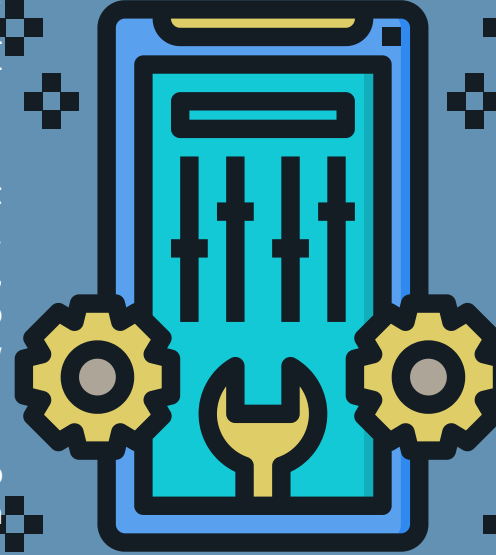# HOW TO CONFIGURE IDU LIGHT EDITION

Welcome to idu-Concept Budgeting and Reporting. You are about to start enjoying our easy-to-use, web-based system which will offer dramatically reduced budget cycles and crystal-clear financial information.

We have provided you with a template company and default system configurations to get you up and running immediately. However, to fully maximise your benefit of using idu-Concept, you should configure the software specifically for your needs. To help you do this, we will provide you with a series of short 'How to' videos.

The configuration process is explained below, with references to the corresponding **'How to videos"**, which will assist you with each step.
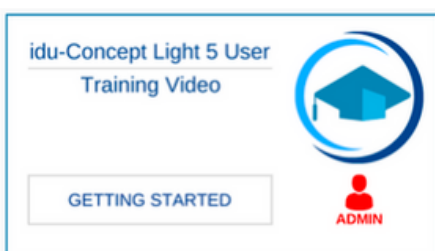
CLICK ON THE IMAGE BELOW TO ACCESS THE TRAINING ACADEMY

CLICK HERE

idu-Concept Light 5 User
Training Academy

▶ Play Video

idu

STEP 1: GETTING STARTED
This video will guide you through how to access and set up idu-Concept Light. You will receive an email containing an Admin and Client link as well as a licence string. You will need these to get started.
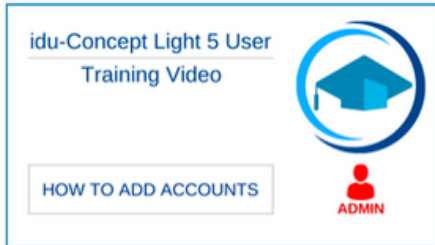
idu-Concept Light 5 User
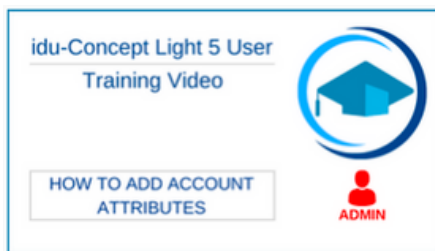Training Video

GETTING STARTED   ADMIN

1. Getting Started

FOLLOW THE STEPS AND HOW TO VIDEOS

STEP 2: SET UP YOUR ACCOUNTS

In order to budget and report on your financial information, you will need to set up your **Chart of Accounts** in idu-Concept.

idu-Concept Light 5 User Training Video — HOW TO ADD ACCOUNTS — ADMIN	**2. Add accounts**
idu-Concept Light 5 User Training Video — HOW TO ADD ACCOUNT ATTRIBUTES — ADMIN	**3. Add account attributes**

STEP 3: SET UP YOUR COST CENTRES/DEPARTMENTS

In order to budget for your different cost centres/departments or divisions, you will need to create these in idu-Concept.

idu-Concept Light 5 User Training Video — HOW TO ADD COST CENTRES — ADMIN	**4. Add cost centres/departments**
idu-Concept Light 5 User Training Video — HOW TO ADD COST CENTRE ATTRIBUTES — ADMIN	**5. Add cost centre/department attributes**

STEP 4: CREATE COST CENTRE/DEPARTMENT ACCOUNT RELATIONSHIPS

In idu-Concept, budget and actual values are stored at a cost centre/department account level. You will therefore need to create relationships between the relevant cost centres/departments and accounts in order to achieve this.

