

Oornerstone Estate Platform

Creation of A Facilities Management Budget

Version 1.0

Agenda

The guide is for creation a Facilities Management (FM) budget in Qornerstone Estate (QE) Maintenance Module. The purpose of is to maintain financial discipline and track the actual cost . The Guide will contain

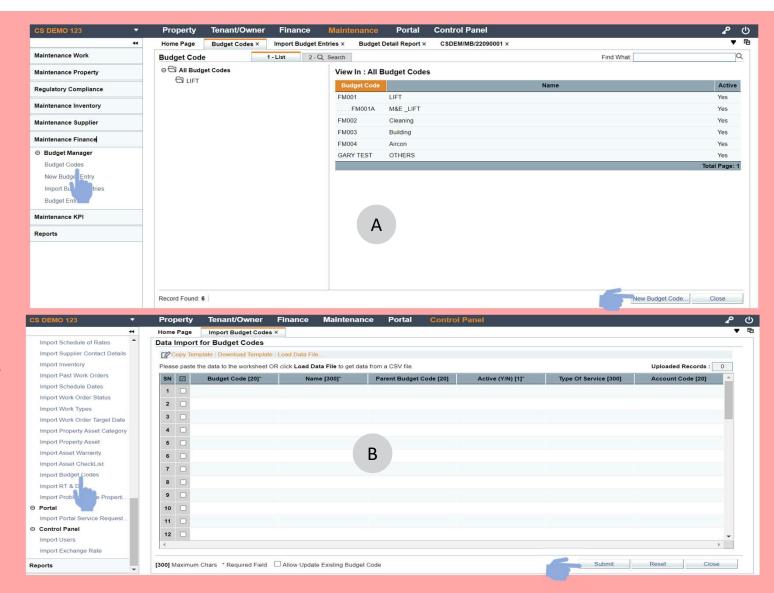
- 1. Creation of Budget Codes Setup a set of Budget Codes
- 2. New Budget Entry Creating a New Budget
- 3. Import Budget Entries Import a New Budget
- 4. Budget Entries View of Existing and Historical Budget
- 5. Reports

Workflow 1. Budget Codes

Creation of Budget Codes

There are 2 options to create budget codes.

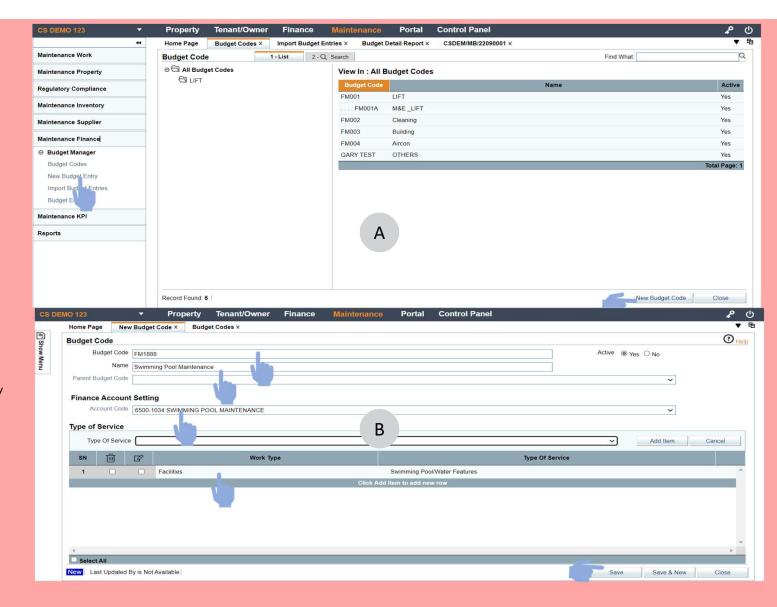
- Go to Maintenance Module > Maintenance
 Finance -Budget Manager -> Budget Codes
 as per A
- Go to Control Panel > Maintenance -> Import Budget Codes as per B.
- This guide will focus on option 1 and will briefly explain on option 2
- The Budget Set-up is only for the MCST.



Workflow 1. (cont'd) Budget Codes

Option 1.

