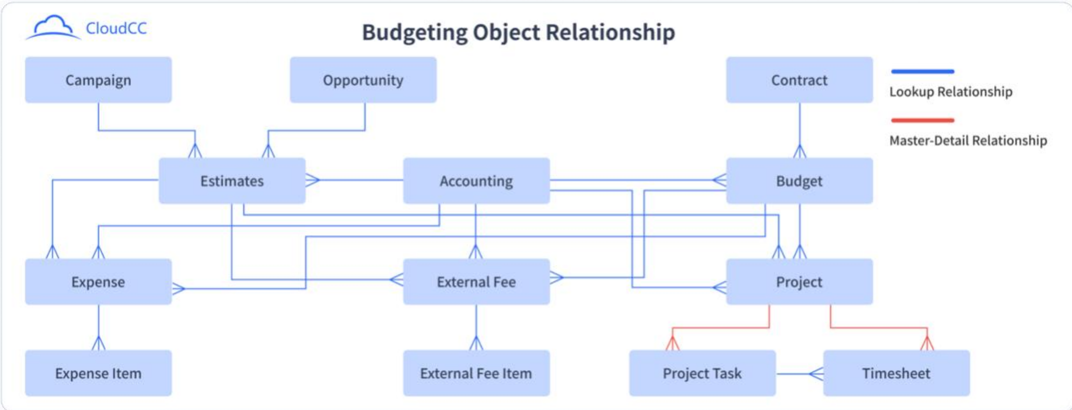
Budgeting for Nonprofits

i. Introduction

The software package mainly helps enterprises solve cost control and profit accounting problems.

The software package consists of Salesforce based objects including "Accounts, Contacts, Opportunities, Campaigns, Contracts" and custom objects including "Estimates, Budget, Accounting, Expenses, External Fee, Projects, Project Members, Milestones, Project Tasks, Timesheet". The object relationship is as follows:



ii. Operating Steps

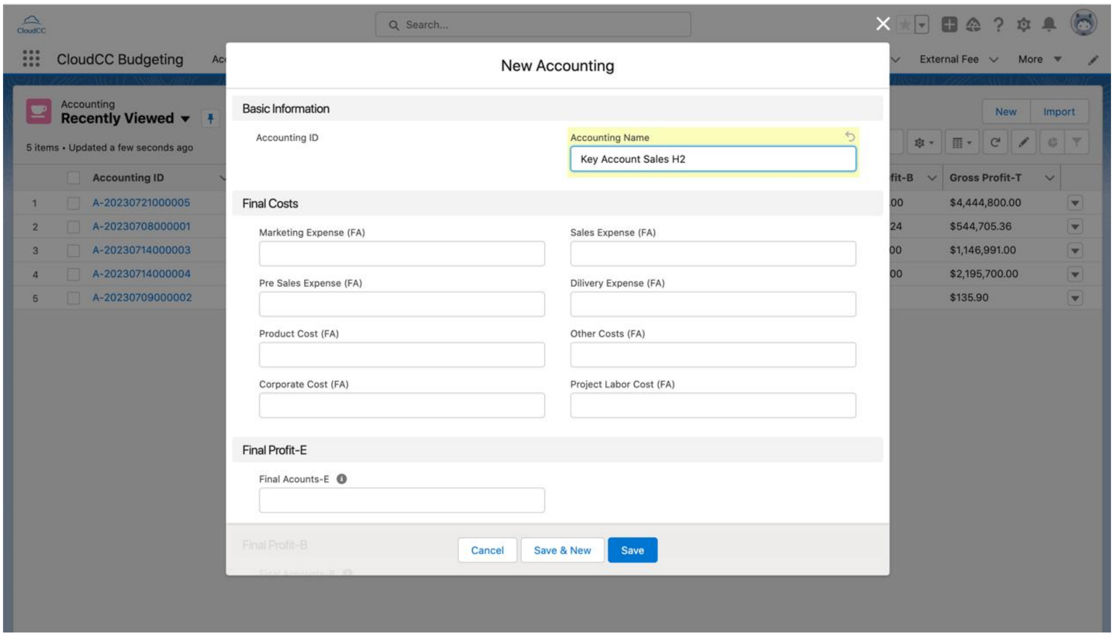
Taking IT industry business as an example:

1) Create accounting record to calculate the cost and profit of sales business.

