

# TeamBudget

The only web-based operating forecasting and budgeting solution exclusively designed by and for municipalities.

## **TeamBudget Operating - An industry developed solution**

TeamBudget Operating was designed in concert with several public sector municipalities to fulfill the specific operating budgeting needs of municipalities of all sizes.

### **Simplifying your budgeting process:**

TeamBudget Operating is a secure web-based solution structured on a proven centralized costing center-based budgeting model. It was designed to be a fully featured product, solving the cumbersome and difficult processes of assembling, tracking, analyzing and reporting of operating budgets. TeamBudget Operating was developed to streamline the operating budgeting process by reducing major challenges of Excel® or paper based budgeting.

### **Streamline Budgeting:**

1. Better Visibility
  - detail each budget line with comments
  - control access to each cost center
  - know where everything is by each stage of review
2. Reduce errors
  - determine which information is required
  - lock down budget at any stage of review
  - spell checker
3. Generate reports easily
  - centralized information
  - numerous built in reports
  - customizable reports
4. Better control over your budget
  - multi-year budgeting
  - see budget rolled up at many stages
  - create budgets in a spreadsheet like grid with formulas
  - automatic notifications of changes in the budget or its status
  - unlimited versioning and "what-if" scenarios
5. Accurate tracking of actual vs. budgeted costs
  - integration with your financial systems
  - compare budget vs. actual and/or encumbered costs
6. Salary and Position Planning
  - allocation across many costing centers
  - budget for existing or unfilled positions
  - automated calculations and formulas

### **Easy transition:**

And best of all, TeamBudget Operating allows municipalities to create budgets in a spreadsheet like grid with formulas (like Excel®) so that the transition from paper based budgeting to web-based budgeting is painless. This user friendly web-based application makes preparing an operating budget easier than ever.



**For more information visit  
[www.teambudget.com](http://www.teambudget.com)  
or call to schedule a demonstration  
(877) 707-7755**

**TeamBudget Operating has greatly enhanced our budgeting cycle; the workload is reduced, the reports are reconciled, and it is one of the easiest software products I have ever used. It is flexible and input errors are easily corrected.**

**Teri Cardoza -  
Budget Analyst,  
City of Murrieta**

Questica Inc.  
3190 Harvester Rd., Suite 102A, Burlington ON, L7N 3T1  
Telephone (877) 707-7755  
Fax (905) 634-4039  
[sales@questica.com](mailto:sales@questica.com)

[www.TeamBudget.com](http://www.TeamBudget.com)

# How TeamBudget Operating can streamline your budgeting process

## Budgeting

As TeamBudget Operating was developed in conjunction with municipalities it was designed to streamline the budgeting process and make each step simpler.

### Costing Center Entry and Analysis

TeamBudget Operating provides you the ability to:

- Share costing center information across all departments and budget scenarios
- Create separate budget details for multiple budget scenarios at monthly, quarterly and yearly levels
- Sort information dynamically
- Develop "what-if" scenarios with the ability to switch between proposed versions
- Lock a budget and/or version from future changes
- Budget up to 25 years
- Spreadsheet-like grid with customizable formulas
- Track individual budget revisions without having to lock the entire budget down
- View the history of a budget
- Spell check entries
- Define related and master costing center roll up trees
- Customizable fields

### Forecasting

TeamBudget Operating provides you the ability to:

- Forecast the effect of budgets on account balance
- Predict cash flow after budget has been approved either quarterly or monthly

### Salary and Position Planning

TeamBudget Operating provides you the ability to:

- Budget for positions
- Automatically calculate wages, benefits and associated labor costs
- Model complex union and salary contracts
- What-if scenarios
- Allocate more than one employee to a position
- Allocate a position across many cost centers
- Forecast labor and benefit costs automatically for multi-years
- Fully automated and integrated with Operating budget

### Actual Costs vs. Budgeted Costs

TeamBudget Operating provides you the ability to:

- Compare actual costs vs. budgeted costs
- Attach/link documents to costing centers
- Assign projects to one or several wards/regions
- Integrate with any financial package
- Create council ready reports displaying approved past budgets vs. actual cost comparisons

## Integration & Technology

Municipalities asked for a budgeting solution with little or no installation that was easy to use. With this in mind, TeamBudget Operating was built on the latest Microsoft web based technology.

A web-based system allows for:

- No installation on user desktops
- Easy upgrades
- Availability of Application Programming Interface (API) to pull and transfer data from existing programs
- Support for web services and XML
- Easy integration into existing business systems
- Availability across the enterprise and WAN using intranet
- Scalability to accommodate growth of your organization
- Simple log in and use from any system without installation
- Access to online help that can be customized for your organization
- Multiple, user defined, stages in the budget
- Promotion or demotion of a project to the next stage with comments
- Alert system to notify users of events

## Reporting

With TeamBudget Operating you can:

- Print reports that go directly into your budget book
- Access many built-in reports
- Customize existing reports
- Add new custom reports
- Use Portable Document Format (pdf), Microsoft Word (doc) and Microsoft Excel (xls) outputs
- Develop reports using Crystal Reporting or SQL Server Reporting services.

## Integration with Financial Systems

Integration means you can:

- Load your budget to your financial package once approved
- Import actual and/or encumbered costs
- Compare actual vs. budgeted costs

## Security & Licensing

Security is a necessity not an option. With TeamBudget Operating you can be sure that all information is secure.

With TeamBudget Operating you have the ability to:

- Restrict access based on multiple criteria such as: costing center, user, department or budget stage
- Allow administrators to quickly add a user to an existing role
- Prevent users from access to the budget after it has reached a certain stage
- Easily switch licenses between users