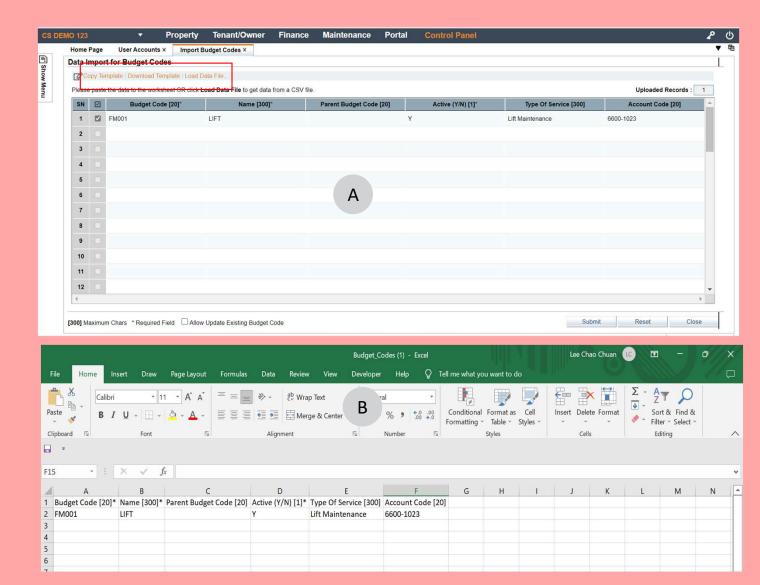
- Go to Maintenance Module > Maintenance
 Finance -Budget Manager -> Budget Codes.
 Click on Budget Code and Select New Budget
 Code (A).
- A new Page will appear (B). User will need to
- a) Create a New Budget Code
- b) Name the Budget Code
- c) Parent Code (optional) Tis function is to create a master budget code with subsidiary codes associated with the maintenance tagged to it.
- d) Finance Account Setting Map the Correct
 Account Code to the Budget Code
- e) Assigned Type of Service to the Budget
 Code. The Budget Code will appear in work
 costing if the Work Order is tagged to the
 assigned to problems codes. (tag to the
 Type of Services)



Workflow 1. (cont'd) Budget Codes

Option 2.

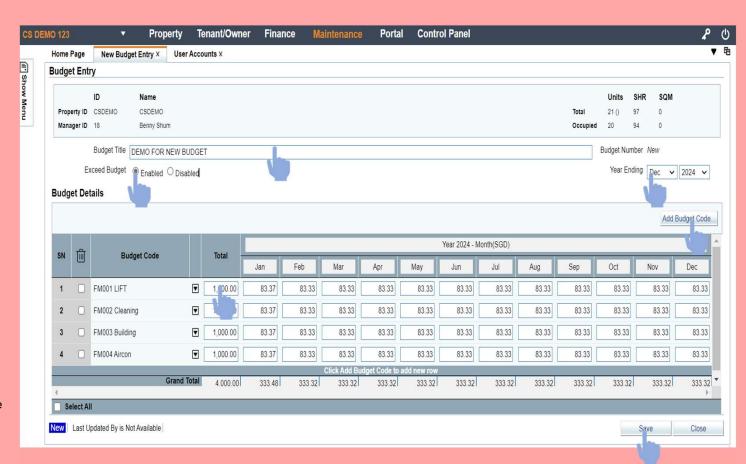
- Go to Control Panel > Maintenance ->
 Import Budget Codes
- Click on the Import Budget Code . User will see the Screen as per A
- a) Download Template please see B. The template is in CSV file format
- b) Load Data File Once user has completed the data input, this can be uploaded QE.