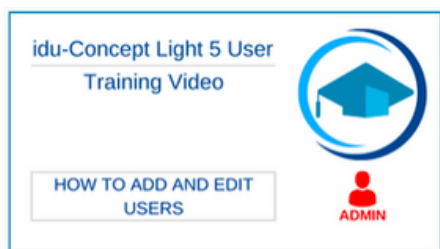|	
idu-Concept Light 5 User Training Video — HOW TO CREATE COST CENTRE ACCOUNT COMBINATIONS — ADMIN	**6. Create cost centre/department account combinations**

STEP 5: CREATE STRUCTURES

This video will show you how to create account structures and cost centre structures within IDU. This will allow you to structure your accounts to represent your income statement and balance sheet in IDU.

7. Create structures

STEP 6: CREATE USER ACCOUNTS

You are now ready to start capturing budgets and doing your reporting from within idu-Concept. In order for your users to be able to access the system, you will need to create user accounts for them.

8. Add and edit users

STEP 7: IMPORTING DATA INTO IDU

We have provided import functionality for most of the setup requirements in idu-Concept, which will help you set up and configure the system. The Reporting module will require you to import your Actual values from your ERP or General Ledger system into idu-Concept, in order to compare these against your budgeted values.

9. Import data

10. Import actuals
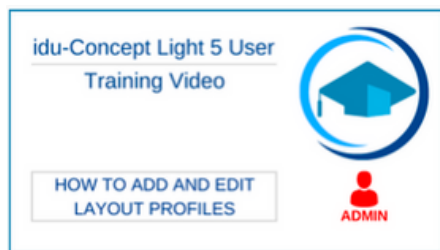
STEP 8: ADD REPORTING PERIODS

Once you have imported your Actual values, you will need to create/ open the relevant Reporting Periods (i.e. months) in idu-Concept in order to view the Actual values.

11. Add Reporting periods

idu-Concept Light 5 User Training Video

HOW TO ADD REPORTING PERIODS

ADMIN

STEP 9: ADD AND EDIT LAYOUT PROFILES

Layout profiles define which columns of data the end-users will see when in the Budgeting and Reporting modules. We have provided you with default layout profiles. If you need to add additional profiles, take a look at the below video:

12. Add and edit layout profiles

idu-Concept Light 5 User Training Video

HOW TO ADD AND EDIT LAYOUT PROFILES

ADMIN

STEP 10: HOW TO SET UP STANDARD AND FIXED BUDGET TYPES

Standard and fixed budget types determine the manner in which the budget is captured. **Fixed accounts** are accounts where the IDU administrator pre-populates the values for the cost centre and accounts. These accounts are available for enquiry and form part of the budget, but are not open for any amendment by users.

Standard accounts are those accounts that stand alone and are budgeted for per period based on the user's expectation of future expenses.

13. Set up standard and fixed budget types

idu-Concept Light 5 User Training Video

HOW TO SET UP STANDARD AND FIXED BUDGET TYPES

ADMIN

STEP 11: IMPORT BUDGET VALUES FOR STANDARD AND FIXED ACCOUNTS

Import budget values into IDU.

14. Import budget values for standard and fixed accounts

idu-Concept Light 5 User Training Video

HOW TO IMPORT BUDGET VALUES FOR FIXED ACCOUNTS

ADMIN

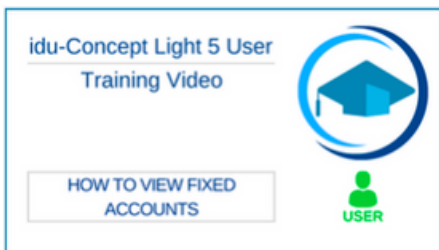## STEP 12: BUDGETING USING IDU-CONCEPT
Your users are now able to log into idu-Concept in order to capture budgets and do their reporting. The below videos will help your users find their way around the system:

15. Navigating the Financial Budgeting Module

16. How to capture standard accounts

17. How to view fixed accounts

STEP 13: REPORTING USING IDU-CONCEPT
Your users are now able to log into idu-Concept in order to capture budgets and do their reporting. The videos below will help your users find their way around the idu-Concept Reporting system:

18. Navigating the financial reporting module

19. How to compare budget and actual values