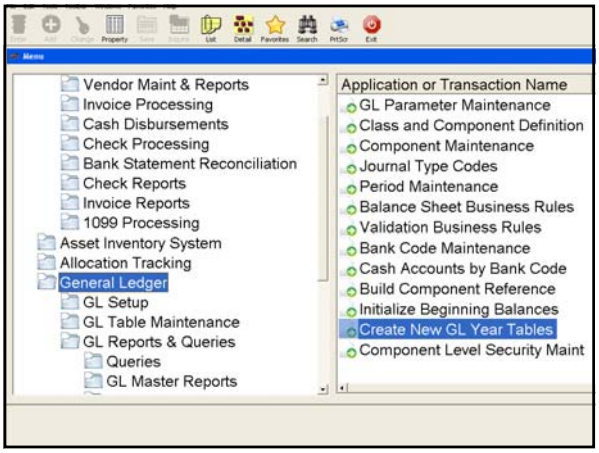
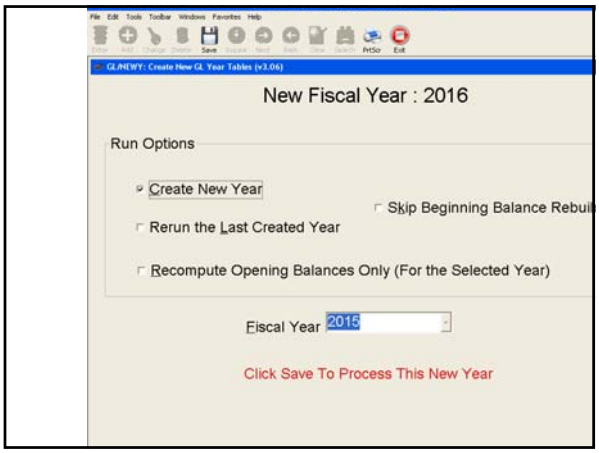
Budget Works

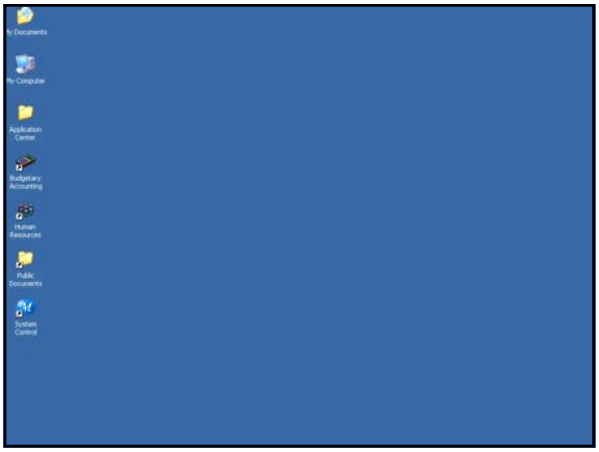
February 10,2015

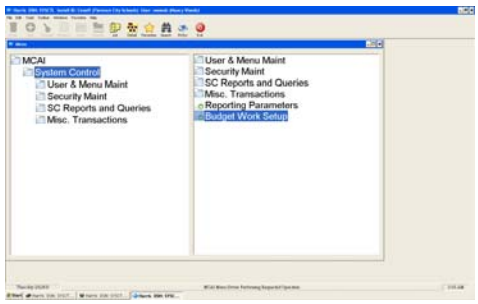
Questions?