Operational roles	Role Description
Sales Manager	Responsible for managing regular sales.

Step 1: Create a 'accounting' record and name the accounting.

Step 2: Share the ' accounting' record with all regular sales under the department.

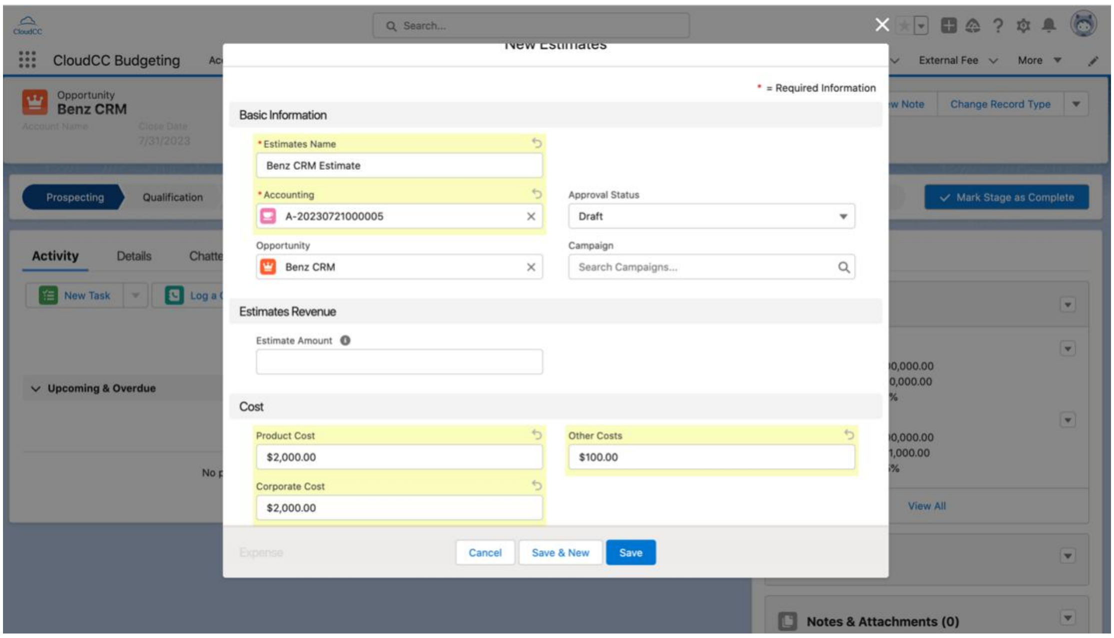


2) Sales estimate the cost required to drive opportunity.

Operational roles	Role Description
Sales	Managed by sales managers, responsible for sales business.

Step 1: Create a 'opportunity' record.

Step 2: Create a 'estimate' record under the opportunity, associate it with the 'accounting' record, fill in the estimated expenses, costs, and labor hours costs, and the estimated revenue will automatically be valued as the "signed amount" on the business opportunity record.



