

## Budget Management

### Manual budget control

Most organisations maintain a manual budget control system, reflecting the delegation of budget and spend management to the divisional and departmental budget holders. The method for capturing and maintaining accurate records of budget utilisation and availability is often left with the budget holders which has led to multiple different methodologies of varying degrees of accuracy and quality.

This delegated approach has spawned disparate purchasing habits, where each department acts as an independent company in the selection of suppliers and negotiation of prices based on their own requirements.

Additionally, it is common for recurring costs such as maintenance contracts and utility fees to be overlooked in manual budgetary control systems. The result is a breach of budget which often only comes to light on the production of the management accounts – weeks if not months after the event.

A manual budget management system is labour intensive, it slows down the purchasing process and is often inaccurate or incomplete. It is also very difficult to amend budgets as business needs change, making the company slow to react, even when the will (or critical business need) is there to do so.

### Fully automated budget management

Compleat fully automates and replaces existing manual budgeting processes; returning control to the finance and procurement departments and enabling the prevention of budget overspend.

Budget availability for every request for purchase and every purchase order approval is made against the exact budget headroom for that expenditure, at that specific moment in time.

This is achieved by utilising the budgets within the financial management software in real time and taking account of the purchase order commitments, accruals for delivered goods and services and the expensed costs in the P&L for the relevant period.

Apart from the obvious benefits of budget information being 100% automated and available on demand, plus the significant time savings across the organisation, this approach passes the control of budgets and spend directly back to the finance department and, through them, the board of directors.

### Removal of budget overspend

The Compleat automated workflow ensures that any and all budget overspend is a conscious decision made by the appropriate level of purchase approval authority.

The ability to raise an order that is out of budget can be removed. A more common approach is that the level of approval required for an out of budget purchase request is raised to more senior management, potentially going all the way to the board for significant spend.

Spend Control  
Budget Checking  
Dynamic Approval

Easy to Use  
Easy to Maintain  
High User Acceptance

Productivity Gains  
Scalable  
Affordable

Rapid Deployment  
Low Cost of Ownership  
Fast Return on Investment



User name   
Password

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### Compleat Technology

#### Client

100% browser based  
Microsoft Internet  
Explorer v6 and above  
NT Authentication

#### Server

Windows Server  
2000/2003/2008 (Standard  
& Enterprise,  
32 or 64 bit)

.NET Framework v1.1 and  
v2  
IIS with SMTP

#### Database

Microsoft SQL Server 2000  
and above.

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## Instant budget lockdown

Any change to the budgets within the financial management system are instantly applied to every requisition (request to purchase) across the organisation.

Whether this level of control is used to promote faster growth, lock down spend to address a cashflow crisis, or to increase the focus of the budget holders to spend better, the ability to control budgets at a moments' notice puts the board of directors in instant control of corporate spend.

## Budget methods

The available budget can be calculated based upon the nature of the expenditure and the analysis, usually department or project, to which it relates. Compleat offers periodic, year-to-date, year-to-date plus 1 period, total year and future years (if available) budget checking.

## Capital expenditure (CapEx) approvals and control

Compleat enables CapEx requests to be raised and submitted through a dynamic approval workflow, using the same methodology as for purchasing requests. CapEx approvals are recorded and requisitions can be raised against these approvals. This adds another dimension and degree of visibility to corporate spend which enhances control and ensures users buy within the budget available.

## Project budgets

In addition to normal expenditure and capital budgets, Compleat also provides the ability to set up specific project based budgets and allocate costs within the requisition process to a specific project and relevant expenditure analysis.

## Compleat budget management

A comparison of current manual budget management processes to the 100% fully automated Compleat budget management clearly shows the significant benefits of automation.

## Total cost of ownership / return on investment

Compleat meets the business needs of small, medium and larger organisations that recognise the need to make better use and take control of corporate cash, as the savings are significant.

The pricing of Compleat, the very fast deployment profile and the ease of use means that most organisations will achieve full ROI in less than six months.

The removal of all over budget spend across the organisation is often a significant contributor to this fact.

## compleat editions

Scalable solutions to meet every budget. Evolve through the editions as your requirements grow.

### Standard

A richly functional and integrated purchasing, approvals and invoice entry solution without complex controls for purchasing lockdown.

Can be operational within 2 weeks delivering ROI

### Professional

As per Standard plus restrictions on available suppliers, companies, departments.

Receipting of goods and services  
Supplier performance management

### Enterprise

A complete purchase to pay procurement solution for the most demanding organisations.

**Make a strategic investment in Compleat Spend Control at a level you can afford today.**



## compleat

### Real time integration

Microsoft Dynamics

GP/NAV/AX

Infor FMS SunSystems

Coda Dream

Opera II

Sage

SAP

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