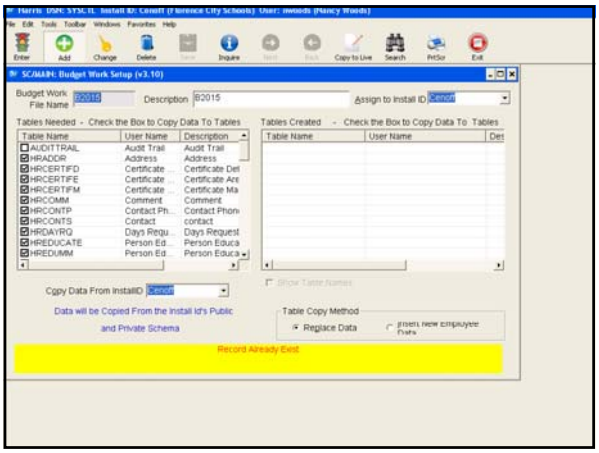
Nancy Woods
Nwoods@florencek12.org

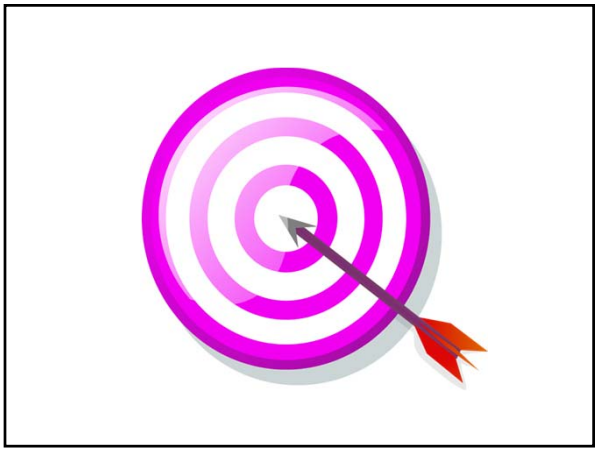


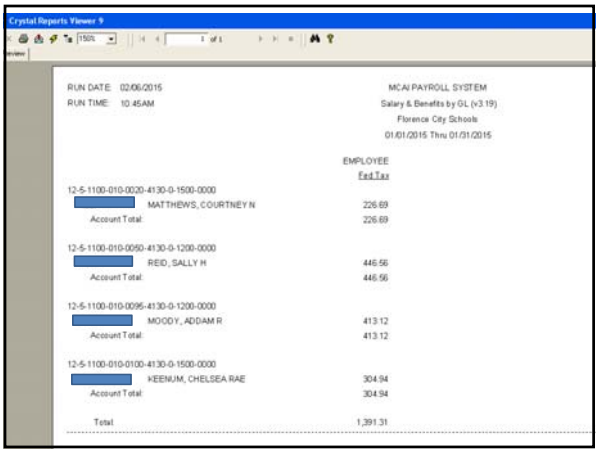

File Edit Tools Toolbar Windows Favorites Help
Save
PrtScr
Exit
GL/NEWY: Create New GL Year Tables (v3.06)
New Fiscal Year : 2016
Run Options
Create New Year
Skip Beginning Balance Rebui
Rerun the Last Created Year
Recompute Opening Balances Only (For the Selected Year)
Fiscal Year 2015
Click Save To Process This New Year


My Documents
My Computer
Application Center
Budgetary Accounting
Human Resources
Public Documents
System Control


MCAI
System Control
User & Menu Maint
Security Maint
SC Reports and Queries
Misc. Transactions
User & Menu Maint
Security Maint
SC Reports and Queries
Misc. Transactions
Reporting Parameters
Budget Work Setup


SCMAIN: Budget Work Setup (v3.10)
Budget Work File Name
Description
Assign to Install ID
Tables Needed - Check the Box to Copy Data To Tables
Tables Created - Check the Box to Copy Data To Tables
Table Name
User Name
Description
Copy Data From InstallID
Data will be Copied From the Install Id's Public and Private Schema
Table Copy Method
Replace Data
Record Already Exist