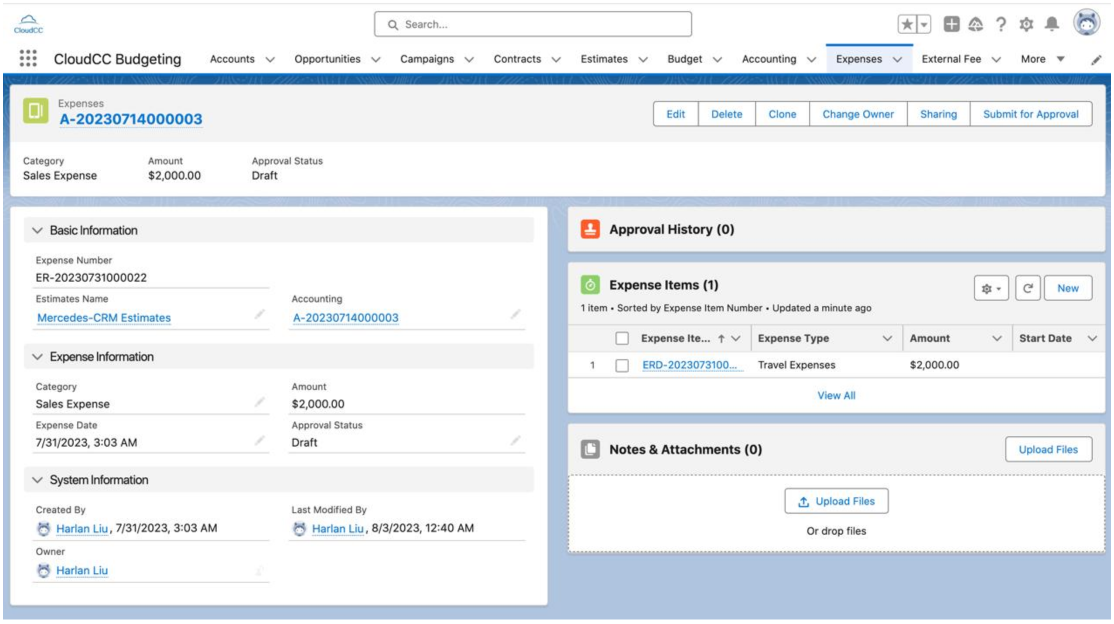
The system calculates gross profit and gross profit rate based on estimated revenue, estimated expenses, costs, and labor hour costs, and displays them in the estimate record.

The system summarizes the estimated expenses, costs, and labor hours costs into the "Estimates" of the corresponding accounting.

3) Opportunity participants record and reimburse the actual expenses and costs incurred.

Operational roles	Role Description
Marketer	Responsible for enterprise market promotion work.
Sales	Managed by sales managers, responsible for sales business.
Pre Sales	Personnel who provide solutions to customers during the promotion phase of opportunities.

Step 1: Create "Expenses", select the "Estimates Expenses" record type, associate the "Estimates" record. Create a "Expense Items" record under the expense, fill in the amount, and the amount will automatically be summarized on the expense record.



Step 2: Create "External fee", select the "estimate external fee" record type, associate the "estimate external fee" record, and fill in information such as category. Create a "External Fee Items" record under the external fee, fill in the "Item Name", as well as the "Unit Price" and "Quantity". The amount calculated by "Unit Price * Quantity"

will automatically be summarized on the external fee record.

The expenses and costs reviewed through "expenses" and "external fees" will be summarized in the "final accounts" section of the corresponding estimate records to summarize the actual expenses and costs incurred.

The system automatically summarizes the actual expenses and costs generated under the estimate into the "Final Costs" of the corresponding accounting.

4) After the contract is signed, estimate the fees and costs required during the delivery process.

Operational roles	Role Description
Sales	Managed by sales managers, responsible for sales business.

Step 1: After winning the business opportunity. Create contract records under the opportunity.

Step 2: Create a "budget" under the contract, associate it with the "accounting" record, fill in the estimated expenses, costs, and labor hour costs, and the budget revenue will automatically be valued as the "amount" on the contract record. The system calculates gross profit and gross profit rate based on budget revenue, budget expense, cost, and labor hour cost.

The system summarizes the budgeted expenses, costs, and labor hour costs into the "Budget" of the corresponding accounting.

5) Record and reimburse the actual expenses and costs incurred during the delivery process.

