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## **mBudget Software Module**

mBudget is a budget preparation and multi-year financial planning software package that is made available through an online, web-enabled software design. The program provides for multiple users through a password protected access protocol to a secured web site. The software provides the following features for each line item of expenditure, each component with an ability to include textual explanations and justifications:

1. Historical Review - Analysis back to FY 1980 in historical data. More fiscal years can be added if needed.
2. Current Fiscal Year Review - A current year budget review, including monthly data back to FY 1980 and a year-end reforecast tool for the current fiscal year.
3. Proposed Budget - A proposed budget compilation tool that separates the budget into two components: a Base-level budget for current expenditures and a Supplemental budget for new equipment, people and programs. Each proposed line item has the capability for unlimited text entry, amounts and attachments. Attachments can be files such as Excel, PDF, Word, pictures and even movies. Two special forms come with the module for memberships and travel / training. Additional forms can be added and customized as desired.
4. MYFP - A ten-year financial plan that assists with the forecast of both the Base-level budget and the Supplemental budget. Projections are done on either a percentage basis or a hard dollar amount.
5. Planning Budget – An extension of the proposed budget screen for those who wish to develop a two year budget
6. Budget Reductions – Set up similar in style to Supplementals to allow a reduction in amounts from a service or outcome perspective.

mBudget (and also mPersonnel) comes with unlimited users. It does not matter if you have 5 users or 500, and you will not have to pay to add future users. There are no set licenses for any of the modules that



MDSS provides. The average size of the mBudget database is 300mb. However, since we host everything all your IT is responsible for is providing an internet connection for each user. Since mBudget is 100% web based, you can access the software from any location. Work, home or even your favorite place to have coffee if they have a wi-fi connection.

### **mBudget Features**

When a user signs on to the system, there are five options from which to select:

1. Base Budget.
2. Supplemental Budget.
3. Reduction
4. Special Forms (travel, publications, memberships, etc).
5. Admin Functions (available only to coordinator).

### **Base Budget**

1. Pre-defined at budget outset. Primarily existing budget adjusted for inflation and modest growth.
2. Seven Views of Each Line Item.
  - a. Org Unit Overview of Line Items (standard 4-column comparative budgets). Additional columns can be added, such as Actual, Budget, Amended, Estimate, Proposed and Approved.
  - b. History View (FY 1980 to current year of annual data). This includes yearly actual totals and budget totals.
  - c. Current Year Budget View. This shows your monthly actual totals (either 12 or 13 months depending on accounting methods) and calculates the remaining year expenditure estimates based on user entry.
  - d. Proposed Budget View (with justifications and tracking of City manager modifications). This includes the ability to build the proposed budget via one line item at a time. Instead of requesting a lump sum amount the budget user



is required to enter each cost item. Attachments can be uploaded for each item.

- e. Multi-Year Financial Plan View (10-year projections). The MYFP is based on either a hard dollar entry or a percentage forecast. This can be done for each account number or administratively via the account category. For example, printing cost accounts could be globally projected at 5% each new FY.
- f. Planning Budget
- g. Budget Reduction

### **Supplemental Budget**

- 1. Tailored Definition.
  - a. New Positions.
  - b. New Programs.
  - c. Enhanced Programs.
  - d. New Equipment.
  - e. Replacement Equipment.
  - f. Unlimited user defined categories. The client can define all categories via the admin menu. There is no limit to the categories.
- 2. Managerial Questions.
  - a. What is the purpose for this request?
  - b. What are the benefits of funding this request?
  - c. What are the consequences of not funding this request?
  - d. What is the revenue impact associated with this request?
  - e. Summary of resources being requested.
  - f. Customized questions from the client can be added.
- 3. Linkage to line items.
  - a. Line item detail.
  - b. Five-year forecast.
  - c. Attachments (files, pictures, consultants reports, etc)



4. Categories.
  - a. Active.
  - b. Archived.
  - c. Cut.

Only active packages are added into proposed budget. All current year Supplemental Budgets remain in the system and are archived for future budgets. Pictures, documents and Web addresses can be hyper-linked to Supplemental Budgets to enhance justifications and explanations.

5. Prioritization ranking within OrgUnits. Additional ranking functions can be installed. For example, you can have a ranking for the division, department, department heads, administration and the board of commissioners.

### **Administrative Functions**

1. For the budget and finance office only.
2. Correcting information.
3. Total software management.
4. Included features:
  - a. Big Picture reporting
  - b. ReportServer reporting (30+ pre installed reports)
  - c. Fund Summary reporting
  - d. Add a new account
  - e. Edit account information
  - f. Add a new org unit
  - g. Edit org unit information
  - h. User and passwords
  - i. User access – by user
  - j. User access – by org unit



McLain  
Decision  
Support  
Systems

**McLAIN DSS**

Add user access

- k. Delete user access
- l. User logins
- m. Manage attachments
- n. Manage funds
- o. Manage account categories
- p. Manage supplemental categories
- q. Lock out users
- r. Category MYFP
- s. Account line MYFP
- t. Data exports
- u. Account status management
- v. Edit front page text / news alerts

Most of the accounting systems used in municipal governments has some type of export feature. Because of this, we can get the data uploaded into our system if the client can download their data to a file such as Excel, CSV or a text delimited file.

On just about every page, there is an option for the user to download the data into Excel, view a Report and create a Chart. All charts can be saved as a picture or copied directly into Excel. You can also download the entire database at anytime during the budget process. Almost any screen can be printed and exported to Excel, Word and PDF.