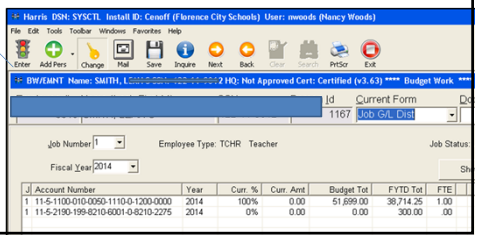


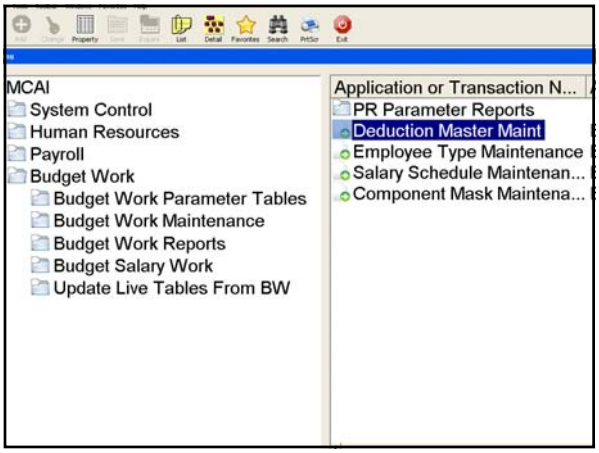

Crystal Reports Viewer 9
RUN DATE: 02/06/2015
RUN TIME: 10:45AM
MCAI PAYROLL SYSTEM
Salary & Benefits by GL (v3.19)
Florence City Schools
01/01/2015 Thru 01/31/2015
EMPLOYEE
Fed Tax
12-5-1100-010-0020-4130-0-1500-0000
MATTHEWS, COURTNEY N 226.69
Account Total: 226.69
12-5-1100-010-0050-4130-0-1200-0000
REID, SALLY H 446.56
Account Total: 446.56
12-5-1100-010-0095-4130-0-1200-0000
MOODY, ADDAM R 413.12
Account Total: 413.12
12-5-1100-010-0100-4130-0-1500-0000
KEENUM, CHELSEA RAE 304.94
Account Total: 304.94
Total: 1,391.31

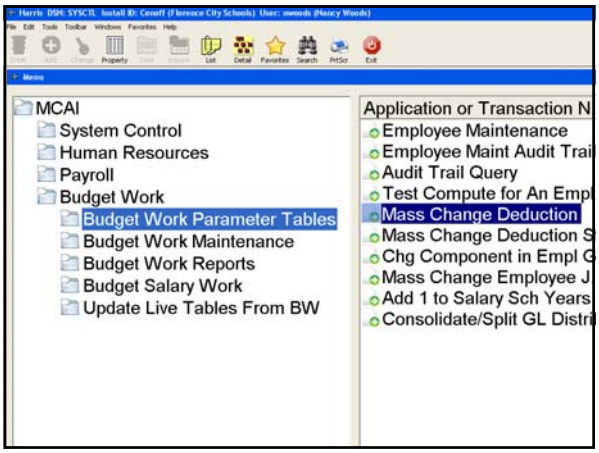
- Add new employees to live payroll before starting Budget Works
- If they are replacing an employee still on payroll keep in mind you will need to delete that person in budget works.
- Make any changes you can in live payroll.
- Can you change any salary schedules?
- Can you change any deductions in live?
- Can you increase the year?
- When you load your live payroll to Budget Work will determine if you can make some of these changes in live payroll.

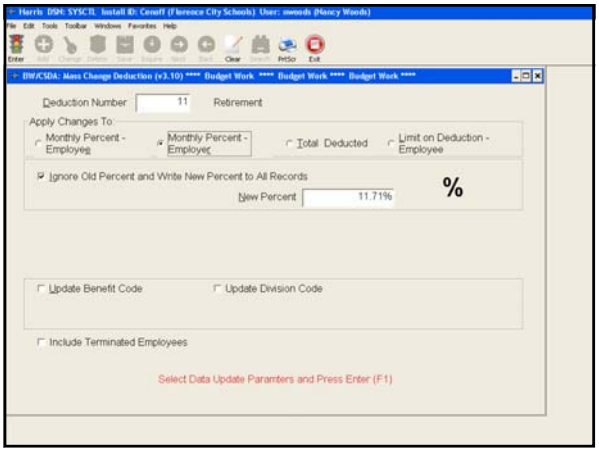
- Always be diligent to make sure you are in Budget Works when making budget changes. You will notice in the top left hand corner the initial BW for Budget Work.