Operational roles	Role Description
Sales	Managed by sales managers, responsible for sales business.
Delivery Personnel	Responsible for delivering complete solutions to customers.
Delivery manager	Manage delivery personnel.

Step 1: Create "Expenses" and "Expense Itemss" to record and reimburse personal expenses incurred during the work process.

Step 2: Create "External Payment" and "External Payment Details" to record and reimburse the company costs incurred during the work process.

6) The delivery manager creates a project and plans tasks for members.

Operational roles	Role Description
Delivery manager	Manage delivery personnel.

Step 1: Create a project, select the "Budget" record, fill in other information such as "Budget Hours" and "Budget Costs".

Step 2: Add project members and project milestones to the project record.

Step 3: Create a project task in the project record and assign it to project members.

The system automatically calculates the planned working hours cost based on the cost per hour* plan work hours.

7) Record the actual labor cost incurred during the delivery process.

Operational roles	Role Description
Delivery Personnel	Responsible for delivering complete solutions to customers.

Step 1: After being assigned a project task, complete the project task, fill out the timesheet, and record the actual working hours.

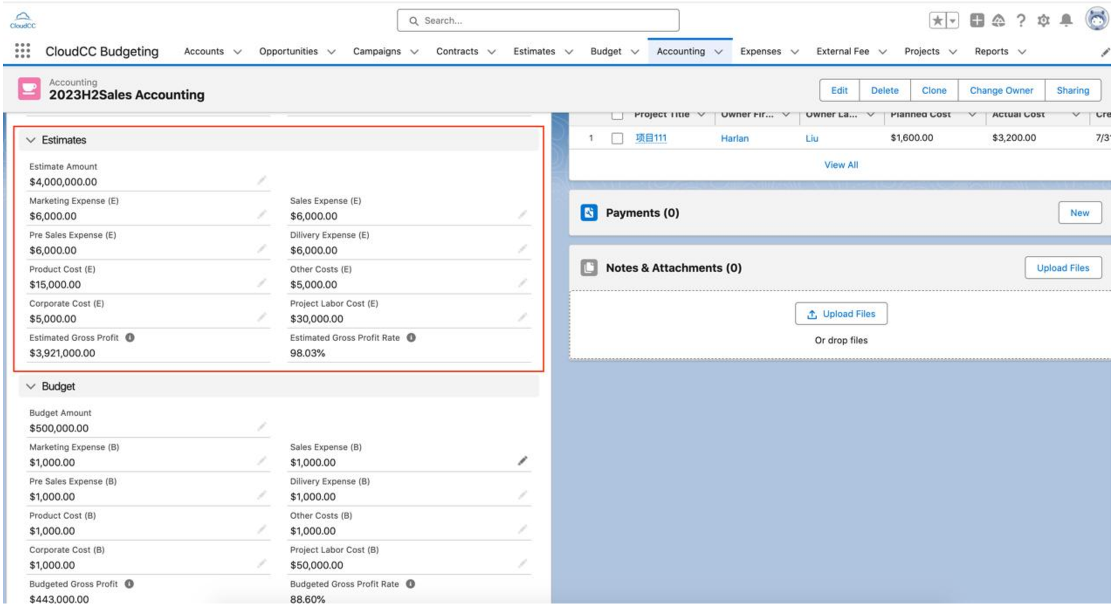
The system automatically calculates the actual working hours cost based on the cost per hour * actual work hours, and automatically summarizes it into the labor hours cost of the corresponding budget.

8) Insight into profit and loss.

