# Internal /MI Reporting, Budgeting and Forecasting Scope

1. **Budget clients GL maintenance**

* set up of budget and forecast clients
* management of changes to budget and forecast clients
* access controls etc.

1. **Data inputs and processing**

* sources of data used in the budget and forecasting process and reporting
* how the data is incorporated into the reports
* data validations at the point of entry

1. **Reporting cycle management**

* setting of reporting timetable/ checklist and key deliverables and owners to meet the reporting requirements
* 'cut- off procedures
* Monitoring of deliverables against plan/ requirements

1. **Reporting process**

* templates, reporting requirements/outputs e.g. flash reports etc.
* sources of data for the reporting templates (actuals and forecast data)
* journals /eliminations/intercompany
* management information
* expenses reporting/direct cost reporting
* segment reporting
* other adhoc reporting
* reviews and approvals
* Modelling & scenario analysis

1. **Planning, Analysis and Performance Management**

* budgeting process/rules/assumptions
* budget approval and incorporation into the reporting process
* investigations of significant variances of reported figures against budgets/forecast etc.