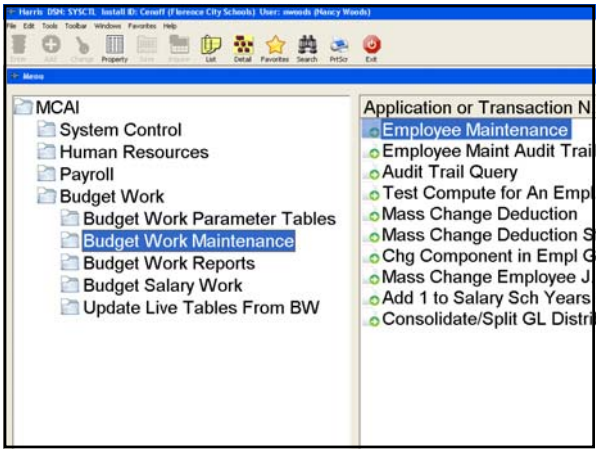
If BW is not there you are not in Budget Works






MCAI
System Control
Human Resources
Payroll
Budget Work
Budget Work Parameter Tables
Budget Work Maintenance
Budget Work Reports
Budget Salary Work
Update Live Tables From BW
Application or Transaction N
Employee Maintenance
Employee Maint Audit Trai
Audit Trail Query
Test Compute for An Empl
Mass Change Deduction
Mass Change Deduction S
Chg Component in Empl G
Mass Change Employee J
Add 1 to Salary Sch Years
Consolidate/Split GL Distri


Deduction Number
11
Retirement
Apply Changes To:
Monthly Percent - Employee
Monthly Percent - Employer
Total Deducted
Limit on Deduction - Employee
Ignore Old Percent and Write New Percent to All Records
New Percent
11.71%
%
Update Benefit Code
Update Division Code
Include Terminated Employees
Select Data Update Paramters and Press Enter (F1)