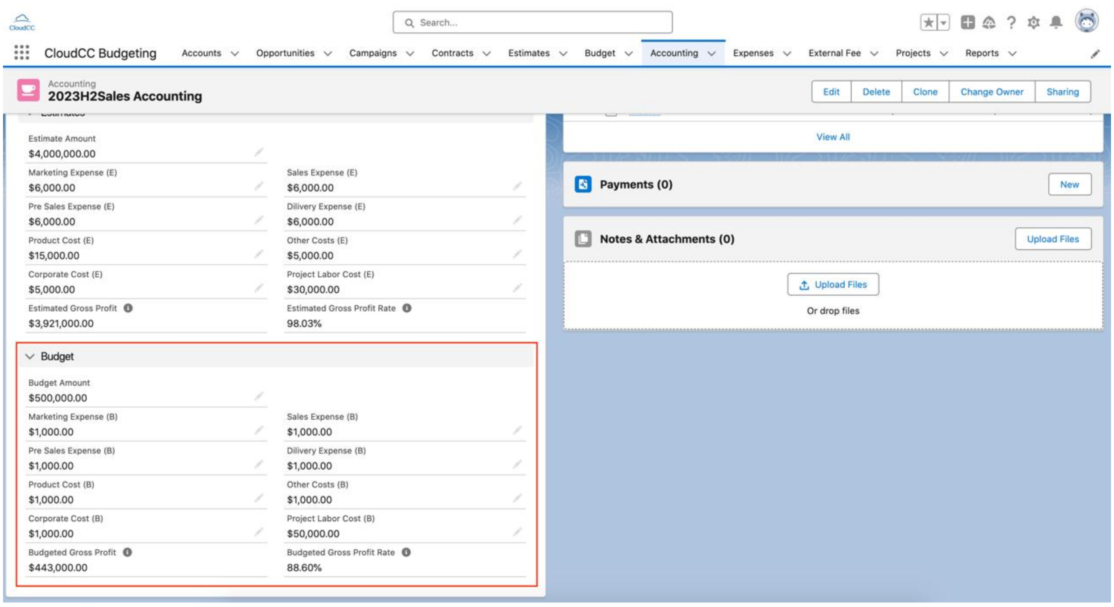
Operational roles	Role Description
Sales Manager	Responsible for managing regular sales.

Step 1: Open the accounting record.

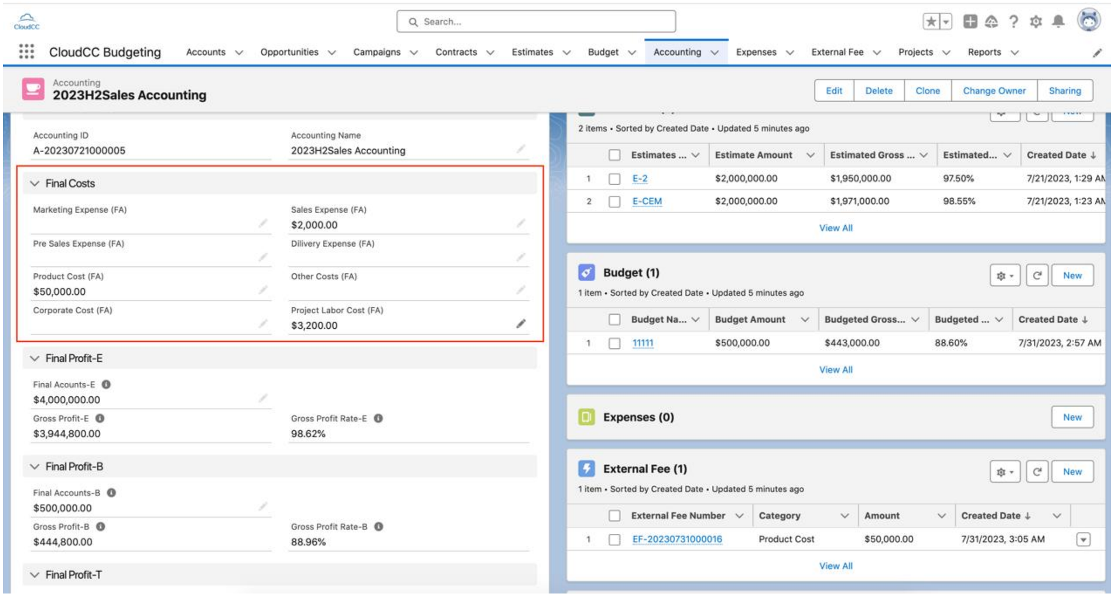
Step 2: The ‘Estimates’ section is summarized in all "estimate" records under accounting.



