



ORANGEHRM

## THE WORLD'S FIRST

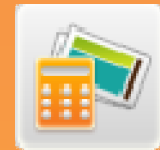
HR App Store



Budgets



Create & track budgets for training, salaries, and all planned expenses and revenues.



- ✓ OrangeHRM automates your company's budgeting process.
- ✓ Keeping track of budgets is made easier for officials and administrators since the system is accessible at anytime.
- ✓ Forecast you company's income based on the current budgets.
- ✓ Monitor your company budgets and make sure they are allocated in the right places.



# Budgets

The system allows administrators to search for budgets based on different search criteria.

Budgets								
Add		Delete						
Search By: <span>-Select-</span>		Search For: <input type="text"/>		Search		Reset		
<input type="checkbox"/>	ID	Budget Type	Budget Unit	Budget Value	Start Date	End Date	Status	
<input type="checkbox"/>	1	Training	4555-02-06	5000.00	2012-02-08	2012-02-23	Approved	N/A
<input type="checkbox"/>	2	Employee	6000-02-06	6500.00	2012-01-01	2012-01-31		Within Buget
<input type="checkbox"/>	3	Salary	300	200.00	2012-01-17	2012-01-25	Not Approved	N/A
<input type="checkbox"/>	4	Training	4555-02-06	5000.00	2012-06-01	2012-07-19	Submitted	N/A

Select employees who can approve/reject the created budgets based on their job title.

### Configure Job Titles

\* Job titles allowed to: Approve Budget

Save

#### Available Job Titles

Documentation Execu  
HR Executive  
HR Manager  
IT Executive  
Manager to the Direct  
Operational Director  
Operational Manager

Add >

< Remove

#### Assigned Job Titles

CEO  
MD  
General Manager

# Budgets

Create budgets based on budget types & locations. The system ensures that the created budget type is within the allocated budget value.

**Edit Budget**

\* Budget Type

Employee

\* Budget Location

ABC IT Dept

\* Budget Unit

6000

\* Budget Value

6500.00

\* Start Date

2012-01-01

\* End Date

2012-01-31

Status

Created

Notes

Details

Within Budget

Expenditure

3

Total Budget

6500.00

Save

Let authorized employees approve or reject these budgets.

**Edit Budget**

\* Budget Type

Training

\* Budget Location

ABC Company

\* Budget Unit

4555

\* Budget Value

12000.00

\* Start Date

2012-06-01

\* End Date

2012-07-19

Status

Submitted For Approval

Notes

Details

-

Expenditure

Total Budget

0

Save

## CONTACT US

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