MCAI
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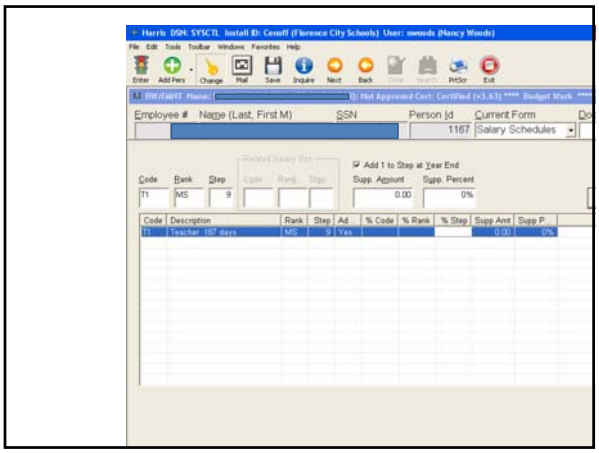
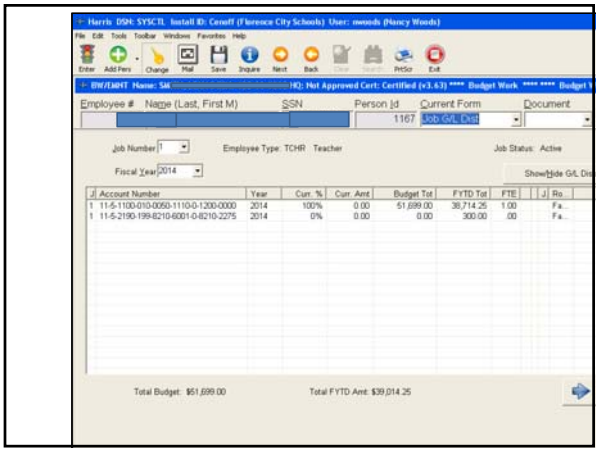
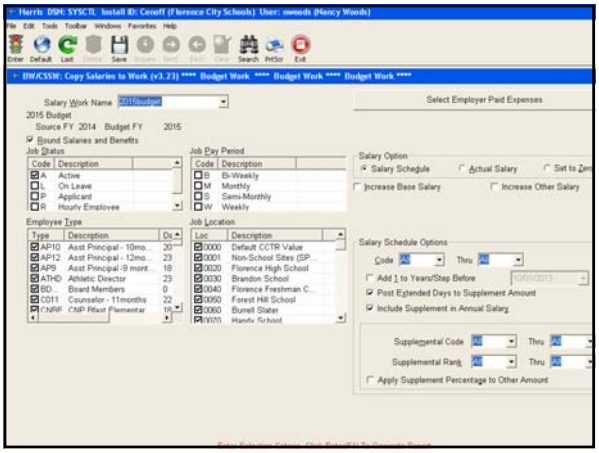
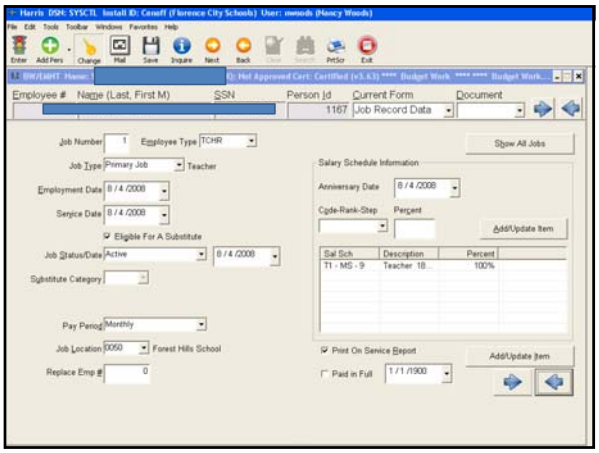
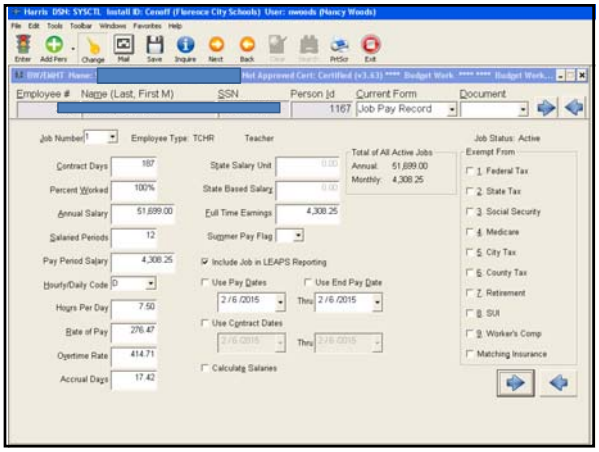
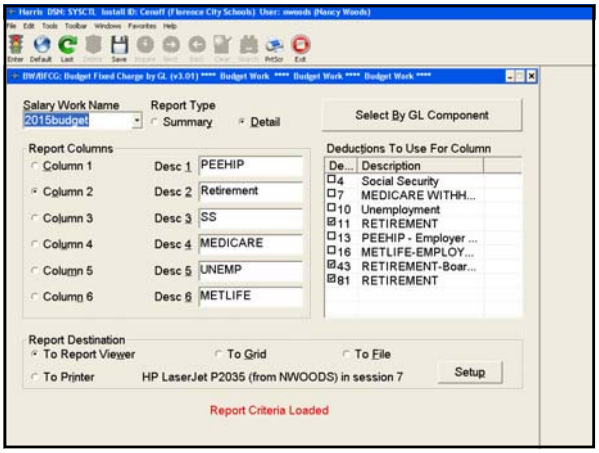