Step 3: The ‘Budget’section is summarized in all "budget" records under accounting.



Step 4: The final cost is summarized from the estimated and budgeted final accounts.

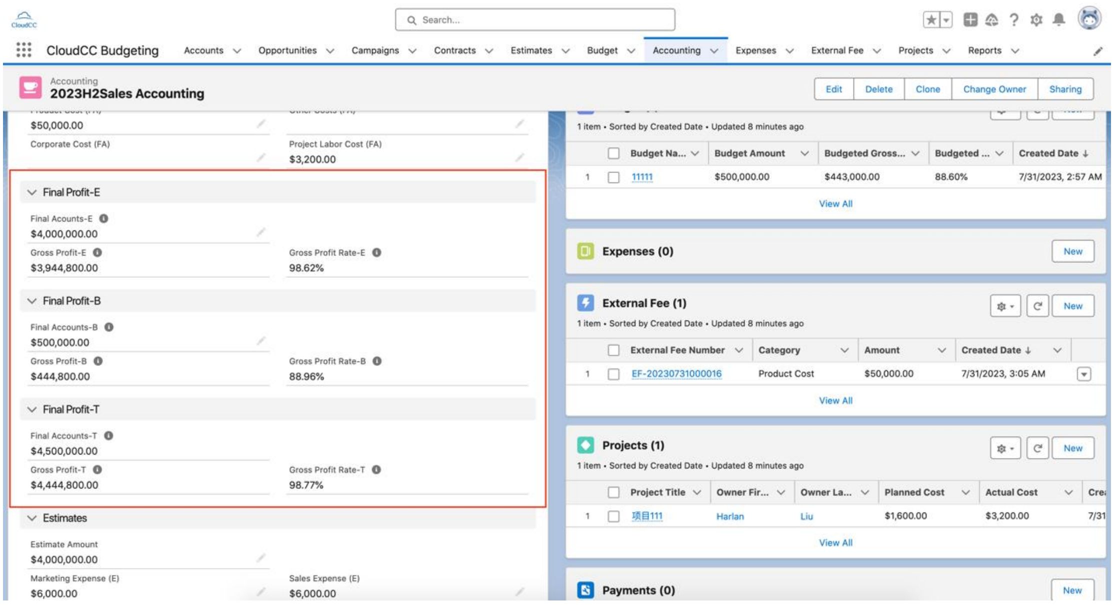


Step 5: There are three types of final gross profit due to different revenue used

Class E final gross profit is calculated by subtracting actual expenses and costs from the budgeted income summarized in accounting. is calculated by subtracting actual expenses and costs from the estimated income accumulated in accounting.

Class E Final Gross Profit=Estimated Amount - Actual Total Expenses - Actual Total Costs - Actual Total Labor Costs

Class E Final Gross Profit Rate=Class E Final Gross Profit / Estimated Amount



Class B final gross profit is calculated by subtracting actual expenses and costs from the budgeted income summarized in accounting.

Class B Final Gross Profit=Budgeted Amount - Actual Total Expenses - Actual Total

Costs - Actual Total Labor Costs

Class B Final Gross Profit Rate=Class B Final Gross Profit / Budgeted Amount

Class T final gross profit is calculated by subtracting actual expenses and costs from the sum of budgeted income and estimated income summarized in accounting.

Class T Final Gross Profit=Estimated Amount+Budgeted Amount- Actual Total Expenses - Actual Total Costs - Actual Total Labor Costs

Class T Final Gross Profit Rate=Class T Final Gross Profit / Estimated Amount+Budgeted Amount