

## **Vision Budget Management v6+ for SunSystems**

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**Duration:** 1 Day – scheduled on demand

**Prerequisite:** Knowledge of SunSystems concepts.  
An understanding of your company's budget structure.  
Basic knowledge of Microsoft Excel.

**Who Should Attend:** Users responsible for budgeting activities within the company.

**What You Will Learn:** At the completion of this training session participants will be competent to:

- Use Vision Budget Management to control the entire budgeting process for your organisation.

**Please see over page for course content**

## **Course Content – Vision Budget Management v6+ SunSystems**

### ***Introduction and Overview***

- Using current period override
- Creating a workbook template
- Creating a transfer name

### ***Global Settings***

- Starting Vision Budget Management
- Loading Excel templates
- Using status codes
- Creating a database profile
- Understanding transfer methods

### ***Budget Structure***

- Creating a new budget
- Allocating a user access to a budget
- Creating a normal budget group & workbook
- Assigning a transfer name
- Linking XL formulas
- Adding existing workbook, editing workbook definitions

### ***Grid View, Auditing and Notes***

- Editing single & multiple workbooks in the grid view
- Adding Vision Executive reports
- Enabling auditing
- Entering notes & using comment viewer

### ***The Budget Cycle***

- Dispatching, importing and validating workbooks
- Adding Budget amounts to workbooks

- Changing the status on a workbook
- Transferring to the Data Warehouse and viewing the data transferred
- Amending data
- Changing Budget version numbers, creating a Budget structure

### ***Modifying the Budget Structure***

- Editing Budget structures, working with selected Budgets

### ***User Defined Fields, Filtering and Printing***

- Adding user defined fields
- Creating varying filters
- Allocating user defined fields to Ledger Analysis Codes and Workbooks
- Creating user defined status codes
- Printing within Budget Management

### ***Budget Management Administration***

- Defining user security
- Allocation users to budgets, budget groups and workbooks
- Removing user access