Employee #
Name (Last, First M)
SSN
Person Id
1167
Current Form
Salary Schedules
Add 1 to Step at Year End
Supp. Amount
Supp. Percent
Code
Description
Rank
Step

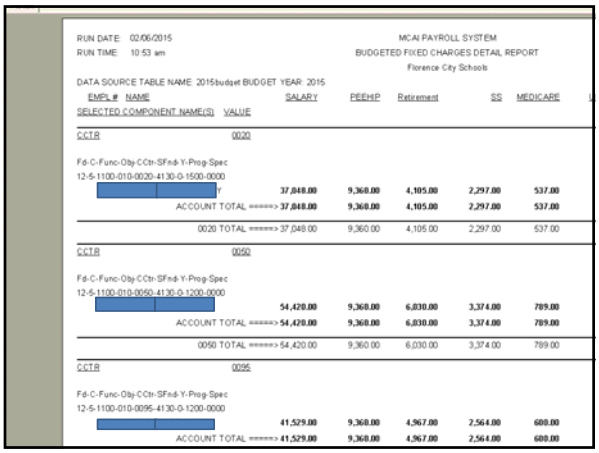

Employee #
Name (Last, First M)
SSN
Person Id
1167
Current Form
Job G/L Dstr
Document
Job Number
Employee Type: TCHR Teacher
Job Status: Active
Fiscal Year 2014
Account Number
Year
Curr. %
Curr. Amt
Budget Tot
FYTD Tot
FTE
Total Budget: $51,699.00
Total FYTD Amt: $39,014.25


Salary Work Name
2015Budget
2015 Budget
Source FY 2014 Budget FY 2015
Round Salaries and Benefits
Job Status
Job Pay Period
Salary Option
Salary Schedule
Actual Salary
Increase Base Salary
Increase Other Salary
Employee Type
Job Location
Salary Schedule Options
Post Extended Days to Supplement Amount
Include Supplement in Annual Salary
Supplemental Code
Supplemental Rank
Apply Supplement Percentage to Other Amount


Employee #
Name (Last, First M)
SSN
Person Id
Current Form
Document
1167
Job Record Data
Job Number
Employee Type
TCHR
Job Type
Primary Job
Teacher
Employment Date
Service Date
Eligible For A Substitute
Job Status/Date
Active
Substitute Category
Pay Period
Monthly
Job Location
Forest Hills School
Replace Emp #
Show All Jobs
Salary Schedule Information
Anniversary Date
Cpde-Rank-Step
Percent
Add/Update Item
Sal Sch
Description
Percent
T1 - MS - 9
Teacher 18...
100%
Print On Service Report
Paid in Full


Employee #
Name (Last, First M)
SSN
Person Id
Current Form
Document
1167
Job Pay Record
Job Number
Employee Type: TCHR
Teacher
Job Status: Active
Contract Days
Percent Worked
Annual Salary
Salaried Periods
Pay Period Salary
Hourly/Daily Code
Hours Per Day
Rate of Pay
Overtime Rate
Accrual Days
State Salary Unit
State Based Salary
Full Time Earnings
Summer Pay Flag
Include Job in LEAPS Reporting
Use Pay Dates
Use End Pay Date
Use Contract Dates
Calculate Salaries
Total of All Active Jobs
Annual: 51,699.00
Monthly: 4,308.25
Exempt From
1. Federal Tax
2. State Tax
3. Social Security
4. Medicare
5. City Tax
6. County Tax
7. Retirement
8. SUI
9. Worker's Comp
Matching Insurance


Salary Work Name
2015budget
Report Type
Summary
Detail
Select By GL Component
Report Columns
Column 1
Column 2
Column 3
Column 4
Column 5
Column 6
Desc 1
PEEHIP
Desc 2
Retirement
Desc 3
SS
Desc 4
MEDICARE
Desc 5
UNEMP
Desc 6
METLIFE
Deductions To Use For Column
De...
Description
4 Social Security
7 MEDICARE WITHH...
10 Unemployment
11 RETIREMENT
13 PEEHIP - Employer ...
16 METLIFE-EMPLOY...
43 RETIREMENT-Boar...
81 RETIREMENT
Report Destination
To Report Viewer
To Grid
To File
To Printer
HP LaserJet P2035 (from NWOODS) in session 7
Setup
Report Criteria Loaded