Workflow 2. New Budget Entry

Creating A New Budget

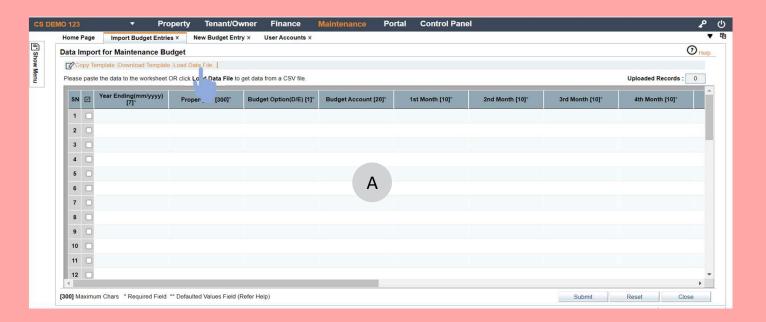
- Go to Maintenance Module > Maintenance
 Finance -Budget Manager -> New Budget
 Entry
- a) Budget Title Input the Name
- b) Exceed Budget Enabled allow the Work
 Costing amount to be greater than the
 allotted budget vice versa.
- c) Year Ending The Fiscal Year for the budget. (please be informed that the Fiscal Year is from January to December)
- d) Add Budget Code To select the budget code to be added into the new budget.
- The user can input a lump sum amount in the Total which the system will auto apportion.
- Alternatively user can manually input the figure at each month
- Click on save

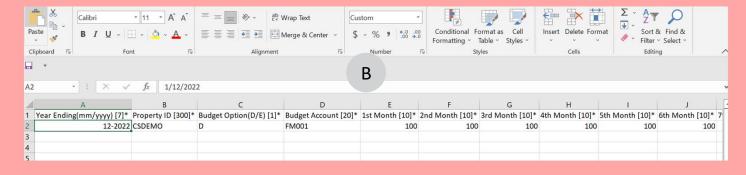


Workflow 3. Import Budget Entries

Creating a New Budget via Import Function

- Go to Maintenance Module > Maintenance
 Finance -Budget Manager -> Import New
 Budget Entries (A)
- -Instead of workflow 2, User can import the new budget via the CSV (B)
- a) Download the Template
- b) Fill in the details
- c) Load the Data File





Workflow 4. Budget Entries

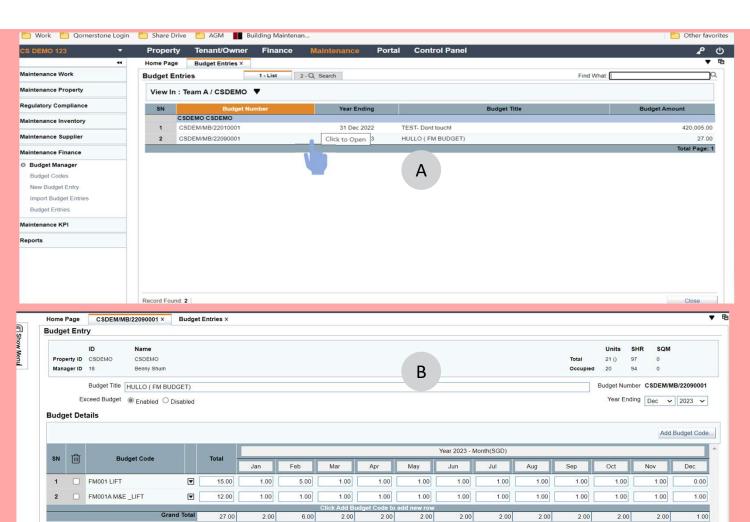
Viewing and edit Budget Entries

- Go to Maintenance Module > MaintenanceFinance -Budget Manager -> Budget Entries (A)
- Select The budget and open.(B) . User can perform the follow functions.
- a) Budget Title
- b) Exceed Budget
- c) Year Budget
- d) Delete and add new Budget Code
- e) Amend the amount at the total or by months.

Note:

The Access to this module has to be restricted as there is no (current) approval setup for the amendment and creation of budget in this module.

Edit Last Updated by Demo123 on 15 Sep 2022 13:30



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Workflow 5. Reports

Viewing and downloading reports

- Go to Maintenance Module > Reports ->
 Maintenance Finance . The reports can be
 printed in PDF or Excel format
- A) Budget Variance Report (A) show the variance between actual and allotted (accumulative purposes).
- B) Budget Detail Report (B) provide the details for the fiscal year. The file can be downloaded in excel for import for next Fiscal year.

Note

- The reports will default to show the latest Fiscal year. If user has already uploaded a new budget for the next fiscal year, this new fiscal year will be reflected in all the reports. In order to look for past years, user should use the search function to filter for the relevant year.

