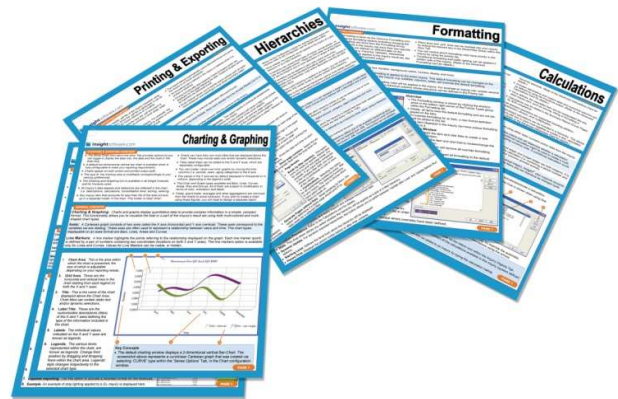


Insight[®]

Insight Budgeting[™] Workshop



The Insight Budgeting[™] Workshop is designed for first-time Insight Budgeting users who need to manage their budget flow from input to approval and be able to flag variances outside of accepted guidelines. Users will be able to incorporate the features in Insight Budgeting to streamline the budgeting process and analyze the effects budgets have on their organization. The course is 2 day and eligible for 14 CPE credits. Pre-requisite course: Functional. Advanced preparation: None. Topics include:

- ▶ **Budgeting Overview**
 - ▶ Process Flow
 - ▶ Guidelines & Requirements
- ▶ **Administration Tool Setup**
 - ▶ Repository Setup
 - ▶ Licensing and Capabilities
- ▶ **Budgeting Configuration**
 - ▶ Set Activities, Ledgers & Forms
 - ▶ Define Participants
 - ▶ Create a Cycle
- ▶ **Budgeting Submission**
 - ▶ Data Entry & Roll Over
 - ▶ Submission
- ▶ **Cycle Management**
 - ▶ Activity and Cycle Status
 - ▶ Finalize, Reject/Approve
 - ▶ Close and Upload