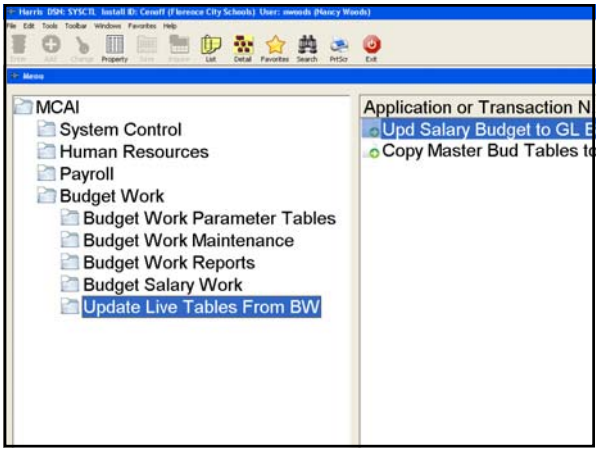


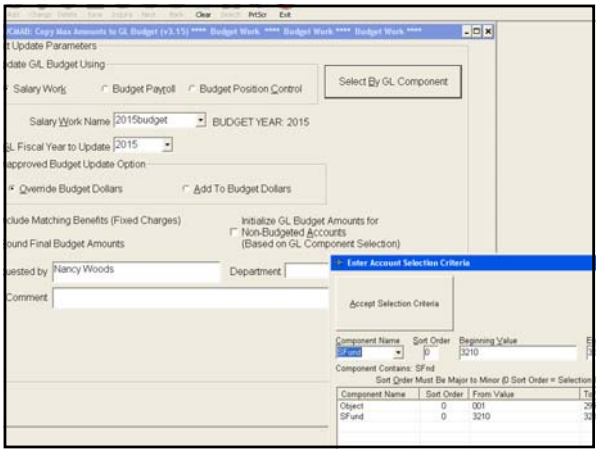
RUN DATE: 02/06/2015
RUN TIME: 10:53 am

MCAI PAYROLL SYSTEM
BUDGETED FIXED CHARGES DETAIL REPORT
Florence City Schools

DATA SOURCE TABLE NAME: 2015budget BUDGET YEAR: 2015

EMPL # NAME / SELECTED COMPONENT NAME(S)	VALUE	SALARY	PEEHIP	Retirement	SS	MEDICARE
CCTR	0020					
Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec						
12-5-1100-010-0020-4130-0-1500-0000						
[redacted]		37,048.00	9,360.00	4,105.00	2,297.00	537.00
ACCOUNT TOTAL ======>		37,048.00	9,360.00	4,105.00	2,297.00	537.00
0020 TOTAL ======>		37,048.00	9,360.00	4,105.00	2,297.00	537.00
CCTR	0050					
Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec						
12-5-1100-010-0050-4130-0-1200-0000						
[redacted]		54,420.00	9,360.00	6,030.00	3,374.00	789.00
ACCOUNT TOTAL ======>		54,420.00	9,360.00	6,030.00	3,374.00	789.00
0050 TOTAL ======>		54,420.00	9,360.00	6,030.00	3,374.00	789.00
CCTR	0095					
Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec						
12-5-1100-010-0095-4130-0-1200-0000						
[redacted]		41,529.00	9,360.00	4,967.00	2,564.00	600.00
ACCOUNT TOTAL ======>		41,529.00	9,360.00	4,967.00	2,564.00	600.00





- Load salaries first and always print your general ledger to check that totals match.
- You can reload salaries as many times as needed.
- You can load a range of salaries.