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SPRING 2019

April 9, 2019

**Management Reporter
Microsoft Forecaster**

April 10, 2019

**Prospero Reporting
Prospero Budgeting**

April 9, 2019

Management Reporter Microsoft Forecaster

11:00 AM EST

Management Reporter & D365 Financial
Reporting: Introduction

12:15 PM EST

Management Reporter & D365 Financial
Reporting: Beyond the Basics

1:30 PM EST

Microsoft Forecaster: Budgeting Overview

2:45 PM EST

Microsoft Forecaster: Advanced
Budgeting

4:00 PM EST

Converting to Prospero



SPRING 2019



Nick Sercer

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- Financial Reporting, Budgeting & Analysis Specialists
- 20+ Years of Experience between Microsoft and the MSX Group

Microsoft Forecaster: Advanced Budgeting

During this session, we will look at advanced features in Forecaster including utilizing optional details:

- Line Items
- Human Resources
- Capital
- Revenue
- Detail Reporting

The screenshot displays the Microsoft Forecaster interface with a budgeting spreadsheet. The spreadsheet is organized into columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct) and rows for various account types. The accounts are categorized into UNITS SOLD, REVENUE, and OPERATING EXPENSES. The data is presented in a multi-row format, allowing for detailed reporting of budget items.

ACCOUNT	Label	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
UNITS SOLD											
314NTA	Sales Units - Prod A										
314NTB	Sales Units - Prod B	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
314NTC	Sales Units - Prod C	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
4100	REVENUE										
4200	Sales	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000
4110	Sales Discounts	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)
4111	Net Revenue	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250
4500	COGS										
4501	Raw Materials	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000
4502	Overhead	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
4503	Gross Margin	103,250	103,250	103,250	103,250	103,250	103,250	103,250	103,250	103,250	103,250
5000	OPERATING EXPENSES										
5200	Office Expense	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
5115	Rent Expense	0	0	0	0	0	0	0	0	0	0
5225	Postage	0	0	0	0	0	0	0	0	0	0
5240	Supplies Expense - Service	10,182	9,205	10,182	8,863	10,182	8,863	10,182	10,182	8,863	10,182
5260	Maintenance Expense - Service	1,154	1,154	1,442	1,154	1,442	1,154	1,154	1,154	1,442	1,154
5120	Other Expense	550	550	550	550	550	550	550	550	550	550
5300	Travel Expense	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000

Human Resources

Forecaster's Human Resource Detail Budgeting Module has several items to setup:

- Pay Types (Regular, Overtime, etc.)
- Salary Grades (Hourly, Salaried, etc.)
- Benefits (FICA, State Taxes, Medical Benefits, etc.)
- Hours per Periods
- HR Detail Reports

The screenshot displays the Microsoft Forecaster interface, showing a detailed budgeting spreadsheet. The spreadsheet is organized into columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct) and rows for various account labels. The data is presented in a grid format, with values for each month and a total for the year. The spreadsheet is divided into several sections, including UNITS SOLD, REVENUE, and OPERATING EXPENSES. The UNITS SOLD section includes rows for Sales Units - Prod A, Sales Units - Prod B, and Sales Units - Prod C. The REVENUE section includes rows for Sales, Sales Discounts, and Net Revenue. The OPERATING EXPENSES section includes rows for Office Expense, Rent Expense, Postage, Supplies Expense - Service, Maintenance Expense - Service, Other Expense, Trade Shows, and Travel Expense. The spreadsheet also includes a summary row for Total Revenue and a summary row for Total Operating Expenses. The interface includes a menu bar (File, Edit, View, Data, Tools, Windows, Help) and a toolbar with various icons for navigation and editing. The window title bar indicates the current file is 'Microsoft Forecaster - [Current Year Budget - 210000] Sales - WebBooker (not project related)'. The status bar at the bottom shows 'Fabricant's Budget Administrator | Reporting Period: ReportingPeriod 04'.

