lines in the same tab or between different tabs.

The paste command will replace the paste_to lines, and create new lines if there are not enough existing lines in the paste_to area.

To copy paste lines, you can mouse click the line # header and use Shift + mouse click, or Shift + arrow key, to select multiple lines, then use copy paste command from Icon, or right click menu.

All the cell data/formulae in the copy paste lines will be handled the same way as copy paste cells (with all the data, formulae and formats).

Select multiple lines by Shift + mouse click, or Shift + arrow keys

Line(s) selected for Copy will show blue color background

Right click menu to select Copy, Paste

	Sales Projections	Jan-2011	Feb-2011	Mar-2011	Apr-2011	May-2011	Jun-2011
1	Sales Projection						
2	Customer Count	25	55	85	115	145	175
3	ASP - Annual Subscription	10,000	10,000	10,000	10,000	10,000	10,000
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- Copy
- Paste
- Add Line(s)
- Edit Line(s)
- Delete Line(s)
- Increase Indent
- Decrease Indent
- Settings...
- Global Settings...
- About Adobe Flash Player 11.0.1.152...

Create Total Line

You can add a Total Line to automatically sum up line(s) selected, via right click menu, Create Total Line. This will create a Total Line group, including the Title Line, the Child Line(s), and the Total Line.

You can then add, edit, delete, drag-n-drop lines to and from the Total Line group without needing to update the Total Line formula. The application will automatically calculate all the Child Line(s) in the Total Line via System Formula.

The System Formula in the Total Line cannot be edited.

You can edit the name for the Total Line via right click menu, Edit Line(s). It will also automatically update the Title Line name. The names of the Title Line and the Total Line are always shown as a pair, with the difference of the word "Total".

You can remove the Total Line group by deleting the Total Line, via right click menu, Delete Line(s). After the Total Line is deleted, the Title Line will be deleted, and all the Child Line(s) will become the regular line(s).

The screenshot shows a spreadsheet with the following data:

	Consultants	Jan-2012	Feb-2012	Mar-2012	Apr-2012	May-2012	Jun-2012
1	R&D Consultants						
2	Consultant A	5,000	5,000	5,000	5,000	5,000	5,000
3	Consultant B		12,000	12,000	12,000	12,000	12,000
4	Consultant C			8,500	8,500	8,500	8,500
5	Total R&D Consultants		7,000	25,500	25,500	25,500	25,500

Callouts in the image:

- "Title Line is automatically added" points to the 'R&D Consultants' title line (row 1).
- "Line(s) selected for Total Line become Child Line(s)." points to the 'Consultant A', 'Consultant B', and 'Consultant C' lines (rows 2-4).
- "Total Line will sum up all the Child Line(s) in the group" points to the 'Total R&D Consultants' line (row 5).
- "Select Line(s), right click menu Create Total Line" points to the right-click context menu over the 'Total R&D Consultants' line, where 'Create Total Line' is highlighted.

Interface with Excel Spreadsheet

You can copy paste data between BudgetEngine™ spreadsheet and Excel spreadsheet, all the copy paste will be by value only.

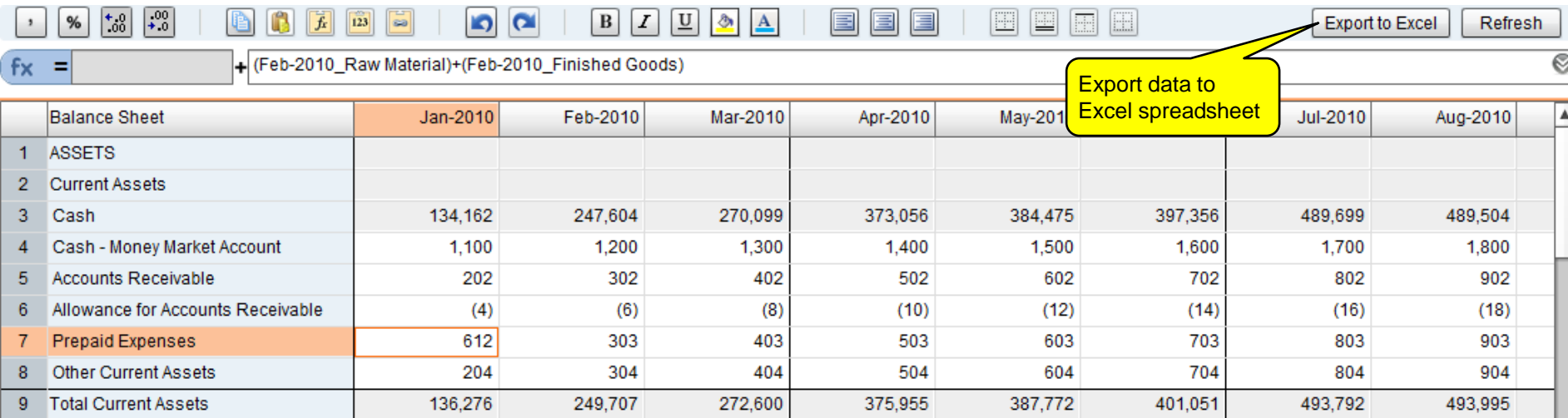
Copy from BudgetEngine™ spreadsheet to Excel spreadsheet:

- Select cell(s) in BudgetEngine™ spreadsheet, then select “Copy” from right click menu, or from the Icon Copy
- Go to Excel spreadsheet, then paste the data

Copy from Excel spreadsheet to BudgetEngine™ spreadsheet:

- Select cell(s) in Excel spreadsheet, then select “Copy” from right click menu, or use Ctrl + c (MAC keyboard: ⌘ + c)
- Go to BudgetEngine™ spreadsheet, then paste the data by using Ctrl + v (MAC keyboard: ⌘ + v)

The data in BudgetEngine™ spreadsheet, and in many other reports, can be conveniently exported to Excel spreadsheet by clicking “Export to Excel” button



Balance Sheet	Jan-2010	Feb-2010	Mar-2010	Apr-2010	May-2010	Jun-2010	Jul-2010	Aug-2010
1 ASSETS								
2 Current Assets								
3 Cash	134,162	247,604	270,099	373,056	384,475	397,356	489,699	489,504
4 Cash - Money Market Account	1,100	1,200	1,300	1,400	1,500	1,600	1,700	1,800
5 Accounts Receivable	202	302	402	502	602	702	802	902
6 Allowance for Accounts Receivable	(4)	(6)	(8)	(10)	(12)	(14)	(16)	(18)
7 Prepaid Expenses	612	303	403	503	603	703	803	903
8 Other Current Assets	204	304	404	504	604	704	804	904
9 Total Current Assets	136,276	249,707	272,600	375,955	387,772	401,051	493,792	493,995

Caution

When copy paste data from Excel, make sure you format all the cells in Number format, and set proper decimal digits display in Excel.
For value of 99.99, if the display format has no decimal digit in Excel, it will display as 100.
Copy paste into BudgetEngine™ Spreadsheet will get 100, not 99.99
Copy Paste from Excel will copy data exactly as displayed.

Accounting Data

You can upload accounting data, like general ledger, to update budget numbers with actual, and allow general ledger details drill down from the BudgetEngine™ spreadsheet.

Step #1: Select Accounting Software, and if you use department cost tracking.

Step #2, Upload General Ledger; Map Chart of Account between Accounting and BudgetEngine™.
You only need to map Chart of Account once, and you can use the same mapping for all the subsequent uploads.

Step #3: Update Budget with Actual to override budget numbers with uploaded actual accounting data.

The screenshot shows the 'Accounting Data Bulk' settings page. A yellow callout labeled 'Step #1' points to the 'Bulk Data Upload' menu item. A larger yellow callout on the right explains that after GL data is uploaded, the 'Update Budget with Actual' setting becomes non-editable. A second yellow callout labeled 'Step #3' points to the 'Update Budget with Actual' option in the left sidebar. A third yellow callout points to the 'Preview & Update' button in the table, explaining its function. A fourth yellow callout points to the 'General Ledger Drill Down' checkbox, explaining its function.

Accounting Data Bulk Settings:

- Chart of Account for Accounts Receivable: 1200 - Accounts Receivable
- Chart of Account for Accounts Payable: 2000 - Accounts Payable
- Accounting Software Used: Effective Jan-2010, QuickBooks, Use Department Cost Tracking: Yes

Update Budget with Actual Accounting Data Table:

Fiscal Period	Fiscal Period Status	General Ledger Uploaded	Update Budget with Actual (Closing Periods Only)	Accounting Matching BudgetEngine	General Ledger Drill Down
Jan-2010	Closed	Yes		✓	<input checked="" type="checkbox"/>
Feb-2010	Closing	Yes	Preview & Update	✗ Details	<input type="checkbox"/>
Mar-2010	Open	No			

SAP Certified
SAP Business One
Integration

AppComputing BudgetEngine is a certified Add-on solution for SAP Business One.

You can download a copy of the certified Add-on from inside the BudgetEngine application

Menu: / Tools / Bulk Data Upload / Accounting Data /

Follow SAP Business One administration process to install the downloaded Add-on.

Then, follow the 3 simple steps defined below to generate the General Ledger Report data file for uploading to BudgetEngine.



Accounting Data Bulk Upload

Settings

Upload General Ledger

Manage Uploaded Data

Update Budget with Actual

Upload General Ledger

Upload Data
Mapping-Department
Mapping-COA
Review & Save

Upload General Ledger Data for Fiscal Period Jan-2007

OEC Computers_GL_2007-01.csv Select file...

*** Before Uploading General Ledger, please first follow instructions in user manual, Month-End Closing (from menu /Help).

SAP Business One General Ledger Report file

Login SAP Business One, then follow these 3 steps:

Step #1: Select from menu / Reports / AppComputing / BudgetEngine.

Step #2: in the General Ledger form, select Fiscal Period (match Upload Fiscal Period), then click OK.