ACCOUNT Label	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
UNITS SOLD										
SUNTA Sales Units - Prod A										
SUNTAB Sales Units - Prod B	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
SUNTSC Sales Units - Prod C	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
REVENUE										
420 Sales	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000
410 Sales Discounts	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)
THETREV Net Revenue	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250
OPERATING EXPENSES										
520 Office Expense	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
5115 Rent Expense	0	0	0	0	0	0	0	0	0	0
5225 Postage	0	0	0	0	0	0	0	0	0	0
5240 Supplies Expense - Service	10,182	9,205	10,182	8,863	10,182	8,863	10,182	10,182	8,863	10,182
5260 Maintenance Expense - Service	1,154	1,154	1,442	1,154	1,154	1,154	1,154	1,154	1,154	1,154
5120 Other Expense	950	950	950	950	950	950	950	950	950	950
5300 Trade Shows	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
5360 Travel Expense	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Total	8,000.00	8,000.00	8,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00



Capital Budgeting Setup

Forecaster's Capital Detail Budgeting Module setup includes:

- Capital Types
- Temporary Accounts
- Calculations to combine temporary account balances
- Capital Detail Reports

The screenshot displays the Microsoft Forecaster interface, showing a detailed budgeting spreadsheet. The spreadsheet is organized into columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct) and years (Cur Yr, Cur Yr, Cur Yr, Cur Yr, Cur Yr, Cur Yr, Cur Yr, Cur Yr). The rows are categorized into various account types, including UNITS SOLD, REVENUE, and EXPENSES. The data is presented in a grid format, with values for each month and year. The interface includes a menu bar (File, Edit, Data, Setup, View, Tools, Windows, Help) and a toolbar with various icons for navigation and editing. The spreadsheet is titled 'Microsoft Forecaster - [Current Year Budget - 210000] Sales - WebBooker (not project related)'. The data is organized into several sections, including UNITS SOLD, REVENUE, and EXPENSES. The UNITS SOLD section includes rows for Sales Units - Prod A, Sales Units - Prod B, and Sales Units - Prod C. The REVENUE section includes rows for Sales, Sales Discounts, and Net Revenue. The EXPENSES section includes rows for Raw Materials, Operating Expenses, and Travel Expense. The spreadsheet is displayed in a multi-pane view, with the main window showing the budgeting data and a smaller window showing a summary or report.

ACCOUNT Label	Jan Cur Yr	Feb Cur Yr	Mar Cur Yr	Apr Cur Yr	May Cur Yr	Jun Cur Yr	Jul Cur Yr	Aug Cur Yr	Sep Cur Yr	Oct Cur Yr
UNITS SOLD										
SUNTA Sales Units - Prod A										
SUNTAB Sales Units - Prod B	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
SUNTSC Sales Units - Prod C	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
REVENUE										
4100 Sales	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000
4200 Sales Discounts	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)
4110 Net Revenue	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250
EXPENSES										
4500 Raw Materials	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000
OPERATING EXPENSES										
5200 Office Expense	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
5115 Rent Expense	0	0	0	0	0	0	0	0	0	0
5225 Postage	0	0	0	0	0	0	0	0	0	0
5240 Supplies Expense - Service	10,182	9,205	10,182	8,863	10,182	8,863	10,182	10,182	1,200	1,200
5200 Maintenance Expense - Service	1,154	1,154	1,442	1,154	1,154	1,154	1,154	1,154	1,154	1,154
5120 Other Expense	950	950	950	950	950	950	950	950	950	950
5300 Trade Shows	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
5300 Travel Expense	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000



Revenue Budgeting

Forecaster's Revenue Detail Budgeting Module setup includes:

- Markets
- Products
- Product Input Sets (Line, Column, Calculations)
- Rates
- Revenue Detail Reports

ACCOUNT Label	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
UNITS SOLD										
SUNTA Sales Units - Prod A										
SUNTAB Sales Units - Prod B	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
SUNTSC Sales Units - Prod C	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
SUNTSD Sales Units - Prod D	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
REVENUE										
4100 Sales	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000
4110 Sales Discounts	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)	(11,750)
THETREV Net Revenue	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250	223,250
COGS										
4500 Raw Materials	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000
THETRCG Customer Gross Margin	127,500	127,500	127,500	127,500	127,500	127,500	127,500	127,500	127,500	127,500
OPERATING EXPENSES										
5200 Office Expense	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
5115 Rent Expense	0	0	0	0	0	0	0	0	0	0
5225 Postage	10,182	9,205	10,182	8,863	10,182	8,863	10,182	10,182	10,182	10,182
5240 Supplies Expense - Service	1,554	1,554	1,442	1,554	1,554	1,442	1,554	1,554	1,554	1,554
5120 Maintenance Expense - Service	950	950	950	950	950	950	950	950	950	950
5260 Other Expense	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
5300 Trade Shows	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
5360 Travel Expense	8,000.00	8,000.00	8,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00






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Reporting: Introduction

12:15 PM EST

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