Step #3: in the detail General Ledger Report, click Save.

*** For the first time setup, please down load and install the SAP certified Add-On, [AppComputing BudgetEngine Add-On for SAP](#).

Download SAP Add-on from here

Version Compare You can select any two versions to compare all the data side by side with delta view for any month, any tab.

Access Version Compare function via menu: / Tools / Version Compare

The Version A in the Version Compare window is fully editable. You can edit Version A data while comparing that against Version B.

Version A and Version B data are lined up side by side with delta view

The screenshot displays a financial spreadsheet with a 'Compare versions' dialog box overlaid. The spreadsheet has columns for 'Jan-2010', 'Delta', 'Delta %', 'Feb-2010', and 'Delta %'. The dialog box is titled 'Compare versions' and contains two lists: 'Version A' and 'Version B'. In 'Version A', 'Current' > 'Master Budget' is selected. In 'Version B', 'Published' > 'Budget as of January 1, 2010' is selected. A yellow callout bubble points to the dialog box with the text 'Select any two versions for compare'. At the bottom of the dialog are 'Compare' and 'Cancel' buttons.

Standard Charts

You can use these standard charts to report important budgeting metrics. You can copy paste these charts to your PowerPoint or Word by clicking "Save Chart as"; or you can also export the chart data to Excel so that you can create different types of Excel charts.

- Charts
 - Standard Charts
 - Revenue
 - Cost of Revenue (COGS)**
 - Operating Expenses (OpEx)
 - Other Income/Expenses/Taxes (Others)
 - Cash Balance
 - Revenue/COGS, OpEx, Others/Cash Balance
 - Expense By Department
 - Department Expense By Category
 - Headcount By Department

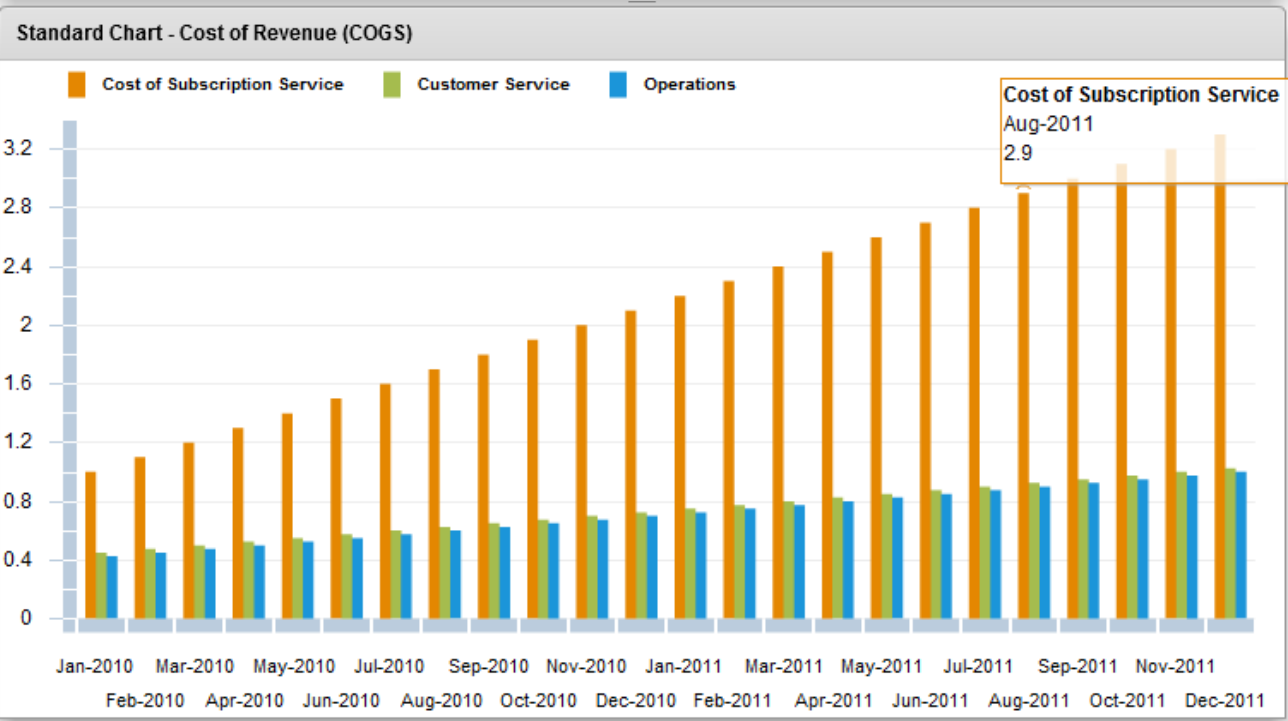
Settings - Standard Chart - Cost of Revenue (COGS) Save Chart as... Export Data to Excel Refresh

Chart Type: Clustering Column

Time Scale By: Month Start: Jan-2010 End: Dec-2011

Amount Shown As: \$M \$K \$

Chart Scale: Auto Fixed



For any further questions

Please contact us

support@appcomputing.com